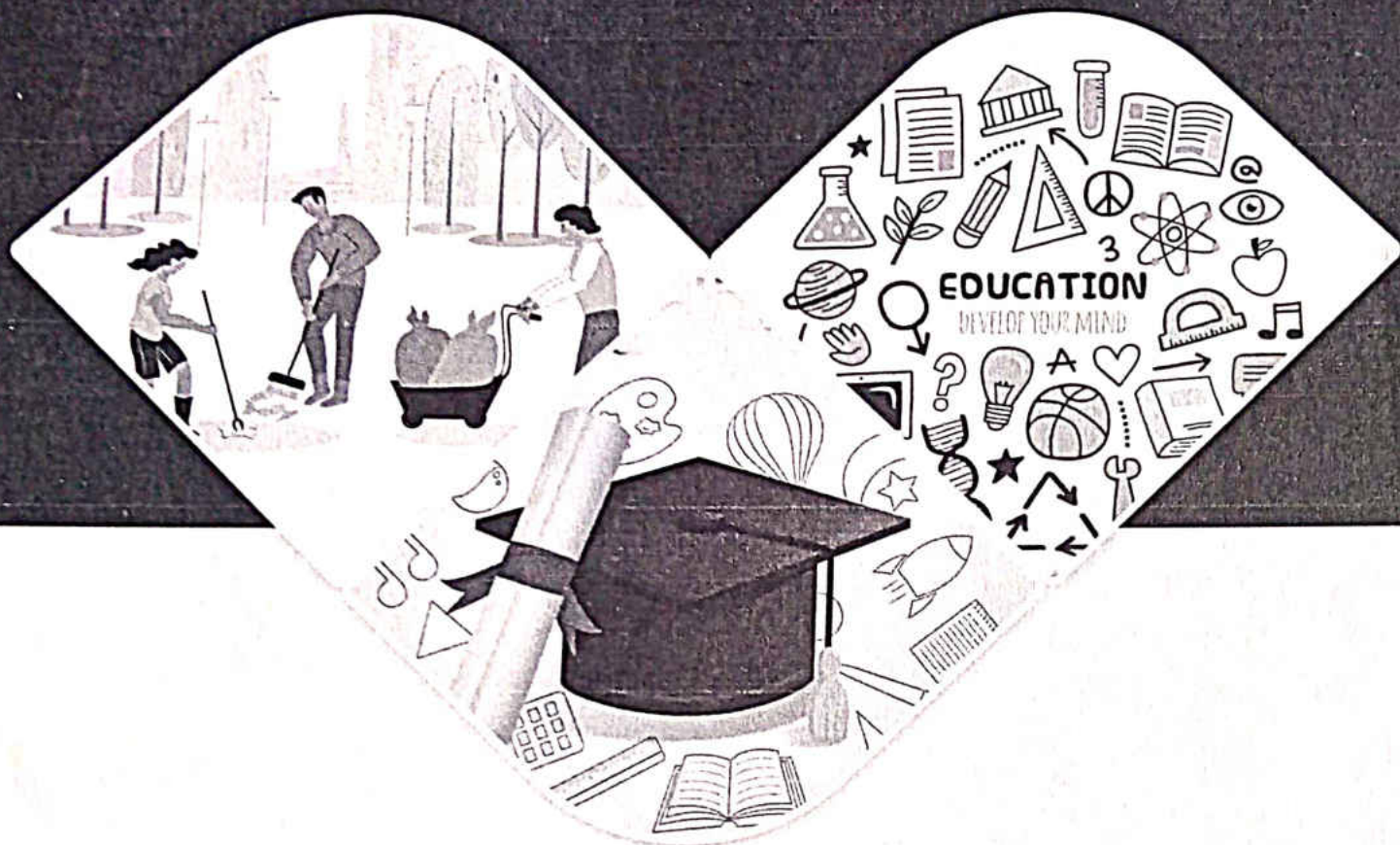


Model Program Book



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: *Kondagorri Nagareji*

Name of the College: *Government Degree College (men)
Srikakulam*

Registration Number: *2022001446022*

Period of Internship: From *12/12/22* To *18/03/2023*

Name & Address of the Intern Organization

Dr. B. Ambedkar **University**

YEAR

An Internship Report on

sachinlalayam department-

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

sachaler ab Arts B.A.C.T.G.C.

Under the Faculty Guideship of

V. Prathista (madam)

(Name of the Faculty Guide)

Department of

Government Degree college (men) Srikulam

(Name of the College)

Submitted by:

K. Nagaraju

(Name of the Student)

Reg.No: 2022001440022

Department of _____

Government Degree college (men) Srikulam

(Name of the College)

Student's Declaration

I, Kondagorri Nagaraju a student of 4 Months Internship
Program, Reg. No. 2022001440022 of the Department of B.A(T.G.E)
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 16/03/2023 in _____ (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
_____, Govt Degree college (men) SKLM
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that Kondagorri Nagaraju (Name of the student) Reg. No. 2022001440022 has completed his/her Internship in _____ (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 B.A (T.G.E) in the Department of govt Degree college (mem) ^{SKLM} (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Kondagorei Nagaraju (Name of the intern)
Reg. No 2022001440022 of Gout Degree College (men) Skm (Name of the
College) underwent internship in _____ (Name of the
Intern Organization) from 12/12/2022 to 18/03/2023

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

K. Chijj

Authorized Signatory with Date and Seal
Panchayathi Secretary
Grama Panchayat
PUTHIKAVALASA
Seethampeta (Md.)

Acknowledgements

I would like to express my special thanks of Gratitude to my Sachivalayam employees as well as my Secretary (M.D) who gave me the golden opportunity to do this wonderful project on the topic internship Program which wonderful which helped me to learn a lot in the research and course of completion of this project.

I am also indebted to my family and friends for their valuable support advise and love which helped me to do this project with the given time frame.

Contents

1. chapter 1 :- Executive Summary.
2. chapter 2 :- Overview of the Organisation.
3. chapter 3 :- internship Part
4. long books [first week to fifteenth week]
5. chapter 5 :- out comes 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 development you have observed and relevant to the subject area of training.
6. Student self evaluation of the short-term internship organization.
7. Evaluation by the Supervision of the inter organization
8. photos & videos link's.

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.

Learning Objectives

- ⇒ To Gain an understanding of the functioning and Structure of the Grama Sachivalam Organization.
- ⇒ To develop Skills in Administration and clerical tasks Related to the day-to-day Operation of the Organization.
- ⇒ To Learn about the various Government Schemes and programs implemented by the Grama Sachivalam for the Benefit of the Rural population.
- ⇒ To improve Communication and interpersonal skills through interaction with Villagers and Other Stakeholders.
- ⇒ To acquire Knowledge of the legal and Regulatory frame work Governing the activities of the Grama Sachivalam.

Outcomes achieved

- ⇒ improved Knowledge of the Organization Structures, functions and Responsibility of the Grama Sachivalam
- ⇒ Enhanced administration and clerical skills such as Maintaining Records, data entry, and handling paperwork.
- ⇒ Understanding of the various Government Schemes and programmes such as Housing Sanitation and Education.
- ⇒ improved communication and interpersonal skills through interaction with villagers, offices and other stakeholders.
- ⇒ Understanding of the legal and Regulatory framework governing the Activities of the Grama Sachivalam.

Description of the Grama Sachivalayam Organization.

The Grama Sachivalayam is a Government Organization that functions at the village level in India. Its primary objective is to ensure the effective implementation of Government schemes and programmes for the welfare of the rural population.

It is responsible for a wide range of activities such as healthcare, Sanitation, education, housing and social welfare. The Organization has administration and clerical staff, and it also collaborates with various departments and agencies to achieve its objectives.

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.

A. Introduction of the Organization.

Grama Sachivalayam is a Government initiative in the Indian state of Andhra Pradesh aimed at decentralizing Governance and bringing administration closer to rural communities. The word "Grama Sachivalayam" translates to Village Secretariat in English.

The Grama Sachivalayam System was launched in 2019 by the Andhra Pradesh Government under the leadership of Chief Minister Y.S. Jagan Mohan Reddy. The primary objective of the initiative is to provide efficient by establishing a system of Village Secretariats in every village of the state.

Under the Grama Sachivalayam System, each Village Secretariat is staffed with a Village Secretary and several other officials who are responsible for delivering a range of Government Services including everything from issuing Certification and licenses to providing information on Government Schemes and programs.

The Grama Sachivalayam System, has been widely praised for its potential to improve access to government services and promote greater citizen participation in government at the grassroots level.

B. Vision, mission and values of the Grama Sachivalayam

Vision := to create vibrant and self-sustaining rural communication in Andhra Pradesh, where every citizen has access to basic amenities, opportunities and a high quality of life.

Mission := to provide efficient, effective and transparent governance services to the people of Andhra Pradesh particularly those living in rural areas, through the establishment of Grama Sachivalayam in every village.

Values := the values of Grama Sachivalayam and transparent governance, the transparency and inclusivity, Accessibility Accountability efficiency empathy integrity.

C. Policy of the Grama Sachivalayam

→ Providing basic services like water, Sanitation, health education, and Social Security to the rural population.

- ④ Digital Assistant, ⑤ engineering Assistant
- ⑥ welfare and education Assistant ⑦ Agriculture Asst
- ⑧ Ann ⑨ Surveyor of village
- ⑩ energy Assistant ⑪ line man.

The grama Sachivalayam is a decentralized administrative structure that is aimed at providing governance at the grassroots. The grama Sachivalayam ensures that people have access to basic services and public facilities in their villages.

E. Roles and Responsibilities of the employees in grama Sachivalayam

The grama Sachivalayam is headed by a village secretary who is responsible for managing the day-to-day affairs of the village.

The employees in grama Sachivalayam are responsible for a wide range of government schemes, collection of taxes and fees, providing basic services, maintaining law and order, providing conducting surveys, organizing community events.

In summary, the employees in grama Sachivalayam play a crucial role in the development of rural areas by providing basic services, implementing government schemes, and maintaining law and order.

G. Future plans of the grama Sachivalayam

Looking to the future the grama Sachivalayam organization may focus on implementing more sustainable practices and technologies to address the growing environment

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.

- ① Panchayati Raj Act - 1994 says that local Govt in every village of the growth & Development in a sustainable manner
- ② Chief minister of Andhra Pradesh state YSR Jagan Mohan Reddy started these Secretariat at Vijawada, the Statment was made. on October 2, 2019¹⁵ 150¹⁵ anniversary of Mahatma Gandhi birth day.
- ③ Function of Grama ward Sachivalayam it has mainly 11 types of the officer in Secretariat. the village volunteer's system aims to bring Govt services to people's door steps.
- ④ Generally Using of technological skills and instrument mainly use just like bio-metrics, Computer System.
- ⑤. the internship part these kind of skills are very important. listening and speaking, confidence, leadership qualities, punctual and Time management.
- ⑥. Objective of ward Sachivalayam provide services and Central level Schemes.
- ⑦ Outcomes of ward Sachivalayam to
 - ① Early Solution to all problem.
 - ② All services of to no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I Reported in the Secretariat assigned to me		K. Chitra Secretary.
Day - 2	the introduction of the Secretariat was Giving by the well Assistant	learned about the Secretariat	Sfm WEA
Day - 3	the Welfare assistant told about Grama Darshini	We are learned to the cha pultika-valasa Different types of problems.	Sfm WEA
Day - 4	Explain about employees roles and Responsibilities	Know Same type of duties about the Employees.	Sfm Staff
Day - 5	our staff members introduced with Oclur-ters.	Cam daily face and looking Towards volunteers walking.	Staff.
Day - 6	WEA Said about the vision and mission of Grama Secretariat.	I learned why to Organized Sachivalayam.	Sfm WEA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: This week we are learning about Village Secretary i.e. why the Secretariat System was established and their uses.

We are also learned the benefits of the Secretariat to the people of the Village.

We got to know the physical conditions of the Residential areas in the Grama Secretariat and the Duties of the Employees in the Grama Secretariat System. as well as the performance of the Volunteer's and their Services.

The Welfare Assistant was fully informed about the vision, mission and values of the Grama Secretariat. why to Creation for this Govt to introduces in people of society.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	the WEA officer explained the Organization Structure of the Sachivalayam.	I Can take the Same Knowledge.		WEA
Day - 2	Explained the future plans of the Grama Secretariat	We know the future plans of the Secretariat		WEA
Day - 3	About old age pension widow pension has been deeply explained.	We are analysis what type of document is required.		WEA
Day - 4	Deeply explained about disable pension and Single women pension	We are analysis and what is important document is required.		WEA
Day - 5	Explained about Traditional cobbler pension of weaver pension.	We learned the Required documents and eligibility		WEA
Day - 6	Explained about today tappers pension and fishermen pension.	We learned the Required documents and eligibility information.		WEA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The Organization Structure and future plans of the Village Secretariat were discussed in details. Their week also told about YSR Pension Kanuka how many types, Required documents and eligibility Criteria.

Eligibility and Required documents for Old age pension, Widow pension, Aisable pension, Single women pension, Traditional Obblers pension, Weavers pension, today Tappers pension and fisherman pension are Given at the end. The YSR pension Scheme is designed to provide a Safety net for Vulnerable Section of Society and enable them to meet their basic needs and improve their Quality of life.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	the mahila police in Sachivalayam is inculcate her duties.	I am full focus and learned out come information	A. Vals	wpo
Day - 2	the mahila police officer taught Sexual harassments in Society.	How to handal and how to baild these Type of harassments.	A. Vals	wpo
Day - 3	the mahila police officer inculcate Anganwadi Services	What are the corruption of Anganwadi Services.	A. Vals	wpo
Day - 4	the mahila police officer told about some important Section and helpline number.	Any Accident and Criminal Case issues how to inform higher officer	A. Vals	wpo
Day - 5	the VRO sir explained local govt and main aim.	Secretariat one of the local govt that particularly use and goal.	Pris	VRO
Day - 6	our VRO told Today we are going to field work your cha Puttikavalass houses.	which number's are eligible and not eligible for govt Schemes.	Pris	VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The village Secretariat was first launched on 2 October 2019 on the eve of Gandhi Jayanti in Op of Y.S.R Jaganmohan Reddy.

The Duties of Woman police officer.

1. Immediate reporting officer: Station house officer.
2. Working in coordination with Dept: Home, Women & child welfare, excise Department & Municipal.
3. Functions: Law & Order, Activities against women and weakness sections and awareness programs.

* Monitor ensure Anganwadi center be opened in time on all working days.

* Respect and respected some Anganwadi Teachers were without care and protection of pregnant women.

* Woman police officer explain some help line numbers for disha 100/112/181 and Police Number 100.

* our the Puttakallasa Secretariat so many young age student not registerate with vote card.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	the welfare Asst is explainedg About his Responsibilities and duties of in Secretariat.	I Can learned his Great and Responsibilities at Secretariat.		WEA
Day - 2	The WEA is Said by The Govt Contribution to important schemes.	I have written in my class notes.		WEA
Day - 3	we are help to our Secretariat Some important duties. like, election work.	We Can do confidently there works.		WEA
Day - 4	the Secretariat staff as like WEA, VRO, WPO telling about future. Plans to students.	we have learned how to maintain and set of future life.		staff
Day - 5	the Village Revenue officer explained about the beneficiary lose Such a issues like cyclone, fire.	the Society in the people how to intimate with VRO.		VRO
Day - 6	the VRO SIR was explaining Take charge of un claimed property and send to the police station.	I Can learned Save and protect form govt property - es.		VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The General Duties of welfare Assistant.

① Generating awareness among the public in the village Secretariat jurisdiction about the Schemes meant for the weaker section of the society.

② Ensuring that all eligible students of weaker section of the village get the Scholarships and colleges till they complete at least intermediate (or) Bivalent course.

③ Providing Feedback to higher authorities on the Safety & Implementation of said Schemes.

④ Supervising over the work of all village Educators working under the Village Secretariat as far as their welfare duties are concerned.

* VROs providing information regarding fire accidents, floods, Cyclone and other accident calamities to the higher officers etc's..

* Conduct promptly to the higher officers in respect of Treasure, know and keep Government attached property in safe custody.

* Future Planning is important for all families. Thinking about the future can be challenging and emotional.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	The ANM madam was Explain about general instructions.	I Can learned the general duties of ANM	B. F	ANM
Day - 2	The madam was Telling about maternal and child health.	I can learned the ANM madam has given precaution for pregnancy.	B. F	ANM
Day - 3	the ANM madam explain about Social Services with awareness programs	I Can learned Some Social Services dentists physi otherapy, Ahsahiv	B. F	ANM
Day - 4	She is Teaching about health education in Secretariat.	how to protect our body health fully.	B. F	ANM
Day - 5	Today is class about Nutrition	how many Types of food habits can takes.	B. F	ANM
Day - 6	the Today of the class about communicable Disease.	I Can learned Some type of Diseases, chicken pox, measles, influenza.	B. F	ANM

WEEKLY REPORT

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

Objective of the Activity Done: General instructions :-

Detailed Report: ① She should work under the administrative control of medical officer ptc and guidance of the female health supervisor.

② She would stay at her official head Quater's and available for all maternity case services.

③ Should be proper map planning of her allocated area and population of people data was collected.

④ All the Anms was to discharge all the duties as assigned by the pnc. medical officer.

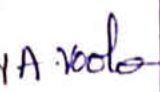
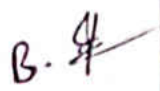
* Maternal and child health :- Register pregnant women with 12 weeks after baby health she is full health care starting and ending position to heartfull precaution the Anms Given the Pregnancy women.

* Social awareness programs :- Cancer, Diabetes, HIV, Aids, heart attack with Crps, healthy food.

* Health Education :- Participat in the local mobile meeting, spread the message on female age at marriage co-ordinal gogamma Carefully there are Anganwadi workers, gamma Sevaks in promoting.

* Communicable disease :- Chickenpox, measles, Diphtheria, Sars, pertussis, whooping cough.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Pongal Holidays (Kannur)	—	—
Day -2	Explained about Jagam ma vidya Karuka	I learned, Due to this scheme students are going to govt school.	
Day -3	He Said about the YSR cheyutha scheme	I learned that women are continuing their own business because of this schemes.	
Day -4	He Said about the YSR vahana mitra scheme	learned, this schemes is know to receive financial assistance to drive bus.	
Day -5	We went to the school and checked the food.	I came to know that nutritious food is being served in the school	
Day -6	We went to the school and checked the cleanliness of the classrooms and toilets.	it is known that the school is kept clean every day.	

WEA

WEA

WEA

WPO

ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Jagananna Vidyalakshya:- This Scheme is launched by the Govt of A.P to provide free School Kits to students studying in govt school in the state. The kit includes items such as school bags, note books, text books, shoes and uniforms.

YSR Cheyutha:- Under the YSR Cheyutha scheme, financial assistance is provided to women belonging to the SC, ST, BC and minority communities whose age is between 45 and 60 years. The financial assistance is of Rs. 750.

YSR Vahana Mitra:- Provides financial assistance to self-employed drivers of autorickshaws, taxis and maxi cabs. Under this scheme, eligible beneficiaries receive an annual financial assistance of Rs. 10,000.

The schools were visited to inspect the quality of food served, cleanliness of classrooms and toilets.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained about fee Reimbursement scheme.	the purpose of this scheme is known.	
Day - 2	Explained about YSR vidya Devena Scheme	its is known who is benefiting from this Schemes.	
Day - 3	explained about YSR Vasatti Devena Scheme	It is known who is benefiting from this Scheme.	
Day - 4	Republic day.	—	—
Day - 5	Explained about manabadi, Nadu Nedu scheme	the purpose of this scheme is known	
Day - 6	He Said that the works of nadu nedu scheme should be examined	we observed the nadu nedu works.	

WEA

WEA

WEA

VRO

VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Fee Reimbursement :- Aimed at providing financial assistance to students from economically weaker sections to pursue their higher education under this scheme the government reimburses the tuition fee and other expenses such as exam fees library fee, etc. for eligible students studying in various courses including engineering, medicine, MBA, MCA, etc.

YSR Vidya Deevena :- It provides financial assistance to eligible students from economically weaker sections to pursue higher education in govt private colleges.

YSR Vasathi Deevena :- It provides financial assistance to eligible students from economically weaker sections high education.

Nadu Nedu :- The scheme focuses on providing the basic amenities including class rooms, furniture, toilets, drinking water and other infrastructure in govt schools.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day -1	the WEA officer is explained about YSR navaathma	We know uses of this kind of schemes.		WEA
Day -2	Explained about Ammaadi Scheme	The purpose of this scheme is known		WEA
Day -3	Explained about Rythu Bharosa Scheme	I know how much this scheme has benefited the farmers.		WEA
Day -4	Explained about Arogyasri Scheme.	I came to know that this scheme provides free medical treatment to poor people.		WEA
Day -5	Explained about Housing for all	The purpose of this scheme is known		RA
Day -6	Explained about Jalayagnam Scheme	I learned that there will be no short age of water here due to this scheme.		RA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR Navaatna is a welfare Scheme the Scheme comprises various Different welfare programmes or Schemes each aimed at improving the living condition of the AP.

Anna Jodi :- Under this Scheme financial asst is provided to the mother or Guardians of School-going children to support their education. the Amount of asst is Rs. 15,000/- per annum.

Rythu Bharosa :- this Scheme provides financial asst to farmers in the state the amount of assistance is Rs. 13,500/- per annum.

Arogyasri :- this Scheme provides free healthcare Services to the people of AP. the Scheme covers the cost of medical treatments and Surgeries for a wide Range of illnesses and diseases.

Housing for all :- this Scheme aims to provide affordable housing to the people of AP.

Jalayagnam :- Under this Scheme, the AP Govt will go to improve the irrigation projects and complete the plans which are yet in progress.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	fully explained about Dappu artist-pensions & Anti-rehearsal therapy pension (PITHU) (MIV) pension	We learned the required document and eligibles for this type of pension	
Day -2	Explained about Townsend pension & chronic kidney Disease of unknown etiology pension.	Learned the required document and eligibility for this type of pension	
Day -3	Today explain about YSR Kalyanamasthu YSR Shaadi Tahita	The purpose of this Scheme is known.	
Day -4	explain about mandatory validation documents for registration of YSR Kalyanamasthu.	Learned the required documents for this type of scheme.	
Day -5	explain about eligibility criteria of YSR Kalyanamasthu YSR Shaadi Tahita Scheme.	we know who is eligible for this scheme.	
Day -6	Have to tell people about the YSR Kalyanamasthu Scheme.	we learned good presentation skills.	

WEA

WEA

WEA

WEA

WEA

WEA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Eligibility and Required documents for Dappu artist pension. Anti-retroviral therapy (ART) (HIV) pension, Transgender pension and chronic kidney disease of unknown etiology pension are given at the end.

YSR Kalyanamasthu / YSR Shaadi Tahfa.

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/SC/minorities Differently abled / BPL in conducting their daughters marriage in a dignified manner.

* The bride must be above 18 years and groom must be above 21 years as on the date of marriage.

* Both bride and groom should have 10th class pass Certificate.

* The application registration for the scheme should be done within 60 days from date of marriage.

* The Caste and income certificates must be tagged with Aadhar.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	explaining about the Responsibilities of Digital Assistant.	I Can gain Knowledge of Digital Asst duties.	
Day - 2	the general Application form of caste Certificate.	learned of important and required documents.	
Day - 3	the Digital Asst explained some polling station at champa pultikavallase Secretariat.	there are three polling stations like, 369, 364, 363	
Day - 4	we are going to field about eligibility candidates for voter ID	I can learn how to Respectively talking with candidates.	
Day - 5	He is how to Respect of beneficiary came to Secretariat.	Such a member's are most apply for voter Id.	
Day - 6		—	—

DA

DA

DA

DA

DA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Digital Assistant duties :-

① Delivery of service / Documents benefits to the beneficiaries ②. Awareness and providing to the govt Scheme like navaatna. ③ He intimated as well as application process to citizens.

④ Digital Services to the public effectively that are provided mandatorily by the local Govt like Birth & Death, properties valuation, Tax Demands etc.

⇒ Digital Assistant said this system shall be for ensuring delivery of service on the principle of "first come first serve" without any third-party agency ship.

⇒ Required Documents to apply for caste Certificate.

① Application form ② Caste Certificate issued to the family members ③ SSC mark memo / DOB extract / Transfer Certificate ④ 1 to 10 study certificates (own) DOB issued by the GP/MA. ⑤ Ration card / Epic card / Aadhar card

⇒ Chapara So many citizens not applicable for voter Id in Puthikavalase Secretariat.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	the VRO Sir explaining about his duties.	I am knowing his duties in Secretariat.		
Day - 2	the VRO Sir explained about panchayat Secretary Administrative work	I am knowing his Administrative work		VRO
Day - 3	the VRO Sir explained about panchayat Secretary with community welfare work Develop.	I am knowing his community welfare work		VRO
Day - 4	the VRO Sir said about panchayat Secretary co-Ordination duties.	I am knowing his co-Ordination duties.		VRO
Day - 5	How to Save and protect our govt properties.	I can learned with some govt properties.		VRO
Day - 6	Any land issues to harassment for other's.	I can learned how solved of people problems.		VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Village Revenue Officer's (V.R.)

Duties:- ① maintenance of village revenue record all Village Revenue Accounts ② Collection of Land Revenue Caste, Taxes and Other Sum pertaining to Revenue Department. ③ Abolish of Crops (100%) inclusive of inspection of Survey Stones. ④ provide information regarding fire Accidents, floods cyclone and other accidents and calamities to the higher officers.

⇒ Administrative of Panchayathi Secretary:- maintains Registers. Collects Taxes, Organize Sarapanch meetings protect panchayathi lands maintain Birth & Death Reg.

⇒ Community welfare Develop:- Assists pension payments. prepares list of BPL, conducts literary classes, implements schemes Assists education Dept. entroll.

⇒ co-Ordinator:- mobilize participation, community forest discussions, facilitate ward Sabhas and gram sabhas Submission of DRP plan to mpdo.

⇒ the VRO and Panchayathi Secretary are ready to Any harassment in land properties intimate above the officers.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	what is the duties and Responsibilities of ward Volunteer.	Can knowing the kindful information.	N. prabha	volunteer.
Day - 2	the volunteer was inform as to Scheme with a awareness.	He explained to the navaatnalu Schemes I learned about information.	N. prabha	volunteer
Day - 3	Require Skills and eligibilities of ward Volunteers.	I learned the volunteer for kindful information.	N. prabha	Volunteer
Day - 4	the Volunteer is monthly one time apply to people with pension	I learned about which types of pensions are available.	N. prabha	Volunteer
Day - 5	what are the duties and responsibilities of a Lineman in Secretariat.	I gain about information of Lineman.	S. Pradeep	Lineman
Day - 6	Requirements and skills of Lineman in Secretariat.	I gain about information of Lineman.	S. Pradeep	Lineman

WEEKLY REPORT

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

Objective of the Activity Done: Secretariat duties and responsibilities.

Detailed Report: ① Answering and directing phone calls.
② Organizing and Distribution messages ③ maintaining company schedules ④ Organizing Documents and files.
⑤ Supervising staff and new employees.

Duties and Responsibilities of Volunteer's.

① On independence day 2019 Anshu panchal launched the village volunteer system. ② the village volunteer system aim to bring govt service to people's doorsteps. on october-7 2019, the 150th anniversary of mahatma Gandhi's birth day ③ He would be first to identify the beneficiaries learn about their difficulties and then outline the govt scheme available to them.

Duties and Responsibilities of Lineman:-

A lineman has many responsibilities. Such as working with heavy equipment to power line, and using various tools to repair (or) replace power lines.

⇒ The Secretariat role is to facilitate the govt conduct, management and control of the university by co-ordinating the exchange of information people.

Required skills of volunteers:- ① Uninstruct-talking experience. ② be punctuality ③ good communication and interpersonal.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	VRO told about the certificate the issue	certificate issued by VRO are known	<u>Ching</u>	VRO
Day - 2	VRO is said that government asserts with provide protection	certificates issued and who to protect govt properties. learned.	<u>Ching</u>	VRO
Day - 3	VRO said about water tax collection.	it is known who collects the taxes.	<u>Ching</u>	VRO
Day - 4	holiday of Secretarial Because of govt order.	-	-	VRO
Day - 5	VRO is explain how to maintaining for village revenue records	I Knowledge ble of certain thing to village records	<u>Ching</u>	VRO
Day - 6	Second Saturday holiday	-	-	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

i) Maintenance of village revenue record and all village revenue Accounts promptly and accurately

ii) Collection of Land Revenues taxes.

* Protection of public lands public taxes tree..

Effective measures will be taken for the protection of government assets.

The Village Revenue officers shall be issue liability certificate and Salveny certificat. in their respective Jurisdiction duly following the Procedure for the other Certificate which have to be issued by the revenue department. he/she require and Submit his report to the competent authority.

He was a great Job in Secretariat because his response to his surrounding village lands and taxes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day -1	the ANM madam was explaining about health education	I learned health education	B. #	ANM
Day -2	explained about medical termination of pregnancy.	I know which hospital to visit for treatment of pregnant woman	B. #	ANM
Day -3	explaining about general instruction.	I learned the general instructions.	B. #	ANM
Day -4	the madam explained some social services.	I knowing how many types of social services.	B. #	ANM
Day -5	how to maintain the surrounding 50 houses.	I gain how facilities of people.	S. Dwaga	volunteer
Day -6	He is explain what is secretariat.	I am knowing about Sachin - lam.	S. Dwaga	volunteer

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

General instruction of ANM :-

* should work under the administrative control of the medical officers phc and guidance of the formal health Supervisor.

* should be in uniform with identity card.

Social awareness programmes :- Aids, HIV, healthy foods Diabetes, heart attack in csp, medical Kit, first Aids.

Medical termination of pregnancy :- identify women in need of medical termination of pregnancy (mtp) and refer them to the nearest health facility for comprehensive Abortion care.

Required skills of volunteers :- 1. unimpaired talking experience 2. be punctuality. 3. good communication and interpersonal skills

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	holiday	-	-
Day - 2	holiday	-	-
Day - 3	the welfare Assist was introduce to our total staff members	I Knowing about which of member stand in Secretariat.	<i>[Signature]</i>
Day - 4	the WEA was explain about what is Secretariat.	I understand what is Secretariat.	<i>[Signature]</i>
Day - 5	the use to the people about class his explained of Secretariat at	I learned about uses of Secretariat.	<i>[Signature]</i>
Day - 6	Second saturday so holiday.	-	-

WEA

WEA

WEA

WEEKLY REPORT

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

Objective of the Activity Done

Detailed Report

Its maximum staff at Secretariat :-

- ① Village Secretariat
- ② Village Revenue Office
- ③ Mahila Police
- ④ Digital Assistant
- ⑤ Welfare Assistant
- ⑥ Engineering Assistant
- ⑦ ANM
- ⑧ Surveyor of Village
- ⑨ Agriculture Assistant
- ⑩ Volunteers.

What is Secretariat :- The Secretariat assists in decision making in Govt by ensuring inter-ministerial co-ordination, ironing out differences amongst ministries/Department and evolving consensus through the instrumentality of the Standings/Committee of Secretaries.

* Grama Sahakalanyam also known as Village Secretariats) are Secretariats set up in the Indian State of Andhra Pradesh to decentralise the administration by making services and welfare services of all government departments available at one place.

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.)

- * People interaction:- Secretary is often Responsible for interacting with people both inside and out side of their Organization. they may be Responsible for answering phone calls, Responding to emails, and Greeting visitors so good Communication Skills gives a Greatfull Success.
- * Facilities available and maintenance:- A Secretary may be Responsible for managing office facilities Such as office equipment, Supplies, and meeting rooms.
- * The Secretariat in high officer take a clarity of Job roles and explain under the officer their may Responsibilities. I can see they duties, and team work, Relationship, Mutual Support and Socialization.
- * So Overall, a Secretary plays a Critical role in ensuring that an Organization runs Smoothly and efficiently. they need to be highly Organized, detail-oriented, and able to work well under pressure, good Communication and Inter personal Skills are also essential for Success in the role.

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

Technical Skills are specific abilities and knowledge related to a particular field or profession. They often involve the use of specialized tools, softwares, or equipment and are essential for performing tasks and achieving goals within a given area of expertise.

Here are some example of technical skills in various fields.

- ① Application Program → Digital Assistant.
- ② Field Verification → Welfare Assistant.
- ③ Third Party Verification → Administrative Saffar work.
- ④ Prefinal - Applied → VRO
- ⑤ Final - Applied → MPDO/MRO.

And basic technical equipment in Secretariat.

- 1. Biometric Division
- 2. Android Smart phones
- 3. IRTS Scanner's
- 4. Face Verification app.
- 5. Time - management and multitasking
- 6. Computer and technical skills.

So com learning same technical at Secretariat.

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 Learned above Some managerial are useful over future.

1. Leadership Skills :- Manager need to inspire and motivate their teams to achieve and their goal. They Teams to achieve Successfully Complete anything.
2. Decision-making Skills :- Managers must make informed Decisions Quickly and efficiently. They Should be able to analyze data, evaluate Options, and choose the best Course of action.
3. Problem-solving Skills :- the staff members Sare should be able to identify and solve problems Quickly and effectively they should be able to think Creatively and find innovative Solutions to Complex problems.
4. Goal Setting :- we are learning about, any target (or) goal must as to do, just observe for thing and set the plane so confidently do that Particularly action.
5. Interpersonal Skills :- Managers and any person should be able to Relation and Confidently talking. So when over we can again Assimilated interpersonal Skills

These are Just a few example of the skills that manager's and higher officer's, Professional Career's. The Specific Skills are require for any where.

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.,)

We could be improve our communication skills with front of the higher officers Doing and working, Explained for so many topics, That Time we are Learned Such a beautiful communication. These are

- ① Listen actively :- Effective communication is not just about speaking but also about listening. listening should be paying attention, asking Questions, and providing feedback.
- ② the listener able to speak clearly and confidently, use appropriate body language chooses your words. Carefully, Be ware of your audience. these are communication could learn in Secretariat
- ③ I am Going to field work purpose, after we are collect data. due The Time learn about people way of thinking, how could be Responded that place improve our Written Communication, Conversational abilities, Confidence levels etc...

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

To Enhance your ability in Group discussions, Contribution as a team member, leading a team or activities here are some suggestions.

- ① Respect for Others is Key to Successful Team members with respect, regardless of their position (or) background.
- ② Be prepared: = Before joining Group Discussions. or Team activities, its important to come prepared.
- ③ Communication Skills: = Good Communication Skills are crucial for effective Team Participation. clearly speak but any miswords are talking, the listener can't observe speaker view of talking
- ④ Any Team Member (or) Team leader should be able to Time Punctuality and Time management these essential for any where.
- ⑤ Leadership skills =
If you are leading a Team (or) activity, strong leadership skills are essential. This includes being able to.

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

I can see by future planning of Job role with Technological instrument in Secretariat following on below.

- ①. Computer System
2. internet Connectivity.
3. Telephone: Multipine, phone system, eight line phone System.
4. internet phone System
5. photo copies, Copying, binding, Multiple packet copying
6. Scanner's (IRIS Scanner's)
7. Printer's
8. Bio - metric Division
10. face Authority Programme.

I will using in my future Job role above instruments. I am full focus on Digital technologies and relevant instruments.

Student Self Evaluation of the Short-Term Internship

Student Name:	Kondagorri Nagaraju	Registration No:	2022 0014/002
Term of Internship:	From: 12/12/2022	To:	18/03/2023
Date of Evaluation:			
Organization Name & Address:	Gram/ward Sachivalayam Puttikavalasa		

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:

K. Nagaraju
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: *Kondagorri Nagaraju*

Registration No: *2022001440022*

Term of Internship:

From: *12/12/22*

To: *18/03/2023*

Date of Evaluation:

Organization Name & Address: *Grama/ward Sachivalayam
Puthikavalasa*

Name & Address of the Supervisor
with Mobile Number

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
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:

K. Chijj
Signature of the Supervisor
Panchayathi Secretary
Grama Panchayat
PUTHIKAVALASA
Seethampeta (Md.)

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.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Kondagorri Nagaraju*

Programme of Study:

Year of Study: *2020 to 2023*

Group: *B.A[T.G.E]*

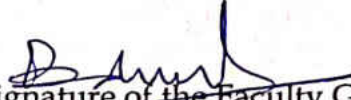
Register No/H.T. No: *2022001440022*

Name of the College: *Gout Degree college (men) Srikakulam*

University: *Dr. B.R. Ambedkar University Srikakulam.*

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	<i>10</i>
2.	Internship Evaluation	30	<i>20</i>
3.	Oral Presentation	10	<i>10</i>
	GRAND TOTAL	50	<i>40</i>

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Kondagorri Nagaraju*

Programme of Study:

Year of Study: *2020 to 2023*

Group: *B.A (T.G.E)*

Register No/H.T. No: *2022001440022*

Name of the College: *Gout Degree college (men) Srikakulam*

University: *Dr. B.R Ambedkar university Srikakulam.*

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	<i>60</i>
2.	For the grading giving by the Supervisor of the Intern Organization	20	<i>20</i>
3.	Viva-Voce	50	<i>40</i>
	TOTAL	150	<i>120</i>
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	<i>160</i>

Signature of the Faculty Guide



Signature of the Internal Expert



Signature of the External Expert

P. Ch. Venkatesh
18/07/23

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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