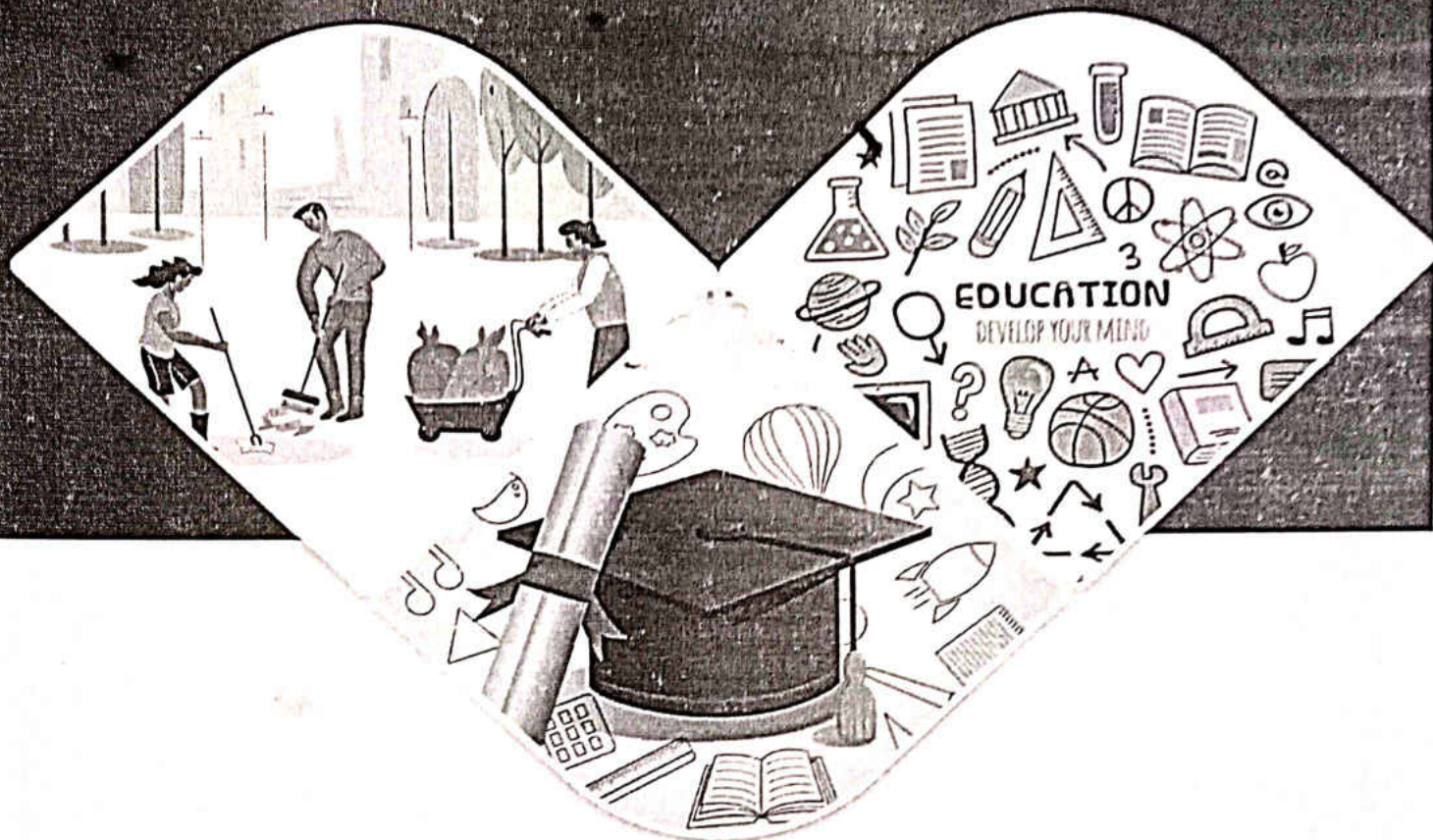


Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

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 (T.G.E)

Under the Faculty Guideship of

B.N.V chalamayya CSir

(Name of the Faculty Guide)

Department of

Govt- degree college for men

(Name of the College)

Submitted by:

S. Salmem Raju

(Name of the Student)

Reg.No: 2022001440042

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

Govt- 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.

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

Student's Declaration

I, S. Salman Raju a student of Government Degree college
Program, Reg. No. 2022001440042 of the Department of Tourism
College do hereby declare that I have completed the mandatory internship
from Silvakulam to Chintkada in (RBK ✓) (Name of
the intern organization) under the Faculty Guideship of
pratiksha (Name of the Faculty Guide), Department of
R.B.K, agriculture
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that S. Salman Raju (Name of the student) Reg. No. 202200144042 has completed his/her Internship in Chintada (Name of the Intern Organization) on 4 months (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Tourism in the Department of BA B. A. (Name of the College).

This is accepted for evaluation.

M. Gowthami
(Signatory with Date and Seal)

Manager / Signatory 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. Gowthami
Authorized Signatory with Date and Seal

Village Agriculture Assistant
Chintada RBK
Srikakulam-532001
Srikakulam Dist.

Acknowledgements

First I would like to thank Rytlu Bharasa
Kendram for giving me the opportunity to do an
Internship for going Internship within the organisation

The success and wonderful of 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
would along with me and sachivalayam while her
patience along openness they created an enjoyable working
Environment

I am highly indebted to Direction
and principal for the facilities provided to
A complete This Internship.

Contents

1. chapter 01 :- Execution Summary
2. chapter 02 :- over view of 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 acquired

* Describe how you could improve your communication skill

* Describe how could you called enhance your abilities

* Describe The Technological development you have observed

The relevant to the subject of Training

6. students self evolution of The short term Internship

7. Evolution by the acquisition of The internal 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 The Weeks Internship during The Internship it is required to study The organization department of The organization and critically related the Theoretical aspects of The organisation in the practical situation I got an opportunity of getting practical knowledge about The village secretaries in Andhra Pradesh so to speech the Think of practical knowledge about I joined To chinthada.

Sachivalayam 1:- Village secretariate

At last I meet say that This report is designed to simulated curiosity about green sachivalayam Walk in Andhrapradesh during this time period learn so many Things related to time management Then Walk leadership unitaries These activities so many helpful to me to serve.

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 Ward sachivalayam [also know as village secretariate] are secretariats setup in The indian state of andhra pradesh to decentralize The administration by government department available at one place andhra pradesh was The first state in india to launch village secretariate government of andhra pradesh appointed village Volunteers to deliver services it was launched as a ganthi concept of grama sachivalayam That promotes village becoming self sufficient and village secretariat was one of The promise made by Y.S.R Jagan mohan Reddy during his project sankhya 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 organized by the government in order to select the above and internet with writing & department they selected

- Grama Sachivalayam was the organized which I chose the cordintes 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 Vidhya dev schem Y.S.R Raice card Y.S.R Navratnu schem Y.S.R. devena etc. which help the citizen andhra pradesh to serve and to home on basic education for the children these schemes are applied to the people belonging to below poverty line [BPL] family and the students.

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 also known as pitaya fruit	M. G.
Day -2	Tomato	Health skin prairix eye problem	M. G.
Day -3	Paddy With Uses	crize saliva common ly Known ox alian rice on india ricee The	M. G.
Day -4	Finger Millet	eleze c2a come finger Will it a also know stigion india	M. G.
Day -5	Sorghum	Sorghum a geneses of about 25 special of flowering on The great family	M. G.
Day -6	Guava fruits	any of various Tropical ameri combat of The irateium use	M. G.

WEEKLY REPORT

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

Objective of the Activity Done:

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

* Dragon Fruit is also known as pitaya fruit or pitaya fruits

* It is a fruit from central America South America and Asia. it has light sheet Tastes on instance shape and colour

* These seeds are small and soft that found in the fruit. The size of dragon fruit varies but are more oval shaped

* Dragon fruit is often considered a super food because of its health benefits

* it is high in vitamins and it has proven to be effective treatment for skin 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 of RBK and agriculture scheme	We know The RBK scheme & agriculture scheme	M. G
Day -2	Discuss about The land Registration Rules	We learned the land Registration Rules	M. G
Day -3	We are participated field Work With veterinary assistant	We observed the normal health check up to animals	M. G
Day -4	Discuss about The Dr. YSR arogya sri card scheme	minimum qualification of The YSR Arogya sri scheme	M. G
Day -5	Introduction the home village by agriculture assistant	Introduction of farmers	M. G
Day -6	Discuss about The Various types of medicines	We learned the Various medicines	M. G

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

* more change after introduction of R.B.K 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 of The Dr Y.S.R Argya Sri scheme

* 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	Prohibition of The child abuses	We know The activity of child abuses	M. G
Day -2	We learned about the paddy harvesting by V.A.A	We know about process of paddy harvesting	M. G
Day -3	Who deserve to apply ySR Pension class by Welb & education	We remembering That qualification y.s.r pension	M. G
Day -4	different types of Animals diseases class by veterinary assistant	We gained about The animal diseases	M. G
Day -5	conducted a Awareness among the farmers on paddy procurement	We advised the farmers in chintada village	M. G
Day -6	We participated on village reservory	We observed This activity	M. G

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 discuss :-
 - ① Dengue
 - ② malaria
 - ③ Typhoid
 - ④ Cholera

* profitability of child abuse with different types of method

* We gain about the knowledge of permission categories

- * Types of animals discuss :-
 - ① borel culata
 - ② food & mouth discuss
 - ③ Anthrax

* Chintada village having an agricultural barti cultural area of 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	Horticulture class by agriculture assistant	We know That horticulture crops	M. G
Day -2	Awareness programmer on child right	To know about The child right	M. G
Day -3	We know about the government schemes by survey the	We know about The government scheme	M. G
Day -4	Survey of The crop hands With VRO sir	We gain know landage of crop	M. G
Day -5	We learned the important of libele by agriculture assistant	I biased for the fertilizers booking	M. G
Day -6	We discussed that sensorage are give that animals	We learned rules of the sensor tags.	M. G

WEEKLY REPORT

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

Objective of the Activity Done:

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

- * Different Types of Topics :-
- ① paddy
 - ② Banana
 - ③ maize
 - ④ Tomato
 - ⑤ green gram
 - ⑥ cocoronet
 - ⑦ chilli

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

* I had applied on my own experience but serve 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	Reducing child marriages class by mahila polic madam	We know that defects the child marriages	M. G
Day -2	We saw the pregnant lady doing her health check up by ANM	We observed health pre-cation	M. G
Day -3	To participated on vaccination of animals in chintkada village	We observed the vaccination	M. G
Day -4	We discussing about YSR Amma Vadi Vidya dharma scheme	We agree the knowledge of the scheme	M. G
Day -5	When learned the process of soil testing	We know about the soil testing	M. G
Day -6	We attending disaster level Training program	We know about the child society education	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 :- manually grown various of paddy
MTo 1061 & 770 7029

* learned the process of harvesting of paddy manually
and sowing harvesting with paddy reaper

* We participated in cluster level training child right
& child study education for parents

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

Y.S.R. Vidya devcena yearly at their college terms

Y.S.R Vasathi: devcena - 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	Horticulture class by agriculture assistant	We know The Horticulture crops	M. @
Day -2	awareness program on child right	To know about The child right	M. @
Day -3	We know about The govt. scheme by survey the	We know about The government scheme	M. @
Day -4	survey of The crop land With VRO. sir	We again know boundary of crop lands	M. @
Day -5	We learned The importance of libre agriculture assistance	I fished for the fertilizers booking	M. @
Day -6	We discussed That sensotage are gives That animals	We learned rule of The sensot tags	M. @

WEEKLY REPORT

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

Objective of the Activity Done:

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

* learned early about paddy combine harvester which beribic meting but large balmers

* Who was apply the scheme of Vachance mitra
Thing follow of rules and qualification class by
\$ - sin

* We get the more important content about scheme of Vachance mitra

* We acquiring the same knowledge but survey of arogya sri card scheme

* We known the main rules and regulation about apply the land pass book and importance of 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 VAA	We know about seed testing	M. G.
Day - 2	We discussing about cyber crims	We know That Nowa days cyber criminal out	M. G.
Day - 3	To survey The Arugya sricards in chinthada village	how do survey Arugya sricard	M. G.
Day - 4	learned overll about paddy combine next	We know The paddy combin	M. G.
Day - 5	We are participated in treaked first child class AHA JV	We gain to know hedge impo	M. G.
Day - 6	They said how to apply for lead pass books		M. G.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the seventh Week We shall discuss about These Topics

* We get The knowledge of y.s.R. bhima to shall submit data through Website in over own

* Conduct test of various pregnant Women for all green and sugar and estimate their globin level of classes in addition to recording to and blood pressure

* learned about Threshing activity of paddy functioning of paddy Thruster and logs in field farmers used to bags

* We learned about gene meditation & position certificate of land to the farmers.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	We learned y.s: R blim classes by We & A sir	We gain the know ledge about This scheme	M. 
Day -2	We are participated in conduct text wins ob pregnet Women	We acquires the same knowldge	M. 
Day -3	We discus about sugarcane crop	it is the best commericeal crop in chinthad	M. 
Day -4	explain about The paition ob land ob bormer	We quival about knowldge on this	M. 
Day -5	how to outsrat green by	it is beel pret crop in chinthadu	M. 
Day -6	We learned about The reduing autility.	We learned That actiutes	M. 

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 of the education insitvation 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 progress bet the welfare of women and girl children through mahila sats kendran silu was learned

* What records here ANM madam and wait importance of these records

* Transporting of paddy to miles through paddy perentge centere set up at RBK levels msp of gram A paddy 2040/- so Kg grade A' paddy - 1632/-

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Transporting of paddy at R.B.I.C levels	We again the same knowledge	M. G
Day -2	she explaining the how to marketing record sachivalayam	We observes the records	M. G
Day -3	Explain The mahila sachivalayam scheme	this scheme is very use- ful Women	M. G
Day -4	We participated in overness programme in school for children	knowing the important Information	M. G
Day -5	We discuss about The healthy food for animals	cross hunts are health food for animals.	M. G
Day -6	We discussed about the Reboil crops	this best comm- ercial group	M. G

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Transporting of paddy at R.B.I.C levels	We again the same knowledge	M. G
Day -2	she explaining the how to marketing record sachivalayam	We observes the records	M. G
Day -3	Explain The mahila sachivalayam scheme	this scheme is very use- ful Women	M. G
Day -4	We participated in overness programme in school for children	knowing the important Information	M. G
Day -5	We discuss about The healthy food for animals	cross hunts are healthy food for animals.	M. G
Day -6	We discussed about the Rebut crops	this best comm- ercial group	M. G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the ninth week we shall discuss about this topic

* We learned conduct population survey for hypertension / Diabetes 3 corner corners i.e. breast and coal (Woman) and man [oxal 1kg 2 prabils

* We know the how to allowed health & Valulain certificate to animals.

* We knowing how to manages low & order issues is chinthada village area.

* We learned how to maintaining and producing the government lands government Thanks and government properties

* We know conducted awareness among farmer at 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 rect in bad situation for girls and safety	Very useful information to girl	M. G
Day -2	how to conducting the population census weather 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 allowed the certificate about The health radiation	We acquire knowledge this certificate	M. G
Day -6	VAN discussed about The mixed crop c.	mixed crops useful for 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 as about Rice bollow
policy

* motivate pregnant Women as for investmental
delivers an insured attendance at birth

* We know about how to maintenance of village
Revenue Records and all village Revenue
Accounts properly and accurately

* We learned how to protecting Women in
difficult situation & dream to improve
Women safety action in village areas

* We know the good knowledge about
scheme and we learned this apply for this
scheme in digital world in our daily
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 groups is belock green	M. A
Day -2	Explaining about border developed	We know about The important border	M. A
Day -3	how to motive pregnant Women for deliver class by ANM	We know The valuable intouch	M. A
Day -4	how to applied for kalyan krake in official	We know The way of apply for scheme	M. A
Day -5	Women satisfy classes by mahila police	We know the point about women satisfy	M. A
Day -6	how to maintance of village Revenue Record class VRO	We know The knowledge about village Revenue.	M. A

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the Eleventh Week we shall discussing about These Topics:

* We acquiring the knowledge about how to end proposals for New pension to NPDO also to send monthly reports to this NPDO

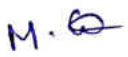
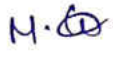
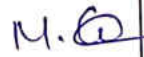
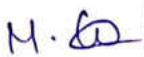
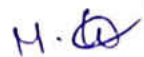
* We know the which are distributed in conventional contraceptive and up cycle to the computer on demand

* We know about the implementation with nutrition banding programme and also which Ratio give to animals for their growth and develop

* counselling sessions to farmers agencies/ consider stress management with help of stake holder

* We know some methods of move

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 crops	We involved in this meetings	M. 
Day -2	how to conduct the counselling sessions to farmers	We participated in this meeting	M. 
Day -3	how to send proposed for Rational and report to MPDS	We know the knowledge about sheet to MPDO	M. 
Day -4	We discussed about the nutrient content of manure	The manure has all contains two but solubility	M. 
Day -5	We participated distribution things programme	We acquiring some interesting some the district	M. 
Day -6	VAN sir took class on rotations return for more.	it requires NRK (N frozen) program was pels	M. 

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Gadapa gadapa mana prabhulvam
The gadapa gadapa mana prabhulvam. it said is to
great awareness among the public the schemes
and programmes of the government to ensures
and that the benefits such the last mile
benefit covering all the eligible beneficiaries and seek
Test feedback suggestion from the public for
process in government and future improve the
service delivering the MLA would make visit
to the husband in their Territory as per
The schedule finished by respectively district
collector within the limit of grama/ ward Sachivalayam
Now that benefit distribution process has been
implemented through direct benefits Transfer (DBT)
mode especially within the introduction of the
Annual welfare rallies the state govt
has on the occasion of completion of its
Three year decided to future enhance
The process and suggestion 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 programmer	We know about E-cop	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 learned The some beautiful activities	M. G
Day -5	We discussed organce fertilize	earth Wards are the breeds	M. G
Day -6	We discussed about polamandi	here student are farmer	M. G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Delivering of division [Citizen] of A
sharpen position time

- ① Inverse of Costs & income
- ② molation [land]
- ③ family member certificate
- ④ birth & death confirms

applying a for the schemes to the
eligible conduct post of field verification

- ① YSR premium
- ② YSR chaitams
- ③ Rice card
- ④ YSR AmmaVadi
- ⑤ Y.S.R vidya deevena

field activity: Ration distribution to home hold
of door step by Mrs

field Activity: land resurvey using copre local
Technology & Revour for accuracy
in main point

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of division [Citizen] of A
shaken position time

- ① Inverse of Costs & income
- ② molation [land]
- ③ family member certificate
- ④ birth & death confirms

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- ① YSR premium
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- ③ Rice card
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- ⑤ Y.S.B vidya devesna

field activity: Ration distribution to home hold
of door deep by Mrs

field Activity: land resurvey using capx local
Technology & Revour for accuracy
in 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 present various water scheme	We know the process and scheme	M. G
Day -2	We learned about learn of sugar scheme	1 year	M. G
Day -3	We discussed about Talakata	how to use wells	M. G
Day -4	how to develop nature garden in village level	We know the development process	M. G
Day -5	e-know your contents	identification of water	M. G
Day -6	We discussed about housing for poor	how to use water for drinking	M. G

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 presence of various water schemes	We know the process and scheme	M. G.
Day -2	We learned about learn of sugar scheme	1 year	M. G.
Day -3	We discussed about Talakata	how to bore wells	M. G.
Day -4	how to develop nature garden in village level	We know the development process	M. G.
Day -5	e-know your corners	identification of borewells	M. G.
Day -6	We discussed about housing for poor	how to develop panchayat	M. G.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the unit by ANM we visited several for any health issue and recommended few medication also spoke to pregnant woman for any difficulties observed the well being and kind how of people with The ANM

also Accompanied by mahila police visited house to educate the children for good tooth and Bad teach Awareness for the girl for how being sky any barranument happesed insured

Note online service & survey are going on and participation and acquired knowledge about how a system written on demand of The government

Acquired knowledge on digital literacy how application are killed online what are the demands are attached and entered saving The eligibility criteria of all welfare scheme of 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 the important thing The skill	M. G.
Day -2	What are the environment of bevelours.	We know the benefits of environment	M. G.
Day -3	How to update one crop class by agriculture s.v	We know the about 2 crop We like	M. G.
Day -4	Tay Teress Toy The scheme	Free supply of electricity	M. G.
Day -5	NFS M- National food security mission-2 crop villages		M. G.
Day -6	Polam pails	Group of farmers government 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
There 5 service each service is having their
seen SLA.

eg:-

① Income Certificate - 7 days.

② Caste Certificate - 38 days

③ Ration Card - 30 days

④ Rice card - 180 days

GpDP - gram panchayath development program
it is an planning program both development
of the gram panchayath

→ Sanitation planning

→ Road repair planning

→ Street light position/Repair types

fields:- for smooth slums of development acts

in gram panchayat land are being
held general lands house properly iam

15 finance gramian 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 professional knowledge & kind of people in this organization all the staff are very punctual in attending the office.

They had shown an interest in technology and how the system working and administration activities are handled procedure manner.

The time they spent on as in being working schedule office programmers.

The digital assistants are used for helping in learning advanced and needs of their moments for accountability which keeps the system trust worthy.

I am satisfied myself at this organization [game world sachivalayam] protocols and working cultures each work is systematically managed.

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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

field verification - Welfare assistant

Third party verification - Administrative state

pre - Applied - VRO

linal - applied - MPDO/MRO

Every one is using The Technology bound work to avoid duplicity and ignore Transparency in the eligibility of any scheme.

① Bio - metric division

② Android smart phones

③ IRIS scanners

④ Face - authentic callon.

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 real-time governance product
pradeline which is very realistic and given
mangement exstence & along acting skill
every thing work in time is beleved
and cant be degetal whole world observing the
activity & decision making is very important
for going doing anything firstly
bractical knowledge and secondary planing
and thirday 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 modelled and impressed my self in communication of different people in different places.

My Written Communication as per improved it by writing evolution scripton. I thought 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 learn more society modern role and it will be improved by communication skills.

I always greet every one when I see them & These three wherever 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 of smart phones
- ② Bio - metric division
- ③ IRIS - Scanner
- ④ fast Authentication programme

which given the realistic producer

Secondly :-

using E-pos machine in PD

Thirday :- Using copi Rom in land Rs normaly
programme

- using dromess in identification of mark
in land alightment program.

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:

Registration No:

Term of Internship:

From:

To :

Date of Evaluation:

Organization Name & Address:

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:

H. Ginkhami
Signature of the Supervisor

Village Panchayat, Nandgaon,
Chitroda BTR,
Sikarim-512001
Sikarim Dist

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

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

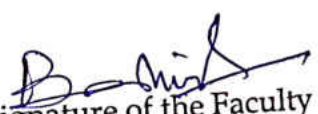
Group:

Register No/H.T. No:

Name of the College:

University:

Sl.No	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


Signature of the Faculty Guide

Date:

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

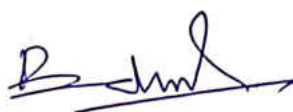
University:

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	70
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	40
	TOTAL	150	130
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	170

Signature of the Faculty Guide



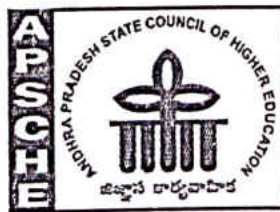
Signature of the Internal Expert



Signature of the External Expert

K. By Yamm
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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