

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: **TAPALA. HARI**

Name of the College: **GOVT. DEGREE COLLEGE (MEN) SKLM**

Registration Number: **2022001440048**

Period of Internship: From: **12-12-2022** To: **18-03-2023**

Name & Address of the Intern Organization: **Grama Sachivalayam
Beach Road, Baruva village
Sompeta Mandal, Srikakulam**

DR. B.R. AMBEDKAR University
YEAR **[2020-2023]**

An Internship Report on

Grama Secretariat

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.A (T.G.E)

Under the Faculty Guideship of

B.N.V Chalamaih

(Name of the Faculty Guide)

Department of

Geography (VDC (MEN) SKLM)

(Name of the College)

Submitted by:

TAPALA. HARI

(Name of the Student)

Reg.No: 2022001440048

Department of Geography

VDC (MEN) SRIKAKULAM.

(Name of the College)

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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, TAPALA. HARI a student of B.A (T.G.E)
Program, Reg. No. 2022001440018 of the Department of T.G.E, GDC (HEN) SKLM
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 18/3/2023 in Basuvarl. Secretariat (Name of
the intern organization) under the Faculty Guideship of
B.N.V. Chalamaih (Name of the Faculty Guide), Department of
Geography, GOVT DEGREE COLLEGE (H) SKLM
(Name of the College)

T. Hari

(Signature and Date)

Official Certification

This is to certify that TAPALA. HARI (Name of the student) Reg. No. 202200440048 has completed his/her Internship in Borwa-1, Serikot (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.H.E) in the Department of Govt Degree College (M) SKM (Name of the College).

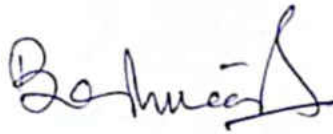
This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department



Principal

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Certificate from Intern Organization

This is to certify that TAPALA HARI (Name of the intern)
Reg. No 2022001440048 of GOVT DEGREE COLLEGE (H) (Name of the
College) underwent internship in Baruva-1, Secretariat (Name of the
Intern Organization) from 12-12-2022 to 18/3/2023

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




Authorized Signatory
(Executive Officer)
GRAMA PANCHAYATI
BARUVA



Acknowledgements

First I would like to thank Sachinabagam Team for giving me the opportunity to do an internship for giving Internship within the organisation.

The success and orderful of this internship Project requires a lot of guidance and endorsement from many people in the Eduskills organization.

I also would like all the people that worked along with me and Sachinabagam with their patience and openness they created an enjoyable working environment.

I am highly indebted to Director and Principal for the facilities provided to accomplish this internship.

The Internship opportunity I had with Sachinabagam was a great chance for learning Communication Skills.

I perceive as this opportunity as a big milestone in my career development. All the secretariat staff are friendly with me and also their teaching everything like schemes, Agriculture classes are very good and simple way of teaching skills.

I express my sincere thanks to all Sachivalayan staff members and volunteers.

Their classes are very good impact of me. they should very responsible and very duty main on all the internship students.

For permitting me to do the project work to successfully.

My Sachivalayan staff members (or) workers giving valuable guidance to complete the project successfully.

I am extremely grateful to my Sachivalayan (Grama) staff members and friends who helped me in successful completion of this Internship.

Contents

1. CHAPTER 1:- EXECUTIVE SUMMARY
2. CHAPTER 2:- OVER VIEW OF THE ORGANIZATION
3. CHAPTER 3:- INTERNSHIP PART
4. LOG BOOK [FIRST WEEK to FIFTEEN WEEK]
5. CHAPTER 5:- OUTCOMES DESCRIPTION
 - Describe the real time technical skills you have ~~acquired~~ acquired.
 - Describe the managerial skills you have acquired.
 - Describe how you could improve your communication skills.
 - Describe how could you could enhance your abilities.
 - Describe the technological developments you have observed and relevant to the subject area of training.
6. Student self evaluation of the ~~short~~^{long}-term Internship.
7. Evaluation by the supervision of the Intern organization.
8. PHOTOS & 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.

Learning objective:-

- ↳ To gain an understanding of the functioning and structure of the grama sachivalayam organisation
- ↳ To develop skills in administration and clerical tasks related to the day-to-day operations of the organisation.
- ↳ To learn about the 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 villagers 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 organisational structure, functions and responsibilities of the Grama Sachivalayam.
- * Enhanced administrative and technical skills such as Maintaining records, data Entry, and handling Proper work.
- * understanding of the various government schemes and programmes such as housing, Sanitation, and education.
- * Improved Communication and Interpersonal skills through interaction with villagers, officials and other Stakeholders
- * understanding of the Legal and regulatory frame work governing the activities of the Grama Sachivalayam.

Brief description of the Grama Sachivalayam organisation

The Grama Sachivalayam is a government organisation that functions at the Village Level in India. It's primary objective is to ensure the effective implementation of government schemes and programmes for the welfare of the rural population. It's responsible for a wide range of activities such as healthcare, Sanitation, education, housing and Social welfare. The organisation has administrative and technical staff, and it also collaborates with various departments and agencies to achieve its objectives.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

A. Introduction of the organization:-

Grama Sachivalayam is a government initiative in the Indian state of Andhra Pradesh aimed at decentralizing governance and bringing administration closer to rural communities. The word "Grama Sachivalayam" translates to "village secretariat" in English.

The Grama Sachivalayam system was launched in 2019 by the Andhra Pradesh government under the leadership of Chief Minister Y.S. Jagan Mohan Reddy. The primary objective of the initiative is to provide efficient and transparent governance to rural communities by establishing a system of village secretariats in every village of the state.

Under the Grama Sachivalayam system, each village secretariat is staffed with a village secretary and several other officials who are responsible for delivering a range of government services include everything from issuing certificates and licenses to providing information on government schemes and programs.

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

B. vision, mission and values of the Grama Sachivalayam

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

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

Values :- The values of Grama Sachivalayam are aligned with the principles of good governance, transparency and inclusivity, Accessibility, Accountability, efficiency, empathy, integrity

C. Policy of the Grama Sachivalayam

* Providing basic services like water, sanitation, Health, education, and social security to the rural population.

* Promoting transparency and accountability in the functioning of the organisation through various measures like social audits, grievance redressal mechanisms, and feedback mechanisms.

* Facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner.

* Overall, the Grama Sachivalayam organization is focused on improving the quality of life of the rural population by ensuring access to basic services and resources.

D. Grama Sachivalayam Organizational Structure:

The Grama Sachivalayam is an organizational structure that is set up to ensure that governance reaches the grassroots level. The Grama Sachivalayam comprises various administrative posts that are responsible for the smooth functioning of the Panchayat Raj institutions (PRIs).

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

① Village Secretary, ② Village Revenue Officer (VRO)

③ Mahila Police and women Child welfare Assistant

- ④ Digital Assistant , ⑤ Engineering Assistant ,
- ⑥ welfare and Education Assistant ,
- ⑦ Agriculture Assistant , ⑧ ANM , ⑨ surveyor
- ⑩ Energy Assistant .

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

E. Roles and Responsibilities of the employees in Grama Sachivalayam.

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

The employees in Grama Sachivalayam are responsible for a wide range of tasks, including. Maintaining records, implementing government schemes, collection of tasks and fees, providing basic services, maintaining law and order, mobilizing resources, conducting surveys, organizing community events.

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

F. Performance of the Grama Sachivalayam in terms of turnover, profits, 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.

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

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 rural areas. They may also prioritize creating more job opportunities for the youth, promoting entrepreneurship and improving access to digital technology.

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

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 netivable manner
- ② Chief Minister of Andhra Pradesh State YSR Jagan Mohan Reddy started these Secretariats at Vijaywada, the statement was made on October 2, 2019, the 150th anniversary of Mahatma Gandhi's birthday
- ③ function of Grama Ward Sachivalayam it has mainly 11 types of the offices in Secretariat. the village volunteer's system aims to bring govt services to people's doorsteps.
- ④ generally using of technological skills and in statement mainly use just like bio-metries, Computer system -
- ⑤ the internship part these kind of skills are very important, Listening and speaking, Confidence, Leadership qualities, Punctual and time management.
- ⑥ Objective of ward Sachivalayam. Provide services and Control Level schemes
- ⑦ Outcomes of ward Sachivalayam to
 - ① easy solution to all problem
 - ② All services of to no stop.

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ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|---|----------------------------|
| Day - 1 | HOLI DAY | — | — |
| Day - 2 | HOLIDAY | — | — |
| Day - 3 | The welfare Asst was interduce to our total staff member's | I knowing about which of member stand in secretariat. | Phannel 20/3/2023 |
| Day - 4 | The ME ^{sir} was explain- ng about what is secretariat. | I understand what is secretariat. | Whe |
| Day - 5 | The use to the people about class his explained of secretariat | I Learned about uses of secretariat. | John |
| Day - 6 | second saturday so holiday | — | — |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: THE MAXIMUM STAFF at secretariat:-

- ① village secretariat ④ engineering Assistant.
- ② village Revenue officers. ⑦ ANM
- ③ Mahila Police ⑧ surveyor of Village
- ④ Digital Asst. ⑨ Agriculture Asst.
- ⑤ welfare Asst. ⑩ Volunteer's

What is secretariat:- The secretariat assists in decision making in Govt by ensuring inter ministerial coordination, ironing out differences, amongst ministries/Department and evolving consensus through the instrumentality of the standing /Committees of secretaries.

* Grama Sachivalayam also known as Village secretariates are secretariats set up in the India state of Andhra Pradesh to decentralize the administration by making services and welfare services of an government departments available at one place.

ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|--------------------------------|
| Day - 1 | The WEA officers explained the organizational structure of the Secretariat. | Learned about the organisational structure of the Secretariat. | <i>P. Rahman</i> 18/03/2023 |
| Day - 2 | Explained the Future plans of the Uxama Secretariat. | We know the future plans of the Secretariat. | <i>Idhe</i> |
| Day - 3 | About old Age pension, widow pension has been fully explained. | We learned the required documents and eligibility for this type of Pension. | <i>P. Rahman</i> 18/03/2023 |
| Day - 4 | Fully explained about disable pension and Single women pension. | We learned the required documents and eligibility for this type of pensions. | <i>P. Rahman</i> 18/03/2023 |
| Day - 5 | Explained about Traffic Police Pension and weaver Pension. | We learned the required documents and eligibility for this type of pensions. | <i>P. Rahman</i> 18/03/2023 |
| Day - 6 | Explained about Lorry Drivers Pension and Fishermen Pension. | We learned the required documents and eligibility for this type of Pensions. | <i>P. Rahman</i> 18/03/2023 |

WEEKLY REPORT

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





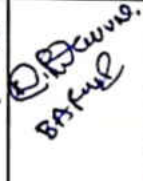

Objective of the Activity Done:

Detailed Report: The organizational structure and future plans of the Village Secretariat were discussed in detail this week. Also told About YSR Pension Kamuka, how many types, required documents and eligibility Criteria.

Eligibility and required documents for old Age Pension, widow Pension, Disable Pension, single women Pension, Traditional Cobbler Pension, weaver Pension, Toddy Tappers Pension and Fishermen Pension are given at the end.

The YSR Pension Scheme is designed to provide a safety net for vulnerable sections of society and enable them to meet their basic needs and improve their quality of life.

ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|---|
| Day -1 | The Mahila Police in Sachivalayam she is inculcate her duties. | I am full focus and Learned outcome information. |  |
| Day -2 | The Mahila Police officers taught Sexual harassments in Society. | how to handle and how to build these type of harassments. |  |
| Day -3 | The Mahila Police officers inculcate Anganwadi services | what are the corruption in Anganwadi services |  |
| Day -4 | The Mahila Police officers total about some important section and helpline number. | secretariat one of the Local govt that particularly use and goal |  |
| Day -5 | The VROs explained Local govt and Main aim. | Secretariat one of the Criminal Case issue how to inform. |  |
| Day -6 | our VRO total today we are going to field work your gram panchayat houses | which number's are eligible and not eligible for govt schemes |  |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The Village Secretariat was first
Launched on 2 October 2019 on the eve of
Gandhi Jayanti in AP of our Y.S.R. Jagan Mohan Reddy Sir
The duties of woman police officers

1. Immediate reporting officer: station house officer
2. working in Co-ordination with Dept: Home Affairs
child welfare, ex-cise Department's municipal.
3. functions: Law & Order, Atrocities against
women and weaker sections, and Awareness,
programmes

* monitor, ensure Anganwadi center be
opened in time on all working days

* respect and protect Anganwadi teacher's
were without care and protection for
pregnant woman.

* our Barva-4 secretariat so many
Young Age student not register with
vote card.

ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|----------------------------|
| Day -1 | The welfare Asst is explaining About his responsibilities and duties of in Secretariat | Can Learned his great and Responsibilities at Secretariat. | P. Sharma |
| Day -2 | The WEA is said by the VRO conducting to important Schemes | have written in many class notes. | P. Sharma |
| Day -3 | we are help to our Secretariat come important outlies like, election, work | we can do confidently These works | P. Sharma |
| Day -4 | The Secretariat staff as like WEA, VRO, WPO, telling about future plans to students. | we have Learned how to maintain and set of future Life | P. Sharma |
| Day -5 | The Village Revenue Officer explained about the beneficiary Lose such a issues like cyclone. | the society in the people how to infimal with VRO. | P. Sharma |
| Day -6 | The VRO sir was explaining take charge of unclaimed properties and send to the police. | a can Learned save and protect tion govt properties | P. Sharma |

WEEKLY REPORT

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

| | |
|---|-------------------------------------|
| Objective of the Activity Done: | <u>General Instructions:-</u> |
| Detailed Report: | <u>Duties of Welfare Assistant.</u> |
| 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 Sachivalayam Scholarship and Colleges till they complete at least Intermediate or equivalent course. | |
| ③ providing feedback to higher authority onto finally of implementation of said schemes. | |
| ④ supervising over the work of all Village Volunteers working under the village secretariat as far as their welfare duties are concerned. | |
| ⑤ V.R.O.s providing intimation regarding fire accidents, floods, cyclone and other accidents calamities to the higher officers | |
| ⑥ future Planning is important for all families. thinking about the future can be challenging and emotional. | |
| | |
| | |

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ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day -1 | The ANM madam was explain about general instructions. | I can Learned the general duties of ANM | MS [Signature] |
| Day -2 | The madam was telling about maternal and child health | Can Learned the ANM madam has given precaution pregnancy. | MS [Signature] |
| Day -3 | ANM madam explain about social services with awareness prog-ramms | Can Learned Some social services, dentists, physiotherapy, | MS [Signature] |
| Day -4 | she is teaching about health education in secretariat. | how to protect our body health fully | MS [Signature] |
| Day -5 | Today is class about Nutrition | how many types of food habits can takes. | MS [Signature] |
| Day -6 | the Today of the class about Common-able isease. | I Can learned some type of disease s, chick-en pox uneasles | MS [Signature] |

WEEKLY REPORT

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

| | |
|---------------------------------|---|
| Objective of the Activity Done: | <u>General Instructions:-</u> |
| Detailed Report: | 1) She should work under the administrative control of medical officer and guidance of the female Health Supervisor. |
| | 2) She would stay at her official head quarters and available for all maternity case services. |
| | 3) Should be prepare map planning of her allocated area and population of people data was collected. |
| | 4) All the ANMs was to discharge all the duties as assigned by the PHC medical officer. |
| | 5) Under maternal and child health register pregnant woman with 12 weeks after baby health she is full health case starting ending position two heart full precautions. the ANMs given the pregnancy woman. |
| | 6) <u>Social awareness programmes:-</u> Cancer, diabetes, HIV, AIDS, Heart attacks with CRPs, Healthy Food. |
| | |
| | 7) <u>Communicable disease:-</u> |
| | Chicken-fox, Measles, diphtheria, SARS, Pertussis, whooping Cough. |
| | |
| | |

ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|----------------------------|
| Day -1 | Pongal Holiday (kanuma) | - | |
| Day -2 | explained about jaganna Vidhya Kanuka | I learned, due to this scheme students are going to govt school. | P. Hanumanth 18/3/2023 |
| Day -3 | He said about the YSR cheyutha scheme. | I learned that women are continuing their own business because of this scheme. | P. Hanumanth 18/3/2023 |
| Day -4 | He said about the YSR Vahanamitra scheme. | I learned, this scheme is known to service financial assistance to drivers. | P. Hanumanth 18/3/2023 |
| Day -5 | We went to the school and checked the food. | I came to know that nutritious food is being served in the school. | P. Hanumanth 18/3/2023 |
| Day -6 | We went to the school and checked the cleanliness of the classrooms and toilets. | It is known that the school is kept clean every day. | P. Hanumanth 18/3/2023 |

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

Objective of the Activity Done: Taganama vidya Kanukaal-scheme

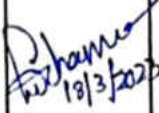




Detailed Report: is launched by the govt of A.P to provide free school kits to students studying in govt school in the state the kit includes items such as school bags, notebooks, text books, shoes and uniforms.

YSR cheyutha:- Under the YSR cheyutha scheme, financial assistance is provided to women belonging to the SC, ST, BC and Minority Community who are age between 45 and 60 years the financial assistance of Rs. 18,750

YSR vahanamitra :- Provide financial assistance to self-employed drivers of Auto rickshaws, taxis and maxicabs under this scheme, eligible beneficiaries receive an annual financial assistance of Rs. 10,000/-

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

ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|---|
| Day -1 | Explained about the Reimbursement Scheme. | the purpose of this scheme is known |  13/3/2023 |
| Day -2 | Explained about YSR vidya deevana scheme. | its is known who is benefitin -g from this sche -ms. |  13/3/2023 |
| Day -3 | explained about YSR Vasathi Deevana Scheme. | it is known who is benefiti -ng from this scheme. |  13/3/2023 |
| Day -4 | Republic day | - | - |
| Day -5 | Explained about Manabadi, Nadu-Nedu Scheme. | The Purpose of this scheme is known. |  |
| Day -6 | He said that the works of Nadu-nedu scheme should be examined | we observed the Nadu-nedu works. |  |

WEEKLY REPORT

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

Objective of the Activity Done:

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

YSR Vidya Deevana:- it provides financial assistance to eligible students from economically weaker sections to cover this hostel and mess expense higher education and private colleges.

YSR Vasathi Deevana:- it provides financial assistance to eligible students from economically weaker sections to cover this hostel and mess expense covering their high education.

Nadu - Nedu:- The scheme focuses on in improving the basic amenities including classrooms, furniture, toilets, drinking water and other infrastructure in government schools.

Page No

ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|--------------------------------|
| Day - 1 | The WEA officer is explained about YSR Navaratnalu | We know uses of this kind of schemes | P. Channu 18/3/2023 |
| Day - 2 | Explained about Amravadi Scheme | The purpose of this scheme is known. | P. Channu 18/3/2023 |
| Day - 3 | Explained about Rythu Bharosa Scheme. | I know how much this scheme has benefited the farmers | A. P. Danithu 18/3/2023 |
| Day - 4 | Explained about Arogyasri Scheme | I came to know that this scheme provides free medical treatment to poor people. | M. Som 18/3/2023 20.3.23 |
| Day - 5 | Explained about Utilising for all of Rythu Bharosa Scheme | The purpose of this scheme is known. | A. P. Danithu 18/3/2023 |
| Day - 6 | Explained about Jalayagnam Scheme. | I learned that there will be no shortage of water due to this scheme. | P. Channu 18/3/2023 |

WEEKLY REPORT

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

| | |
|---------------------------------|---|
| Objective of the Activity Done: | <u>YSR Navaatmali</u> is a welfare |
| Detailed Report: | scheme the scheme comprises nine different welfare programs or schemes each aimed at improving the living condition of the AP |
| | <u>Amma Vodi</u> :- under this scheme financial asst is provided to the mother or guardians of school-going children to support their education. the amount of asst is RS 15,000/- per annum. |
| | <u>Rythu Bhayasa</u> :- This scheme provides financial asst to farmers in the state the amount of asst is RS 13,500 per annum. |
| | <u>Arogya</u> :- this scheme provides free health care services to the people of AP the scheme covers the cost of medical treatments and surgeries of a wide range of endless and diseases |
| | <u>Housing for all</u> :- This scheme aims to provide affordable housing to the people of A.P |
| | <u>Jalayagna</u> :- under this scheme the AP govt will go to improve the irrigation projects and complete the plans which are yet in progress |
| | |
| | |

ACTIVITY LOG FOR THE NINETH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|---|---|
| Day -1 | Fully explained about Dappu artist pensional Anti-Retrieval therapy Pension(PL HIV(HIV) Pension. | We learned the Required documents and eligible for this type of pensions. | P. Hameed 18/3/2023 |
| Day-2 | explained about Transgender pension & chronic kidney disease of unknown etiology pension. | Learned the Required documents and eligibility for this type of pension | M. S. S. S. M. P. H. A. M. S. S. S. S. S. S. 20.3.23 |
| Day -3 | Today explain about YSR Kalyanamasthu YSR Shaadi Thofa | The purpose of this scheme is known. | P. Hameed 18/3/2023 |
| Day -4 | explain about mandatory validation documents for registration of YSR kalyanamasthu | Learned the Required documents for this type of scheme | P. Hameed 18/3/2023 |
| Day -5 | explain about eligibility criteria of ysr kalyanamasthu / YSR shadi Thofa Scheme. | We know who is eligible for this scheme. | P. Hameed 18/3/2023 |
| Day -6 | Have to tell people about the YSR Kalyanamasthu Scheme. | We learned good presentation skills. | P. Hameed 18/3/2023 |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: eligibility and required documents for Dappu artist Pension, Anti-Retxival Therapy (ART) (HIV) Pension, Transgender Pension and chronic, kidney Disease of unknown etiology Pension are given at the end.

YSR Kalyanamasthu / YSR Shaadi Thofa

The objective of the scheme is to provide financial assistance to poor family belonging to SC/ST/SC/minorities differently abled / BOCW/B in conducting their daughter's marriage in a dignified manner.


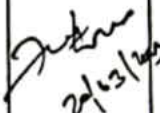
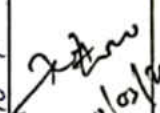

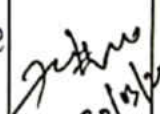
* The bride must be above 18 years and groom must be above 21 years as on the date of marriage.

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

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

* The Caste and Income Certificates 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 |
|------------|--|---|---|
| Day -1 | explaining about the responsibilities of Digital Assistant | I can gain knowledge of Digital Asst duties |  20/03/23 |
| Day -2 | the general Application forms of Caste Certificate. | learned of important and required documents |  20/03/23 |
| Day -3 | The Digital Asst explained about Jaganna bhuhattu scheme. | I came to know about Jaganna bhuhattu scheme after being told about it |  20/03/23 |
| Day -4 | we are going to field work for farming section. | After we went to the field work, we learned that we have to make a re survey. |  20/03/2023 |
| Day -5 | He is how to Respect of benefices Come to Secretariat | I can Learn how to Respective talking with candidates. |  20/03/23 |
| Day -6 | → Shivaratri ← | - | Abant |

WEEKLY REPORT

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

| | |
|---------------------------------|---|
| Objective of the Activity Done: | <u>Digital Assistant duties :-</u> |
| Detailed Report: | <p>① Delivery of service/documents benefits to the beneficiaries ② Awareness and providing to the govt schemes like navaratna. ③ He intimate as well as application processes to citizens.</p> <p>④ digital services to the public effectively that are mandatorily by the local govt like Birth & Death, Properties Valuation, Tax Demand etc.</p> <p>⇒ digital Assistant said this system shall be for ensuring delivery of service on the principle of "first come first serve" without any third-party agency ship.</p> <p>⇒ Required documents to apply from Caste Certificate</p> <p>① Application form ② Caste Certificate issued to the family member's ③ SSC marks memo/DOB extract/transfer certificate ④ 1 to 10 Study Certificates (or) DOB issued by the WP/MA ⑤ Ration Card/EPIC Card/Aadhar Card ⇒ Baxuva-1 Secretariat in Poling Station as 369, 364, 363 Jagananna scheme.</p> <p>⇒ so many citizens not applicable for voter work. IDL in Baxuva-1 secretariat.</p> |



ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day -1 | The VRO sir explaining about his duties | I am knowing his duties in secretariat. | R. Dew VRO BAKUR |
| Day -2 | the VRO sir explained about Panchayat secretariat Administratives | I am knowing his Administrative work. | R. Dew VRO BAKUR |
| Day -3 | the VRO sir explained about Panchayat secretariat with Community we develop | I am knowing his Co-ordinator duties. | R. Dew VRO BAKUR |
| Day -4 | How to save and protect our govt properties | I can Learned with same govt Properties. | R. Dew VRO BAKUR |
| Day -5 | How to save and protect our govt Properties. | I can Learned with some govt Properties. | R. Dew VRO BAKUR |
| Day -6 | Any Land issue to harassment for other's | I can Learned how solved of People Problems | R. Dew VRO BAKUR |

WEEKLY REPORT

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

| | |
|---------------------------------|---|
| Objective of the Activity Done: | <u>Village Revenue Officer's (V.R.O)</u> |
| Detailed Report: | <u>Duties:-</u> ① maintenance of Village Revenue Record and all Village Revenue Accounts ② Collection of Land Revenue, cesses, taxes and other seem pertaining to Revenue department. ③ Assess ^{Assess} ment of crops (100%) inclusive of inspection of survey stones ④ Provide intimation regarding fire accidents, floods cyclone and other accidents calamities to the higher officers. ↳ <u>Administrative of Panchayati Secretary</u> : maintains registers, collects, taxes, organize, sarpanch meetings protect panchayat lands, maintain Birth & death register. ↳ <u>Community welfare develop</u> : Assists Pension payments, P & P, List of BPL, Conducts Literacy classes, implements schemes, Assists education Dept, etc. ↳ <u>Co-ordinator</u> : mobilize participation, Community forest ^{Piv} discussions, facilitate ward Sabhas and gram Sabhas submission of DRP Plan to MPD. |

Page No

ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|--|
| Day - 1 | what is the duties and responsibilities of ward volunteers | I am knowing the kindful information. | K. Venkatesh 10/10/22 VV-22 B-1 |
| Day - 2 | The volunteers was informed as to scheme with awareness | He explained. to the Navaratna schemes Learned about information | K. Venkatesh 10/10/22 VV-22 B-1 |
| Day - 3 | Require skills and eligibilities of ward volunteers. | I Learned the Volunteers for Kindful information | K. Venkatesh 10/10/22 VV-22 B-1 |
| Day - 4 | The Volunteers is mainly one time supply to people with pension. | I Learned about which type of pensions are available | K. Venkatesh 10/10/22 VV-22 B-1 |
| Day - 5 | What are the duties and responsibilities of a Lineman in secretariat. | I gain about information of Lineman. | K. Venkatesh 20/03/2023 |
| Day - 6 | Requirements and skills of Lineman in secretariat | I gain about information of Lineman. | K. Venkatesh 20/03/2023 |

WEEKLY REPORT

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

| | |
|---------------------------------|---|
| Objective of the Activity Done: | <u>Secretariat duties and Responsibilities</u> |
| Detailed Report: | <u>① Answering and directing phone calls.</u> <u>② organizing and distributing messages</u> <u>③ maintaining Company Schedules</u> <u>④ organizing documents and files</u> <u>⑤ supervising staff and new employees.</u> |
| | <u>duties and Responsibilities of Volunteers</u> |
| | <u>① on independence day 2019 Andhra Pradesh Lancher.</u> <u>the Village Volunteers system. ② the Village Volunteers</u> <u>system aim to bring govt service to people's doorstep</u> <u>-PS on October 2, 2019, the 150th anniversary of</u> <u>Mahatma Gandhi's birthday. ③ HO would be first</u> <u>to identify the beneficiaries learn about their</u> <u>difficulties, and then outline the govt scheme</u> <u>available to them.</u> |
| | <u>duties and Responsibilities of Lineman</u> |
| | <u>A Lineman has many responsibilities, such as</u> <u>walking with heavy equipment to reach power</u> <u>line, and using various tools to repair.</u> |
| | <u>⇒ Required skills of Volunteers: ① Minute-talking</u> <u>experience. ② be punctuality ③ good Communication</u> <u>and interpersonal skills.</u> |

Page No

ACTIVITY LOG FOR THE THIRTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|--------------------|--|--|----------------------------|
| Day -1 | VRO told about the certificate the issue | certificates issued by VRO are known. | <i>[Signature]</i> |
| Day -2 | VRO is said that government asserts with provide protection. | certificates issued and who to protect govt properties Learned | <i>[Signature]</i> |
| 08-03-23 Day -3 | Holiday of secretariat Because of govt order | - | - |
| Day -4 | VRO said about water tax Collection. | it is known who collects the taxes | <i>[Signature]</i> |
| Day -5 | VRO is explaine how to maintain ting for village revenue records | I knoweledgeble of certaine thing to village records. | <i>[Signature]</i> |
| Day -6 11-03-23 | second Saturday holiday. | - | - |

WEEKLY REPORT

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

| |
|--|
| Objective of the Activity Done: |
| Detailed Report: |
| (i) maintenance of village revenue records and all village revenue Accounts properly and accurately |
| (ii) Collection of Land revenue, cesses, taxes |
| * protection of public lands public taxes, free effective measure will be taken for the protection of government assets. |
| The village Revenue officer's shall be issue nativity certificate and solvency certificate. in their respective Jurisdiction duty following The procedure for the other certificate which have to be issued by the revenue department, he/she enquire and submit his report to the Complant authority. |
| He was a great job in secretariat because his response to his surrounding village lands and taxes |
| |
| |

ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day - 1 | The ANM madam was explaining about health education. | I Learned health education | M. Sanyal 20-3-23 |
| Day - 2 | explained about medical termination of pregnancy | I know which hospital to visit for treatment of pregnant women | M. Sanyal 20-3-23 |
| Day - 3 | explaining about general instruction | I Learned the general instructions. | M. Sanyal 20-3-23 |
| Day - 4 | the madam explained some social services | I knowing how many type of social services | M. Sanyal 20-3-23 |
| Day - 5 | The MP madam was talked about the child marriage and Dowry prohibition act. | Learned about child marriage and Dowry prohibition act. | D. Sanyal 20-3-23 |
| Day - 6 | mahila police explain about the Domestic Violence act | Learned about Domestic Violence act. | D. Sanyal 20-3-23 |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Vertical instruction of ANM:-

* should work under the administration control of the medical officer PHC and guidance of the female health supervisor.

* should be in inform with identity card.

social awareness programmes:- AIDS, HIV, healthy, food, diabetes, heart attack. In CPS, medical kits, first.

Aid, Medical termination of pregnancy & identify women in need of medical termination of pregnancy (MTP) and, sector them to the nearest health facility for comprehensive Abortion Care.

Dowry prohibition act:- the dowry prohibition act is an important law in India as it seeks to prevent the exploitation of women and their families through the practice of dowry.

Domestic violence:- the Domestic violence act is a law that seeks to protect individuals who are victims of domestic violence.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|---|----------------------------|
| Day - 1 | MLC elections (HOLIDAY) | — | — |
| Day - 2 | WEA explained about PROHIBITION Alcohol | I am Learned. the class of prohibition Alcohol control. | P. Channu 20/3/2023 |
| Day - 3 | WEA explained about govt scheme of houses will be given to on all the poor people. | I am Learned the class of govt scheme houses of poor people | P. Channu 20/3/2023 |
| Day - 4 | she is explained about "Y.S.R Law nestham" scheme. | I am Learned about "Y.S.R Law nestham" scheme | P. Channu 20/3/2023 |
| Day - 5 | welfare Asst explained about "Y.S.R bheema" scheme. | I am Learned about "Y.S.R bheema" scheme | P. Channu 20/3/2023 |
| Day - 6 | WEA explained about "Y.S.R zero interest" Scheme. | I am Learned about "Y.S.R "0" interest" scheme. | P. Channu 20/3/2023 |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Prohibition of Alcohol :- Taking another major steps towards Total Alcohol prohibition in AP, The Jagan mohan Reddy-led-govt decided to shut down 40% bars in the state.

Houses will be given to all the poor people :- Y.S.R Jagan mohan Reddy had launched this scheme. by the implementation of the scheme, the poor citizens of the state can live the dream of owning a house will be provide to all citizens of 2023.

Y.S.R Law nestham :- The govt has launched the YSR Law nestham during Dec 2019 to provide financial assistance of RS-5000/- per month.

Y.S.R Bheema :- Between the Ages of 51-70, Rupees 3 lakhs in insurance coverage for an accident (natural) death and complete and permanent disability.

Y.S.R "o" interest scheme :- This scheme improves the financial conditions of the SHG women along with the social security outstanding amount upto RS 5,00,000/- will get the "Y.S.R summa vaddi Pathakam".

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 give a greater 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 many responsibilities. I can see their duties, and teamwork, relationship, mutual support and socialization.
- * So overall, a secretary plays a critical role in engineering that an organization runs smoothly and efficiently. They need to be highly organized, detail-oriented, and able to work well under pressure.
- Good communication and interpersonal skills are also essential for success in the role.

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

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

* Here are some example of technical skills in various fields :-

- ① Application programme → Digital Assistant
- ② field Verification → welfare Assistant.
- ③ third party Verification → Administrative office work.
- ④ prefinal Applied → VRO
- ⑤ final Applied → MPDO/MRO.

and basic technical equipment in secretariat

- 1) Biometric Division
- 2) Android smart phones
- 3) IRTS scanners
- 4) face Verification app
- 5) Time-management and multitasking
- 6) Computer and technical skills

so can Learning same technical at secretariat.

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

1) Learned above some managerial/skills are useful our future.

1) Leadership Skills:- Manager need to inspire and motivate their teams to achieve and their goal. 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 data, evaluate options, and choose the best course of action.

3) Problem-solving Skills:- The staff members should be able to identify and solve problems quickly and effectively they should be able to think creatively and find innovative solutions to complex problems.

4) Goal settings:- we are learning about, any target (or) goal much as to do first observe for thing and set the plan to confidently do that particularly action.

5) Inter personal Skills:- managers and any person should be able to relation and confidently talking. so when over we can again assimilated inter personal skills.

these are just a few example of the skills that manager's and higher officer's professional carry's the specific skills are acquire for any where.

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

we could be improve our Communication skills with Front of the higher officer doing and working, explained for so many topics, that Time we are Learned such a beautiful Communication. these are.

- ① Listen actively: effective Communication is not just about speaking but also about listening. Listening should be paying attention, asking questions, and providing feedback.
- ② The Listener able to speak clearly and confidently use appropriate body language. choose your words carefully, be aware of your audience. these are Communication could learn in secretariat.
- ③ I am going to field work purpose, after we are collect data, due the time leave about people way of talking, how could be responded that place improve our written communication, conversational abilities, confidence levels etc.....

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

To enhance your abilities in group discussions, Contribution as a team, member, Leading a team or activities here are some suggestions.

- ① Respect for others is key to successful team members with respect, regardless of their position (or) background.
- ② Be prepared: Before joining group discussions or team activities, it's important to come prepared.
- ③ Communication Skills: Good communication skills are crucial for effective team participation. Clearly speak but any miss words are talking, the listener can't observe speaker view of talking.
- ④ Any Team member (or) Team Leader should be able to time punctuality and time management these essential for any where.
- ⑤ Leadership Skills: If you are leading a team (or) activity strong leadership skills are essential this includes being able to.

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

I can see by future planning of job role with technological instrument in secretariat following on below.

- ① Computer system
- ② internet Connectivity
- ③ Telephone : MultiPhone, Phone system, Single Line phone system
- ④ internet phone system
- ⑤ photo Copies, copying, binding, Multiple Pocket copying
- ⑥ scanner's (IRIS scanner's)
- ⑦ printer's
- ⑧ Bio-metric Division
- ⑨ face Authority programme

I will see in my future job role above instruments. I am full focus on Digital technology and relevant instruments.

Student Self Evaluation of the Short-Term Internship

Student Name: TAPALA HARI

Registration No: 202200144 0048

Term of Internship:

From: 12-12-2022 To: 18-03-2023

Date of Evaluation:

Organization Name & Address: Grama Sachivalayam, Beach
Road, Barava village, Sampeta Mandal, Srikakulam

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:

T. Hari
Signature of the Student

Page No

Evaluation by the Supervisor of the Intern Organization

| | |
|--|---------------------------------------|
| Student Name: TAPALA HARI | Registration No: 2022001410048 |
| Term of Internship: From: 12-12-2022 To: 18-03-2023 | |
| Date of Evaluation: | |
| Organization Name & Address: Grama Sachivalayam, Beach Road, Barua village, Sompetla Mandal, Srikakulam | |
| Name & Address of the Supervisor with Mobile Number: Srinu, Sompetla 9966024242 | |

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 |

Stamp: **GRAMA PANCHAYATI BARUA**
Date: **18/03/2023**

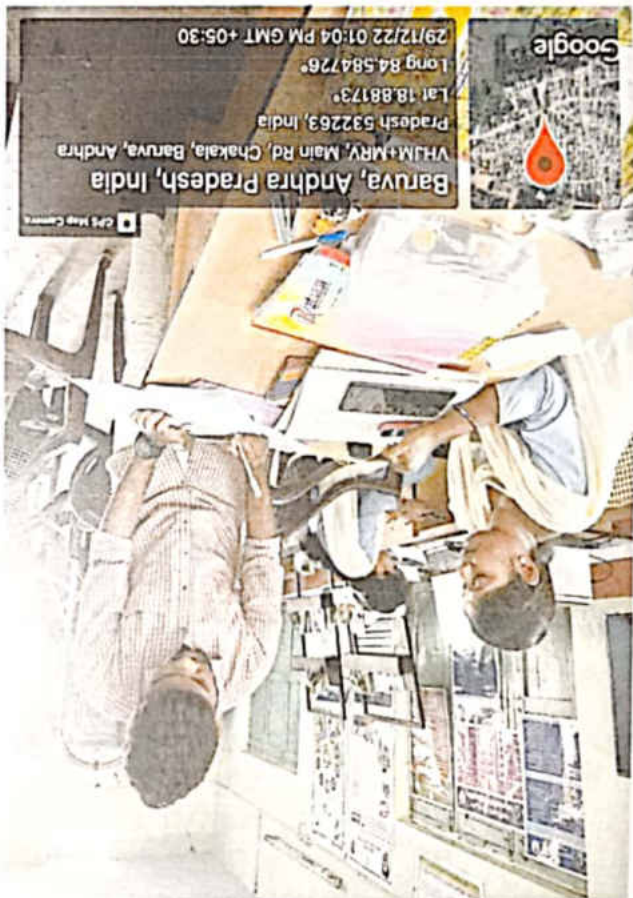
Signature of the Supervisor
(Executive Officer)
GRAMA PANCHAYATI BARUA

Page No

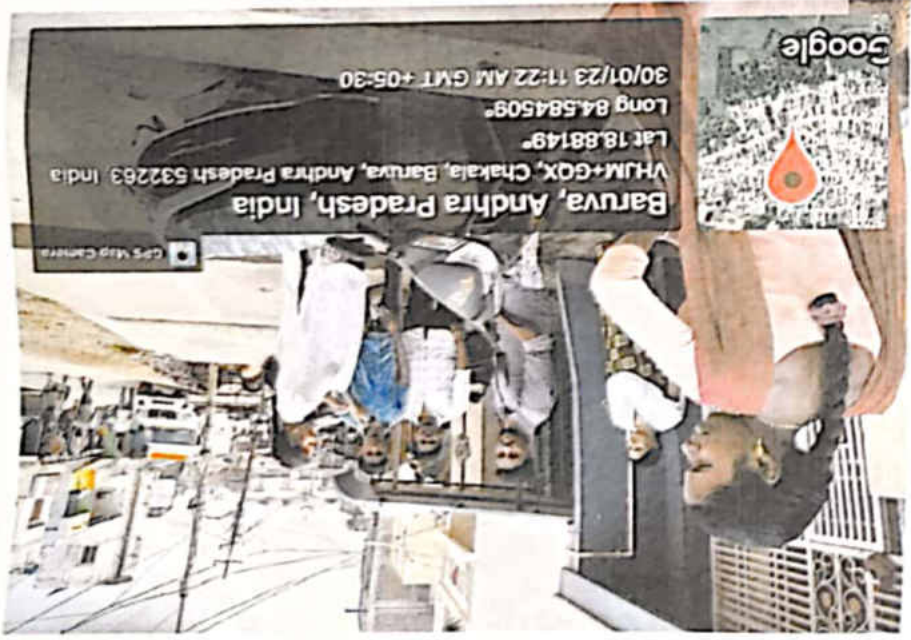
PHOTOS & VIDEO LINKS

Page No









EVALUATION

Page No

Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

Page No

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INTERNAL ASSESSMENT STATEMENT

Name Of the Student: TAPALA . HARI
Programme of Study: GRAMA SECRETARIAT
Year of Study: 2020 to 2023
Group: B.A (T.G.E)
Register No/H.T. No: 2022001440048
Name of the College: GOVT DEGREE COLLEGE (MEN) SRIKAKULAM
University: DR. BR. AMBEDKAR UNIVERSITY SRIKAKULAM

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

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: TAPALA HARI
Programme of Study: GRAMA SECRETARIAT
Year of Study: 2020 to 2023
Group: B.A (T.G.E)
Register No/H.T. No: 2022001440048
Name of the College: GOVT DEGREE COLLEGE (MEN) SRIKAKULAM
University: DR. BR. AMBEDKAR UNIVERSITY SRIKAKULAM

| Sl.No | Evaluation Criterion | Maximum Marks | Marks Awarded |
|-------------------------------------|---|---------------|---------------|
| 1. | Internship Evaluation | 80 | 75 |
| 2. | For the grading giving by the Supervisor of the Intern Organization | 20 | 20 |
| 3. | Viva-Voce | 50 | 45 |
| | TOTAL | 150 | 140 |
| GRAND TOTAL (EXT. 50 M + INT. 100M) | | 200 | 190 |

Signature of the Faculty Guide



Signature of the Internal Expert



Signature of the External Expert

P. Ch. Venkatesh
18/07/22

Signature of the Principal with Seal

Page No



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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