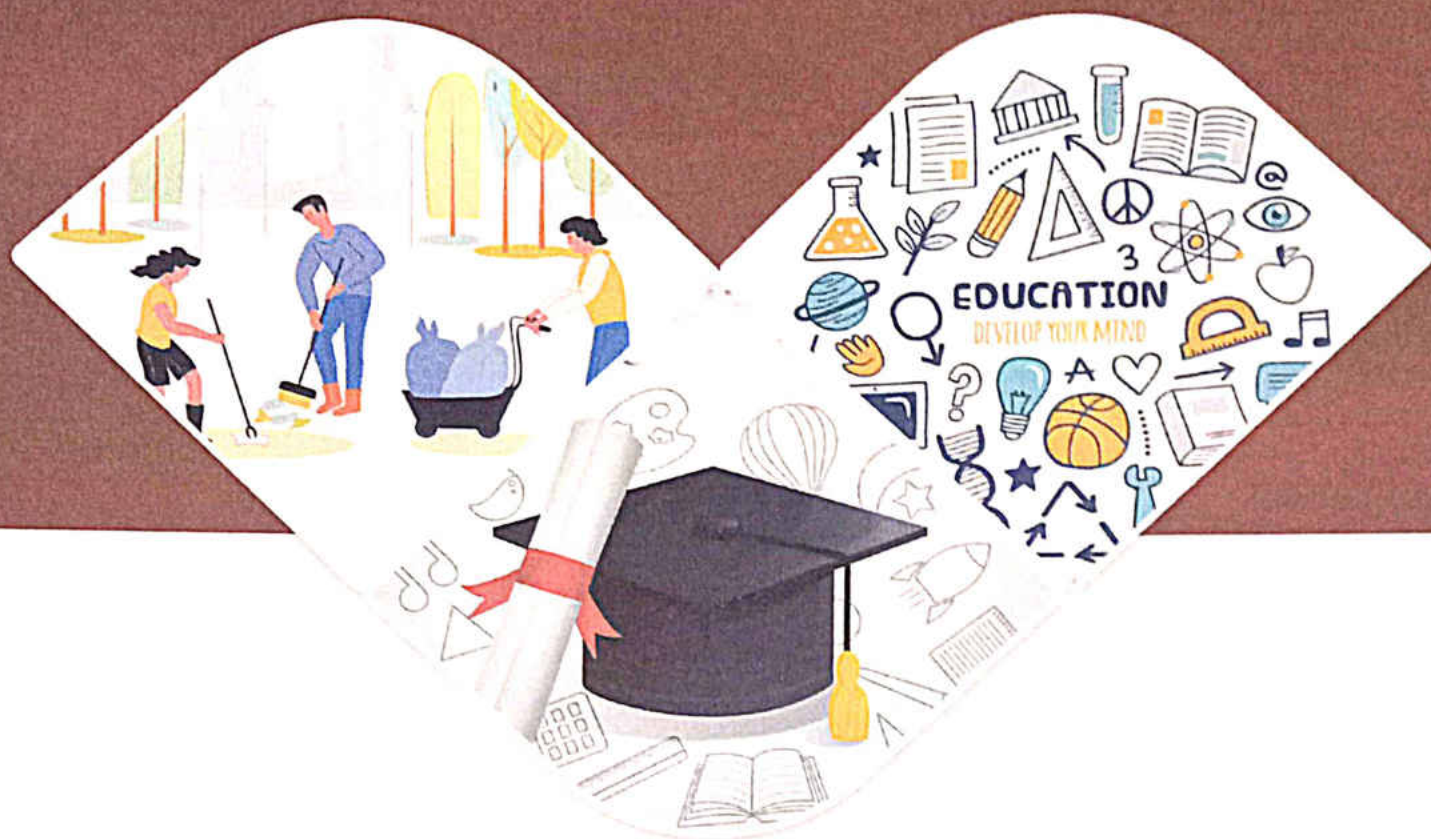


Model Program Book



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: S. Lokesh

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

Registration Number: 2022001440035

Period of Internship: 4 months From chintamani (SKM)

Name & Address of the Intern Organization:

A. ballew univ

University

YEAR

An Internship Report on

Agriculture department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

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

Under the Faculty Guideship of

B.N.V Chalmayya (Sir)

(Name of the Faculty Guide)

Department of

Govt- degree college for women

(Name of the College)

Submitted by:

S. Lokesh

(Name of the Student)

Reg.No: 20220D1440035

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

Govt- degree college for women

(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.

-----<<@>>-----

Student's Declaration

I, Govinda Lokesh a student of Gov. Degree College (men) Srirangapatna
Program, Reg. No. 2022001440035 of the Department of Tourism
College do hereby declare that I have completed the mandatory internship
from SriLakshmi to SriLakshmi in Chittur (Name of
the intern organization) under the Faculty Guideship of
Prathista (Name of the Faculty Guide), Department of
Rythu Bhavasa Kendra Agriculture, Chittur
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that S. Lokesh (Name of the student) Reg. No. 202100144003 has completed his/her Internship in R.B.K (Name of the Intern Organization) on Farmers' Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (T.C.E) in the Department of Tawrim (Name of the College).

This is accepted for evaluation.

M. Gouthami
(Signatory with Date and Seal)

Village Agriculture Assistant
Chintada RBK
Srikakulam-532001
Srikakulam Dist.

Endorsements

Faculty Guide



Head of the Department

Principal

Certificate from Intern Organization

This is to certify that _____ (Name of the intern)
Reg. No. _____ of _____ (Name of the
College) underwent internship in _____ (Name of the
Intern Organization) from _____ to _____

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

M. Gouthami
Authorized Signatory with Date and Seal

Village Agriculture Assistant
Chintada RBK
Srikakulam-532001
Srikakulam Dist.

Acknowledgements

First I would like to Thank Rythu Bharosa Kendram For giving me the opportunity to do an Internship For giving Internship within the Organisation.

The Success and wonderful at this internship project requires a lot of guidance and endowment from many people in the skills & organization.

I also would like all the people that worked along with me and Sachivalayam which has patience along and openness they created an enoughable working Environment

I am highly indebted to Director and principal For the facilities provide to accomplish this Internship.

Contents

- ①. Chapter 01 :- Executive Summary
- ②. Chapter 02 :- Overview at the Organization
- ③. Chapter 03 :- Internship part
- ④. Long Book [First week to Fifteenth week]
- ⑤. Chapter 05 :- Description
 - * Describe the real time technical skill you have organized.
 - * Describe the Managerial Skills you have secured
 - * Describe how you could improve your communication skills.
 - * Describe how could you could enhance your abilities.
 - * Describe the Technological development you have observed the relevant to the Subject. arts at Training
6. Students self evolution at the Short term Internship

- ⑦. Evolution by the supervision at the informal organization.
- ⑧. photo & and video links.

CHAPTER 1: EXECUTIVE SUMMARY

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

This report is result of 15 weeks. internship during the internship it is required to study the organization department at the organization and critically related the theoretical aspects at the organisation in the practical situation I got an opportunity at getting practical knowledges about the Village Secretariats in Andhra Pradesh so to speak the third at practical knowledge about I joined to Chinthada Sachivalayam - 1: Village Secretariate

At last I must say that this report is designed to simulated curiosity about green Sachivalayam works in Andhrapradesh. during this time period learn so many things related to time management, then work leadership sometimes these queries so many helpful to me to some.

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.

Gram wad Sachivalayam [also known as village Secretariate] are Secretariats setup in the Indian state of Andhra Pradesh to decentralise the administration by government department available at one place. Andhra Pradesh was the first state in India to launch village secretariate government. Andhra Pradesh appointed village volunteers to deliver services. It was launched on Ganthi Concept at Grama Sachivalayam that promotes village be coming self sufficient. Andhra village Secretariat was one of the promise made by Y.S.R. Jagam Mahan Reddy during his project Santyee yatra.

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.

As the internship program Organised by the Government in order to select the aware and interest with working at department they selected.

Grama Sachivalayam was the Organized which I chose. The Coordinates between 18 to 42 years of age are eligible for A.P. grama sachivalayam exam. The require educational qualification are different according to the different posts.

There were some scheme are introduced in the government of Andhra Pradesh like Y.S.R. Vidhyadee Scheme, Y.S.R. Roice Card, Y.S.R. Navaratna Scheme, Y.S.R. Deseva etc. which help the Citizens Andhra Pradesh to some and to have on basic education for the children. These schemes are applied to the people belonging to below poverty line [BPL]

Family on the studies.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Dragon Fruits	Dragon Fruits are also known as pitaya fruit	M. A.
Day - 2	Pomato	Health skin, prevents eye problem	M. A.
Day - 3	Paddy with uses	Oryza Sativa Commonly known as Asian rice in India	M. A.
Day - 4	Finger Millet	Echinochloa Ceraucomia Finger millet is also known as ragi in India	M. A.
Day - 5	Sorghum	Sorghum a genus of about 25 species in the great family of flowering plants at various tropical America	M. A.
Day - 6	Guava Fruits	Comfort at the isothermous	M. A.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the first week we shall discussing about these topics:

* Dragon Fruit is also known as pitaya Fruits or pitaya Fruits.

* It is a Fruit from Central America South America and Asia. It has a light sweet Taste on instance shape and colour.

* These seeds are small and dirt that found in skin Fruit. The size of dragon Fruit varies but are more oval shaped.

* Dragon Fruit is often considered a tropical Super Food because of its health benefits.

* It has high in vitamins A it has proven to be effective Treatment For Scurvy and eye spots.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Importance ab RBK and agriculture scheme	We know the RBK scheme & Agriculture scheme	M. @
Day - 2	Discuss about the land Registration Rules	We hearned the land Registration Rules	M. @
Day - 3	We are participated Field work with veterinary Assistant	We observed the normal Health check up to Animals	M. @
Day - 4	Discuss about the Dr. Y.S.R Arogya sei card scheme	minimum Queti Fiction at the Y.S.R Arogya sei scheme	M. @
Day - 5	Introduction the Fome village by Agriculture Assistant	Introduction at Fomers.	M. @
Day - 6	Discuss about the various types ab medicines	We learned the various medicines	M. @

WEEKLY REPORT

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

Objective of the Activity Done:

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

* Introduction to Agriculture and Scheme on going in state related to Agriculture

* Major change after introduction of RBR is at village level

* We discussing about the home to apply Land Registration with VRO Sir.

* How to check the Animals Health State.

* We learned about the Condition at the Dr. Y.S.R Argya Sir - Schemes.

* We participated child marriage. classes.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Importance of RSK and Agriculture scheme	We know The RSK Scheme as Agriculture scheme	M. A.
Day - 2	Risks about the land registration Rules	We learned the land Registration Rules	M. A.
Day - 3	We also participated field work with veterinary Assistant	We observed the normal Health check up to animals	M. A.
Day - 4	Discuss about this M.Y.S.R. Arogya Sris scheme	minimum. Qualified at the M.Y.S.R. Arogya Sris scheme	M. A.
Day - 5	Introduction to the Farmer village by Agriculture Assistant	Introduction at Farmers	M. A.
Day - 6	Discuss about the various types of medicines	We learned the various medicines	M. A.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During third week we should discuss about these topics:-

* Types of diseases :- ①. Dengue
②. Malaria
③. Typhoid
④. Cholera

* mortality at child age with different types of methods:-

* We gain about the knowledge of permission categories.

* Types of Animals Diseases:- ①. Pericarditis
②. Food & mouth Disease
③. Anthrax

* Chintada village having an Agricultural horticultural area at 4.36 etc.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	prohibition at the child abuses	we know the Activity at child abuses	M. G
Day - 2	We learned about the paddy harvesting by V.A.A	We know about process at paddy harvesting	M. G
Day - 3	who deserve to apply y.s.r Pension class by welfare education	We remembering that Qualification y.s.r pension	M. G
Day - 4	Different types at Animals Disease class by retrob Assistant	we gained about the animal Disease	M. G
Day - 5	Conducted awareness among the Farmer on paddy processed	we arranged the Farmer in chinthada village	M. G
Day - 6	We participated on village meeting	we observed this activity	M. G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

① During the Fourth week we shall discuss about these Topics:

- * Different Types of Topics:
- ①. paddy
 - ②. Banana
 - ③. Maize
 - ④. Tomato
 - ⑤. guava
 - ⑥. Coconut
 - ⑦. Chilli

We had identified various Crops and their sowing times through out the year.

* I had Apply on my Own Experience
Now some portal is Computer System.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Horticulture class by Agriculture Assistant	we know the Horticulture crops	M. G
Day - 2	Awareness programme on child right	To know about the child right	M. G
Day - 3	we know about the government scheme by Survey the	we know about the government scheme	M. G
Day - 4	Survey at the crop lands with VRO sir	we again know about the crop lands	M. G
Day - 5	we learned the importance of liberal Agriculture Assistant	I trusted for the Fertilizer booking	M. G
Day - 6	we discussed that sensor tags are given to animals	we learned about the sensor tags.	M. G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the Fifth week we shall discuss about the topics :-

* Paddy harvesting :- mainly grown various at paddy MTU 1061 & 770 7020

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

* We participated in cluster level training child Right & child story education for parents.

* Y.S.R Ammaradi - yearly 15,000/-

Y.S.R Vidya devesana - yearly at Ther College
Term

Y.S.R. Vasanthi devesana - yearly 20,000/-

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Reducing child marriage class by male police	we know that detect the child marriage	M. @
Day - 2	we saw the programme lady denying her health check up by ANM.	we observed Health protection	M. @
Day - 3	To participated on vaccination at animal chintode village	we observed the vaccination	M. @
Day - 4	we discussing about G.S.R Ammaradi vidya Lerona Scheme	we acquire the knowledge ab the Scheme	M. @
Day - 5	we learned the process ab soil testing	we know about the soil testing	M. @
Day - 6	we attending cluster level Training program	we know about the child society education.	M. @

WEEKLY REPORT

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

Objective of the Activity Done:

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

* Learned early about paddy combine harvester vehicle for big meeting for large farmers.

* Who was apply the scheme at vachane mithra thing follow at ruler and qualification class by we EA sir

* We get the more important content about scheme at vachane mithra.

* We acquiring the same knowledge for survey at Arogya Sri card scheme

* We know the main rules and regulation about apply the land pass books and importance at these types of services.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We learnt about the process seed testing by V A A	We know about seed testing	M. @
Day - 2	We discussing about Cyber Crimes	We know that now a days Cyber Criminal act	M. @
Day - 3	To Soney To Arogya Sri corda in chinthad village	How do Soney Arogya sri cord	M. @
Day - 4	Learned Orrell about paddy combine next	We know the paddy combine	M. @
Day - 5	We are participated in freetted First child class A H A sr	We gain the know Hedge important	M. @
Day - 6	They said how to Apply For lead pass books.	We agreed the knowledge. The pass book.	M. @

WEEKLY REPORT

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

Objective of the Activity Done:

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

* We get the knowledge at y.s.r Bhima to shall submit date through website in Cross Cut

* Conduct test at various pregnant women for albumin and sugar and estimate haemoglobin level at glass in addition to recording to and blood pressure.

* Learned about the existing activity at paddy Pruning at paddy thresher and logs in field Farmers use to bags.

* We learned about ginc meditation & position Certificate at land to the Farmers.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	we learned y.s.r Bhim classes by we EA sir	we gain the knowledge about this Scheme	M. G
Day -2	we are participated in conduct test wins at present women	we acquire the some knowledge	M. G
Day -3	we discuss about sugarcane crop	It is the best commercial crop in chintamani	M. G
Day -4	Explanation about the position at level at Farmer	we gained about knowledge on this	M. G
Day -5	How to cultivate green by farmer	It is best potato crop in chintamani	M. G
Day -6	we learned about the rearing activity	we learned the activities	M. G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the eight week. We shall discuss about these topics:

* To Coordinate with the holds at the education institution in the area and motivate the Students who are irregular in attendance or poor in Student to improve their performances.

* How to Create awareness on Government progrs For the welfare of women and girl children Through Mahila Salts Kendra Salu was learned

* What records here ANM madam and exit importance at these records.

* Transporting at paddy to miles through paddy percentage Centre set up at RBK levels MSP at grade A' paddy 2040/-
50 kg grade A' paddy - 1632/-

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Transporting all paddy at RBK levels	we again the same knowledge	M. G
Day - 2	She explaining the how to marketing record Sachivalayam	we observing the records	H. G
Day - 3	Explain the mahila Sachivalayam Scheme	This scheme is very useful for women	M. G
Day - 4	we participated in awareness programme in school for children	knowing the Important Information	M. G
Day - 5	We discuss about the healthy Food for Animals	Crass Hunt are health Food for Animal	M. G
Day - 6	we discussed about the Pesticide crops	This best commercial group	M. G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the ninth week. We shall discussing about these Topics:-

* We learned conduct population screening for Hypertension / Diabetes & cancer cancers i.e. breast and oral (cervical) and man [oral 1kg 2 probits.

* We know the How to Allowed health & relation -Certificate to Animals.

* We knowing how to manages land & order issues is chintada village area.

* We learned how to maintaining and producing the government lands. Government Thants and government properties.

* We know conducted awareness among Farmers a paddy pro current process which is my different from previous years.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to set in bed Sustitution for girls and body	very useful information to girl	M. G
Day -2	How to conducting The population Family welfare screening	we knowledge about population screening	M. G
Day -3	Conducted awareness among Farmers on maize crops	we learned How to conduct meeting	M. G
Day -4	we learned about The Kalyanashree Scheme by EA	we know about The Kalyanashree scheme	M. G
Day -5	How to alloted the Certificate about The Health evaluation	we acquire know ledge This Certificate	M. G
Day -6	VAA discussed about The mixed Crop crop	mixed crops useful for in in the Farmer	M. G

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to rect in bad Sestution For girls and Soidy	very useful information to girl	M. G
Day - 2	How to conducting The population Fam, welbore seeing	we knowledge about population seeing	M. G
Day - 3	Conducted awareness among Farmers on maize crops	we learned How to condit metting	M. G
Day - 4	we learned about the Kalyanaste scheme by EA	we know about the Kalyanara Marthy scheme	M. G
Day - 5	How to alloues The Certificate about the Health evaluation	we acquire know ledge This Certificate	M. G
Day - 6	VAA Discussed about the mixed Crop crop	mixed crops useful For in in the Farmer	M. G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the Tenth week. We shall discussing about these topics:

* We learned the concept about Rice Follow paper.

* Motivate Pregnant women to for institutional deliveries and Trained attendant at birth.

* We know about how to maintain a village Revenue Record and all village Revenue Accounts properly and accurately.

* We learned how to protect women in difficult situation & draw to improve women safety action in village area.

* We know the good knowledge about the scheme and we learned to apply for this scheme in official website in our with practice.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We gained knowledge on spend term, pulse	Here the second term crops is bloke. given	M.G.
Day - 2	Explaining about Forder developed	We know about the important Forder	M.G.
Day - 3	How to motivate pregnant women for delivery class by ANM	We know the valuable information	M.G.
Day - 4	How to applied for Kalayam lenalee in official	We know the way to apply for scheme	M.G.
Day - 5	Women satisfy class by mahila police	We know the point about women safety	M.G.
Day - 6	How to maintain village Revenue Record class VRO	We know the knowledge about village Revenue	M.G.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the Eleventh week we shall discuss about these Topics:

- * We acquiring the knowledge about how to end proposals for new pension to MPDO & also how to send monthly reports to the MPDO.
- * We know the which are distributed in Conventional Contraceptive and up Cycle to the Computer on demand.
- * We know about the implementation its practice Banding programme and also which ration give to animals for their growth and develop.
- * Counselling Sessions to Farmers against socio stress management with help of Stake holders.
- * We know some methods of maize

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conduct in the counselling sessions to Farmers class apps	We involved in this meetings	M. A
Day - 2	How to conduct the counselling sessions to Farmers	We participated in this meeting	M. A
Day - 3	How to send proposed For Residual and monitor report to MPDs	We know the knowledge about sheet to MPDs	M. A
Day - 4	We discussed about the nutrient content of maize	The maize has all contains two feet solubility	M. A
Day - 5	We participated distribution things programme	We acquiring some interaction in this district	M. A
Day - 6	VAA sir. took class on fertilizers return for maize	It requires NPK (Nitrogen) program was peds.	M. A

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Gadapa Gadapa mama prabhutavamu
The Gadapa Gadapa mama prabhutavamu. It
said is to great awareness among the public the
schemes and programmes of the government to ensure
and that the benefits reach the last mile beneficiary
covering all the eligible beneficiaries and seek test-
Feedback suggestion from the public for proper
improvement and future improve the service
delivering. The MLAs would make visits to the
household in their jurisdiction as per the schedule
finished by respectively district collector within
the limits of gramal ward Sachivalayam now
that benefit distribution process has been
implemented through direct benefits transfer
[DBT] mode especially within the introduction
of the Annual welfare calendars the state
govt has on the occasion of completion of
its three-year decided to future enhance
the process and suggestions from the public
for process improvement and future
improve the service delivery.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	We assumed How to conducting mahila mandal meeting	We learned about this meeting	M. G
Day -2	We participated in awareness an important crop programme	We know about E-crop	M. G
Day -3	How to conducting in Fertility change in village area	We Improve our management skills	M. G
Day -4	How to organisation the pre-school class by wps (mahila mandal)	Some we learn the some beautiful Activities	M. G
Day -5	We discussed organic Fertile	Earth words are the Friends	M. G
Day -6	We discussed about podamhdi	Here student are Farmers	M. G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: ① Delivering all Divisions [Citizen]

at a shorter position time

①. Inverse all costs & income

②. Mutation [Land]

③. Family member Certificate

④. Birth & death certificates

Applying all the schemes to the eligible conduct
post at Field verification

①. YSR premium

②. YSR Chaytham

③. Rice Card

④. YSR Amma Vadi

⑤. Y.S.R Vidya Doreena

Field Activity: Ration Distribution to home
hold at Door Step by mps.

Field Activity: Land Survey using "ceps"
local technology & better for accuracy
in a main point.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to identify the process for various welfare schemes	we know the process and scheme	M. G
Day - 2	we learned about term at sugar scheme	1 year	M. G
Day - 3	we discussed about Talukala	Free bore wells	M. G
Day - 4	How to develop Natar garden in village level	we know the development process	M. G
Day - 5	E - know your Canton	Identification of farmer	M. G
Day - 6	We discussed about Housing For poor	How valuable padelamshri illu	M. G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the visit by ANM we visited several for any health issues and recommended few meditation. Also spoke to pregnant women for any difficulties observed the well being and kind new to people with the ANM.

Also Accompanied by Mahila police visited house to educate the children for good touch and Bad touch Awareness for the girl for not being shy any harassment happened insisted

Note Online service & Survey are going on and participation and acquired knowledge about how a system written on demand at the Government.

Acquired Knowledge on digital literacy how application are killed online what are the demands are attached and record.

Solving the eligibility Criteria at all Welfare Scheme at State Government

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Which items learn the TMR list class by AHA Sir	We acquire by the important things this still	M. G
Day - 2	What are the enrolment at borebore	We know the borebore at enrolment	M. G
Day - 3	How to update one crop class by Agrivall Sir	We know the about 2 crop we bite	M. G
Day - 4	Tay Teress Taythi scheme	Free supply at electricity	M. G
Day - 5	NFsm - National Food security Mission 2. crop village		M. G
Day - 6	polcum paid	group at Farm given hunting on effective	M. G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SHA - Service line Agreement

In gram ward Sachivalayam there are more than 54 services. Each service is having their own SLA

For eg :-

- ①. Income Certificate - 7 days
- ②. Caste Certificate - 38 days
- ③. Hustration - 30 days
- ④. Rice Card - 180 days

GPPP gram panchayat Development programmes it is a planning program Fifth Development at the gram panchayath.

- > Sentituen planning
- > Road Repair planning
- > street light position/Repair types

Fields :- For Smart Shums at Development acts in grama panchayath band are being held general Funds. House property is 15th Finance gramin from state Government

CHAPTER 5: OUTCOMES DESCRIPTION

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

I Experienced a very good working Environment with Projectional Knowledge & Kind at people in this organization all the staff are very punctual in attending the office

They had show on internet in technology and how the system working and Administration activities are handled in procedural manner.

The time they spent for us in being working schedule appear programmes.

The digital Assistant are used for helping in learning Advanced and needs at their moments for accountability which keeps the system Trust worthy.

I am satisfied my self at this organization [Grame ward Sachivalayam] protocols. and working cultures. Each work is Synthetically managed.

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

Application program - Digital Assistant
Field verification - Welfare Assistant
Third party verification - Administrative staffs

pre - Applied - VRO

Final - Applied - MPDO/MRO

Every one is using the technology based work to avoid duplicity and ignore. Transparency in the eligibility at any scheme.

- ①. Bio-metric Device
- ②. Android smart phones
- ③. IRIS Scanners
- ④. Face Authentication

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

I achieved the goal - time management produced productivity which is very realistic and gives management. Confidence & Long Acting skills.

Every thing work in time is believed and can't be neglect whole world is observing the activity & Decision making is very important.

For going doing anything. Firstly Practical knowledge and Secondary planning and thirdly the procedure for implementation.

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

(My Communication Skills are modified and improved my self in Communication at different people in different places.

My written Communication as per improved it by writing evolution scripture / thoughts

My Confidence level is very high and I will continue with the same.

My Anxiety level are low. I am very much patient and listen to music which I feel anything I know more society modern role and it will be improved by Communication Skills.

I always greet every one when I see them & these they whenever do good things.

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

First Thing:

- ①. Handling at Smart phones
- ②. Bio - metric Division
- ③. IRIS Scanner
- ④. Fast Authentication programme

Which gives the realistic procedure

Secondly:

Using E-pos machine in PP?

Thirdly: , Using 'Capi' Rum in Land Rs.

namely programme

- Using Drones in identification at mark.
in land alignment programme.

Student Self Evaluation of the Short-Term Internship

Student Name:		Registration No:	
Term of Internship:	From:	To :	
Date of Evaluation:			
Organization Name & Address:			

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: Term of Internship: From: Date of Evaluation: Organization Name & Address: Name & Address of the Supervisor with Mobile Number	Registration No: To :
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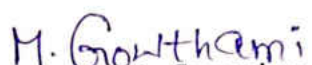
Please rate the student's performance in the following areas:

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

Village Agriculture Assistant
 Chintada RBK
 Srikakulam-532001
 Srikakulam Dist.



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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