

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



ANDHRA PRADESH

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: Thogalapu. Srinivasurao

Name of the College: Government Degree College (MEN)

Registration Number: 2022001440049

Period of Internship: From: 12-12-2022 To: 17-03-2023

Name & Address of the Intern Organization

gudem sachivalayam-I

DR. B. R. AMBEDKAR **University**
YEAR

An Internship Report on

four months internship

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.A(T.N.E)

Under the Faculty Guideship of

B.N.V Chaulamaya(Sir)

(Name of the Faculty Guide)

Department of

Government Degree college(MEN)

(Name of the College)

Submitted by:

Thogaxapu. srinivasu Rao

(Name of the Student)

Reg.No: 2022 001440049

Department of _____

Government Degree college(MEN)

(Name of the College)

Student's Declaration

I, Thangarapu Srinivasu Rao a student of _____
Program, Reg. No. 202201440049 of the Department of B.A.(T.G.) Govt. Degree
College do hereby declare that I have completed the mandatory internship College (Ment)
from _____ to _____ in Sadaralayam (Guidem) (Name of
the intern organization) under the Faculty Guideship of
Venu Chapal. Siv. (Name of the Faculty Guide), Department of
B.A.(T.G.-E), Govt. Degree College (Ment) SKM
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that THANAPAPU SPINIVASU RAO (Name of the student) Reg. No. 2022001440049 has completed his/her Internship in NUDEM Sathivalayam (Name of the Intern Organization) on FOUR MONTHS internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (T.W.F) in the Department of GOVERNMENT DEWREE COLLEGE (Name of the College).
(MEN)

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

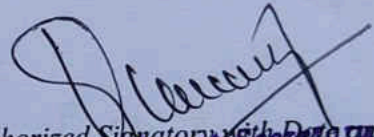
Head of the Department

Principal

Certificate from Intern Organization

This is to certify that THOVARAPU SRINIVASURAO (Name of the intern)
Reg. No. 202200140049 of GOVT DEGREE CLW(MEN) (Name of the
College) underwent internship in QUDEM SACHIVALAYAM (Name of the
Intern Organization) from 12-12-2022 to 17-03-2023

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


Authorized Signatory with Designated Seal
Grama Panchayat
GUDAM
Srikakulam Mdl & Dist

Acknowledgements

First I would like to thank sachivalayam 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 support from many people in the organisation.

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

The internship opportunity I had with sachivalayam was a great chance for learning new educational skills.

I Receive us this opportunity as a big milestone
-one in my career development All the staff
teaching staff are friendly with me and also
their teaching.

everything like scheme, Agriculture classes are very
good and simple way of teaching skills.

I express my sincere good impact of me
They should very responsible and very duty me
and on all the internship students.

for permitting me to do the project in
work to successfully.

I am extremely grateful to my sachi
Vargha (sachin) staff members and who
helped me in successful completion of
this internship.

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5. CHAPTER 5 : OUT COMES DESCRIPTION
 - Describe The real time technical skills you have acquired.
 - Describe the managerial skills you have acquired
 - Describe the technological developments you have and relevant to the subject of training.
6. student self Evaluation of The short Term Internship
7. Evaluation by the supervisor of The Intern
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.

=> Panchayathi Raj Act - 1994 says that weal
Governance in every village for growth and in
a nutible manner.

=> Implementation of Grama Sachivalayam to
vender door to door services to the household
and also developing the village in a manner.

=> functioning of Grama Sachivalayam It has
mainly 10 types of function which does all
the activision in a village.

=> objectives of Grama Sachivalayam

- * suskiable Development

- * Door to Door service

- * Roles and resposibilities of all Department

⇒ outcomes are achieved by me in the
grama sachivalayam.

- * Learned The government schemes
- * Know The types of land used for growing crops
- * I got to know health of animals
- * I learned about child rights and human rights
- * I learned how to interact to The People
- * I improve The also communication skills
- * The on going government RBK
- * To Protecting Human Rights
- * To Prevention of child marriages.

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.

⇒ Introduction of Grama Sachivalayam:-

1. Redefining various written series of a short type

2. single window service system

3. To secure Transparency to The People with government

4. Providing emblem by all living organization

5. Planning GPP (Gram Panchayat)

6. Each functionary has a special to fulfill

The villagers.

7. Door to Door giving welfare to The People

⇒ vision mission and values of The organization

* Indian state of A.P to decentralize the administration by making services and welfare of all government departments at one place.

* Government of Andhra Pradesh appointed village volunteers to deliver services.

⇒ Policy of The organization :-

The scheme was inspired by Mahatma Gandhi's concept of Grama Swarajya that promotes villages becoming self autonomous entities.

⇒ organizational structure :-

- | | |
|--------------------------|--------------------------|
| 1. Panchayati secretary | 4. village and Panchayat |
| 2. Digital Assistant | 5. Engineering Assistant |
| 3. welfare and Education | 6. Veterinary Assistant |
| 7. village surveyor | 8. ANM |
| 9. Mohila police | 10. Zine Man |

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.

⇒ we participated in many activities during the internship which are

- * field visit by welfare and education in
- * House hold survey
- * we have observed the vetices of village
- * participate the child and Human Rights meeting
- * we have observed the Health checkup of the animals
- * Re survey of agriculture land
- * water Distribution
- * we went to schools and Angamwadi the sochivalyam area Pothumadam. etc — ...

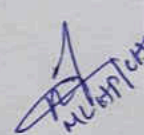
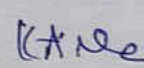
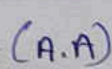
environment created by the secretaries
⇒ we are evaluated every week by senior
algam staff.

⇒ All the equipment provided by the an
organisation

⇒ Like These...

- * computer, Application forms
- * Soil Testing machine
- * B.P machine Thermometer, medicines
- * Animal husbandary Items
- * Power tester writing blayer, Tool kit
- * Reven up Records
- * To acquire the knowledge of
normal Health checkup of animals and beings.
- * These are the skills acquired in
The Internship programme.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction of staff and volunteers.	Introduction	 (W.E.A.)
Day -2	Introduction of Panchayat secretary & welfare education Assistant	To know The secretary and education Assistant	 (W.E.A.)
Day -3	Introduction of (ANM) and veterinary Assistant	To know The ANM & veterinary Assistant	 (A.M.M.)
Day -4	Introduction of (VRO) and women police	To know The (VRO) & women Police	 (VRO)
Day -5	Introduction of Line man & Agriculture Assistant	To know The Line man Agriculture Assistant	 (A.A.)
Day -6	Introduction of The village surveyor and Digital Assistant	To know The village surveyor and Digital Assistant	 (W.E.A.)

WEEKLY REPORT

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

Objective of the Activity Done:	
Detailed Report:	cyama sachi valayam (budem)
	functionaries (&) volunteers
	MAIN FUNCTIONS ARE IN FOLLOWS
	1. panchayat secretary
	2. Digital Assistant
	3. welfare and Education officers
	4. village and Revenue Assistant
	5. Engineering Assistant
	6. veterinary "
	7. village surveyor
	8. Mahila police
	9. (ANM)
	10. Line man.
	Overall in charge is panchayat secretary
	who is maintaining all the activities in and
	around.
	field visit by ANM give an opportunity
	how will the staff is behaving with the
	villagers.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Importance of RBR and Agriculture schemes	we know the RBR schemes & agricultural schemes	VAA
Day - 2	Discuss about the land Registration Rules	we learned the land Registration Rules in	Lethe VRO
Day - 3	we are practicing field work with veterinary assistant	we observed the normal health check up for animals	(VA)
Day - 4	Discuss about the D.S. R. Hygiene and scheme	minimum loadings of the D.S. R. Hygiene	 D.S. R. Hygiene
Day - 5	Reducing child marriages class by Mahila Police Maham	we know about the child marriage	Pratima (MP)
Day - 6	Discuss about the various types of medicines	we learned the various medicinal	 (AMP)

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 schemes on going in state related to Agriculture.

=> major changes after introductions of R.B.K 's' at village level.

=> we discussing about The how to apply land Registration with VRO sir

=> How to check The Animals Health status

=> we participated child marriages class.

=> we know The Importance of medicine.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Discalss about The dif brut tyros of 'Diseales	we learned about The Diseales.	 (ANM)
Day -2	Prohibition of The child abuseses.	we know The Activlys of child abuses	L. Parvathi (MP)
Day -3	who deserve to apply y.S.R pension class by welfare & Eduasst	we rememerbai by That qualification -s of y.S.R Pension	 W. EA
Day -4	Dibbrent typos of Animal Diseales class by veterenary sir	we gained about The animall Diseases.	(VA)
Day -5	we praticipated on village reservey	we observed This activity	(GANDU) (VRO)
Day -6	Horticulture class by agriculture Asst.	we know The Horticulture crops.	(AA)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During The Third week we shall discuss about These topics.

=> Types of Diseases :- 1 Dengue

2. malaria

3. Tifoid

4. Calera

=> prohibition of child abuse with different types of methods

=> we gain about The knowledge of Penetration categories.

=> Types of Animal Diseases :-

1. Foul Calera

2. Food & mouth

3. Diseases

4. Anthrax.

....

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Different types of top s visited in Kilipalm village	we observed crops status in village	(AA)
Day -2	we participated in Health survey activities	we acquire know ledge about the Health survey	(ANM)
Day -3	we know about the cave Postage with Pa atically	if had to apply on my own experi ence.	(SEA)
Day -4	Awareness Programme on child Rights	To know about the child Rights	(L. Parvathi) (WPS)
Day -5	Survey of the crop lands with (VRO) six	we gain know ledge of crop land	(VRO)
Day -6	we discussed that sensor tags are given That animal	we learned values of the sensor tags.	(AHM)

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 crops :
1. paddy
 2. banana
 3. maize
 4. Black gram
 5. green gram
 6. coconut

we have identified various crop and their sowing times throughout the year.

⇒ I had applied on my own experience for seva portals in computer system.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to measure The shoe class by (VRO) sir	shoe measuring	(C. Anu) (VRO)
Day -2	we saw The pregnant lady doing her Health checkup by (ANM)	we observed Health Preventions	(ANM)
Day -3	we attending cluster Level Training Programme	we know about The child safety Education	L. Parathi (WRS)
Day -4	To participated in vaccination of Animals in in village	we observed The vaccination	(A H A)
Day -5	we discussed y.s.r Ammavodi & vidya deevena schemes	we acquire The knowledge of The schemes	(W & EA)
Day -6	we discussed about Paddy harvesting	majorly grown variety of paddy harvesting	(WAA)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During The fifth week we shall discuss about These topics

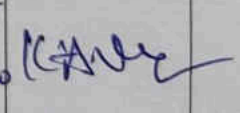
⇒ paddy harvesting - majority grown variety of Raddy MTu 101 MTu 7029

⇒ Learned The process harvesting of Raddy manually and sun harvesting

⇒ we participated in cluster level Training on child Rights & child safety Education for parents.

⇒ y.s.R. Ammarodi - yearly 15,000/-
y.s.R. vidyadevener - yearly 10,000/-

⇒ y.s.R. vasathidevenera - yearly 20,000/-

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we discussing about cyber crimes.	we knowing The Information	L. Parathi (WPS)
Day - 2	Learned about Paddy combine harvester	we know The Paddy combine system.	(VAA)
Day - 3	To survey The Arogya sir cards in Kitti	How to survey Arogya sir cards	 (ANM)
Day - 4	Y.S.R. vahanamitsha scheme class by welfare & Education Assistant	To know about The scheme.	 (WE) EA
Day - 5	we are participated in treated first and class with AHA sir	we gaining The Knowledge Impotents.	(AHA)
Day - 6	They said how to apply for land Passbooks.	we acquired The knowledge about The Pass books.	 (VRO)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During The sixth week we shall discuss about These topics.

⇒ Learned axally about paddy combine harvest which is feasible mostly for large farmers.

⇒ who was apply The scheme of vahan mithra they follows of rules and regulations class by w~~as~~ FA (Sr)

⇒ we acquirixing The some knowledge for survey of Aargay sis card scheme.

⇒ we know The main rules and regulations about apply The land pass books and importance of These type of service.

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 our own

=> conduct test of urine pregnant women for albumen and sugar and estimated hemoglobin level at clinic in addition to recording Hb and Blood pressure

=> Learned about Threshing activities of paddy functioning of paddy Threshers and bags in farmers vs 80 Kg bags

=> we learned about give irrigation (if) position 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	To participated psc entive diwaning.	we gain The some knowledge	(AHA)
Day -2	How to collecting The water tax. Cases to Toxes class by VRO sir	Know The taxes.	(C.A. de (VRO)
Day -3	she explaing The now to maintaing The records in sachivak	we observing The records	(ANM)
Day -4	Explaining The mahila sakti Kendra scheme	we know The this schem.	L. Parvathi (WPS)
Day -5	we participated in awarness forogamme in shools for children	Knowing The Important information	o
Day -6	Transporting of Rabby at RBK levels	very useful information gain Their class	(VAA)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During The eighth week we shall discuss about These topics

⇒ To coordinate with The heads of The educational institutions in The area and motivate The students who are irregular in or poor in studies to improve Their performance

⇒ How to create awareness on government programs for The welfare women and girl children Through mahila sakti Kendra learned by me.

⇒ Transporting of paddy to mills Through paddy procurement centers set up at RBK levels Hsp of lookingada 'A'

Paddy - 2040/-

80 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	How to react in local & order issues in village class by wps	very usefull information to us)	L. Paruthi (wps)
Day -2	How to conducting The Population to family welfare seeing	we know about Population seeing	 (ANM)
Day -3	Explain The social harmony and civil rights in village level	we gain The information about civil rights	 V. S. R. En
Day -4	How to allowed The certificates about H ead	we acquire know ledge This certificates	(AHHA)
Day -5	conducted awareness among farmers on Raddy Procurement	we learned how to conduct This meeting	(VAP)
Day -6	How protect our lands so tank trees and properties by (VRO)	we learned how to protect The Govt Properties	leasure (VRO)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During The ninth week we shall discussing about These topics.

⇒ we learned conduct population screening for Hypertension / Diabetes / 3 women cancers breast cervix and oral (women) and man (oral 1 lung 2 prostate cancer)

⇒ we know The how to avoid health -th & reduction certificates to animals

⇒ we knowing how to manage low & older issue in ~~with~~ C 2 village area

⇒ we know conducted awareness among farmers on paddy procurement process which is way from year.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	we gained knowledge about Rice fallow Pulses.	we know The Rice Pulses.	(VAA)
Day -2	explaining about fodder development	we know The important points	(AHM)
Day -3	How to maintenance of village Revenue Rax Ids class by (VRO)	we know The knowledge about village Revenue	L. P. N. M. (VRO)
Day -4	women safety class by wps madam	we know The points about women safety	L. P. N. M. (wps)
Day -5	how to applied for kalyana kratha in official website	we know The way of apply for scheme	L. P. N. M. (wps)
Day -6	how to motivate Pte ghat women for beliveries class by (AHM)	we know The valuable information	L. P. N. M. (AHM)

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 of about Rice fallow pulses

⇒ motivate pregnant women for institutional deliveries or trained attendant at birth

⇒ we know about how to maintenance of village Revenue Records and all village Revenue accounts promptly and accurately.

⇒ we know the good knowledge about Kalyana Kanyka scheme and we the apply for this scheme in official in our own with practically.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	how to conducting the counselling sessions to farmers class by WPS	we know the this type of meeting.	L. Parvathi (WPS)
Day - 2	Brief explanation about loan recoveries class by VRO Sir.	we know brief information in this class.	(C.A. Reddy) (VRO)
Day - 3	we participated in implementation of Ration Balancing pro	we acquiring the more information.	(A.H.A.)
Day - 4	we learned about sowing methods of maize	we know about this topic.	(V.A.A.)
Day - 5	we participated in distributed things programme.	we acquiring some information in this district.	 (A.N.M.)
Day - 6	How to send proposals for permissions and monthly Report to MPDO	we know the knowledge about sent to MPDO.	 (W.E.E.A.)

Objective of the Activity Done:

Detailed Report: During the Eleventh week we shall discussing about theses topics:

=> we acquiring the knowledge about how to send Proposals for new Pensions to MPDO & also how to send monthly report to the MPDO.

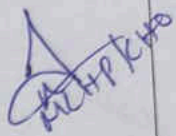
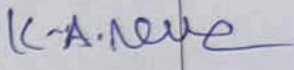
=> we know the which are distributed in conventional Contraceptive and op cycles to the couples on demand.

=> we know about the implementation of Ration Balancing programme and also which Ration give to animals for their growth and development.

=> Counselling sessions to farmers against suicides stress management with help of stake holders.

=> we know some methods of maize.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Important points of Mother's education in her role.	we acquiring the knowledge about mother's	 (ANM)
Day - 2	How to sanctioned cast and Income certificates.	we learned the process.	 (VRO)
Day - 3	Different welfare departments class by welfare Assistant.	we listened the class and gain the department.	 (WSEA)
Day - 4	How to arrangement of PSE material.	we learned about PSE material.	 (WPS)
Day - 5	How to Grounding of animals under Y.S.R cheyutha	we know the this scheme benifities.	AAA
Day - 6	we participated fertilizer distribution from RBK.	we know the process distribution.	(VAA)

WEEKLY REPORT

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

Objective of the Activity Done:

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

⇒ we learned about process of fertilizer distribution from RBKS and involved in all atment of area to farmers through DBT process.

Sowing methods of maize and irrigation methods used in maize.

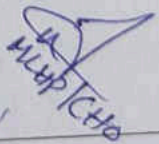
Maize in zero tillage method.

⇒ Cost of production in maize from farmers

⇒ we know how to educate the mother on the importance of breast feeding, family health, family planning, nutrition, immunization and personal and environmental hygiene.

⇒ All welfare departments - social welfare, Tribal welfare, BC welfare, minority welfare Differently-abled welfare.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to conducting infertility camp in village areas	we improve our management skills.	(PAA)
Day -2	we assumed how to conducting Mahila mandal meetings.	we learned about this meetings.	(PVM) 
Day -3	we participated in awareness on importance of crop programme.	we know about it	(VAA)
Day -4	How to organize the pre-school class by WPS madam.	we learned the some beautiful activities.	(WPS) P. Prathi
Day -5	How to provide feedback to higher authorities	we know the process.	(W&EA) 
Day -6	How to intimate the higher with cities.	we acquiring this process and remembered	(K.A. Kell) (VRO)

WEEKLY REPORT

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

Objective of the Activity Done:

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

⇒ we Participated conducting awareness on importance of e-crop booking of various crops in Rabi.

2022-23.

⇒ Farmers under e-crop booking will be benefited with procurement of crop at MSP crop insurance etc....

⇒ we learned Death of unknown persons to inform higher authorities.

⇒ we assumed participate in the local mahila mandal meetings, and spread the message on female agent marriage, spacing method etc..

⇒ To provide feedbacks to higher authorities on the status of Implementation of the said schemes.

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 persons for various welfare schemes	we know the process and schemes.	 (WEEA)
Day - 2	we learned what are the Azmoish crops.	we know about Azmoish crops.	(CA)  (VRO)
Day - 3	How to maintaining the Eligible couple register class by ANM	we learned this register information.	 (ANM)
Day - 4	How to develop Nutri Garden in village level.	we know the development process.	L. Parvathi (WPS)
Day - 5	How to update data on e-crop class by Agricultural Sir.	we know the about e-crop website.	(VAA)
Day - 6	which items have the TMR kit class by AHA Sir.	we acquiring the important things in this kit.	(AHA)

WEEKLY REPORT

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

Objective of the Activity Done:

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

⇒ we learned how to update data on e-crop portal of farmers who registered their crops in e-crop portal.

⇒ Identification of full army worm pest in maize crop and suggested methods to prevent.

⇒ Azmoish of crops (100%) inclusive of inspection of survey stones.

⇒ maintain Eligible couples register properly and utilize the information for motivation of couples for acceptance of family welfare methods.

⇒ Facilitate to develop village level nutri Garden/Anganwadi level kitchen Garden.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	what are main activities for disaster situations class by VAO sir.	we acquire some knowledge.	(CA. N. R. S.) (V.R.O.)
Day -2	what are the environment of beneficial trees.	we know the benefits of enrollment.	(L. P. B. B. B.) (C.P.S.)
Day -3	we participated in soil testing process.	we know the process.	(V.A.A.)
Day -4	how to conducting the INAPPH Programme in village areas.	we learned about this Programme.	(A.H.A.)
Day -5	Importance of Sachivalyagam and it's working process.	we learned the importance of Sachivalyagam.	(S.E.A.)
Day -6	How to identify women for medical Termination.	we gain the knowledge for medical Termination.	(A.N.M.)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fifteenth week we shall discussing about those topics:

=> we learned about importance of soil testing process of soil collection in field in non crop growing time. to know the nutrients in soil and recommendation of acquire fertilizers. quality for various crops.

=> we know provide intimation regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials who nearest and wherever they occur and provide assistance to the Revenue.

=> Identify women in need of medical Termination of pregnancy (MTP) and refer them to the nearest hospital.

=> INAPH: Information of Animal Productivity and Health purification.

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 environment with Professional knowledge & kind of people in this project. All the staff are very punctual in attending the office. All the sachivalyam staff behaved very well with us.

They had shown an interest in technology and how the system is working and administration are handled in a procedural manner. The facilities are good and there is a atmosphere.

The time they spend for us in beginning in working schedule are appreciable. The staff co-operation extended their operation in the Internship Programme.

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.

⇒ Each work is systematically managed.

Application program digital assistant field verification -
- welfare assistant Third party verification -
Administrative staff.

Pre Applied - VRO

Final Applied - MPDG/MRO

Everyone is using the technology based work to avoid duplicity and ignore trans proximity in the eligibility of any scheme.

1. Bio Metric Division
2. Android smart phones
3. IRIS scanners
4. face Authentication.

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

my communication skills are modified and improved my self in communication of different people in different places.

my written communication as per improved is by writing say evaluation in The caption / Thought

my anxiety level are low... i am very much patient and listen to music when feel anything I learn more anxiety management Technologies.

my speech ability is moderate and it will be improved by skills.

first Thing :-

1. Handling of smart phones
2. Bio Metric Disson
3. IRTS Scannere
4. face authentication Programme.

* which given The realistic pro cedure

secondly :-

* using E-pos machine in PDS

Thirdly :-

* using cops Reven in land Re nancy

Program

* uing dices in debitation of marks

in land alligmt programme

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 Self Evaluation of the Short-Term Internship

Student Name: T. Srinivasarao Registration No: 2012001490049
 Term of Internship: From: 12-12-2012 To: 17-03-2013
 Date of Evaluation:
 Organization Name & Address: gudery saiviravagari

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. Srinivasarao
 Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Thogarapu Srimivasu Rao

Registration No: 20220044019

Term of Internship:

From: 12-12-2022 To: 17-03-2023

Date of Evaluation:

Organization Name & Address: gudem sachivalayam

Name & Address of the Supervisor
with Mobile Number

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor
Panchayat Secretary
Grama Panchayat
GUDAM
Srikakulam Mdl & Dist

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Thograpu. Srilasurao

Programme of Study:

Year of Study:

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

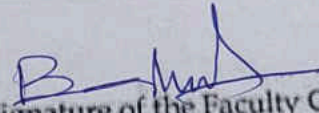
Register No/H.T. No: 2022001440049

Name of the College: Groll-degree college for women

University: Amedhkar 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

Date:

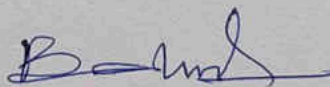

Signature of the Faculty Guide

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	60
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	40
	TOTAL	150	120
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	160

Signature of the Faculty Guide



Signature of the Internal Expert



Signature of the External Expert



18/07/20

Signature of the Principal with Seal