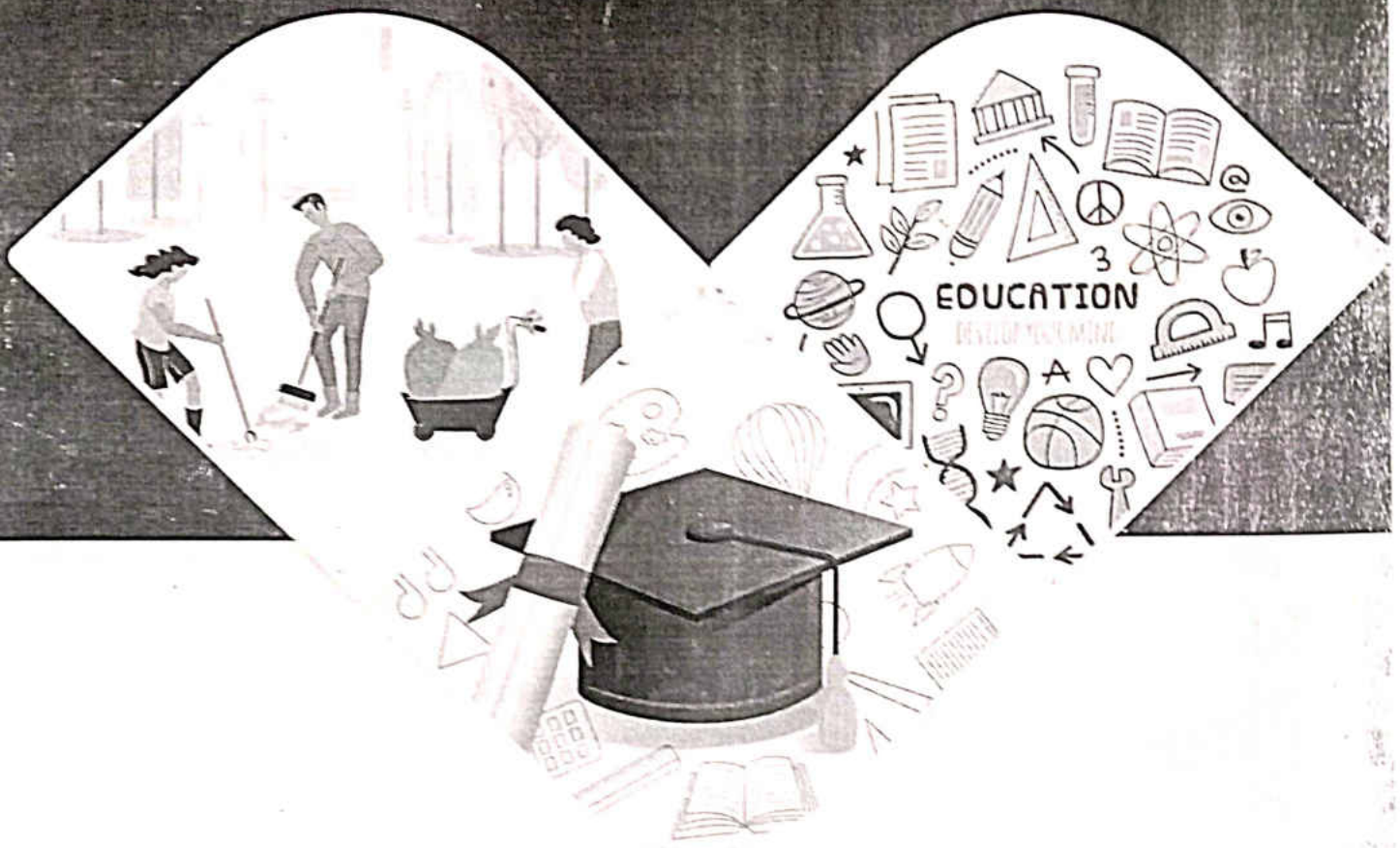


Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR

Name of the Student: Savana K. K. K.

Name of the College: Government Degree college for (Men)

Registration Number 2022 00144 0029.

152 / 10 / 22

18/3/23.

Period of Internship: 12/12/12 From: 9/1/12 To:

Name & Address of the Intern Organization Sachivalayam

Dr. R. Ambekar

University

YEAR

An Internship Report on

GROM/wheel Secretariat

(Title of the Semester Internship Program)

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

Under the Faculty Guideship of

Y. P. P. P.

(Name of the Faculty Guide)

Department of

Govt degree College (men) Sri Kalakulam.

(Name of the College)

Submitted by:

S. V. S. K. K. K. K.

(Name of the Student)

Reg.No: 2002001440034

Department of BA (T.G.E)

Government Degree College (men) Sri Kalakulam.

(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, Sudhanu Kumar a student of 4 month internship Program Reg. No. 20230040019 of the Department of B.A. (C.A., E.) College do hereby declare that I have completed the mandatory internship from 12/12/2022 to 04/3/2023 in Kudatpalli (Name of the intern organization) under the Faculty Guideship of V. P. P. Pancharat (Name of the Faculty Guide), Department of Chemistry REDA (P.A.K.) Govt. degree college (non) at L.M. (Name of the College)

(Signature and Date)

S. Kumar

Official Certification

This is to certify that Savane. Krunal Kumar (Name of the student) Reg. No. 02200110034 has completed his/her Internship in Kuddapalli-Secretariat (Name of the Intern Organization) on social Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BA (T.G.E) in the Department of govt. degree College (man) (Name of the College).

This is accepted for evaluation.

Y. P. Rao
(Signature with Date and Seal)

Panchayat Secretary
KUDDAPALLI
Easthampton (M.C.)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Sauvra. Krunal K. Kumar (Name of the intern)
Reg. No. 2022001440034 of govt degree college (Name of the
College) underwent internship in Kudlapalli (Name of the
Intern Organization) from 12/12/2022 to 7/3/2023.

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

Authorized Signatory with Date and Seal

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 objective.

- ⇒ To gain an understanding of the functioning and structure of the gram sachivalayam organisation.
- ⇒ To develop skills in administration and clerical tasks related to the day-to-day operation of the organisation.
- ⇒ To learn about the various government schemes and programmes implemented by the gram sachivalayam 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 framework governing the activities of the gram sachivalayam.

Outcomes achieved.

- ⇒ Improved Knowledge of the organisation structure functions and responsibility of the grama Sachivalayam.
- ⇒ understanding of the various government schemes and programmes such as, sanitation and housing, education.
- ⇒ Improved communication and interpersonal skills through interaction with village.
- ⇒ understanding of the legal and regulatory framework governing the activities of the grama Sachivalayam.

Brief description of the grama Sachivalayam organization

The grama Sachivalayam is a government organisation that functions at the village level in India. Its primary objectives are 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 organisation has administrative and clerical staff, and it also collaborates with various department 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 ~~officials~~ staffed with a village secretary and several other officials who are responsible for delivering a range of government services including everything from issuing certification.

B. Vision Mission and values of the gramasachivalayam.

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 gramasachivalayam, in every village.

Values :- The values of gramasachivalayam and
Transparent governance 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.
- ⇒ promoting transparency and accountability in the functioning of the organization through various measures like social audit, grievance redressal mechanisms and feed backs mechanisms.
- ⇒ Facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner.
- ⇒ Overall, the grama sachivalayam organization is focused on improving the quality of rural population by ensuring access to basic services and resources.

D. Grama sachivalayam organization structure

The grama sachivalayam is an organizational structure that is set up to ensure that governance reaches the grass roots level. The grama sachivalayam.

Comprises various administrative posts that are responsible for the smooth functioning of the panchayati Raj institutions (PRIs).

The following are the various administrative posts that are present in the grama sachivalayam.

- ① Village secretariat - ② Village officer (V.R.O)
- ③ Mahila, police & woman and children welfare Assistant -
- ④ Digital Assistant - ⑤ Engineering Assistant

⑥ welfare and Education Assistant.

⑦ Agriculture Assistant ⑧ ANM

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 facilities in their village.

3. 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 tasks including maintaining record, implementing government schemes, collection of taxes and fees, providing basic services, maintaining law and order, unbiliving, 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.

4. 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 environmental concerns in rural areas. They may also prioritise creating more job opportunities for the youth promoting entrepreneurship and improving access to digital technology.

The future plans of the Grama Sachivalayam organization will likely revolve around promoting sustainable development, improving education and healthcare services and creating more economic opportunities for the rural population.

F. performance of the Grama Sachivalayam in terms of turnover profit market reach and market value.

As a government organization, the Grama Sachivalayam organization is not profit driven and does not have a market reach in the traditional sense. Its primary focus is to deliver government services to rural efficiently and effectively.

The Grama Sachivalayam organization performance is evaluated based on its ability to deliver government services effectively to rural areas and improve the quality of life for people in those areas.

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 country is Development in a viable manner.
- ② Chief Minister of Andhra Pradesh state. YSR Jagannathan Reddy started the Secretariat at Vijawada, the statement was made on October 2, 2019 the 150th anniversary of Mahatma Gandhi's birth day.
- ③ Function of gram ward Sachivalayam - It has mainly type of the officer in Secretariat the village volunteers system aims of bring govt services to people's doorsteps.
- ④ Generally using of these technological skills and instrument - mainly use just like bio-meters, computer system.
- ⑤ The internship part these kind of skills are very important listening and speaking, confidence leadership qualities, practical and time management.
- ⑥ Objective of ward Sachivalayam provide services and control level schemes.
- ⑦ Outcomes of ward Sachivalayam.
 - 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
Manday Day -1 12/12/22	I reported in the secretariat assigned to me	-	- secretary
Tuesday Day -2 13/12/22	The introduction of the secretariat was giving by the self Assistant	Learned about the Village secretariat	W.E.A.
Wednesday Day -3 14/12/22	The self Assistant told about grama eashini	We are learned to the chapuram-2 Different types of problem	W.E.A.
Thursday Day -4 15/12/22	Explain about employees roles and responsibilities.	I know some false type of duties about the Employees.	staff.
Friday Day -5 16/12/22	Our staff members introduced with employees volunteers	I am daily false and looking towards volunteers working	staff
Saturday Day -6 17/12/22	W.E.A said about the vision and mission of grama secretary	I learned why to organized Sachivalayam	W.E.A.

P.S.

Engg. A.K.A.

Engg. A.K.A.

WEEKLY REPORT

WEEK - 1 (From DUA/12/22 to DUA/12/22)

Objective of the Activity Done:

Detailed Report: This week we are learning about village secretariat i.e why the Secretariat system was established and how it works.

We are also learning the benefits of the secretariat of the people of the village.

We got to know the physical conditions of the residential areas in the gram secretariat and the duties of the employees in the gram secretariat system as well as the performance of the volunteers and their services.

The welfare Assistant was fully informed about the vision, mission and values of the gram secretariat why to create for this govt to introduce in people of society.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 11/12/22	The WEA officer explained the organization & functions of the secretariat.	I can take some knowledge	
Tuesday Day - 2 20/12/22	Explained the future plans of the general secretariat.	We know the future plans of the secretariat.	
Wednesday Day - 3 21/12/22	About old age pension widow pension has been deeply explained.	We are analyzing what type of document is required.	
Thursday Day - 4 22/12/22	Deeply explained about disable pension and single woman pension.	We are analyzing and what is important document is required.	
Friday Day - 5 23/12/22	Explained about Traditional cobbler pension weaver pension.	We learned the required elements and eligibility.	
Saturday Day - 6 24/12/22	Explained about petty Toppers pension and fisherman pension.	We learned the required document and eligibility information.	

WEEKLY REPORT

WEEK - 2 (From Dt. 19/12/22 to Dt. 24/12/22)

Objective of the Activity Done:

Detailed Report: The organization structure and future plans of the village secretariat were discussed in detail. This week also talked about - ysr pension Kanuka, have many types, required document, and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, crisis pension single women pension, Traditional abblers pension weaver, pension, toddy tappers pension and fisherman pension 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	Perman In- Charge's Signature
Monday Day - 1 26/12/22	The mahila police In sachivalayam she is inculcate her duties	I am - full aware and learned outcome information	
Tuesday Day - 2 27/12/22	The mahila police officer taught sexual harassment in society	how-to handle and how to report those type of harassment.	
wednesday Day - 3 28/12/22	The mahila police officer inculcate Anganwadi services.	what are the corruption in Anganwadi services.	
Thursday Day - 4 29/12/22	The mahila police officer told about some important section and helpline numbers.	Any Accidental and criminal case issues how to transfer higher officers.	
Friday Day - 5 30/12/22	The V.R.O. Explained local govt and main aim	Secretariat use of the local govt that particularly use and goal	
Saturday Day - 6 31/12/22	Our VRO told Today we are going to field work your Kuthapalli houses.	which numbers are eligible and not eligible for govt schemes.	

WEEKLY REPORT

WEEK - 3 (From Dt. 26/12/22 to Dt. 31/12/22)

Objective of the Activity Done:

Detailed Report: The village Secretariat was inaugurated on 2 October 2014 on the eve of Gandhi Jayanti in Ap of our y.s.k Jagan mohan Reddy sir

→ The duties of (Woman police officer)

1. Immediate supporting officer :- station house officer

2. working in co-ordination with dept :- Home, women, child welfare, excise Department municipal.

3. Functions :- Law & order Atrocities against women and weaker sections and Awareness programmes.

* minister ensure Anganwadi center be opened in a.m. on all working days

* respect and supported some Anganwadi teachers were without care and protection of pregnancy women.

* woman police officer Explain some helpline Number after duha 100/112/181 and police Number 100.

* Our chair Kudlapalli Secretariat - so many young age student - not - register with vote

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
2/1/23. Day -1 monday	The welfare Assistant is Explaining About his Responsibilities and duties of in secretarial	I can Learned his great and Responsibilities at secretarial		WFA
Day -2 3/1/23.	The WEA is said by the Govt conducting to Important schemes.	I have written for my class notes.		WFA
Day -3 4/1/23.	We are help to our secretarial some Important duties like election work	We can do Confidentially these works.		WFA
Day -4 5/0/23.	The secretarial 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 like such a issues like cyclone free	The society in the people have to intimate with V.R.O		VRO
Day -6	The V.R.O. modern was Explain any Takecharge of an claimed property and send to the police station	I can Learned save and protect from govt properties.		N.R.O.

WEEKLY REPORT

WEEK - 4 (From Dt. 2/1/23.... to Dt. 5/1/23...)

Objective of the Activity Done:

Detailed Report:

- ① generating awareness among the public the village Secretariat jurisdiction about the scheme 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 atleast intermediate (or) equivalent courses.
 - ③ providing feedback to higher authority on the status of implementation of said schemes.
 - ④ Supervisory over the work of all village institutions working under the village Secretariat as far as their welfare duties are concerned.
- * VRO Sir providing intimation regarding fire accident, floods, cyclone and other accident calamity to the higher officers.
 - * Conduct promptly to the higher officer in respect of Treasure found and keep Government attached property in safe custody.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 9/1/23.	The ANM madam was Explain about general Instructions.	I can learned the general duties of ANM.	ANM.
Tuesday Day - 2 10/1/23.	The madam was Telling about mater and child health.	I can learned the ANM madam has given precaution for pregnancy.	"
Wednesday Day - 3 11/1/23.	ANM madam explain about social service with awareness program.	I can learned some social services dentists physiotherapy AIDS etc.	"
Thursday Day - 4 12/1/23.	she is teaching about health education in secretariat.	how to protect our body health fully.	"
Friday Day - 5 13/1/23.	Today is class about nutrition	have many types of food habits can takes.	"
Day - 6	The Today of the class about communicable Disease	I can learned some types of Disease like Kovid, measles, influenza.	"

WEEKLY REPORT

WEEK - 5 (From Dt. 24/01/23.. to Dt. 30/01/23..)

Objective of the Activity Done: general instructions :-

- Detailed Report:
- ① she should work under the administrative control of medical officer and guidance of the female health supervisor
 - ② she would stay at her official head quarters and available for all maternity and services
 - ③ should be proper mapping 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 medical officers.

* Maternal and child health :- Register pregnant women with 12 weeks after body health she is full health are starting and ending position to heart full preclude the ANMs given the pregnancy ~~new~~ women.

* Social awareness programs :- Cancer, Diabetes, HIV, AIDS, heart attack with care, healthy food

* Health Education :- participate in the local Mahila meeting spread the message on female age at marriage co-ordinate programs

Carefully these are Anganwadi workers from savakes in promoting services to peoples.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Monday Day -1 16/1/25.	Pongl Holiday (Konuma)	—	—	
Tuesday Day -2 17/1/25.	Explained about Jognama Vidya Konuka	I learned area to this scheme students are giving to govt school.		WEA.
Wednesday Day -3 18/01/25.	He said about the ysr cheyultha scheme	I learned that women are continuing their own business because of this scheme.		WEA.
Thursday Day -4 19/01/25.	He said about the ysr vahana mitra scheme	I learned, this scheme is known to receive financial assistance to citizens.		WEA.
Friday Day -5 20/01/25.	We went to the school and checked the food.	I came to know that nutritious food is being served in the school.		W.P.O.
Saturday Day -6 21/01/25.	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.		ANM.

WEEKLY REPORT

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

Objective of the Activity Done:

Jagananna Vidya Kanya :-

Detailed Report:

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 things 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 who are age between 45 and 60 years. The financial assistance of Rs. 18,750.

YSR vahnamitra :- provide 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
Monday Day - 1 23/01/25.	Explained about the Reimbursement scheme	The purpose of this scheme is known	
Tuesday Day - 2 24/01/25.	Explained about YSR Vidya Deevana scheme	It is known who is benefiting from this scheme.	
Wednesday Day - 3 25/01/25.	Explained about YSR Vasathi Deevana scheme	It is known who is benefiting from this scheme.	
Thursday Day - 4 26/01/25	Republic day	-	-
Friday Day - 5 27/01/25.	Explained about monabudi, nadu nadu scheme	The purpose of this scheme is known	
Saturday Day - 6 28/01/25.	He said that the works of nadu nadu scheme should be examined	are observed the nadu nadu works.	

WEN

"

"

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 expense such as Exam fee library fee etc... For eligible students studying in various Courses including engineering medicine MBA, MCA, etc...

YSR Vidyadevna := it provides financial assistance to eligible students from Economically weaker sections to cover this Edu. education in govt and Colleges.

YSR Vazathi devana := it provides financial cost to eligible students from economically weaker sections to cover this hostel and mess expenses during their high education.

Nadu Nadu := The scheme focuses on in providing the basic amenities including classrooms furniture toilets, drinking water and other infrastructure in govt schemes.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 20/01/23	The WEA officer is explained about YSR Navarathalu	we know uses of this kind of scheme.	
Tuesday Day - 2 21/01/23	Explained about Amravadi scheme.	The purpose of this scheme is known	
Wednesday Day - 3	Explained about Rythu Bharosa scheme	I know how much this scheme has benefited the farmer.	
Thursday Day - 4	Explained about Aarogyasri scheme	I come to know that this scheme provides treatment people	
Friday Day - 5	Explained about Housing for all	The purpose of this scheme is known	
Saturday Day - 6	Explained about Jalayagnom scheme	I learned that there will be no shortage of water due to this scheme	

WEA

"

"

"

digital Axis

digital.

WEEKLY REPORT

WEEK - 8 (From Dt. 30/01/23 to Dt. 04/2/23)

Objective of the Activity Done: YER Navaatradu is a welfare

Detailed Report: Scheme the scheme comprises nine different welfare programs or schemes each aimed at improving the living condition of the A.P. Ap Amma Vadi :- under this scheme financial aid is provided to the mother or guardians of school going children to support their education. The amount of aid is Rs 15,000 per annum.

Rythu Bhavasa :- this scheme provide financial aid to farmers in the state. The amount of assistance is Rs 13,500 per annum.

Arogyasri :- this scheme provides for health care services to the people of A.P. The scheme covers the cost of medical treatments and surgery for a wide range of illnesses and disease.

Housing for all :- this scheme aims to provide affordable housing to the people of A.P.

Jalajyoti :- under this scheme the A.P. Govt will go to improve the irrigation projects and complete the plans which are yet in progress.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
monday Day -1 6/02/23.	Fully explained about Dappa artist pension & Anti-retirement Uroopy pensions.	we learned the required documents and eligible for this type of pensions.	 WFA
Tuesday Day -2 7/02/23.	explaining about Tomsqner pension & chronic kidney Disease of unknown etiology pension	learned the required document and eligibility for this type of pension	
wednesday Day -3 8/02/23.	Today explain about YSR Kalyanamasthu YSR shoodi tohfa	the purpose of this scheme is known	
Thursday Day -4 9/02/23.	explain about mandatory Validation documents for registration of YSR Kalyanamasthu.	learned the required documents for this type of scheme	
Friday Day -5 10/02/23.	explains about eligibility criteria of YSR Kalyanamasthu YSR shoodi tohfa. scheme	we know who is eligible for this scheme	
saturday Day -6 11/02/23.	Have to tell people about the YSR Kalyanamasthu scheme	we learned good presentation skills.	

WEEKLY REPORT

WEEK - 9 (From Dt. 8/12/22 to Dt. 11/12/22)

Objective of the Activity Done:

Detailed Report:

Eligibility and required documents for Dopper artist pension Anti - Maternal Therapy (ART) (HIV) pension. Transgender pension and chronic Kidney Disease of unknown etiology pension are given at the end.

YSR Kalyanamasthu / YSR Shadi-tu Fa.

The objective of the scheme is to provide financial assistance to poor family belonging to SC/ST/tribes differently abled / Bannu 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.
- * The application registration for the scheme should be done within 30 days from date of marriage.
- * Both bride and groom should have valid caste certificate.
- * 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
Monday Day - 1 13/02/22	Explaining about the Responsibilities of Digital Assistant	I can gain knowledge of Digital Assistant duties.	
Tuesday Day - 2	The general Application forms of caste Certificate	learned of important and required documents.	
Day - 3	The digital Asst explained some polling station at chopra Kuddepalli Seretorial	There are three polling stations like 369, 364, 363	
Day - 4	we are going to Field about eligibility Candidates for voters ID.	Such a members are not Apply for voters Id.	
Day - 5	He is have to Respect of benfaican come to Seretorial -	I can learned have to Respect talking with Candidate.	
Day - 6	⇒ Shivaratri ←	—	

WEEKLY REPORT

WEEK - 10 (From Dt. 13/2/22... to Dt.....)

Objective of the Activity Done:

Digital Assistant duties.

Detailed Report:

① Digital Delivery of Service Documents benefit to the beneficiaries ② Awareness and providing to the govt schemes like Navaratna ③ He intimated as well as application processes citizens.

④ digital services to the public effectively that are provided mandatorily by the local Govt like Birth & Death properties valuation Tax Demand etc...

⇒ digital Assistant said this system shall be for ensuring delivery of service on the principle of "first come first serve" with augh to tax Demand etc...

⇒ Required Documents to apply form caste Certificate.

1) Application Form. ② Caste Certificate issued to the Family members ③ SSC marks memo/DOB extract/Transfer Certificate ④ 1 to 10 study certificate (or) DUB issued

by the GP/MA ⑤ Ration card/EPIC and Aadhar card

⇒ Kuddapalli secretariat in polling station as

369, 364, 363.

⇒ So many citizens not applicable for voter ID in Kuddapalli secretariat.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 20/02/22	The V.R.O Explaining about his duties	I am knowing his duties in Secretariat	VRO
Tuesday Day - 2 21/02/22	The V.R.O meelam explained about panchayat Secretary Administrative	I am knowing his Adminis for five work	"
Wednesday Day - 3 22/02/22	The V.R.O meelam explained about panchayat Secretary Co-ordination duties.	I am knowing his Co-ordinator duties	"
Thursday Day - 4 23/02/22	The V.R.O meelam said about panchayat Secretary with Co-ordination Community WE Develop	I am knowing his Community well as work.	"
Friday Day - 5 24/02/22	How to save and protect our govt properties	I can learned with some govt properties.	"
Day - 6	Any land issue to harassment for others.	I can learned how solved of people problems.	"

WEEKLY REPORT

WEEK - 11 (From Dt. 27/02/23 to Dt. 27/02/23)

Objective of the Activity Done:

Village Revenue Officers (V.R.O.)

Detailed Report:

Duties :- ① maintenance of Village Revenue record and all village revenue Accounts. ② Collection of Land Revenue department ③ Arraish of crops (100%) Inclusion of inspection of Survey stones ④ provide information regarding fire Accidents floods cyclone and other accidents, and calamities to the higher officers.

⇒ Administrative of panchayat secretary :- maintains registers collects taxes organize Sarpanch meetings protect panchayat lands maintain Billa & Dilli Reg.

⇒ Community welfare Develop :- Assistent-pension payment prepares list of Bpl. Conducts literacy classes implementy scheme Assists Education Dept. in trial

⇒ Co-ordination :- mobilize participation. Community Forester Discussions, Facilitate ward sabhas and grama sabhas submission of DRP plan to mpda.

⇒ The V.R.O and panchayat secretary are ready to Any harassment in land properties inform about the officers.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 26/02/23.	what is the duties and responsibilities of ward volunteer.	I am knowing the kindful information.	volunteer
Tuesday Day -2 27/02/23.	The volunteer was informed as to scheme with awareness.	He explained to the nurse register scheme, I learned about information.	volunteer
wednesday Day -3 28/02/23.	Require skills and eligibilities of ward volunteers.	I learned the volunteer for kindful information.	"
Thursday Day -4 1/02/23.	The volunteer is monthly one time supply to people with pension	I learned about which type of pensions are available.	"
Friday Day -5 2/02/23.	what are the duties and responsibilities of a binman for secretariat.	I gain about information of binman.	binman
Day -6 3/02/23.	Requirements and skills of binman in secretariat	I gain about information of binman.	"

WEEKLY REPORT

WEEK - 12 (From Dt. 24/02/23. to Dt. 31/03/23.)

Objective of the Activity Done:

Secretariat duties and responsibilities :-

Detailed Report:

- ① Answering and directing phone calls.
- ② Organising and distributing messages ③ maintaining company schedules ④ organising documents and files.
- ⑤ supervising staff and new employees.

duties and responsibilities of volunteers:

① on independence day 2019 Andhra Pradesh launched the village volunteers system ② the village volunteers system aim to bring govt service to peoples doorsteps on october 2, 2019 the 150th anniversary of mahatma gandhi birth day & it would be first to identify the beneficiaries learn about their difficulties, and then set line the govt scheme available to them.

duties and responsibility of linman :-

A linman has many responsibilities such as working with having equipment to reach power line, and using various tools to repair or replace power lines.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 1/02/22.	have to maintain is surrounding to houses.	I gain have satisfices of people	valentim
Day -2 5/02/22.	He is explain what is secretariat.	I am knowing about Sachivalayam	
Day -3 6/02/22.	which type of secretory duties	I learned duties of secretory	
Day -4 7/02/	which type of Valenteer clatias	I learned duties of Valenteer	
Day -5			
Day -6			

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

⇒ Required skills of Volunteers :-

- ① mouth - talking Experience
- ② bepectualty
- ③ good Communication
- ④ interpersonal skills.

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 outside of their organization. They may be responsible for answering all responding to emails, and greeting visitors. Skills gives a great full 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** and for the officer their may responsibilities 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 interpersonal 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, software or equipment and are essential for performing tasks and achieving goals within a given area of expertise.

⇒ Here are Example of technical skills in various fields.

- | | |
|----------------------------|-----------------------------|
| ① Application programme | → Digital Assistant |
| ② Field Verification | → Welfare Assistant |
| ③ Third party Verification | → Administrative staff work |
| ④ pre-final - Applied | → V.R.O |
| ⑤ final - Applied | → mpdo/mrd. |

⇒ and basic technical Equipment in Secretariat.

- 1) Diplomatic Division
- 2) Android smart phones

3) FRTS Scanners.

4) Face Verification app.

5, time - management and multitasking

6, Computer and technical skills.

So Come learning some 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/ skills are useful our future.

①. Leadership skills := manager need to inspire and motivate their teams to achieve and their goals. They teams to achieve successfully complete anything.

②. Decision-making skills := managers must make informed decision quickly and efficiently. They should be able to analyse data evaluate options and choose the best course of action.

③. problem-solving skills :-

the staff members 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. Interpersonal skills := managers and any persons should be able to relation and confident talking so when ever we can again Assisted interpersonal skills.

These are just few example of the skills that managers and higher officers professional career. The specific skills are Acquire for my when.

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 officer doing and working Explained for so many topics. That time we are learned such as beautiful communication there are

① listen actively :- effective communication is not just about speaking but also about listening should be paying attention, asking questions, and providing feedback.

② The listener do to speak clearly and confidently use appropriate body language choose your words carefully, be aware of your audience. These are communication could learn in secretariat.

③. I am going to field work purpose officer who are collect data, due the time learn about people way of doing how could be responded that place improve our written communication 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 members, leading a team or activities.

- ①. Respects For the others is key to successful team members with respect, regardless their position can break ground.
- ②. Be prepared :- Before joining group discussion or team activities its important to come prepared.
- ③. Communication skill :- good communication skills are crucial for effective team participation clearly speak but any mis words are talking the 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 planing of jobs role with technological instrument— in secretarial— following below.

- 1) Computer system.
- 2) internet connectivity.
- 3) Telephone!— multiline, phone system, single line phone system.
- 4) Internet phun system.
- 5) photo copies, copying, binding, multiple pocket copying.
- 6) Scanners (ITRS Scanners).
- 7) printers.
- 8) Bio - metrics Division.
- 9) Face Authority- programme

I will seeing 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:	Savara. Krunali Kumar	Registration No:	202200N40024.
Term of Internship:	From: 12/12/2022	To:	07/03/2023.
Date of Evaluation:	10/03/2023.		
Organization Name & Address:	Grama/ward, Sachivalayam Kuddepalli.		

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:

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Soumit Kishore Kumar

Registration No: 22200490029

Term of Internship:

From: 1/8/2022

To: 2/8/2022

Date of Evaluation: 12/01/2022

Organization Name & Address: Exposure / word Section 129/100

Name & Address of the Supervisor: (Uchitalla parthiv)
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:

Signature of the Supervisor

EVALUATION

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)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Savara. Krunthi Kumar

Programme of Study: WARD. Secretariat

Year of Study: 2020 to 2023.

Group: BA.(T.G.E)

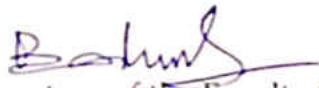
Register No/H.T. No: 2022001440034.

Name of the College: Govt. degree college for (men) Srikakulam.

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

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	20
3.	Oral Presentation	10	10
	GRAND TOTAL	50	40

Date: 10/10/23


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Savara. Krunal Kumar.

Programme of Study: WARD. Secretariat.

Year of Study: 2020 to 2023.

Group: BA (T.G.E)

Register No/H.T. No: 2022001440034.

Name of the College: Govt. Degree College (men) SriKakulam.

University: Dr. B.R. Ambedkar University (SriKakulam).

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	40
	TOTAL	150	130
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	170

Signature of the Faculty Guide 

Signature of the Internal Expert 

Signature of the External Expert K. Logyamma
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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