

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: *Gunkar. mahima Jyoti*

Name of the College: *Gail- degree college (men)*

Registration Number: *2022001440016*

Period of Internship: From: *12/12/22* To: *18/03/23*

Name & Address of the Intern Organization

University
YEAR

An Internship Report on

sachinlalayam department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
Bachelor of Arts (B.A T.G.E)

Under the Faculty Guideship of

B.N.V Chakravarthy

(Name of the Faculty Guide)

Department of

Golf degree college for (men)

(Name of the College)

Submitted by:

G. mahima Jyothi

(Name of the Student)

Reg.No: 2022001440016

Department of IIIrd B.A (T.G.E)

Golf degree college for (men)

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/ the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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Student's Declaration

I, GUNAPU. MAHIMA JYOTHI a student of _____
Program, Reg. No. 202200141006 of the Department of Tourism, Government Degree (MEN)
College do hereby declare that I have completed the mandatory internship
from _____ to _____ in Secrterate (Killipalem-1) (Name of
the intern organization) under the Faculty Guideship of
U. Prathista Madam (Name of the Faculty Guide), Department of
TOURISM, Government Degree College (MEN)
(Name of the College)

G. Mahima Jyothi
(Signature and Date)

Official Certification

This is to certify that GUNAPU.MAHIMA JYOTHI (Name of the student) Reg. No. 2022001440016 has completed his/her Internship in Secretariate (Killipalem) (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Tourism, Geography, English literature in the Department of Government Degree (Name of the College).
College (MEN)

This is accepted for evaluation.


(Signatory with Date and Seal)
Panchayat Secretary
KILLIPALEM
Srikakulam (Rural) Mandal

Endorsements

Faculty Guide

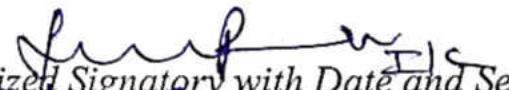
Head of the Department

Principal

Certificate from Intern Organization

This is to certify that _____ (Name of the intern)
Reg. No 2022001440016 of Government Degree (MEN) College (Name of the
College) underwent internship in Secretariate (Killipalem)-I (Name of the
Intern Organization) from _____ to _____

The overall performance of the intern during his/her internship is found to be
Satisfactory (Satisfactory / Not Satisfactory).


Authorized Signatory with Date and Seal
Panchayat Secretary
KILLIPALEM
Srikakulam (Rural) Mandal

Acknowledgements

Firstly I would like to thank the entire Secreterate team for giving me the opportunity to do an internship programme within this organisation.

The success and orderful internship project requires alot of guidance and endowment from many of the people in the eduskills organization.

I was also would like to thank all of the people that worked along with me and Secreterate with their patience and openness they Created an enjoyable working environment.

I am highly indebted to director and principal, for the facilities provided to accomplish this internship.

The internship opportunity I had with Secreterate was a great chance for learning and improving my communicational skills.

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5. CHAPTER 5 : OUTCOMES DESCRIPTION

★ Describe the real time technical skills you have acquired

★ Describe the managerial skills you have acquired

★ Describe how you could improve your communication skills.

★ Describe how could you enhance your abilities

★ Describe the technological developments you have observed and relevant to the subject area of training

6. Student Self Evaluation of the short term internship

7. Evaluation by the supervision of the intern organization.

8. PHOTOS & VIDEO LINKS.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

- Panchayath Raj Act-1994 says that Local Governance in every village for growth and development in a nutisable manner.
- Implementation of Secreterate (Grama Sachivalayam) to vender door to door dericer to the household and also developing the village in a suitable manner.
- Functioning of Grama Sachivalayam
It has mainly 10 times types of functions which does with all the activation required in a village.
- Objectives of Grama Sachivalayam.
 - * Sustainable development
 - * Door to door service
 - * Health and hygenic- Condition
 - * Roles and responsibilities of all departments.
 - * The on going Government schemes.
 - * Government schemes through RBK.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

★ Government of A.P appointed village volunteers to deliver services.

⇒ Organizational Structure:

- | | |
|---|-------------------------------|
| 1. Panchayati Secretary | 6. Veterinary Assistant |
| 2. Digital Assistant | 7. Village Surveyor |
| 3. Welfare and Education Assistant | 8. Mahila Police (Woman/lady) |
| 4. Village and Revenue officer | 9. ANM |
| 5. (Engineering) Assistant
Technical | 10. Line Man. |

⇒ Roles and responsibilities: The employees works on their duties by higher authorities orders.

⇒ Performance: Each functionary has been working by the rules and citizen satisfaction is the ultimate aim of the Secretariate (Sachivalayam).

⇒ Future plan: To enrich the Government schemes and people's believe the transparency of the Government employees and their duties.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

⇒ We were participated in many activities in internship and also they provided the equipment to learn such things.

- ★ Computer, application forms
- ★ Soil testing machine.
- ★ B.P machine, thermometer, medicines, etc,...
- ★ Animal husbandary items.
- ★ Power tester, cutting blayers, tool kit.
- ★ Revenue records.

⇒ We were participated in house hold survey, human rights meetings, health checkup to animals and pregnant women & also newly born children, went to Anganwadi's, agricultural land, etc....

⇒ Skills Acquired:

- ★ To know how to apply different types of certificates in Sachivalayam.
- ★ To learn about how to estimate quality of soil, rice, and various types of crops.
- ★ Acquired knowledge about normal health checkup of animals and human beings.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of staff and volunteers	Introduction	P. Pawan Kalyan WEEA
Day - 2	Introduction of Panchayat Secretary & Welfare Education Assistant	To know the secretary and Education Assistant	P. Pawan Kalyan WEEA
Day - 3	Introduction of ANM and veterinary Assistant	To know the ANM & Veterinary Assistant	P. Pawan Kalyan ANM
Day - 4	Introduction of VRO and Women police	To know the VRO & women police	P. Pawan Kalyan VRO
Day - 5	Introduction of VRO Line Man & Agriculture Assistant	To know the line man & Agriculture Assistant	P. Pawan Kalyan V.A.A
Day - 6	Introduction of the village surveyor and digital Assistant	To know the village surveyor and digital Assistant	P. Pawan Kalyan WEEA

WEEKLY REPORT
WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: Secreterate (Grama Sachivalayam) Killipalem.
Functionaries & volunteers.

Main functions are in follows

1. Panchayati Secretary
2. Digital Assistant
3. Welfare and Education Assistant
4. Village and Revenue officer
5. Engineering Assistant
6. Veterinary Assistant
7. Village Surveyor
8. Mahila Police
9. ANM
10. Line Man

Overall in charge is Panchayat: Secretary who is maintaining all the activities in and around

Field visit by ANM give an opportunity how well the organization staff is behaving with the villagers.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Importance of RBK and Agriculture schemes	We know the RBK schemes & Agriculture schemes	<u>S. Sridhar</u> VAA
Day - 2	Discuss about the land Registration rules	We learned the land registration rules	<u>[Signature]</u> VRO
Day - 3	We are participated field work with veterinary assistant	We observed the normal health checkup for animals	<u>[Signature]</u> VA
Day - 4	Discussed about the Dr. Y.S.R. Arogya Sri Card Scheme	Minimum qualifications of the Y.S.R Arogya Sri Scheme	<u>N. Param</u> <u>Kalyan</u> W & EA
Day - 5	Reducing child Marriages class by Mahila Police Madam	We know about the child Marriages	<u>[Signature]</u> MP (WPS)
Day - 6	Discussion about the various types of Medicines	We learned the various medicines	<u>K. Dileep</u> ANM

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: During the second week we shall discuss about the topics.

⇒ Introduction of Agriculture and schemes on going in state related to Agriculture

⇒ Major changes after introduction of RBK's at village level.

⇒ We discussing about the how to apply land registration with VR.O Sir.

⇒ How to check the animals health status.

⇒ We learned about the conditions of the Dr. Y.S.R Arogya Scheme.

⇒ We participated child marriages classes.

⇒ We know the importance of medicine.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Discuss about the different types of diseases	We learned about the diseases	K. Deveshi ANM
Day - 2	Prohibition of the child abuses	We know the activities of child abuses.	Rajya MP(WPS)
Day - 3	Who deserve to apply Y.S.R Pension class by welfare & Edn asst.	We remembering that qualifications of Y.S.R. Pension	N. Paron Kalyan W&EA
Day - 4	Different types of animal diseases class by veterinary sir	We gained knowledge about the animal diseases	Bhavya VA
Day - 5	We participated on village resurvey	We observed this activity	Akshay VRO
Day - 6	Horticulture class by agriculture Assistant	We know the Horticulture Crops	S. Sudha VAA

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: During the third week we shall discuss about these topics:

⇒ Types of Diseases : 1. Dengue
2. Malaria
3. Typhoid
4. Cholera

⇒ Prohibition of child abuse with different types of methods.

⇒ We gain about the knowledge of pension categories.

⇒ Types of Animal Diseases : 1. Fowl cholera
2. Food & Mouth Diseases
3. Anthrax

⇒ Killipalem village having an agricultural & horticultural area of 436 AC.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Different types of crops visited in Killipalem village	We observed crops status in village	<u>S. Sudha</u> VAA
Day -2	We participated in Health survey activity	We acquired knowledge about the health survey	<u>K. S. Sankar</u> ANM
Day -3	We know that the Seva postals with practically.	I had to pply on my own experience	<u>V. Ram Kalyan</u> W&EA
Day -4	Awareness Programme on child rights	To know about the child rights	<u>Ramya</u> WPS
Day -5	Survey of the crop lands with VRO Sir	We gain knowled-ge of land crops	<u>A. S. S. VRO</u> VRO
Day -6	We discussed that sensor tags are given that animals	We learned rules of the sensor tags	<u>B. S. S. AHA</u> AHA

WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

Objective of the Activity Done:

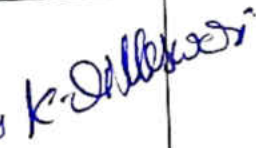
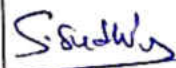
Detailed Report: During the fourth week we shall discuss about these types of topics:

- ⇒ Different types of crops:
1. Paddy.
 2. Banana
 3. Black gram
 4. Maize
 5. Green gram
 6. Coconut.

We have identified various types of crops and their sowing times through out the year.

⇒ I had apply on my own experience for seva portals in computer system.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to measure the shore class by VRO Sir	shore measuring	 VRO
Day - 2	We saw the pregnant ladies during her health checkup by ANM Madam	We observed health precautions	 ANM
Day - 3	We attending cluster level training programme	We know about the child society education	 WPS
Day - 4	To participated on vaccination of animals in Killipalem village	We observed the vaccination	 AHA
Day - 5	We discussed Y.S.R Ammavodi & Vidya Deveena schemes	We aquired the knowledge about the schemes	 W & EA
Day - 6	We discussed about Paddy harvesting	Majorly grown variety of paddy harvesting	 VAA

WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

During the fifth week we shall discuss about these topics:

⇒ Paddy harvesting - majorly grown variety of Paddy HTU 1061 & HTU 7029.

⇒ Learned the process of harvesting of paddy manually and saw harvesting with paddy reaper.

⇒ We participated in clusters level training on child rights & child safety society Education for parents.

⇒ Y.S.R Amma Vodi - yearly 15,000/-
Y.S.R Vidya Deevena - Yearly of their college terms

Y.S.R Vasathi Deevena - Yearly 20,000/-

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We discussing about syber crimes.	We knowing the information	 WPS
Day - 2	Learned orally about paddy combine harvester	We know the paddy combine system	 VAA
Day - 3	To survey the Arogya Sri cards in Killipalem village	How to survey Arogya Sri Cards	 ANM
Day - 4	M.S. R Vahana mitra Scheme class by welfare & Edn Assistant	To know about the scheme	 W&EA
Day - 5	We are participated in treatment of first aid classes with AHA's	We gain the knowledge about first aid	 AHA
Day - 6	They said how to apply for land passbooks.	We aquired the knowledge about the pass books.	 VRO

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: During the sixth week we shall discuss about these topics:

⇒ Learned orally about paddy combine harvester which is feasible mostly for large farmers.

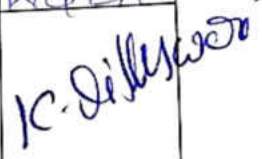
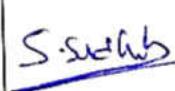
⇒ Who was apply the scheme of Vahana mithra they follows the rules and qualifications class by W & EA Six.

⇒ We get the more important content about the scheme of Vahana Mithra.

⇒ We acquiring the some knowledge for survey of Arogya Sri Card scheme.

⇒ We know the main rules and regulations about apply the landpass books and importance of these types of service.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We learned Y.S.R BHIMA class by W& EA Sir	We gain the knowledge about this scheme	 W& EA
Day - 2	We are participated in conduct tests of Urine of Pregnant women.	We acquired the some of the knowledge	 ANM
Day - 3	We participated in parse vignan badi programme	We gain good knowledge about this programme	 AHA
Day - 4	Learned about thrashing activities of paddy	We know the more knowledge of thrashing	 VAA
Day - 5	Explaining the mitation & position certification of land	We gain good information about this certificates	 VRO
Day - 6	We learned about the reducing activities for cyber crimes	We learned that activities	 WPS

WEEKLY REPORT

WEEK - 7 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

During the seventh week we shall discuss about these topics:

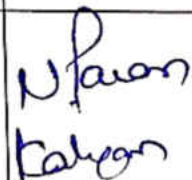
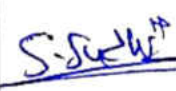
⇒ We get the knowledge of Y.S.RBHIMA to shall submit data through website in our own.

⇒ Conduct test of urine for pregnant women for albumin and sugar and estimate hemoglobin level at clinic in addition to recording TB and blood pressure.

⇒ Learned about thrashing activities of paddy, functioning of paddy thrasher and bags in field. Farmers use 80Kg bags.

⇒ We learned about give mitation & position certificates of land to the farmers.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	To participated preventive diarming	We gain some of the knowledge	 AHA
Day - 2	How to collecting the water tax, cases and taxes class by VRO Sir	Knowing about the taxes	 VRO
Day - 3	She explaining the how to maintaining the records in Cereceterate	We observing the records	 ANM
Day - 4	Explaining the Mahila Sakti Kendra Scheme	We know the scheme and information	 WPS
Day - 5	We participated in awareness programme in schools for children	knowing the important information	 WEEA
Day - 6	Transporting of paddy at RBK levels.	Very useful information gained in this class	 VAA

WEEKLY REPORT

WEEK - 8 (From Dt..... to Dt: Dt.....)

Objective of the Activity Done:

Detailed Report:

During the eighth week we shall discuss about these topics:

⇒ To co-ordinate with the heads of the educational institutions in the area and motivate the students who are irregular in attendance or poor in studies to improve their performance.

⇒ How to create awareness on Government programs for the welfare of women and girl children through Mahila Sakti Kendra scheme was learned by me.

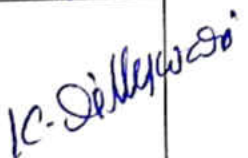
⇒ What records have ANM Madam and main importance of these records.

⇒ Transporting of paddy to mills through paddy proximate centers set up at RBK.

Levels HSP of 100 KG Grade 'A' Paddy - 2040/-

80 KG Grade 'A' Paddy - 1632/-

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to react in law & order issues in village class by WPS	Very useful information to us	 WPS
Day - 2	How to conducting the population & family welfare screening.	We know about population screening	 ANM
Day - 3	Explain the social harmony of and civil rights in the village level	We gain the information about civil rights	 WPS & EA
Day - 4	How to allowed the certificates about healthy & valuation for animals	We acquire knowledge about these certificates	 AHA
Day - 5	Conducted awareness among farmers on paddy procurement	We learned how to conduct these meeting	 VAA
Day - 6	How to protect Gov lands & tank, trees and properties class by VRO Sir	We learned how to protect the Govt. properties	 VRO

WEEKLY REPORT

WEEK - 9 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

During the ninth week we shall discussing about these topics:

⇒ We learned conduct population screening for Hypertension / Diabetes / 3 common cancers i.e., breast, cervix and oral (women) and man (oral 1 lung 2 prostate cancer)

⇒ We know the how to allowed health & valuation certificates to animals.

⇒ We knowing how to manage the order issues in Killipalem village area.

⇒ We learned how to maintaining and protecting the government lands, Government tanks and Government properties.

⇒ We know conducted awareness among farmers on paddy procurement process which is way different from previous year.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We gained knowledge about Rice yellow pulses.	We learnt about the Rice & pulses	<u>S. Suresh</u> VAA
Day - 2	Explaining about fodder development	We know the important points	<u>Biraj</u> AHA
Day - 3	How to maintain the Village Revenue Records class by VRO Sir.	We gained knowledge about Village Revenue Records	<u>Abhishek</u> VRO
Day - 4	Women safety class by WPS Madam	We know the points about women safety	<u>Raveesh</u> WPS
Day - 5	How to applied for Kalyana Kanuka in official website	We know the way of applying for scheme	<u>N. Anas</u> WFEA
Day - 6	How to motivate pregnant women for deliveries class by ANM Madam.	We know the valuable information.	<u>P. Dilek</u> ANM

WEEKLY REPORT

WEEK - 10 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

During the tenth week we shall discuss about these topics:

⇒ We learned the concept of about Rice follow pulses.

⇒ Motivate pregnant women for institutional deliveries or trained attendant at birth.

⇒ We know about how to maintain the Village Revenue Records and all village Revenue Accounts promptly and accurately.

⇒ We learned how to protect women in difficult situations & how to improve women safety actions in village areas.

⇒ We know the good knowledge about Kalyana Kanuka scheme and we learned to apply for this scheme in official website in our own with practically.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conducting the counselling sessions to farmers class by WPS	We know this type of meetings held in RBK process	Rouys WPS
Day - 2	Brief explanation about loan recoveries class by VRO sir	We know brief information in this class	A. K. S. VRO
Day - 3	We participated in implementation of ration balancing programme	We acquiring the more information	B. K. S. AHA
Day - 4	We learned about sowing methods of maize	We know about this topic	S. S. S. VAA
Day - 5	We participated in distributing things programme	We acquired some information in this distribution	K. S. S. ANM
Day - 6	How to send proforma for pensions and monthly report to MPDO	We know the knowledge about sent to MPDO	U. S. S. WEEA

WEEKLY REPORT

WEEK - 11 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

During the Eleventh week we started discussing about these topics:

⇒ We acquiring the knowledge about how to send proposals for new permissions to MPDO & also how to send monthly report to the MPDO.

⇒ We know the distributed conventional contraceptive and OP cycles to the couples on demand.

⇒ We know about the implementation of Ration balancing programme, also which Ration give to animals for their growth and development.

⇒ Counselling sessions to farmers against suicides stress management with the help of stake holders.

⇒ We know some methods of maize.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Important points of mother's education in her role.	We acquiring the knowledge about Mother's education	K. Sankar ANM
Day - 2	How to sanctioned cast and income certificates	We learned the process	A. Reddy VRO
Day - 3	Different welfare departments class by welfare assistant	We listened the class and gain the department	P. Ram WSEEA
Day - 4	How to grounding of animals under Y.S.R cheyutha.	We know this scheme benefits	D. Ravi AHA
Day - 5	How to arrangement of PSE meterial	We learned about PSE material	R. Ravi WPS
Day - 6	We participated fertilizer distribution from RBK.	We know about the process & distribution.	S. Suresh VAA

WEEKLY REPORT

WEEK - 12 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

During the twelfth week we shall discussing about these topics:

⇒ We learned about process of fertilizer distribution from RBKs and involved in all atment of urea to farmers through DBT process.

Sowing methods of maize and irrigation methods used in maize.

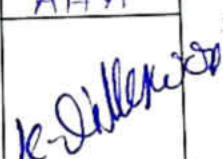
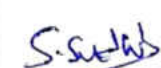
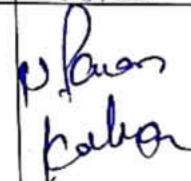
Maize in zero village method.

⇒ Cost of production in maize from farmers.

⇒ We know how to educate the mothers on the importance of breast feeding, family health, family planning, nutrition, immunization and personal and environmental hygiene.

⇒ All welfare departments - social welfare
Tribal welfare, BC welfare, minority welfare
Differently - abled welfare.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conducting infertility camp in village areas.	We improve our management skills.	 AHA
Day - 2	We assumed how to conduct Mahila Mandali meetings.	We learned about this meetings.	 ANM
Day - 3	We participated in awareness unimportance of e-Crop programme	We know about e-crop	 VAA
Day - 4	How to organize the pre-school class by WPS madam	We learned the essential activities	 WPS
Day - 5	How to provide feed back to higher authorities	We know the process	 W&EA
Day - 6	How to intimate the higher authorities	We acquiring this process and remembered	 VRO

WEEKLY REPORT

WEEK - 13 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

During the thirteenth week we are discussed about these topics:

⇒ We participated conducting awareness on importance of e-crop booking of various crops in Rabi 2022-2023.

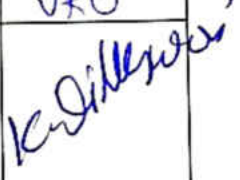
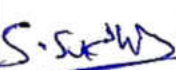
⇒ Farmers under e-crop booking will be benefited with procurement of crop at MSP crop insurance, etc....

⇒ We assumed participate in the local Mahila mandal meetings, and spread the message on female agent marriage, spacing method etc...

⇒ We learned death of unknown persons to inform higher authorities.

⇒ To provide feedback to higher authorities on the status of implementation of the said schemes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to identify the persons for various welfare schemes	We know the process and schemes	 W&EA
Day - 2	We learned what are the Azmoish crops	We know about Azmoish crops	 VRO
Day - 3	How to maintaining the eligible couple register class by ANM	We learned this register information	 ANM
Day - 4	How to develop nutri garden in village level	We know the development process	 WPS
Day - 5	How to update data on e-crop class by Agricultural sir	We learnt about e-crop website	 VAA
Day - 6	Which items have the TMR kit class by AHA sir	We acquiring the important things in this kit	 AHA

WEEKLY REPORT

WEEK - 14 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: During the fourteenth week we were discussing about these topics:

⇒ We learned how to update data on e-crop portal of farmers who registered these crops in e-crop portal.

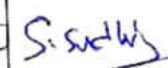
⇒ Identification of full army worm pest in maize crop and suggested methods to prevent.

⇒ Azmoish of crops (100%) inclusive of inspection of survey stones.

⇒ Maintain Eligible couple register properly & utilize the information for motivation of couples for acceptance of family welfare methods.

⇒ Facilitate to develop Village level nutri garden / Anganwadi level kitchen garden.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What are main activities for disaster situations class by VRO sir	We acquired some knowledge about disaster management	 VRO
Day - 2	What are the enrollment of beneficiaries	We know the benefits of enrollment	 WPS
Day - 3	We were participated in soil testing process	We gained knowledge about soil testing	 VAA
Day - 4	How to conduct the INAPH programme in village areas.	We learned about this programme	 AHA
Day - 5	Importance of Secreterate and its working process	We learnt about the importance of Secreterate	 WGEA
Day - 6	How to identify women for medical termination	We were gained the knowledge about medical termination	 ANM

WEEKLY REPORT

WEEK - 15 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

During the fifteenth week we were discussed about these concepts:

→ We learned about the importance of soil testing process whether it was useful for fertilization or not, and also about the crops, fertilizers, nutrients and recommended contents in the crops growing process.

→ We know to provide intimation regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials whenever and wherever they occurs and by providing assistance to the Revenue Department.

→ Identifying women in need of medical Termination of pregnancy (MTP) and refer them to the nearest hospital.

→ INAPHA: Information of animal productivity and health purification.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

I experienced a very good environment with professional knowledge & kind of people in this organization, all the staff members are very punctual in attending the office. All the secretariate staff behaved very well with us.

They had shown an interest in technology and how the system working and administration activities are handled in a procedural manner. The facilities are good and there is a healthy atmosphere.

The time they spent for us in beginning of their working schedule are appreciable. The staff co-operation and extended their operation in the internship programme.

The digital assistants are used for helping in learning advanced needs as this moments were filled with accountability which keeps the system trust and worthy.

I am satisfied myself of this organization (Grama ward Sachivalayam) Secreterate protocols, and working culture.

Everyone gives value to time and everyone behaved well/good behaviour with us. They taught well and they spent time to taught us to learn more about the related concepts.

Killipalem Secreterate place is a bit far from the village and ventilation is also good at Killipalem Sachivalayam.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

⇒ Each and every works are systematically managed.

Application Program digital Assistant
Field verification - Welfare Assistant
Third party verification - Administrative Staff
Pre Applied - VRO
Final Applied - MPDO/MRO

Everyone is using the technology bound work to avoid duplicity and ignore transparency in the eligibility of any scheme.

1. Bio Metric Division
2. Android Smart Phones
3. IRIS SC anners.
4. Face Authentication.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

I acquired the real time governance procedural pre define which is very realistic and given tone management, competence and along analog skills.

Every work in time is bounded and could be deflected whole world is observing the activity and decision making is very important.

For doing anything firstly practical knowledge and secondly planning and thirdly the procedure for implementation.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

My communication skills are modified and improved myself in communication of different people in different places.

My written communication as per the internship programme was improved by writing and maintaining running notes while the classes are going on.

My knowledge is less in this sector. When I came to learn the processes, then I was acquired more knowledge about Revenue Department, welfare department, ANM's duties and caring actions taken for pregnant, soil fertilities, Computer knowledge and also the awareness about society and its actions.

I was learned how to communicate with others. The communication skills are developed by the staff members while in their teaching and in our learning process.

The staff members are very friendly to interact with them and my doubts are cleared by them.

Oral and written communication skills were improved more than before. My confidence levels are also developed very well.

In this internship, I learnt how to communicate with higher authorities, staff members, common people and elders. I'm very thankful to the Education officers for conducting this internship programme to U.G level students.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

In gram division, I always space with point to point and don't large to improve I will be clear of what I am saying.

I also encourage to participate in the discussions to share their views.

I always concluded the discussions in a very friendly and formal manner.

Oral and written skills are also developed and different types of ideas come out in the group discussions.

Leadership skills and communication skills are developed in these group discussions.

I lead well in these activities.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

First thing:

1. Holding of smart phones
2. Bio Metric Disson
3. IRIS Scanner
4. Face Authentication Programme

Which given the realistic procedure.

Secondly:

Using E-POS Machine in PDS

Thirdly:

★ Using 'COPS' & 'Reven' in land rebarrelly programme.

★ Using drones in detification of marks in land alliagment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: *G. Mahima Jyothi*

Registration No: *202200144006*

Term of Internship: From: To :

Date of Evaluation:

Organization Name & Address: *Secreterate (Grama Ward Sachivalayam)
Killipalem-1, Srikakulam.*

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

G. Mahima Jyothi
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Gunapu Mahima Jyothi

Registration No: 2022001410016

Term of Internship:

From:

To :

Date of Evaluation:

Organization Name & Address: Secreterate (Grama Ward Sachivalayam)
Killipalem - I, Srikakulam.

Name & Address of the Supervisor with Mobile Number CH. Supraja

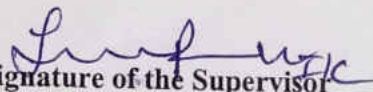
Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

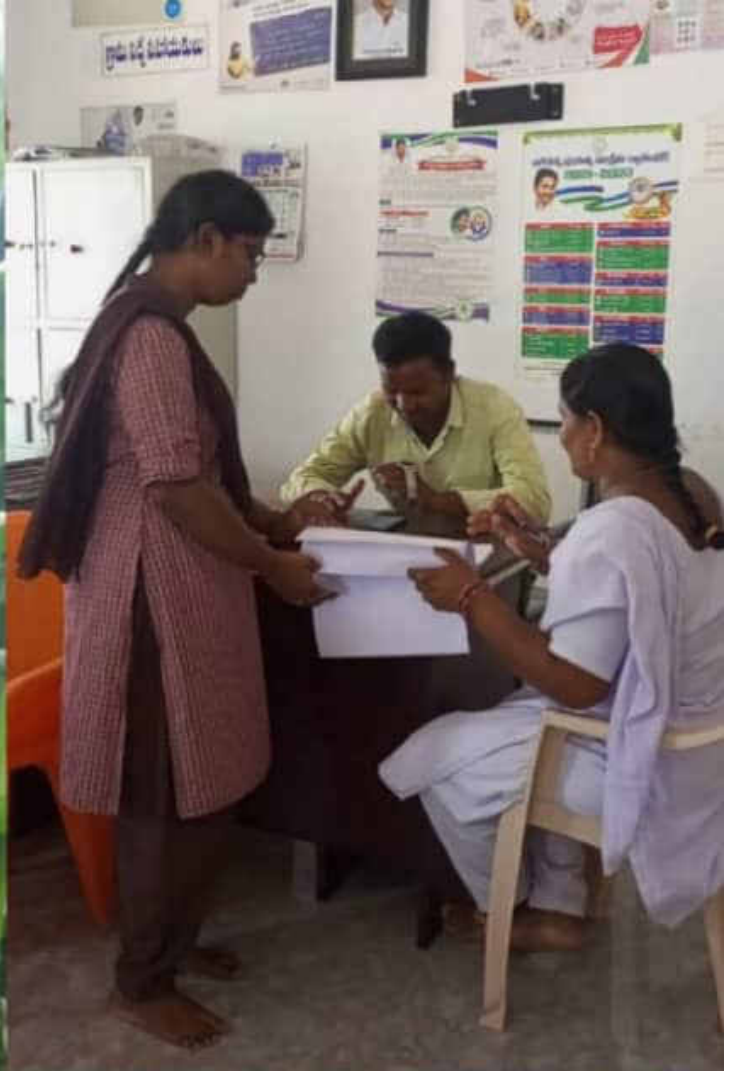
Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
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9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:


Signature of the Supervisor

Panchayat Secretar
KILLIPALEM
Srikakulam (Rural) Mandal



Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

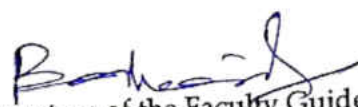
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INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Gunapu. Mahima Tyothi
Programme of Study: Grama Ward Sachivalayam (Secretariate).
Year of Study: 2020-2023
Group: B.A. (T.G.E.)
Register No/H.T. No: 2022001440d6
Name of the College: Government Degree College (MEN), Srikakulam.
University: Dr. B.R. Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	25
3.	Oral Presentation	10	10
	GRAND TOTAL	50	45

Date:

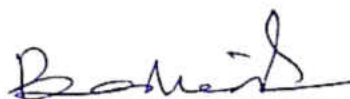

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

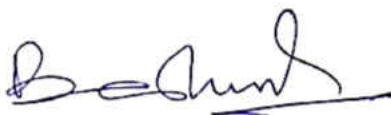
Name Of the Student: GUNAPU. MAHIMA JYOTHI
Programme of Study: Granta World Sachivalyam (Secretariate)
Year of Study: 2020-2023
Group: B.A (T.G.E)
Register No/H.T. No: 2022001440016
Name of the College: Government Degree College (MEN), Srikakulam.
University: Dr. B.R. Ambedkar University.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	70
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	45
	TOTAL	150	135
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	180

Signature of the Faculty Guide



Signature of the Internal Expert



Signature of the External Expert

K. Raghavanna
18/7/23

Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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