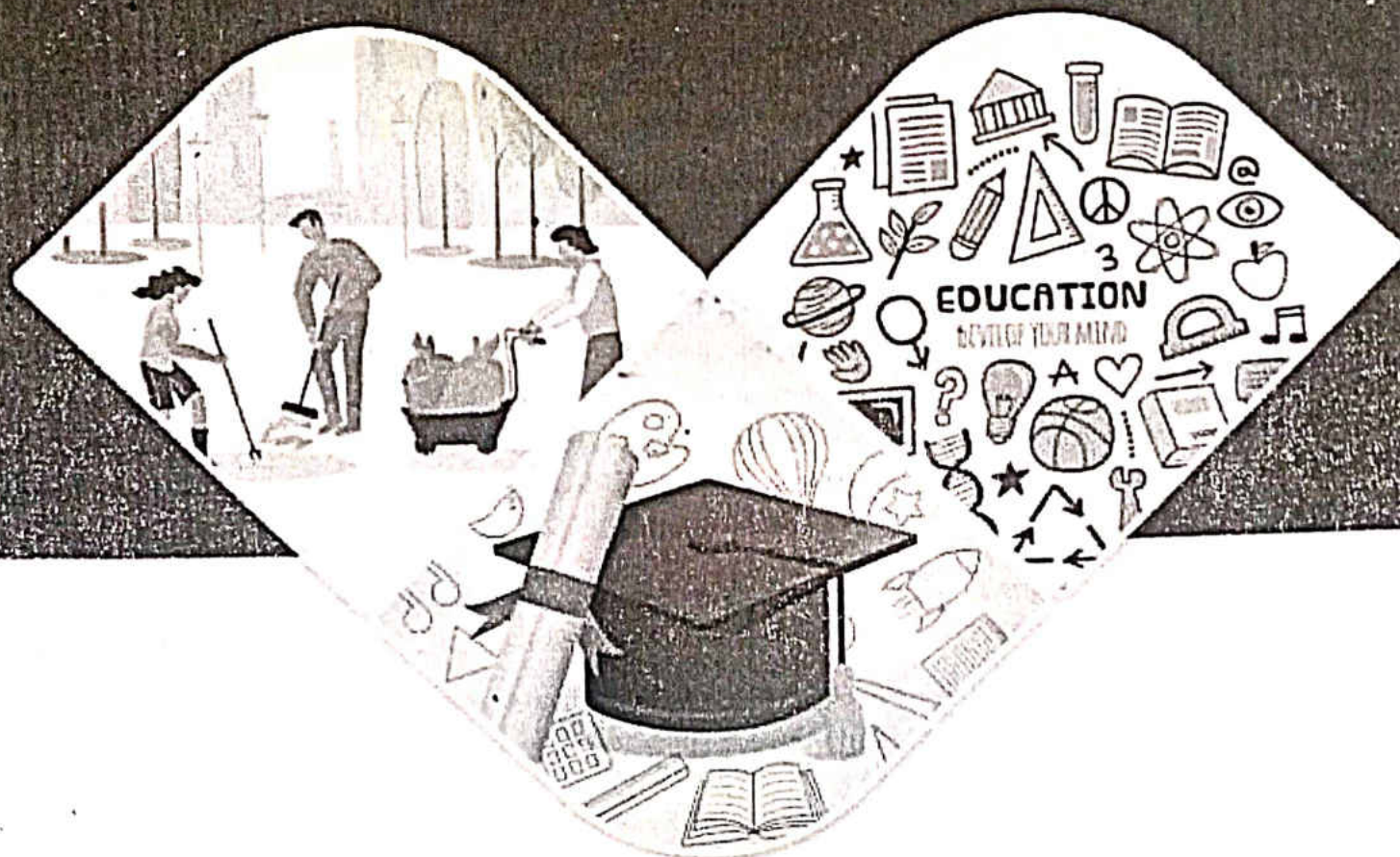


Model Program Book



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: MANNENI. SUPRIYA

Name of the College: Govt degree college (mun) SKM

Registration Number: 2022001049047

Period of Internship: From: 12/2/22 To: 18/3/23

Name & Address of the Intern Organization: Grama Sachivalayan
Chumalavalasa

Dr. B. R. Ambedkar **University**
YEAR

An Internship Report on

Grama Sachivalayam

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

III B7C (Em)

Under the Faculty Guideship of

S. Ravibabu

(Name of the Faculty Guide)

Department of

G.V.H degree college for (men) SKLM

(Name of the College)

Submitted by:

M. Supriya

(Name of the Student)

Reg.No: 2022001049047

Department of B7C (Bsc)

G.V.H degree college (men) SKLM.

(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

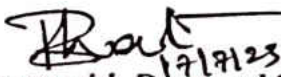
I, MANNENT. SUPRIYA a student of 4 months internship
Program, Reg. No. 202200109047 of the Department of BSC
College do hereby declare that I have completed the mandatory internship
from 12/6/22 to 18/3/23 in Chemalainasa (Name of
the intern organization) under the Faculty Guideship of
S. Ravibabu Sir (Name of the Faculty Guide), Department of
Bsc, govt degree college (men) SKLM
(Name of the College)

M. Supriya.
(Signature and Date)

Official Certification

This is to certify that MANNENT Supriya (Name of the student) Reg. No. 2022001049047 has completed his/her Internship in Grama Sachivalaya (Name of the Intern Organization) on Chimalavalasa (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc (B7C) in the Department of Govt degree (men) ^{SKLM} (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
17/11/23
Grama Sachivalayam
CHIMALAVALASA

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that MANNENT. SUPRIYA (Name of the intern)
Reg. No 2022001049047 of Govt degree college (men) SKLM
(Name of the College) underwent internship in Cheemalavalasa (Name of the
Intern Organization) from 12/12/22 to 18/3/23

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


Authorized Signatory with Date and Seal
(Governing Authority)
CHEEMALAVALLASA

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.

- * To gain an understanding of the functioning and Structure of the gram Sachivalayam Organisation.
- * To learn about the various government Schemes and programmes implemented by the gram Sachivalayam for the benefit of the rural population.
- * To improve communication and interpersonal skills through interaction with Villages and either holder's
- * To acquire knowledge of the legal and regulatory frame work governing to the activities of the grama Sachivalayam.

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 the Organisation.

Gram Sachivalayam is a government initiative in the Indian state of Andhra Pradesh.

Vision, Mission, and values of the Organization.

To create, vibrant and self-sustaining rural communication in Andhra Pradesh.

Policy of gram Sachivalayam.

providing basic services, like, water, Sanitation, health education social security in rural population.

Grama Sachivalayam Organization Structure.

- | | |
|---------------------------|------------------------|
| ① Village Secretarial | Child Welfare. |
| ② Village Revenue officer | Assistant |
| ③ Mahila police Women | ④ Veterinary Assistant |

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.

- * Panchayati Raj Act - 1994 days. that local govt in every village of the growth development in Netivale manner.
- * Generally using of technological skills and instruments mainly just like biometrics Computer System.
- * Objective of Rural Sachivalayam provide services and central level Schemes.
- * Outcomes of Rural Sachivalayam to
 - ① Early solution to all problem
 - ② All services of NO. Stop

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I reported in the Secretariat Assistant to me.	-	
Day -2	The introduction of the Secretariat was giving Welfare Assistant	learned about the village Secretariat	
Day -3	The Welfare Assistant total about grama darshti	We are learned to the T. Jann Valasa different types problems	
Day -4	Explain about Employers roles & responsibilities	I know same type of duties about Employers	
Day -5	Our Staff members introduced with Volunteers	I am daily face and looking towards walking	
Day -6	WEA said about the vision and mission of grama Sachivalayam.	I learned why to organized Sachivalayam	

WEEKLY REPORT

WEEK - 1 (From Dt.12.12.22 to Dt.17.12.22)

Objective of the Activity Done:

Detailed Report:

This week we are learning about Village Secretariat i.e why the Secretariat system was established and their uses.

The Welfare Assistant was fully informed about the Vision, Mission and values of the Grama Sachivalayam. Why to create. For this govt 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
Day -1	The WEA officer Explained the Organization.	I can take same knowledge	FW
Day -2	Explained the future plans of the gram Sachivalayam	We know the future plans of Sachivalayam	FW
Day -3	About Old age person widow pension duply explained.	We are analyzing what type of document	FW
Day -4	duply explained about pension, Women pension	We are analyzing what type of document	FW
Day -5	Explained about traditional cobber pension	We learned the required documents	FW
Day -6	Explained about to day fisherman pension.	We learned the required documents	FW

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The Organization Structure and future plans of the Village Secretariat were discussed in details this week also that about YSR Pension Kanuka, how many types required documents and eligibility criteria.

Eligibility and required documents for old age pension. Widow pension. Visable pension. Single women pension, traditional Cobber pension 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 Sachin playam she is inculcate	I am full focus and learned information	
Day -2	The mahila police officer taught Sexual harassment	how to handle and how to build these types	
Day -3	The Mahila police officer in calcutta Services	What are the corruption Services	
Day -4	The Mahila police officer told about Some important members	Any Accident and criminal case issues	
Day -5	The VRO sir explained local govt & Main aim	Secretarial one of the local govt that Particularly	
Day -6	Our VRO told today are care going to field houses.	Which members are eligible & for govt Scheme	

WEEKLY REPORT
WEEK - 3 (From Dt..26/12/22 to Dt.31.01.23)

Objective of the Activity Done:

Detailed Report:

The duties of women police officers

- * Immediate reporting officer Station house officer
- * Working co-ordination with dept home, women, child welfare, Fire department & municipal
- * Women police officers Explain some helpline number disha 100/112/181 and police member 100.
- * Functions law & order, Activities against women and weakness Sections and programmes.

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 this Responsibilities	I can learned his great & Responsibilities	T. Sathana
Day -2	The WEA is said by the govt conducting to schemes	have written in my class Notes	T. Sathana
Day -3	We are help to our Secretarial Some important duties	We can do confidently these works	T. Sathana
Day -4	The Secretarial Staff as like WEA, VRO, Students	We have learned how to maintain and set of future.	T. Sathana
Day -5	The Village Revenue Officer Explained about the like cyclone.	The Society in the people now to intimate VRO	T. Sathana
Day -6	The VRO since we Explaining take Charge of properties	I can learned Save and Protection g.vt properties	T. Sathana

WEEKLY REPORT

WEEK - 4 (From Dt. 2.1.23. to Dt. 7.1.23.)

Objective of the Activity Done:

Detailed Report:

- * Generating awareness the public in the village secretarial jurisdiction about the schemes meant for the weaker section of the society.
- * Ensuring the all eligible students of weaker section of the village get the scholarships and colleges till they complete atleast intermediate.
- * providing feed back to higher authority on the status of implementation of social schemes
- * Conduct promptly to the higher officer in respect of treasure and keep government

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 instruction.	I Can learned the general duties of ANM	p. beula Rumari
Day -2	The Madam Was telling about child health	I Can learned the ANM madam given precautions	p. beula Rumari
Day -3	ANM madam explain about Social Services	I Can learned Some social Services Physiotherapy	p. beula Rumari
Day -4	She is teaching about health Education	how to protect Our body healthfully	p. beula Rumari
Day -5	today is class about nutrition	how many types of food habits	p. beula Rumari
Day -6	The today of the Class about communicable disease	I Can learned Some type of disease Chicken Flocks	p. beula Rumari

WEEKLY REPORT

WEEK - 5 (From Dt. 9/1/22 to Dt. 14/1/23)

Objective of the Activity Done: General instructions

Detailed Report:

* She should work under the administrative control of Medical Officer PHC and guidance of the -female health supervisor

* should prepare a planning at her allocated area and population of people data has collected.

Social awareness programmes

Cancer, diabetes, HIV
AIDS, heart attack with caps,
healthy food.

Health Education

participant in the local
mahila meeting. Spread the message
on -female age at Marriage.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1			
Day -2	Explained about Jagannanna vidya divena.	I learned to this scheme students & schools	<u>Venkat</u>
Day -3	He said about the YSR cheyutha Scheme.	I learned that women are containing own business	<u>Venkat</u>
Day -4	He said about the YSR Vahana Mutha Scheme.	I learned this scheme is known to receive	<u>Venkat</u>
Day -5	We went to the school and checked the food.	I come to know that nutritious food.	<u>Venkat</u>
Day -6	We went to the school and checked the clean, lines	It is known that the school is kept clean	<u>Venkat</u>

WEEKLY REPORT

WEEK - 6 (From Dt. 16/1/23 to Dt. 21/1/23)

Objective of the Activity Done:

Detailed Report:

Jagananna Vidya Kanya.

This scheme is launched by the Govt of A.P to provide free school kits to students studying in govt school in the state. The kits includes items such as school bags.

YSR Cheyutha :-

under the YSR Cheyutha Scheme, financial assistance is 36/84 provided to women belonging to the SC, ST, BC and minority communities who are age between financial assistance Rs 18,750

ACTIVITY LOG FOR THE SEVEN 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.	
Day -2	Explained about YSR Vidya deevena Scheme	It is known Who is benefiting from scheme	
Day -3	Explained about YSR Vasathe deevena scheme	It is known Who is benefiting from this Scheme	
Day -4	Re public day.	=	
Day -5	Explained about mandal, Nadue scheme.	the purpose of this scheme is known	37/84 
Day -6	He said that the works should be examined	We observed the Nadue-Needle Works	

WEEKLY REPORT

WEEK - 7 (From Dt. 23/1/23 to Dt. 28/1/23)

Objective of the Activity Done:

Detailed Report:

Fee reimbursement

Aimed to providing financial assistance to students from Economically weaker section to their higher education under the scheme. The government reimburses the fee and other expense such as exam fees, library fees etc.

YSR Vasatha Devena.

It provides financial assist to eligible students from Economically weaker sections to cover this hostel and expense during the high education.

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 Navaratnadu.	We known was of this kind of schemes	
Day -2	Explained about Ammaledi- scheme.	the purpose of this scheme is known	
Day -3	Explained about Rythu baidasa- Scheme	I known how much this scheme has benefited	
Day -4	Explained about Anagya sou scheme	I come to know that this scheme provided	
Day -5	Explained about Housing for all	the purpose of this scheme is known	
Day -6	Explained about Jalayagnam scheme	I learned that there will be No' Shortage	

WEEKLY REPORT

WEEK - 8 (From Dt. 30/1/23 to Dt. 4/2/23)

Objective of the Activity Done:

Detailed Report: YSR Navaratnam is a welfare different programme of schemes each aimed at improving the living condition of A.P.

Ammavodi :-

under this scheme financial aid is provided to the mother, their guardians of school education Rs 15,000 per.

Rythu barosa :-

This scheme provides financial aid to farmers in the State. the amount of assistance is Rs 13,500 per annum.

Housing for all

This scheme aim to provide affordable housing to the Scheme. the people of A.P.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained about Dappu artist pension & Anti-retroviral	We learned the required document & Eligible.	A
Day - 2	Explaining about transgender pension & Chronic kidney	learned the required document & Eligibility	A
Day - 3	Explain about YSR Kalyanamasthu YSR Shadi	the purpose of this scheme is known	A
Day - 4	Explain about mandatory validation document	learned the required document	A
Day - 5	Explain about Eligibility criteria YSR Shadhe scheme.	We known who is Eligible for this Scheme.	A
Day - 6	Have to tell people about YSR Kalyanamasthu Scheme	We learned good presentation skills	A

WEEKLY REPORT

WEEK - 9 (From Dt. 6/2/23 to Dt. 11/2/23)

Objective of the Activity Done:

Detailed Report: YSR Kalyanamasthu / YSR shodhi
tuhba

The Objective of the scheme is provide financial assistance to poor families belonging to SC/ST minorities Manner.

* The bride must be above 18 years and 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.

* The cast & income certificates must be tagged with Aadhar.

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 Assistant	AA
Day -2	The general Application forms of caste Certificate	learned about important & documents	AA
Day -3	The digital Asst. Explained some polling Station	there are three polling stations like 365, 364, 363	AA
Day -4	We are going to field about Eligibility conditates	Such as members are Apply for Voter ID	AA
Day -5	He is how to respect of benefices Come to secretarial	I can learn how to Respective talking with conditate	AA
Day -6	maha shivarathni	—	AA

WEEKLY REPORT
WEEK - 10 (From Dt.13/2/23 to Dt.18/2/23)

Objective of the Activity Done:

Detailed Report:

Digital Assistant duties

- * Delivery of service/ documents benefits to the beneficiaries
- * Awareness and providing to the govt scheme like Navaratna
- * He intimated as well as Application process to citizen
- * Digital Services to the public effectively that are provided mandatorily by the local govt like birth & death properties valuation tax demand etc---

ACTIVITY LOG

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The URO sir Explaining about his duties	I am knowing his duties in Secretariat	But
Day -2	The URO sir explained about Panchayat Secretary	I am knowing his administrative work	But
Day -3	The URO sir explained about panchayat Secretary	I am knowing his community welfare work	But
Day -4	The URO sir said about panchayat Secretary duties	I am knowing his co-ordination duties	But
Day -5	How to save & protect our govt properties	I can learned with same govt properties	
Day -6	Any land issue to harassment for other's	I can learned how solved at people problems	

WEEKLY REPORT

WEEK - 11 (From Dt. 20/2/23 to Dt. 25/2/23)

Objective of the Activity Done:

Detailed Report: Village Revenue Officer's

Duties

- * Maintenance of village revenue record and all village revenue accounts
- * collection of land revenue case, taxes and other sum pertaining to revenue department
- * Aizmoish of crops (100%) inclusive inspection of Survey Stones

Co-Ordination :-

- community forest discussion facilitate ward sabhas and gram sabhas MPDO
- * The VRO and panchayat Secretary are ready to any harassment in land properties.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division & responsibility of digital Assistant & Welfare Education	Improve of various service of citizens type of schemes	P. Laxman
Day -2	Online Service Digital Service.	Known how to apply for caste Income Certificate.	P. Laxman
Day -3	Definition of GDP & if objection & Overcome	development process	P. Laxman
Day -4	division & responsibility of ANMs & mahila police.	Hygiene mean implementation Safety & Child	P. Laxman
Day -5	field visit by ANM pm - Jay Survey.	Implement of pm - Jay Scheme.	P. Laxman
Day -6	De-brief of last 5 days activities.	know what type of division are being delivered.	P. Laxman

WEEKLY REPORT

WEEK - 12 (From Dt. 27/2/23 to Dt. 4/3/23)

Objective of the Activity Done:

Detailed Report:

Gpdp - Gram panchayat
development programme. if
in a planning programme for the
development of gram panchayat.
⇒ Sanitation planning
⇒ Road Repair planning
⇒ Street light position/ Repair
⇒ New over head towers/ precast
types.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division & responsibility of ANM & Mahila police.	Hygienic mean implementation safety of Women Child	P. Heela Kumari
Day -2	division & responsibility Engineering Assistant	Opening WBK. Requirement	P. Heela Kumari
Day -3	field Activity SPG Survey PM-Jay Survey	knowing well about Sustainable development	P. Heela Kumari
Day -4	field Activity House hold survey PDS Distribution	Knowing about type house hold their Eligibility	P. Heela Kumari
Day -5	Online Service Digital Literas	Know how to apply for caste / Income Certificate	P. Heela Kumari
Day -6	De-brief on last 5 days Activation	Overall learned name Maintance Which implement	P. Heela Kumari

WEEKLY REPORT
WEEK - 13 (From Dt..6/3/23 to Dt..11/3/23)

Objective of the Activity Done:

Detailed Report:

During the until by ANM we visited several have for any health recommended for medicine also spoke to pregnant women for any difficulty observed the well being & kind new the people with the ANM

No. of online survey are going on & participate and required knowledge about how a system women on demand of the government

knowing Eligibility criteria of all the welfare schemes of State government.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Definition of SCA → open beyond SCA → Closed beyond SCA	Shortest possible time for service	
Day -2	definition of GPPD if Objection & Overcome.	development process	
Day -3	finds Allocated to gram Panchayat	General test for 15th finance fall managers	
Day -4	house hold survey of colating 1, 2, 3, 4, 5	categories of house hold survey	
Day -5	house hold survey of colating 6, 7, 8, 9, 10	-do-	
Day -6	house hold survey of colating 11, 12, 13, 14, 15	-do-	

WEEKLY REPORT

WEEK - 14 (From Dt..13/3/23 to Dt..16/3/23)

Objective of the Activity Done:

Detailed Report:

SLA - Service level Agreement
In Gram khand panchayat.
there are more than 546 Services
Each Service is having their
Own SLA

Ex Example

Income Certificate - 7 days

Caste certificate - 30 days

Mutation " - 30 days

Rice card " - 180 days

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 :-

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 communication grateful success. facilities available and Maintenance.

fi Secretary may be responsible for managing office facilities such as office equipment supplies and meeting rooms

* The Secretarial in high offices take a clarity of job roles and explain under the offices their May responsibilities

I can see their duties and teamwork, relationship mutual support and specialization.

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

Technical skills are specific and knowledge related to a particular field or profession they often involve the use of specialized software or equipment and are essential given area of expertise

How are some example of technical skills in various fields

- ① Application programme → Digital assistant
- ② field verification → Welfare Assistant
- ③ third party verification → Administrative Staff work
- ④ prefinal - Applied → VRO
- ⑤ final - Applied → MPDO/MRO

And basic technical equipment in Secretaria

1. Biometric division
2. Android smart phones
3. IRTS Scanners
4. Face verification App
5. Time management and Multitasking
6. Computer and technical skills

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.

learned above some Managerial | skills are
Useful are future

Leadership Skills :-

Manager need to improve and Motivate their teams to achieve and their goal.

Decision Making Skills

Managers must Make informed decisions quickly and efficiently.

Problem - Solving Skills

The Staff members are should be able to identify and solve problems
Solution to complex problems.

Goal Setting

We are learning about, any target
(or) goal must as to do, first Observe
for thing and Set the plan particularly
action.

Interpersonal Skills

Managers and any person should be
able to Relation and confidently talking.

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.

⇒ Listen activity effective communication is not just about speaking but also about listening

⇒ The listen able to speak clearly and confidently use appropriate body language. Choose words carefully.

⇒ I am going to field work purpose. After we are collect data. due to time. learn about people way of talking. 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 ability in group discussion contribution as a team member, leading a team or activities

Respect for others is key to successful team members with respect regardless position.

Be prepared

Before joining group discussion or team activities, its important to come prepared.

Communication Skills

Good communication skills are crucial for effective team participation. Clearly speak but any miswords are talking.

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 Secretarial following on below

- ① computer system
- ② internet connectivity
- ③ Telephone, Multiple, phone, system, single
- ④ internet phone system
- ⑤ photo copies, copying, binding, Multiple pocket copying
- ⑥ Scanners [IRIS scanners]
- ⑦ printers
- ⑧ Bio-metric division
- ⑨ face authority programme

I will using in my future job role a have instruments I am full focus on digital technologies and relevant instruments

Student Self Evaluation of the Short-Term Internship

Student Name: MANNENT. SUPRIYA

Registration No: 202201049047

Term of Internship:

From: 12/12/22

To: 15/3/23

Date of Evaluation:

Organization Name & Address: Grama Sachiblayam
Chumalavalasa

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:

M. Supriya
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: MANNENI, SUPRIYA

Registration No: 2022001049047

Term of Internship:

From: 12/12/22

To: 18/3/23

Date of Evaluation:

Organization Name & Address: Grama Sachivalayam
Chumalavalasa

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

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

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)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: MANNENT. SUPRIYA

Programme of Study: Grama Sachivalayam.

Year of Study: IIIrd Year

Group: BZC

Register No/H.T. No: 2022001049047

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

University: Dr. B.R Ambedkar university

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: MANNE NI. SUPRIYA
Programme of Study: Grama Sachivalayam
Year of Study: ~~IIIrd~~ year
Group: B2C
Register No/H.T. No: 2022001049047
Name of the College: Govt. degree college (men) SKM
University: Dr. B.R. Ambedkar University.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	79
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide



Signature of the Internal Expert



Signature of the External Expert



Signature of the Principal with Seal