

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: ARIKA:PARVATHI

Name of the College: GOVERNMENT DEGREE COLLEGE(M) SRIKAKULAM

Registration Number: 2022001049005

(4 months)
Period of Internship: 12/12/22 From 11/04/23 To

Name & Address of the Intern Organization :- Grama ward Sachivalayam
(pedaxama), Seethampeta(Mandal), Srikakul
parvathipuram Taluqam (Dist)..

DR. B. R. Ambedkar **University**
YEAR

An Internship Report on

Gram ward Sachivalayam (pedaxama)

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
B.Sc (B7C)

Under the Faculty Guideship of

Ravibabu

(Name of the Faculty Guide)

Department of

Zoology, Government degree college (M) Srikakulam

(Name of the College)

Submitted by:

ARIKA. PARVATHI

(Name of the Student)

Reg.No: 2022001049005

Department of Zoology

Government degree college (M) Srikakulam

(Name of the College)

Instructions to Students

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

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

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

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

Student's Declaration

I, ARIKA. PARVATHI a student of long-term internship
Program, Reg. No. 2022001049005 of the Department of Zoology.

College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 1/1/2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
Ravibabu (Name of the Faculty Guide), Department of
Zoology, Government degree college (M)
(Name of the College)

Arika. parvathi.
(Signature and Date)

Official Certification

This is to certify that ARIKA. PARVATHI (Name of the student) Reg. No. 202201049005 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on long-term Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Zoology in the Department of Gout Degree College (Name of the College).

This is accepted for evaluation.

CA. Ravi
(Signatory with Date and Seal)

Panchayat Secretary
Padarama Grama Panchayat
Seethampeta Mandal

Endorsements

Faculty Guide :- Ravibabu . S - 

Head of the Department  

Principal

Certificate from Intern Organization

This is to certify that ARIKA. PARVATHI (Name of the intern)
Reg. No 2022001049005 of Gmt. degree college (Name of the
College) underwent internship in Grom ward Sachivalayam (Name of the
Intern Organization) from 12/12/2022 to 11/04/2023

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

Ch. Ravi
Panchayat Secretary
Peddarama Grama Panchayat
Seethampeta Mandal
Authorized Signatory with Date and Seal

Acknowledgements

First I would like to thank Seehivalayam 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 Endowment from many people in the EduSkills organization.

I also would like all the people that worked along with me and Seehivalayam 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 Seehivalayam was a great chance for learning Communicational Skills.

Contents

1. CHAPTER 1 :- EXECUTIVE SUMMARY
2. CHAPTER 2 :- OVERVIEW OF THE ORGANISATION
3. CHAPTER 3 :- INTERNSHIP PART
4. LOG BOOK (FIRST WEEK TO FIFTEENTH WEEK)
5. CHAPTER 5 :- OUTCOMES DESCRIPTION

- Describe the real time technical skills you have acquired
- Describe how you could managerial skills you have acquired
- Describe how you could improve your communication skills
- Describe how could you would enhance your abilities
- Describe the technological developments you have observed and relevant to the Subject Area of training
- Student Self Evaluation of the short-term Internship
- Evaluation by the supervision of the Intern organization
- PHOTOS & VIDEO LINKS.

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>. providing various citizen services of a short possible type
- 2>. single window service system
- 3>. to secure transparency to the people with Government
- 4>. providing ambient environment by all living organization.
- 5>. planning GPDP (Gram panchayat development programme)
- 6>. each functionary has a specific value to fulfil the require^{ment} of the villagers.
- 7>. door to door service and welfare to the people
- 8>. citizen satisfaction is the ultimate aim of an organization.

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 Assistant
- * House Hold Survey
- * we have observed the voter list of village
- * participate the child and human rights meeting.
- * we have observed the health checkup of the animal
- * Re-Survey of Agriculture land.
- * Urea distribution
- * The 104 vehicle Arrived in the Sachivalayam we observed to the Guidelines of the ANM madam
- * we went to schools and Anganwadi's around the Sachivalayam Area with mahila police madam etc..
- * during the Activity process. Healthy and Hygienic Environment creating by the Secretaries

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 12-12-22	I Reported in the Secretariat Assigned to me	-	Surango. D.A
Tuesday Day - 2 13-12-22	The introduction of the Secretariat was giving by the well -Assistant	learned about the village Secretariat	Surango. D.A.
wednesday Day - 3 14-12-22	The welfare Assistant told about Grama Darshini	we are learned to the pedasama different type of problems	Tendulkar
Thursday Day - 4 15-12-22	Explain about employed Roles and Responsibilities	I know same type of duties about the employees	Surango D.A
Friday Day - 5 16-12-22	our staff members Introduced with volunteers	I'm daily face and looking towards volunteer's walking.	Kumari.
Saturday Day - 6 17-12-22	WEA said about the vision and mission of Gram Secretariat	I learned why to organized sachivalayam	Tendulkar WEA

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 12-12-22	I Reported in the Secretariat Assigned to me	-	Surango. D.A
Tuesday Day -2 13-12-22	The introduction of the Secretariat was giving by the well-Assistant	learned about the village Secretariat	Surango. D.A.
wednesday Day -3 14-12-22	The welfare Assistant told about Grama Darshini	we are learned to the pedasama different type of problems	Tendulkar
Thursday Day -4 15-12-22	Explain about employed Roles and Responsibilities	I know same type of duties about the employees	Surango D.A
Friday Day -5 16-12-22	our staff members introduced with volunteers	I'm daily face and looking towards volunteer's walking.	Kumari.
Saturday Day -6 17-12-22	WEA said about the vision and mission of Gram Secretariat	I learned why to organized sachivalayam	Tendulkar WEA

WEEKLY REPORT

WEEK - 1 (From Dt. 12.12.22 to Dt. 14.12.22)

Objective of the Activity Done:

Detailed Report: This week we are learning about village Secretariat why the secretariat system are established and then uses.

we are also learned the benefits of the Secretariat to the people of the village.

we got to know the physical conditions of the Residential Areas in the Gram Secretariat and the duties of the employees in the Gram Secretariat System as well as the performance of the volunteers and their services.

The welfare Assistant was fully informed about the vision, mission and values of the Gram Secretariat why to creation for this government to introduce in people of society.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 19-12-22	The WEA officer explained the organization structure to the Sachivalayam	I can take same knowledge	Tendulkar WEA
Tuesday Day -2 20-12-22	Explained the future plan's of the gram Secretariat	we know the future plans of the secretariat	Susango. Secretariat I.D.A
wednesday Day -3 21-12-22	About old age pension widow pension has been deeply explained.	we are Analysts what type of documents are Required.	Tendulkar WEA
Thursday Day -4 22-12-22	deeply explained about disable pension and single women pension	we are Analysts and what is important document	Tendulkar WEA
Friday Day -5 23-12-22	Explained About traditional cobbler pension of weaver pension.	we learned the required documents and eligibility	Tendulkar WEA
Saturday Day -6 24-12-22	Explained about toddy toppler's pension and fisherman pension	we learned the required documents and eligibility information	Tendulkar WEA

WEEKLY REPORT

WEEK - 2 (From Dt. 19.12.22 to Dt. 24.12.22)

Objective of the Activity Done:

Detailed Report: The organization structure and future

plans of the village Secretariat were discussed in details this week also told about YSR pension Kanuka, how many types Required documents and eligibility criteria.

Eligibility and Required documents
For old age pension, widow pension, disable pension
Single women Traditional cobbler pension, weaver pension, Toddy Tapper pension and fisherman pension are given at the end. The YSR pension Scheme is designed to provide a safety net for vulnerable section 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
Monday Day - 1 26-12-22	The mahila police in Sachivalayam she is inculcate her duties	I'm full focus and learned outcome information	Hemalatha M.P
Tuesday Day - 2 27-12-22	The mahila police officer caught sexual harassments in Society.	How to handle and how to build these type of Harassment	Hemalatha m.p
wednesday Day - 3 28-12-22	The mahila police officer inculcate Angawadi Services	What are the corruption in Angawadi services	Hemalatha m.p
Thursday Day - 4 29-12-22	The mahila police officer told about some important Section 21 helpline number	Any accident and criminal case issues how to inform higher officer	Hemalatha m.p
Friday Day - 5 30-12-22	The VRO sir explained local govt and main aim	Secretariat one of the local govt use and goal.	Hemalatha m.p
Saturday Day - 6 31-12-22	our VRO told today we are going to field work your cheelidaramma Areas.	which number's are eligible and not eligible for Govt. schemes	Hemalatha m.p

WEEKLY REPORT

WEEK - 3 (From Dt..26-12-22.. to Dt..31-12-22..)

Objective of the Activity Done:

Detailed Report: The village Secretariat was first launched on 2 October 2019 on the Eve of Gandhi Jayanthi in AP of our Y.S.R Jagan Mohan Reddy.

The duties of woman police officer

- 1). Immediate Reporting officer :- Station house officer
- 2). working in co-ordination with dept :- Home, women's child welfare, excise departments municipal.
- 3). functions :- Law & order, Activities against women and weaker reactions and Awareness programmes
- 4). monitor, Ensure Angawadi center be opened in time on all working days.
- 5). Irrespected and Respected: Some Anganwadi teachers were without care and protection of pregnancy woman
- 6). woman police officer Explain some helpline number, for disha 100/112/181 and police Number 100.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 02-01-23	The welfare Asst is explaining about his responsibilities and duties in Secretariat	I can learned his great and responsibilities of Secretariat	Tendulkar WEA
Tuesday Day - 2 03-01-23	The WEA is said by the Govt. conducting to important schemes	I have written in any class notes	Tendulkar WEA
wednesday Day - 3 04-1-23	we are help to our Secretariat some important duties like election work	we can do confidently there works	Tendulkar WEA
Thursday Day - 4 5-1-23	The Secretariat staff as like WEA, VRO, telling about future plans to students	we have learned how to maintain and set of future life	Kumar Staff
Friday Day - 5 6-1-23	The village Revenue officer explained about the beneficiary loss such as issues like cyclone, fire	The society in the people row to intimate with VRO.	Puro VRO
Saturday Day - 6 7-1-23	The VRO sir, was explaining take charge of unclaimed property and send to the police station.	I can learned save and protect from Govt. properties	Puro VRO.

WEEKLY REPORT

WEEK - 4 (From Dt. 9-1-23 to Dt. 17-1-23)

Objective of the Activity Done:

Detailed Report: The General duties of welfare Assistant

- 1) Generating Awareness Among the public in the Village Secretariat Jurisdiction about the Schemes meant for the weaker section of the Society
- 2) Ensuring that all eligible Students of weaker section of the village get the Scholarships and Colleges till they complete atleast Intermediate (or) Equivalent courses
- 3) providing Feedback to higher authorities on the Status of Implementation of said Schemes.
- 4) Supervisions over the work of all village working under the village Secretariat as far as their welfare duties are concerned.
- 5) VRD is providing information Regarding Fire Accidents floods, cyclone and other Accidents Calamity to the higher officers
- 6) Future planning is important for all families Thinking about the future can be changelling and Emotional.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 9-1-23	The ANM madam was Explain about General Instructions	I can learned the General duties of ANM	Panvalthi ANM
Tuesday Day -2 10-1-23	The madam was telling about unatural and child health	I can learned the ANM madam has given prelaution.	Panvalthi ANM
wednesday Day -3 11-1-23	ANM madam Explain about Social Services with Awareness programme	I can learned Some Social Service dentists, physio	Panvalthi ANM
Thursday Day -4 12-1-23	She is teaching about health education in Secretariat	How to protect our body health fully	Jendulkar WEA
Friday Day -5 13-1-23	Today is class about Nutrition	How many types of food habits can take.	Panvalthi ANM
Saturday Day -6 14-1-23	The today of the class about Communicable diseases	I can learned Some type of diseases, chicken pox measles.	Panvalthi ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: General Instructions

- 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 care services
- 3). Should be prepare map planning of her allocated area and population of people data was collected
- 4). All the ANM's was to discharge all the duties as assigned by the P.H.C. medical officers.

Maternal child health & register pregnant women

with 12 weeks after baby health she is full health care starting and ending position to heart full precaution. The ANM's Given the pregnancy women.

Social Awareness programme:- cancer, diabetes, HIV, AIDS, heart attack

with exp's & healthy food.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I related in the secretariat assigned to me.	-	- Secretary.
Day -2	the introduction of the secretariat was giving by the WEA assistant.	Learned about the village secretariat.	Tendulkar WEA
Day -3	the welfare assistant told about grama darshini.	We are Learned to the chaapuram - 2 different types of problems.	Tendulkar WEA
Day -4	Explains about employees roles and responsibilities.	I know some types of duties about the employees	Kumar staff
Day -5	our staff member's introduced with volunteers.	I am daily types of face and looking towards volunteers walking.	Kumar staff
Day -6	WEA said about the vision and mission of gram secretariat.	I learned why to organised sachival-ayam.	Tendulkar WEA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

This week we are learning about village secretariat the i.e why the secretariat system was established and them are.

We are also learned the benefits of the secretariat to the people of the village.

We got to know the physical conditions of the residential areas in the gram secretariat and the details of the employees in gram secretariat system as well as the performance of the volunteers as their services.

The welfare assistant was fully informed about the vision, mission and values of the gram secretariat, why to creation for this govt to introduces in people of society.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	the WEA officer Explained the organisation structure of the sachivalayam.	I can take some knowledge.	Tendulkar
Day - 2	Explained the future plans of the gram secretariat	we know the future plans of the secretariat.	Surango
Day - 3	About old age pension widow pension has been deeply Explained.	we are analysing what type of document as a required	Tendulkar
Day - 4	Deeply explained about disable pension and single women pension.	we are analysing and what is a important document is required.	Tendulkar
Day - 5	Explained about traditional cobblers pension of weaver pension.	we related the required documents and eligibility.	Tendulkar
Day - 6	Explained about today toppers pension and fishes-men pension.	we learned to required document and eligibility information.	Tendulkar

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The organisation structure and future plans of the village secretariat were discussed in details this week also told about YSR pension kamuka, how many types, required documents and eligibility criteria.

eligibility and required documents for old age pensions, widow pension, disabled pension, single women pensions, traditional cobblers pension, weaver pension, toddy tappers pensions and fishermen pension are given at the end. The YSR pension scheme is designed to provide a safety net for vulnerable section of society and enable them to meet their basic needs and improve their quality of life.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	the mahila police sachivalayam she is inculcate her duties.	I am full focus and learned out come information	Hemalatha	wpo
Day - 2	the mahila police officers taught sexual harassment in society.	How to handle and how to build these type of harassments.	Hemalatha	wpo
Day - 3	the mahila police officer inculcate anganwadi services.	what are the corruption in a Anganwadi services.	Hemalatha	wpo
Day - 4	the mahila police officer told about some important section and helpline numbers.	Any Accident and criminal case issues how to inform higher officers	Hemalatha	wpo
Day - 5	the VRO sir explained local govt and main aim.	secretariat one of the local govt that particularly use and goal.	Hemalatha	VRO
Day - 6	our VRO told today we are going to field work your cheapuram houses.	which numbers are eligible and not eligible for govt scheme's.	Pachma	VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: the village secretariate was first launched on 2 october 2014 on the eve of gandhijayanthi in AP of our Y.S.R Jagann umohann Reddy sir.

the duties of cooman police officer

1. immediate reporting officer's station house officer.
2. working in coordination with Dept: Home, women's child welfare, excise departments municipal.
3. Functions: law & order, Atrocities against women and weaker sections, and Awareness programmes.

* monitor, ensure anganwadi-center to opened in time on all working day's.

* inspect and respected anganwadi teacher's were without care and protection of pregnancy women.

* women police officer explain some help line number, for disha 100/112/181 and police number 100.

* our chaparan-2 secretariat so many young age student not registrate with vote card.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day -1	the welfare Asst is explain about is responsibilities and duties of in secretariat.	I can learned his great and Responsibilities of Secretariat.	Tendulkar	WEA
Day -2	the WEA is said by the govt conducting to important schemes.	I have wroten in my class notes	Tendulkar	WEA
Day -3	we are help to our secretariat some important duties like, election work.	we can do confidently there works.	Tendulkar	WEA
Day -4	the secretariat staff as like WEA, VRO, WPO telling about future planes to students	we have learned how to maintain and set of future life.	Kumar	staff
Day -5	the village Revenue officer explained about the beneficiary lose such a issues like cyclone, fire.	the society in the people how to the limate with VRO.	Padma	VRO
Day -6	the VRO sir was explaining Take charge of unclaimed property and send to the police station.	I can learned save and protect from govt properties	Padma	VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: the general duties of welfare Assistant

- ① Generating awareness among the public in the village secretariat jurisdiction about the schemes meant for the weaker section of the society.
 - ② Ensuring the village that all eligible students of weaker section of the village get the scholarships and colleges till they complete atleast intermediate (or) equivalent course.
 - ③ providing feed back to higher authorities on the status of implementation of said schemes.
 - ④ supervising ~~was~~ over the work of all village volunteers working under the village secretariat as far as their welfare duties are concerned.
 - ⑤ VRO sir providing intimation regarding fire accidents floods cyclone and other accidents as far as their welfare higher officers.
- * conduct promptly to the higher officer in respect of treasure trove and keep government attached property in safe custody.
- * Future planning is important for all families thinking about the future can be challenging and emotional.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

① she should work under the administrative control of medical officer ptc and guidance of the female health supervisor.

② she would stay at her official head quarter's and available for all maternity care services.

③ should be prepare planning of her allocated are and population of people data was collected.

④ All the arms was to discharge all the duties as assigned by the ptc medical officers.

maternal and child health :- register pregnant women with 12 weeks after baby health, she is full health care fill starting and ending position to heartfull precaution the arms given the pregnancy women.

* social awareness programmes :- cancer, Diabetes, HIV, AIDS, heart attack with crps, healthy food.

* Health Education :- participate in the local water, mahila meeting, spread the message on female age at marriage co-ordinant programmes carebully there are anganwadi workers, gram sevaks in promoting services peoples.

* communicable disease :- chicken pox, measles, diphtheria, sar's, pertussis, whooping cough.

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 secretarial	Padma VRO
Day - 2	the VRO sir explained about panchayat secretary Administrative	I am knowing his community work	Padma VRO
Day - 3	the VRO sir explained about Panchayat secretary with the community we develop.	I am knowing his Co-ordinator duties	Padma VRO
Day - 4	(How) the VRO sir said about panchayat secretary Co-ordinator duties	I am knowing his Co-ordinator duties	Padma VRO
Day - 5	How to save and protect all govt properties	I am can learned with some govt properties	Padma VRO.
Day - 6	Any kind issue to harass-ant for others	I can learned how solved of people problems	Padma VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Jagananna Vidhya Karam - This scheme is launched by the Govt of A.P. to provide free school kits to students studying in govt schools in the state. The kit includes items such as school bags, notebooks, text books, shoes and uniforms.

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

YSR Vahana Mitra - Provide financial assistance to self-employed drivers of auto-rickshaws, taxis and maxi-cabs. Under this scheme, eligible beneficiaries receive an annual financial assistance of Rs. 10,000.

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

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	Pongal Holiday (Kamuma)	—	—	
Day - 2	Explained about Jagaramma Vidhya Kamuka.	I learned, are to this scheme students are going to govt school	Tendulkar	WEA
Day - 3	He said about the YSR cheyathar scheme.	I learned that women are continuing their own business because of this schemes.	Tendulkar	WEA
Day - 4	He said about the YSR vahana mithav scheme.	I learned, this scheme is known to receive financial assistance to drivers.	Tendulkar	WEA
Day - 5	We went to the school and checked the food.	I came to know that nutritious food is being served in the school.	Hemalatha	wpo
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.	Parvathi	ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: we learned about process of Fertilizer, distribution from RBKs and involved in allotment of urea 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, RB 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	Explained about fee Reimbursement scheme.	the purpose of this scheme is known.	Tendulkar	WEA
Day - 2	Explained about the vidya. Deevana scheme.	it is known, who is benefiting from this scheme	Tendulkar	WEA
Day - 3	Explained about ysr vasatta Deevana scheme	it is known who is benefiting from this scheme	Tendulkar	WEA
Day - 4	Republic day	-	-	
Day - 5	Explained about manabadi, Nadu Nedu scheme	the purpose of this scheme is known	Padma	JRO
Day - 6	He said that the works of Nadu Nedu scheme should be examined	are observed the Nadu Nedu works	Padma	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

⇒ we participated in conducting Awareness on importance of e-crop booking of various crops in Rabi 2022-23

⇒ farmer under e-crop booking will be benefited with procurement of crop at msp crop insurance

⇒ 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 age at marriage, Spacing method etc..

⇒ To provide feedback 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	the WEA officer's Explained about YSR navareshmalu	we know uses of this kind of schemes	Tendulkar	WEA
Day -2	Explained about Ammauchi scheme	the purpose of this scheme is known	Tendulkar	WEA
Day -3	Explained about Rythu bharosa scheme	know how much this scheme has benefited the farmers	Tendulkar	WEA
Day -4	Explained about Asagayossi scheme	Came to know that this scheme provides for medical treatment to poor people	Tendulkar	WEA
Day -5	Explained about Flowing for all	the purpose of this scheme is known	Surango.	digital art
Day -6	Explained about Jalaya - gram scheme	learned that there will be no shortage of water due to this scheme	Surango.	digital art

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

⇒ Azmoish of crops (100%) inclusive of inspection of Survey Stones.

⇒ Maintain eligible couple 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	Fully explained about Dependent pension & anti-retire-val therapy pension (PLHV) (H) pension.	we learned the required documents and eligible for this type of pensions	Tendulkar	WEA
Day -2	Explained about Transgender Pension & chronic kidney Disease of unknown etiology pension.	learned the required documents and eligi-bility for this type of pension.	Tendulkar	WEA
Day -3	Today explain about YSR kalayanasathu YSR Shadi Tahta	The purpose of the scheme is known	Tendulkar	WEA
Day -4	Explain about unaided validation documents for requisition of YSR kalaya-nasathu	learned the required documents for this type of scheme	Tendulkar	WEA
Day -5	Explained about eligibility criteria of YSR kalayana-masathu / YSR shadi Tahta Scheme	we know who is eligible for this scheme	Tendulkar	WEA
Day -6	Have to tell people about the YSR kalayanasathu scheme	we learned good presentation skills	Tendulkar	WEA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

⇒ 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 Require fertilizers quality for various crops.

⇒ we know provide information regarding the accidents, floods, cyclones and other accidents and calamities to the higher officials whenever 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.

⇒ INADH :- 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 and kind of people in this organisation all the staff are very punctual in attending the office. All the Sachivalayam Staff behaved very well with us.

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

The digital Assistant are used for helping in learning advanced and needs at this moment for accountability which keeps the system trust and worthy.

I'm satisfied myself of this organization (Gram ward Sachivalayam) protocols and working culture.

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

Each work is Systematically managed Application program
digital Assistant, field verification - welfare Assistant
third party verification - Administrative staff

pre applied - VRO

final applied - MPDO/MRO

Everyone is using the technology bound work to avoid duplicity and ignore Transparency in the eligibility of any scheme.

- ①. Biometric division
- ②. Android smart phones
- ③. IRIS scanners
- ④. Face Authentication

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

I achieved the Real time Governance procedural pre define which is very Realistic and Given time management, Competence & Analog skills.

Every work in time is bounded and can be neglected whole world is observing the activity & decision making is very important.

for doing anything First practical knowledge and Secondly planning and Thirdly the procedure for implementation.

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

My communication skills are modified and improved myself in communication of different people in different places.

My written communication as per improved it by writing

Say Evaluation Option / thought

My anxiety level are low. I am very much patient and listen to music when I feel anything.

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

I always Greet Every one when I see them & these whenever they do good things.

Oral and written communication skills have improved more than before confidence levels are also very well developed.

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

In Gram division, I always speak with point to point and don't large to improve I will be clear of what I'm seeing.

I also encourage others to participate in the discussions to share their views.

I always conclude the group discussions in a friendly & formal manner.

Real skills are developed and different ideas comes out in group discussion. Leadership skills and communication are developed in these discussions. I lead well in these activity.

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

First thing :-

- ① Handling of smart phones
- ② . Biometric Division
- ③ . IRIS Scanner
- ④ . Face Authentication programme

which given the Realistic procedure.

Secondly :-

- using E-pos machine in POS

Thirdly :-

- using 'Cop's' & 'Reven' in land

Remainly program

- using drones in identification of marks in land

alligment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: ARIKA · PARVATHI	Registration No: 2022001049005
Term of Internship: From: 12/12/2023 To: 11/04/2023	
Date of Evaluation:	
Organization Name & Address: Gram ward Seehivalayam (pedarama) Seethampeta Dist, Poutalhi puram manyam (dist)	

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:

Arika · Parvathi
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: ARIKA - PARVATHI

Registration No: 2022001049005

Term of Internship: 4 months From: 12/12/22

To: 11/04/2023

Date of Evaluation:

Organization Name & Address: Gram Ward Sachivalayam (pedarama)

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

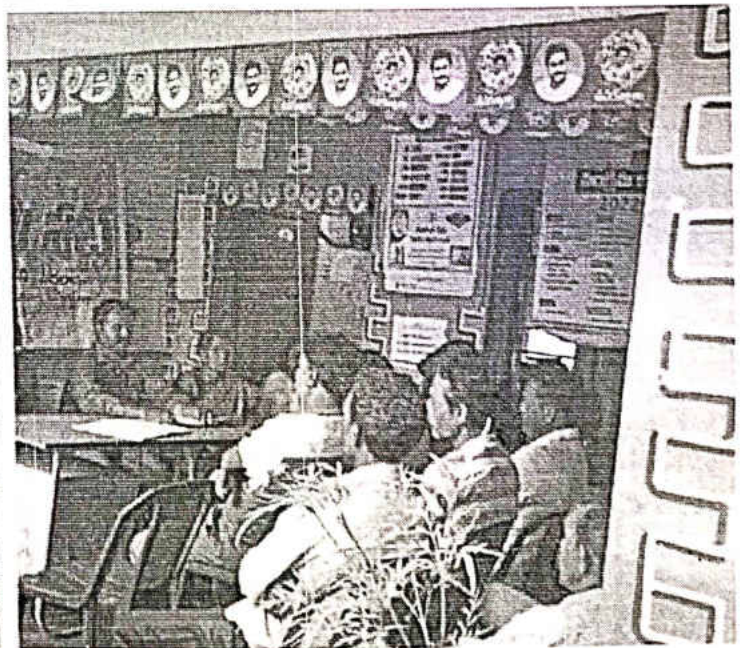
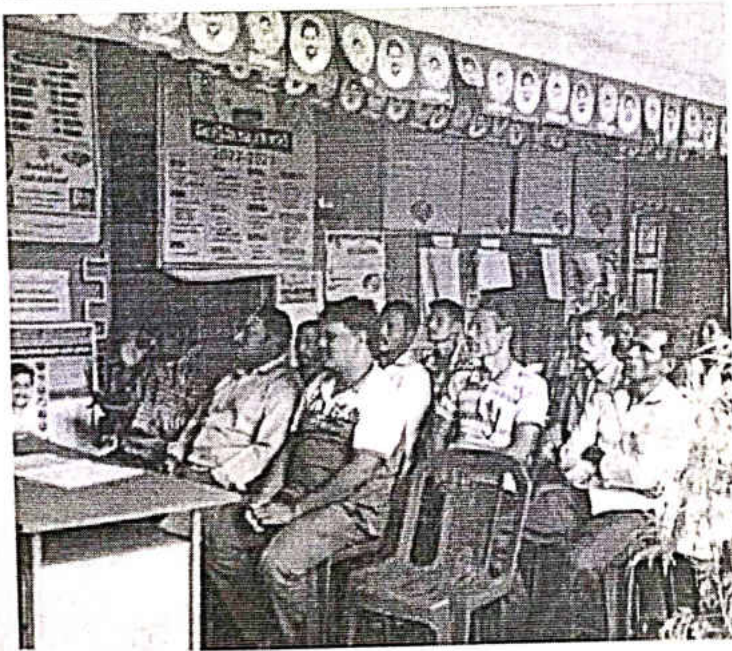
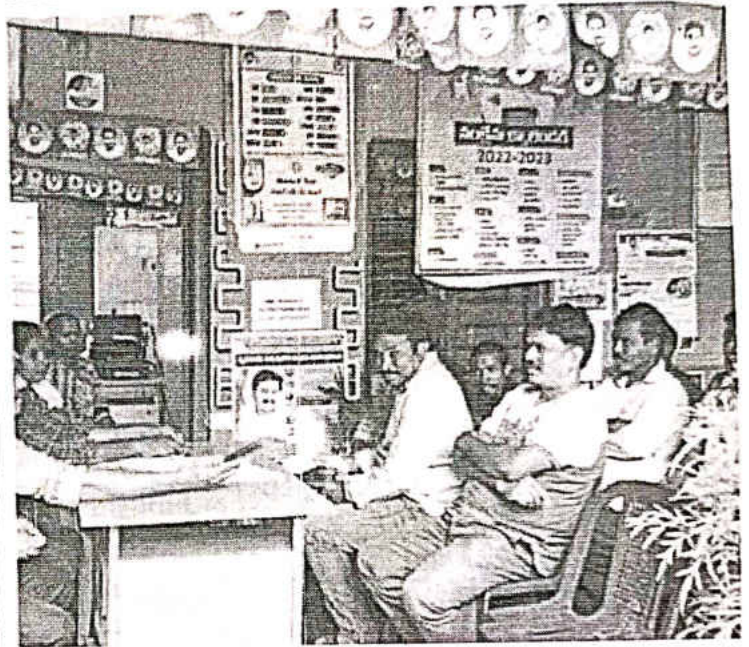
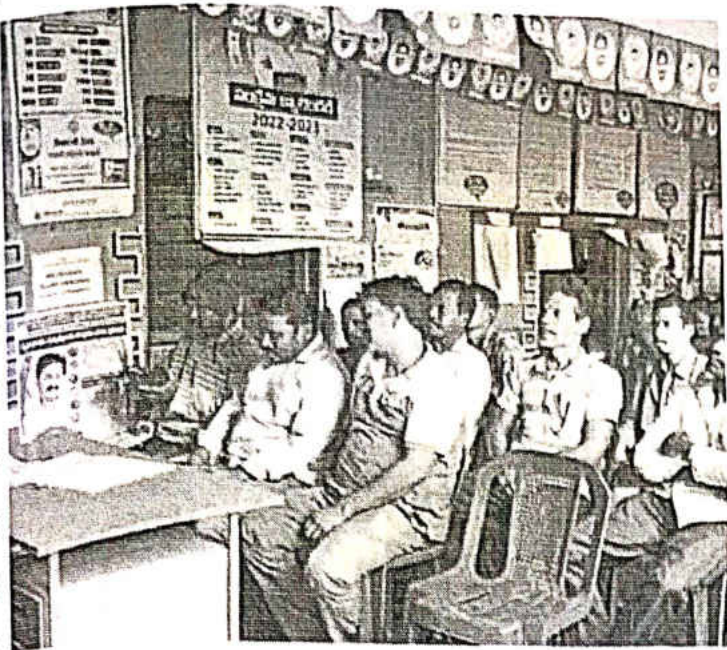
Rating Scale: 1 is lowest and 5 is highest rank

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

Ch. Rai
Panchayat Secretary
Pedarama Grama Panchayat
Seethampeta Mandal
Signature of the Supervisor

Date:

RECEIVED - 1970/10/10



EVALUATION

Internal & External Evaluation for Semester Internship

Objectives:

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

Assessment Model:

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

MARKS STATEMENT
(To be used by the Examiners)

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.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Arika. parwathi

Programme of Study:

Year of Study: 3rd B.Sc (B2C)

Group: B.Sc (B2C)

Register No/H.T. No: 2022001049005

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

University: Dr. B.R Ambedhkar

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

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Arika . parwalhi

Programme of Study:

Year of Study: 3rd year

Group: B.SC (BZC)

Register No/H.T. No: 2022001049005

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

University: Dr. B.R Ambedhkar

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

Signature of the Faculty Guide

C. Ravi

Panchayat Secretary

Pedarama Grama Panchayat

Seethampeta Mandal

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in