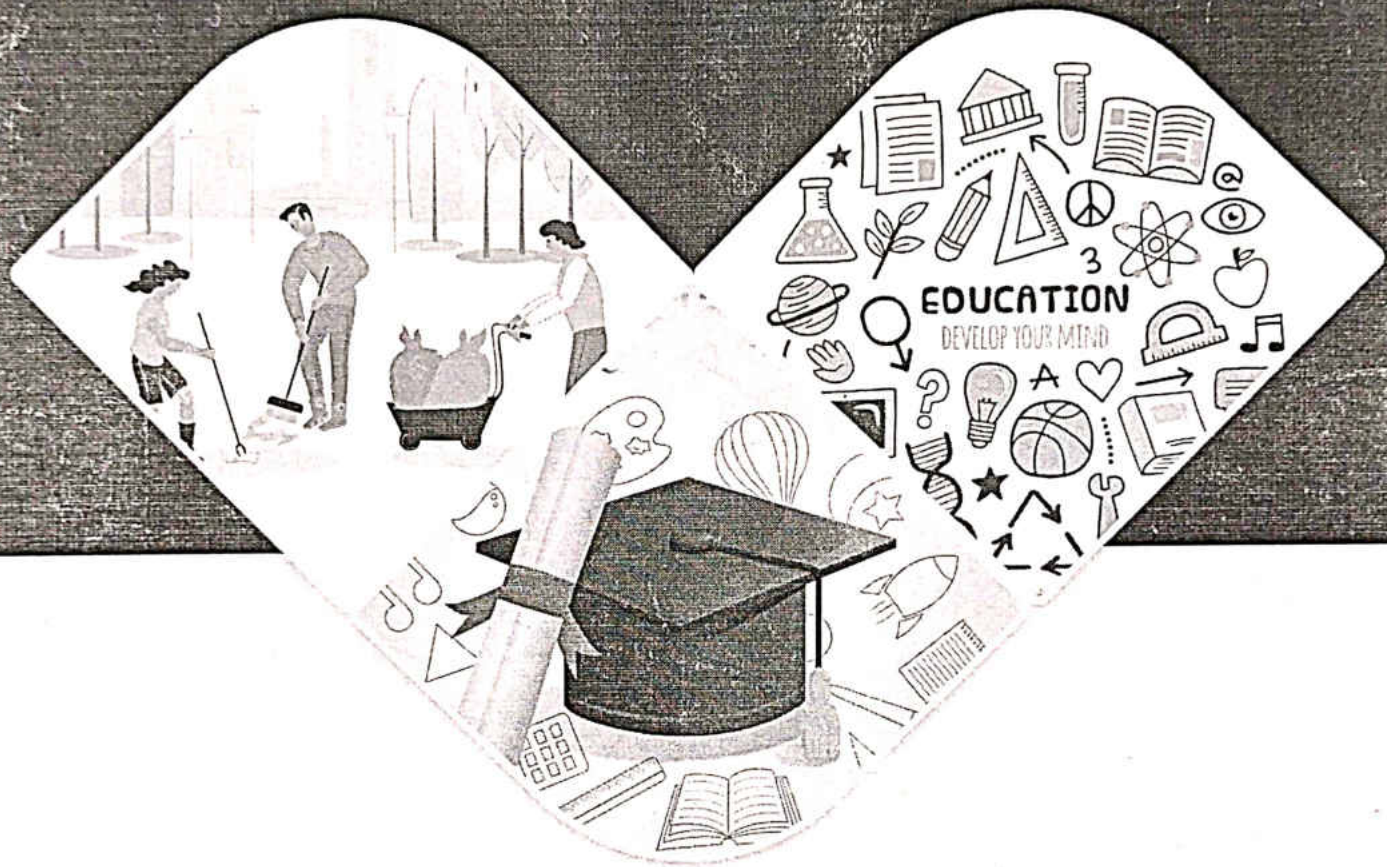


Model Program Book



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: Sana. Sandeep

Name of the College: GOVT Degree collage (men) Syrikalkulam

Registration Number: 2022001440033

Period of Internship: 19/12/22 From: 7/12/22 To: 7/3/23

Name & Address of the Intern Organization: grama vardu sachivalayam
Kotta Peta gramamam

Ambedkar **University**
YEAR

An Internship Report on

gram vard sachivalayam

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Bachelor of Arts (B.A (T.G.E))

Under the Faculty Guideship of

B.N.V chalamayya (Sir)

(Name of the Faculty Guide)

Department of

Gout degree college (men) SriKakulam

(Name of the College)

Submitted by:

Sana. Sandeep

(Name of the Student)

Reg.No: 2022001440033

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

Gout Degree college for (men)

(Name of the College)

Instructions to Students

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

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

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

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Student's Declaration

I, Sana. Sandeep a student of 4 months internship Program, Reg. No. 2022001440033 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 07/03/2023 in Kottapeta (Name of the intern organization) under the Faculty Guideship of _____ (Name of the Faculty Guide), Department of B.A (T.G.E), Govt Degree collage (man) Srikakulam (Name of the College)

S. Sandeep

(Signature and Date)

Official Certification

This is to certify that Sana. SandeeP (Name of the student) Reg. No. 2022001440033 has completed his/her Internship in Kottapeta (Name of the Intern Organization) on grama Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A. (T.G.F.) in the Department of govt degree collage (men) (Name of the College).

This is accepted for evaluation.

Endorsements

P. Dhanu Jay
(Signatory with Date and Seal)
Panchayat Secretary
Kottapeta Gram Panchayat
Vajrapukotturu Mandal
Srikakulam (Dist.)

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Sana. Sandeep (Name of the intern)
Reg. No 2022001440033 of govt degree college (man) (Name of the
College) underwent internship in Kottapeta (Name of the
Intern Organization) from 12/12/2022 to 07/03/2023

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

P. Shanmugam
Authorized Signatory with Date and Seal

Panchayat Secretary
Kottapeta Gram Panchayat
Vajrapukotturu Mandal
Srikakulam (Dist.)

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 admission and clerical tasks related to the day to-day operation of the organization.
- To learn about various government schemes and programmes implemented by the grama Sachivalayam for the benefit of the rural population.
- To improve communication and interpersonal skills through interaction with villages and other stakeholders.
- To acquire knowledge of the legal and regulatory framework governing the activities of the grama Sachivalayam.

Outcomes achieved

- improved knowledge of the organization structure, functions and responsibility of the grama Sachivalayam
- understanding of the various government schemes and programmes such as housing sanitation and education.
- understanding of the various government schemes and programmes such as housing sanitation and education.
- improved communication and interpersonal skills through interaction with village, rafties and other stakeholder's

Brief 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, housing and social welfare, the organization has administration and clerical staff, and it also collaborates 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 government 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 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 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 government 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 government of Andhra Pradesh particularly those living in rural areas, through the establishment of grama Sachivalayam in every village 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 feedback mechanisms.
- facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner.

(d) Grama Sachivalayam organization structure:-

The Grama Sachivalayam is an organization structure that is set up so that government reaches the grass root level. The Grama Sachivalayam comprises various smooth functioning of the Panchayati Raj institutions (PRIs).

The following are the various administrative posts that are present in the Grama Sachivalayam.

- 1) village secretary
- 2) village officer (V.O)
- 3) Revenue
- 4) constable
- 5) police
- 6) women and child welfare officers

- 4) Digital Assistant 5) Engineering Assistant
- 6) Welfare and Education Assistant 7) Agriculture
- 8) Ann 9) Surveyor of Village
- 10) Energy Assistant 11) Police Constable

The Grama Sachivalayam is a decentralized administrative structure that is aimed at providing government at the grassroots.

(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 tasks including maintaining records implementing government schemes maintaining law and order and conducting surveys, organizing community events.

(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 areas efficiently and effectively.

(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 environmental concerns, in job opportunities for the youth, promoting entrepreneurship and improving access to digital technology.

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 habitable manner
- 2) chief minister of Andhra Pradesh State YSR & Jagan Mohan Reddy started these secretariat at vijawada, the statement was made. on october 2, 2019, the 5th anniversary of mahatma Gandhi birthday.
- 3) function of gramapanchayat sachivalayam it has mainly 11 type of the officer in secretariat the village volunteers system aims to bring govt services to people's doorsteps.
- 4) generally using of technological skills and instruments mainly use just like hi-metier computer system.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 12-12-22	I reported in the secretariat assigned to me	-	P. Dharmaraj
Tuesday Day - 2 13-12-22	The introduction of the Secretariat was giving by the welfare assistant	heard about the village Secretariat	P. Dharmaraj
Wednesday Day - 3 14-12-22	The welfare assistant told about grama darshini	we are learned to the chapter-2 different type of problems	P. Dharmaraj
Thursday Day - 4 15-12-22	explain about assistant told about grama darshini	I know same type of duties about the employees	P. Dharmaraj
Friday Day - 5 16-12-22	our staff members introduced with volunteers	I am daily take and cooking towards volunteers walking	P. Dharmaraj
Saturday Day - 6 17-12-22	WEA said about the vision and mission of gram secretariat	I learned why to organized Sachivalayam.	P. Dharmaraj

WEEKLY REPORT

WEEK - 1 (From Dt. 12-12-22 to Dt. 17-12-22)

Objective of the Activity Done:

Detailed Report:

This week we are learning about village Secretariat i.e. why the Secretariat system was established and 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 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 duly informed about the vision, mission and values of the gram Secretariat and its creation 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 19-12-22	The WEA officer explained the organization structure of the Sachivalayam	I can take some knowledge	P. Dhanya
Tuesday Day - 2 20-12-22	explained the future plans of the gram Secretariat	We know the future plans of the Secretariat	P. Dhanya
Wednesday Day - 3 21-12-22	about old age pension widow pension has been deeply explained	We are aware of type of document as required	P. Dhanya
Thursday Day - 4 22-12-22	deeply explained about disable pension and single woman pension	We are aware of what is important document that is required	P. Dhanya
Friday Day - 5 23-12-22	explained about traditional cobble person of weaver person	We learned the required documents and eligibility	P. Dhanya
Saturday Day - 6 24-12-22	explained about toddy tappers pension and fishermen person	We learned the required documents and eligibility information.	P. Dhanya

WEEKLY REPORT
WEEK - 2 (From Dt. ²¹⁻¹²⁻²² 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 details this week also
told about YSR person ration, how many
types, required document, and eligibility
criteria
eligibility and required documents for
old age person widow person disabled
person single woman person, Traditional
artisan and fisherman person. given as
the and the YSR pension scheme is design
ed to provide a safety net for vulnerable
section of society and enable them to meet
their basic needs and improve their quali
ty of life.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 26-12-22	The mahila police in Sachivalayam she is inculcate her duties	I am full focus and learned outcome information.	P. Shun
Tuesday Day - 2 27-12-22	The mahila police officer taught sexual harassment in society	how to handle and how to deal these type of harassments	P. Shun
Wednesday Day - 3 28-12-22	The mahila police officer inculcate daya-hundi services	what are the corruption in dayanwatti services	P. Shun
Thursday Day - 4 29-12-22	The mahila police officer inculcate some important section and helpline	And accident and criminal case issues how to inform.	P. Shun
Friday Day - 5 30-12-22	The VRO sir explained local govt and main aim	Secretariat one of the local govt that postmen use and govt	P. Shun
Saturday Day - 6 31-12-22	Our VRO told today we are going to field work your character - our race	which men are eligible and not eligible for govt schemes	P. Shun

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 first launched in 20 October 2014 on the eve of Gandhi Jayanti in SP of our Y.S.R Jagannathan Reddy.

The duties of women police officer.

- 1) immediate reporting officer station house officer
 - 2) working in co-organization with rep women's child welfare exercise department municipality
 - 3) functions per order atrocities against women and weaker section and awareness programs.
- * Mahila chikre anganwadi center be opened in time on all working days
 - * interest and respected anganwadi teachers were without care and protection of pregnancy women
 - * women police officer explain some help like dishe 100/12/181 and police slumber 100.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 2-1-23	The Welfare ASST is explaining about his responsibilities and duties of in secretariat	I can learned his great and Responsi-bilities of Secretariat	P. Shunja
Day - 2 3-1-23	The WEA is said by the govt conducting to important schemes	I have written in my class notes	P. Shunja
Day - 3 4-1-23	We are help to our secretariat some impo-yant future plans to students	we have learned how to maintain and set of we can do	P. Shunja
Day - 4 5-1-23	The Secretariat staff as like WEA, VRO, WPO telling about like such a issues like cyclone, fire.	We have learned how to maintain and set of future life	P. Shunja
Day - 5 6-1-23	WEA, VRO, WPO telling about future	The Society in the people how to intimate with VRO	P. Shunja
Day - 6 7-1-23	The VRO sir was explain-ing take charge of unclaimed property and send to the police station	From learned save and protect from govt properties	P. Shunja

WEEKLY REPORT

WEEK - 4 (From Dt. 2-1-23 to Dt. 7-1-23)

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.
- 3) providing feedback to higher authority on the status of implementation of said schemes
- 4) supervising over the work of all village officers working under the village Secretariat as far as their

work is providing intimation regarding fire accident, floods, cyclone and accidents to the higher officers.

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	P. Shafiq
Tuesday Day - 2 10-1-23	The madam was telling about maternal and child health	I can learned the ANM madam has given P/ghana	P. Shafiq
Wednesday Day - 3 11-1-23	ANM madam explain about social services	I can learned some social services, dentists	P. Shafiq
Thursday Day - 4 12-1-23	She is teaching about health education in secretariat	how to protect our health. health fully	P. Shafiq
Friday Day - 5 13-1-23	Today is class about nutrition	how many types of food habits can takes	P. Shafiq
Sat 14-1-23 Day - 6 17-1-23	The today of the class about communicable disease	I can learned some type of disease	P. Shafiq

WEEKLY REPORT

WEEK - 5 (From Dt. 9-1-23 to Dt. 18-1-23)

Objective of the Activity Done:
Detailed Report: <u>general instructions</u> :-
1) she should work under the administrative control of medical officer pti and guidance of the female health supervisor
2) she would stay at her official head quarters and available for all maternity care services
3) should be prepare map planning of her allocated area and population of people date
4) all the ANMs was to discharge all the duties as assigned by the pte
* <u>maternal and child health</u> :- Registered pregnant women with 12 weeks after baby health she is full health care starting and ending position to healthfully pregnant. The ANMs given the pregnancy women.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 16-1-23	Pongal Holidays Kannuma	—	P. Dhanya
Tuesday Day - 2 17-1-23	explained about Tagara-hna vidya divya	Learned, are to this scheme student are going to Govt School	P. Dhanya
Wednesday Day - 3 18-1-23	He said about the YSR cheyutha Scheme	Learned that women are continuing their own business Scheme.	P. Dhanya
Thursday Day - 4 19-1-23	He said about this YSR uzhama mitha Scheme	Learned this scheme is known to receive financial assistance to drives	P. Dhanya
Friday Day - 5 20-1-23	We went to the school and checked the food	Come to know that nutritious food is being served in the school	P. Dhanya
Saturday Day - 6 21-1-23	We went to the school and checked the cleanliness of the classrooms and toilets	It is known that that school is kept clean every day.	P. Dhanya

WEEKLY REPORT

WEEK - 6 (From Dt. 16-1-23 to Dt. 21-1-23)

Objective of the Activity Done:

Detailed Report: Jagananna vidya kanya:-

this scheme school kits to students studying in govt in the state the kit includes items such as school bags, notebooks, 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 18 and 60 years the assistance of Rs. 18,750.

YSR mahagamitra:- provide financial assistance to self employed drivers of auto rickshaws, taxis and maxi cabs under this scheme eligible financial assistance, 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 23-1-23	explained about the Reimbursement Scheme	the purpose of this scheme is known	P. Shengor
Tuesday Day - 2 24-1-23	explained about YSR Nidya Deevena Scheme	it is known who is benefiting from this scheme	P. Shengor
Wednesday Day - 3 25-1-23	explained about YSR Vasathi Deevena Scheme	it is known who is benefiting from this scheme	P. Shengor
Thursday Day - 4 26-1-23	Republic day	-	P. Shengor
Friday Day - 5 27-1-23	explained about Mahatma, Madu Madu Scheme	the purpose of this scheme is known	P. Shengor
Saturday Day - 6 28-1-23	He said that the works of Madu Scheme should be examined	are observed the Madu Madu works	P. Shengor

WEEKLY REPORT

WEEK - 7 (From Dt. ~~28-1-23~~ to Dt. ~~28-1-23~~ ²⁸⁻¹⁻²²)

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 reimbursement the tuition fee and other expense such as exam fees, library fee, etc. engineering medical MBA, MCA, etc.,

YER vidya deeksha: - it provides financial assist to eligible students from economically weaker sections to cover this hostel and mess expense during their high education.

Nadu mreda: - The scheme focus on in providing the basic amenities including classrooms, furniture toilets, drinking water 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
Monday Day - 1 30-1-23	The WEP officer is explained about YSR Navarthanalu	we know the way of this kind of schemes	P. Shanthi
Tuesday Day - 2 31-1-23	explained about Ammaudi scheme	The purpose of this scheme is known	P. Shanthi
Wednesday Day - 3 1-2-23	explained about Arogyasri scheme	I come to know that this scheme provides + medical treatment to poor people	P. Shanthi
Thursday Day - 4 2-2-23	explained about A Rythu Bhaaga Scheme	I know how much this scheme has benefited the farmers.	P. Shanthi
Friday Day - 5 3-2-23	explained about housing for all	The purpose of this scheme is known	P. Shanthi
Saturday Day - 6 4-2-23	explained about Jalagatham Scheme	I learned that there will be no shortage of water	P. Shanthi

WEEKLY REPORT

WEEK - 8 (From Dt: 30-1-23 to Dt: Dt: 4-02-23)

Objective of the Activity Done:

Detailed Report: ysr Navarathnam is a welfare

Scheme the Scheme comprises many different welfare programs or Schemes each aimed at improving the living condition of the AP.

Amma Vodi:- under this Scheme financial asst. is provided to the mother or guardians of school going children to support their education.

Raithu Barama:- this Scheme provides financial asst to farmers in the state the amount of assistance is RS 13,500

Arogya Sri:- this Scheme provide free health care services to the people of AP. the Scheme covers the cost of medical treatment and medicines for a life long diseases.

Housing Scheme:- this Scheme aims to providing affordable housing to the people of A.P.

Jalayagham:- under this Scheme the AP govt will go to improve the irrigation projects and complete the pons 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 6-2-23	fully explained about depression Pension Anti Retrieval therapy	we learned the required documents and eligible for this type of pensions	P. Shangan
Tuesday Day -2 7-2-23	explained about trauma Pension chronic kidney disease of unknown etiology Pension	learned the required documents and eligibility for type of Pension	P. Shangan
Wednesday Day -3 8-2-23	Today explain about YSR Kalyanamshru YSR Shadi tohra	The purpose of this scheme is known	P. Shangan
Thursday Day -4 9-2-23	explain about mandatory validation documents for registration of YSR Kalyanamshru.	learned the required document for this type of scheme.	P. Shangan
Friday Day -5 10-2-23	explained about eligibility criteria of YSR Kalyanamshru YSR Shadi tohra Scheme	We know who is eligible for this scheme	P. Shangan
Saturday Day -6 11-2-23	have to tell people about the YSN Kalyanamshru Scheme	we learned good presentation skills.	P. Shangan

WEEKLY REPORT
WEEK - 9 (From Dt. 6-2-23 to Dt. 12-2-23)

Objective of the Activity Done:

Detailed Report: Digitally and required documents for Depp artist pension anti-retrograde therapy (ART) pension, transgender pension given at the end.

YSR Kalyanamasthu / YSR Shroadi tohfa.

The objective of the scheme is to provide financial assistance to poor families belonging to self/sr/minorities marriage in a dignified manner.

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

2) The application as on the date for scheme should be marriage.

3) The caste and income certificate must be tagged with Aadhaar.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 13-02-23	explained about the responsibilities of digital assistant	I can gain knowledge of digital Assistants	P. Shangan
Tuesday Day - 2 14-2-23	The general Application forms of caste Certificate	learned of important and required documents	P. Shangan
Wednesday Day - 3 15-2-23	The Digital Asst explained some Polling Station at Chaparvam - 2 station.	There are three Polling Station's like - 369, 364, 363	P. Shangan
Thursday Day - 4 16-2-23	We are going to find about eligible candidate for voter's ID	such a member's are not apply for Voter Id.	P. Shangan
Friday Day - 5 17-2-23	He is how to respect of benefited come to gentaria.	I can know how to respective talking with candidates	P. Shangan
Saturday Day - 6 18-2-23	maha shivaratri	-	P. Shangan

WEEKLY REPORT

WEEK - 10 (From Dt. 13-2-23 to Dt. 18-2-23)

Objective of the Activity Done:

Detailed Report:

Digital Assistant duties:-

- 1) delivery of Serial documents benefits to the beneficiaries
 - 2) Awarches and providing to the govt as application processes
 - 3) He intimated as well as application processes to citizens.
 - 4) digital services to this public effectively that are provided mandatorily by the local govt like birth Death Properties valuation tax demand etc.
- ⇒ Required documents to apply for caste certificate
- Application form caste certificate issued to the family members (3) SSC marks memo 1 to 10 Study certificate
- So many citizens not applicable for voter ID in Chaparam Searon.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 20-2-23	The UPO Sir explaining about his duties	I am knowing his duties in Secretariat	P. Shengor
Thursday Day - 2 21-2-23	The UPO Sir explained about Panchayat Secretary administrative	I am knowing his administrative work	P. Shengor
Wednesday Day - 3 22-2-23	The UPO Sir explained about Panchayat Secretary with community welfare work	I am knowing his community welfare work	P. Shengor
Thursday Day - 4 23-2-23	The UPO Sir said about Panchayat Secretary co-ordinative	I am knowing his co-ordinative duties	P. Shengor
Friday Day - 5 24-2-23	how to save and protect our govt properties	I can learned with some govt properties	P. Shengor
Saturday Day - 6 25-2-23	any kind issue to harassment for others	I can learned how solved of people problems	P. Shengor

WEEKLY REPORT

WEEK - 11 (From Dt. 20-2-23 to Dt. 25-2-23)

Objective of the Activity Done:

Detailed Report: Village Revenue Officer's (V.R.O.)

- 1) maintenance of village revenue record
and all village revenue accounts
- 2) collection of land Revenue, cesses, taxes
and other such pertaining to revenue
department
- 3) Assessment of crops (100%) inclusive of
inspection of survey stones
- 4) provide intimations regarding fire accidents
floods cyclone and other

Administrative of panchayati secretary:-

maintains Registers / collects taxes, organize
sarpanch meetings protect panchayat lands,
maintain Birth death reg.

community welfare de velop:-

assist pension payments prepares
list of BPL holds literary classes, implements
schemes assist education dept. etc.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day - 1 26-2-23	what is the duties and responsibilities of word volunteer	I am knowing the kind of information	P. Dharmaraj
Tue Day - 2 27-2-23	The volunteer was informed as to scheme with awareness	He explained to the havarnadu schemes learned about information	P. Dharmaraj
Wed Day - 3 28-2-23	Require skills and eligibilities of word volunteers.	I learned the volunteer for kind of information	P. Dharmaraj
Thu Day - 4 1-3-23	The volunteer is monthly one time apply to people with pension	I learned about which type of pensions are available	P. Dharmaraj
Fri Day - 5 2-3-23	What are the duties and responsibilities of secretariat	I gain about information of lineman.	P. Dharmaraj
Saturd. Day - 6 3-3-23	Requirements and skills of lineman in secretariat	I gain about information of lineman	P. Dharmaraj

WEEKLY REPORT

WEEK - 12 (From Dt 26-2-23 to Dt 8-3-23.)

Objective of the Activity Done:

Detailed Report:

Secretariat duties and responsibilities

- 1) Answering and directing phone calls
- 2) organizing and distributing messages
- 3) maintaining company schedules
- 4) organizing 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 people's doorsteps
- on oct 2 2019, the 15th anniversary of mahatma gandhi birthday
- 3) he would be first to identify the beneficiaries learn about their difficulties and then outline the gov^t scheme available to them.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 4-03-23	how to maintain is surrounding scholars	1 gain how satisfies of people	P. Shanmugan
Day - 2 6-03-23	he is explain what is secretariat	2 am knowing about sachiva - rayam	P. Shanmugan
Day - 3 7-3-23	which type of secretory duties	3 learned duties of secretary.	P. Shanmugan
Day - 4			P. Shanmugan
Day - 5			P. Shanmugan
Day - 6			P. Shanmugan

WEEKLY REPORT

WEEK - 13 (From Dt. 4-3-23 to Dt. 7-3-23)

Objective of the Activity Done:

Detailed Report:

duties and responsibilities of linemen

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

→ The Secretariat is to facilitate the govt. product management and control of the university co-ordinating the exchange information people

→ Required skills of volunteers:-

1) unihust talking experience

2) he pectuality 3) good amurcation and 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:-** A secretary is often responsible for interacting with people both inside and outside of their organization. They may be responsible for answering phone calls, responding to emails, and greeting visitors. So good communication skills gives a greatful 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 offices 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 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 a given area of expertise.

here are some examples of technical skills in various fields.

- 1) Application Programme → digital Assistant
- 2) field verification → welfare Assistant
- 3) their party verification → Administrative Staff Work
- 4) prefinal - Applied → APO
- 5) final Applied → MPO/MRO

and basic technical equipment in Secretariat

- 1) Biometric division
- 2) Android smart phones
- 3) IRIS Scanners
- 4) face verification app
- 5) Time - management and multitasking.

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 they learns to achieve successfully
complete anything.

2) decision making skills:- managers must make
informed decisions quickly and efficiently they
should be able to analyze.

3) problem solving skills:- The staff members are
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.

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 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 choose your words carefully be aware of your audience.
- 3) ^{that} I am going to field work proper after we are collect data, due the time learn about people way of talking how could 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 discussion contribution as a team member, leading a team or activities here are some suggestions

- 1) Respect for other is key to successful team member's with respect regardless their position back ground
- 2) Be prepared :- Before joining group discussions 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 clearly speak but any mis-words are not talking.
- 4) any team member team leader should be able to time punctuality and time management these essential for any where.

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 : multipin , phone system , single line phone
- 4) internet Phone system
- 5) Scanners
- 6) Printer's
- 7) Bio-metric
- 8) Face Authority Programme

i will using in my future Job role above instruments i am full person digital technologies and relevant instruments.

Student Self Evaluation of the Short-Term Internship

Student Name: Sana. SardecP

Registration No: 2022001480033

Term of Internship: From: 12-12-2022 To: 7/03/2023

Date of Evaluation:

Organization Name & Address: groma vord Sachivalayam Bandura
KOHARATA

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:

S. SardecP
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Sana. Sandeep

Registration No: 20220014400 53

Term of Internship: From: 12/12/2023 To: 01/03/2023

Date of Evaluation:

Organization Name & Address: grama vayd Sachivalayam, Vajrapukotturu mandalam, Kottapeta gramam.

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:

Signature of the Supervisor

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Sana. Sandeep

Programme of Study: word secretariat

Year of Study: 2020 to 2023

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

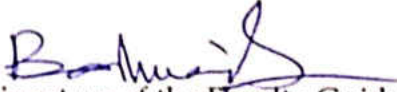
Register No/H.T. No: 20202001440033

Name of the College: govt degree college (men) Srikakulam

University: D. B. Ambedkar university Srikakulam

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

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Sana. Sudeep

Programme of Study: ward secretariat

Year of Study: 2020 to 2023

Group: B.A. (T.C.E)

Register No/H.T. No: 2022001440033

Name of the College: gov degree college (men) Srikakulam

University: D. Br. 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	45
	TOTAL	150	135
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	180

Signature of the Faculty Guide



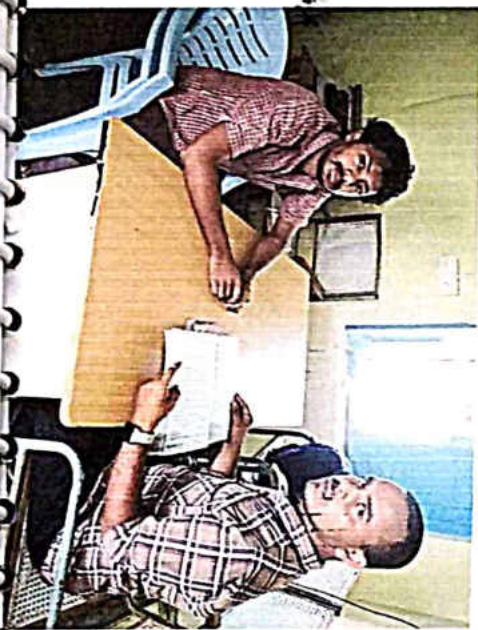
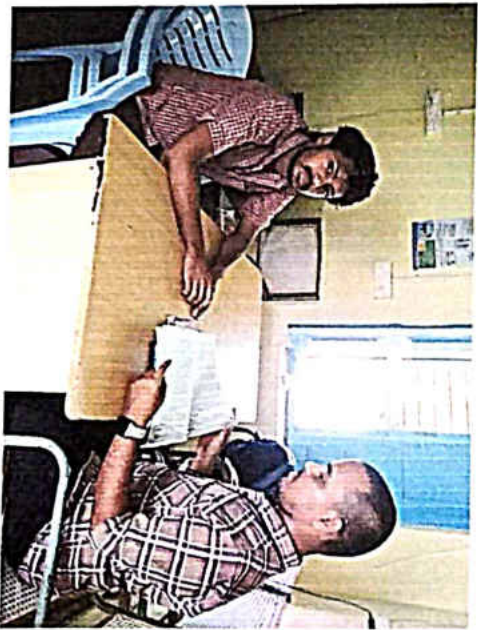
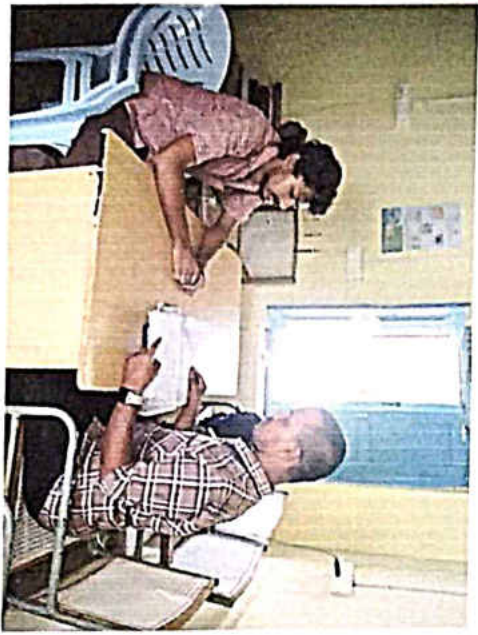
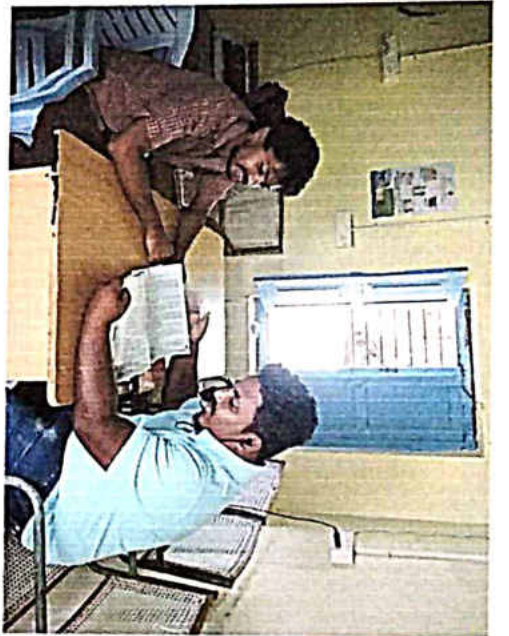
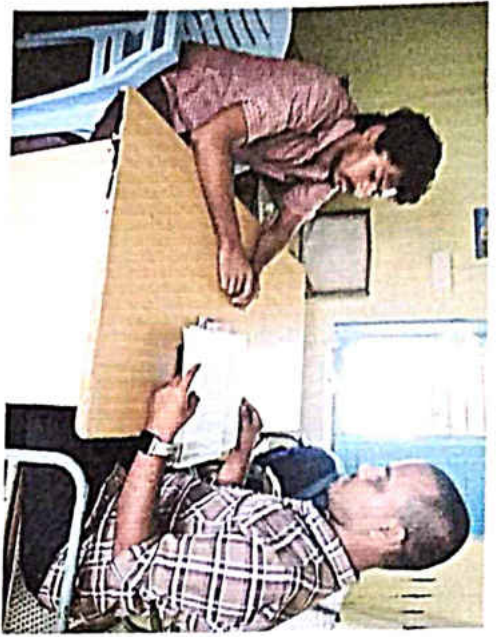
Signature of the Internal Expert



Signature of the External Expert

K. Pragnan
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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