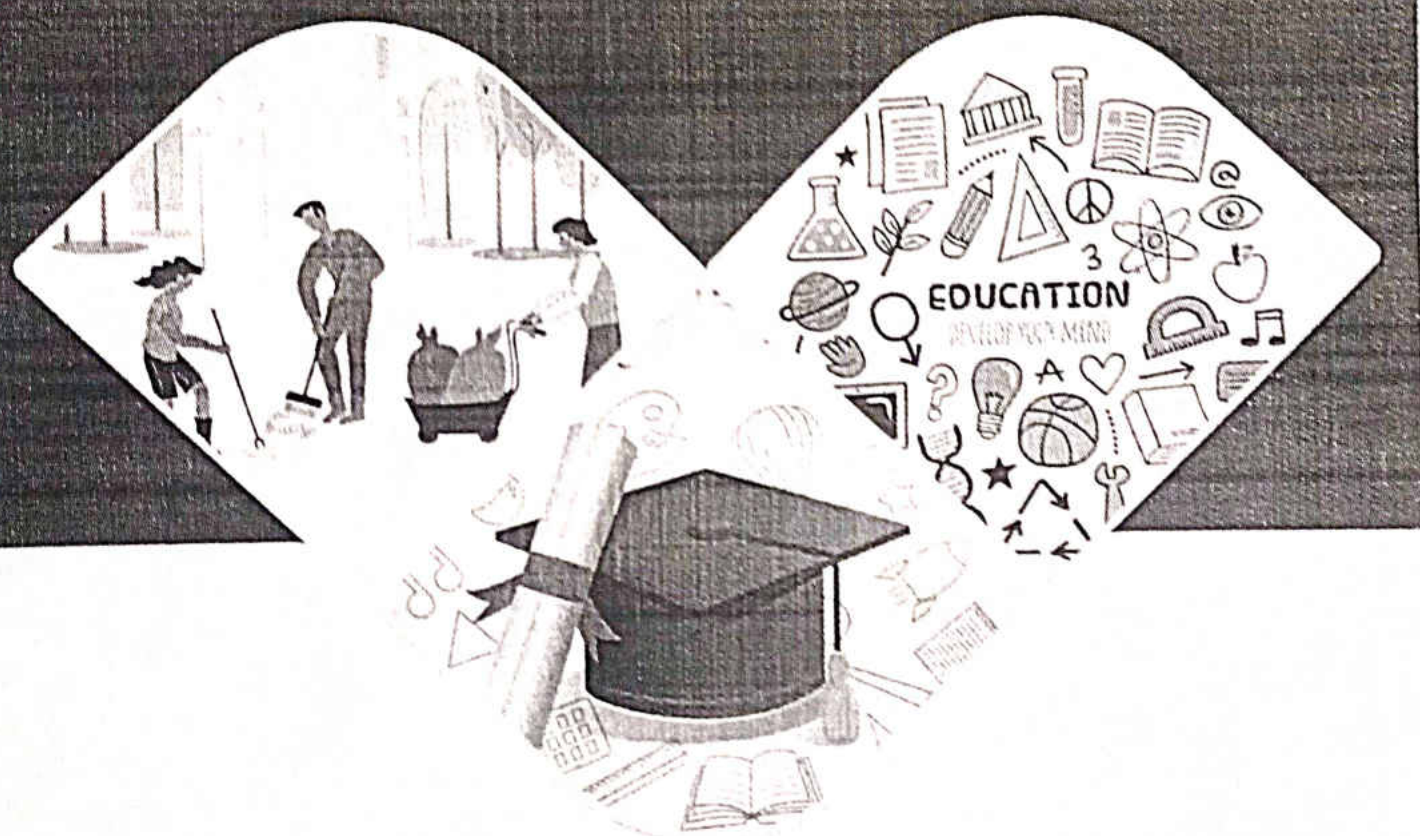


Model Program Book



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: Tasithiri . samjana

Name of the College: DR. B.V. Ambedkar university first degree college (men).

Registration Number: 2022001049080.

Period of Internship: From: 12/12/23 To: 18/3/23.

Name & Address of the Intern Organization :- word Sathivalayam SriKakulam.

DY. B.V. Ambedkar **University**

YEAR

An Internship Report on

Ward Sachivalayam.

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

IIIrd BZC (E.M).

Under the Faculty Guideship of

S. Ravibabu

(Name of the Faculty Guide)

Department of

Govt degree college men SKM.

(Name of the College)

Submitted by:

T. Sanjana

(Name of the Student)

Reg.No: 2022001049080

Department of BZC (BSC) Zoology.

G.v.t degree college (men) SKM.

(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, Talithiri Sanjana a student of 4 Months Internship
Program, Reg. No. 2022001047080 of the Department of BSc
College do hereby declare that I have completed the mandatory internship
from 12/12/22 to 18/3/23 in Sri Kalavaram (Name of
the intern organization) under the Faculty Guideship of
S. Ravibabu sir (Name of the Faculty Guide), Department of
(IIIrd) BSc (Em) Zoology, govt degree college (men) SKM.
(Name of the College)

T. Sanjana.
(Signature and Date)

Official Certification

This is to certify that Talithiri, Sanjana (Name of the student) Reg. No. 2022001049080 has completed his/her Internship in Ward Sachivalayam. (Name of the Intern Organization) on Srikakulam. (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B7C (BSC). in the Department of govt degree (HCU) SKM. (Name of the College).

This is accepted for evaluation.

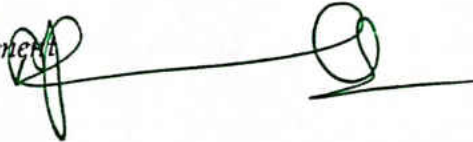

15/07/2023
Ward Administrative Secretary
(Signatory with Date and Seal)
Punyapu Veedhi-21085011
SMC, Srikakulam-532001

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that Tali-thiri. Sarjana (Name of the intern)
Reg. No 2022001049080 of govt degree college (Name of the
College) underwent internship in Srikakulam (Name of the
Intern Organization) from 12/12/22 to 18/13/23.

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


15/7/2023
Authorized Signatory and Seal
Ward Administrative Secretary
Punyapu Veedhi-21085011
SMC, Srikakulam-532001

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 ~~grass~~ ^{ward} ~~ward~~ ^{Saehivalayam} organisation.
- * To develop skills in administration and tasks related to the day-to-day operation of the organisation.
- * To learn about the various government schemes and programmes important by the ~~grass~~ ^{ward} ~~ward~~ ^{Saehivalayam} for the benefit at the rural population.
- * To improve communication and interpersonal skills through interaction with villages and other stakeholders.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

A. Introduction of the organisation:-

(Q.1) ward sahelavalayam is a government initiative in the Indian state of Andhra Pradesh aimed at decentralizing government.

B. Vision, mission and values of the ward sahelavalayam

-am:-

Vision:- To Create vibrant and self-sustaining Rural Communities in Andhra Pradesh, where every Citizen has access to basic amenities opportunities.

Mission:- To provide efficient, and transparent government services to the people of Andhra Pradesh particularly those living in rural Areas.

C. Policy of ward sahelavalayam:-

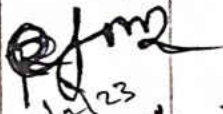
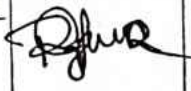
providing basic services like water, sanitation, health, education and social security to the rural population.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

- * Panchayati Raj Act - 1994 says that local govt in every village of the growth & development in inevitable manner.
- * Chief Minister of Andhra Pradesh state Y.S. Jagan Mohan Reddy started these secreted at Vijayawada the statement way.
- * generally using of technological skills and instruments mainly use just like bio-materials computer system.
- * objective of ward sevavabhyam provide services and control level schemes.

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 assigned to me	-	 15/12/23 Secretary.
Day - 2	The introduction of the Secretariat was giving by the welfare assignment.	learned about the village Secretariat	
Day - 3	The welfare assignment total about ward sahiyalam.	also learned to the T. J. M. all day different types of problems.	
Day - 4	Explain about employees roles and responsibility.	I know some type of duties about these employees.	
Day - 5	our staff members introduced with volunteers.	I am daily face and looking to wards volunteer's working.	
Day - 6	WEA said about the vision and mission of grama sahiyalam.	I learned why to organized sahiyalam.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

This week we were learning about village :Saurashtra i.e., why the Subscription system was establish and them uses.

we were also learned the benefits of the :Saurashtra to the people of the village.

The welfare Assignment was fully informed about the vision, mission and values of the ground Saurashtra why to creation for this govt to introduce in a people of :Saurashtra.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The WEA officers explain the organisms structure of the sahi valayam.	I can talk about same knowledge - edge.	N. Jayanthi
Day -2	Explained the future plans of green world sahi valayam.	We know the future plans of the sahi valayam.	N. Jayanthi
Day -3	About old age pension window pension has been deeply explained.	We are analysis and the important document is required.	N. Jayanthi
Day -4	Deeply explained about disable pension and single woman pension.	We are analysis what types of documents are required.	N. Jayanthi
Day -5	Explained about traditional cobblers pension of weaver pension.	We learned the required documents and eligibilities.	N. Jayanthi
Day -6	Explained about day fisherman pension.	We learned the required document and eligibility information.	N. Jayanthi

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The organisation structure and future plans of the village secretariat were discussed in detail. This week also total about 450 pension holders have many types, regularized document - ments and eligibility.

Eligibility required documents - for old pension, widow pension, visible pension single women pension, traditional rubberer pension, weaver, pension, today tappers pension and fisherman pension are given at the end.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The Mahila police in Sachivalayam she is inculcate her duties.	Sam-fall-plans and learned outcome infor-mation.	Isdivya
Day - 2	The Mahila police officer taught sexual harassment in a society.	how to handle and how to build these types of harassment.	Isdivya
Day - 3	The Mahila police officer inculcate Angamward service.	what are the corruption Anga-ganadi service.	Isdivya
Day - 4	The Mahila police officer told about some important social and health numbers.	Anyawid and Gov mind case, issue how to inform higher officers.	Isdivya
Day - 5	The VRO sir explained local govt and main aim.	Sanctavientone of the local govt that particularly use and good.	Isdivya
Day - 6	also VRO told. Today we are going to field work you. Janash karyas.	which numbers are eligible and not eligible for govt schemes.	Isdivya

WEEKLY REPORT

WEEK - 3 (From Dt. 26/12/22 to Dt. 31/01/23)

Objective of the Activity Done:

Detailed Report:

The duties of woman police officer:-

- ① Immediate reporting officer: station house officer.
- ② working co-ordination with dept: Home, women's, child welfare, crime department & municipal.
- ③ functions:- law & order, activities against women and weakeners and Awareness programmes.
- ④ Respected and respected - Anganwadi Teachers were without colour and prejudice and pregnancy women.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The wcthaireast is explaining about his responsibility and duties of in secretariat,	I can learned his great and responsibilities Secretariat,	sidinger
Day - 2	The wctha is said by the govt conducting to important schemes.	I have written in my class notes.	sidinger
Day - 3	we are help to any secretariat same important duties like election work.	we can do confidently there works.	sidinger
Day - 4	the secretariat staff as like wctha, VRE, who talking about future plans to students.	we have learned how to maintain and set of secure life,	sidinger
Day - 5	the village remaine a thicw explained about the boundary lose such a issue,	the society in the people now intimate with VRO.	VRO
Day - 6	the VRO sir was explaining take charge unclained property and sent to the police station.	I can learned same and product - on govt proper - tie,	VRO

ACTIVITY LOG FOR THE FOUR YEARS

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day = 1	The Mr. Hameed is explaining about his responsibility and duties of in secretariat.	I can learned his great and responsibilities secretariat.	Shahjahan
Day = 2	The area is ruled by the govt controlling the important schemes.	I have written in my class notes.	Shahjahan
Day = 3	We are happy to any secretariat some important duties like election work.	We can learn confidently more works.	Shahjahan
Day = 4	My secretariat skill as like we are VRE reporting about future plans to students.	We have learned how to maintain and set up secure life.	Shahjahan
Day = 5	The village remains a happy explained about the beautiful rose saha issue.	The society in the people now to intimate with VRO.	Shahjahan VRO
Day = 6	The VRO is explaining taking charge and related property and sent to the police station.	I can learned same and protect for govt proper tie.	Shahjahan VRO.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

* Generating awareness among the public in the village about the schemes means for the weaker section of the society.

* Ensuring that all eligible students of weaker section of the village get the scholarships and colleges till they complete intermediate.

* Providing feedback to higher authority on the status of implementation of social schemes.

* Conduct property to the higher officers irrespective of measure and keep Government attached property in safe custody.

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.	A. Suresh
Day - 2	Ther madam was telling about child health.	I can learned the ANM madam has given precaution for pregnancy -	A. Suresh
Day - 3	ANM madam explain about social servi - ccs. with awareness programme.	I can learned some social servi - ces dentists, physiotherapy.	A. Suresh
Day - 4	she is teaching about health education in 'Santawant'.	how to protect our body healthy fully.	A. Suresh
Day - 5	Today is class about nutrition.	how many types of food habits can takes.	A. Suresh Ann
Day - 6	The today of the class about common - cable disease.	I can learned some type of diseases, chicken unear, influenza	A. Suresh Ann.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

She should work under the administrative, Control of medical officers PHC and guidance of the female health supervisor.

* It would stay at her official head quarters and available for all materials, care & service.

* Should be prepare a planning at her allocated area and population of people data was collected.

Social awareness programmes:-

Cancer, Diabetes, HIV, AIDS, heart attack, with crps, health food, Health education:-

Participated in the local Mahila meeting, spread the message on female age at marriage, co-educational programmes. Carrying these are Anganwadi workers.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Pongal Holidays (Kannuma).	-	-
Day -2	Explained about Jagdamma vidya Kannurda	I learned to this scheme students are going to govt schools.	T. Kannurda
Day -3	He said about the YSR cheyetha Scheme.	I learned that women are earning their own business because of this scheme.	T. Kannurda
Day -4	He said about the YSR Vahana mitra Scheme	I learned this scheme is known to receive assistance to drive.	T. Kannurda
Day -5	We went to be school and checked the food.	I came to know that nutrition food is being served in the school.	B. Deepika W.P.O.
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.	A. Suseela Ann.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Jagananna vidya kanuka :-

This scheme is launched by launched by the govt of AP to provided free school kits to students studying in govt school in the state the kits includes items such as school bags, note books, text books, shoes and uniforms.

YSR cheyutha :-

under the YSR cheyutha scheme, financial assistance is provided to women belonging to the SC, ST, BC and minority community who are age between 45 to 60 years the 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 the Reimbursement Scheme.	The purpose of this scheme is known.	T. Srinivas
Day -2	Explained about YSR vidya Devana Scheme.	It is known who is benefiting from this scheme.	T. Srinivas
Day -3	Explained about YSR Vasathi Deevana scheme	It is known who is benefiting from this scheme.	T. Srinivas
Day -4	Republic day.	-	T. Srinivas
Day -5	Explained about Mahatma Nedu pradu Scheme,	The purpose of this scheme is known.	T. Srinivas
Day -6	He said that the works of nedu scheme should be examined.	we observed the nedu-red works.	T. Srinivas

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Fee reimbursement:-

Aimed at providing financial assistance to students from Economically weaker section to their higher education under this scheme the government reimburses the tuition fee and other expenses such as - Exam fees, library fees, etc. for eligible students studying in various courses including engineering, medicine, MBA, MCA etc.

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 pabunathaku	we know about of this kind of schemes,	G. Venkiah
Day - 2	Explained about Amrabad scheme	the purpose of this scheme is known.	G. Venkiah
Day - 3	Explained about Rythu Bhavasa Scheme.	I know how much this scheme has benefited the farmers,	G. Venkiah
Day - 4	Explained about Arogya sri scheme	I came to know that this scheme provides the medical treatment	G. Venkiah
Day - 5	Explained about Housing for all.	the purpose of this scheme is known.	Shaw D.A.
Day - 6	Explained about Jayalagham scheme.	I learned that there will be no shortage of water.	Shaw D.A.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR Navaatmak is a welfare scheme the scheme comprises nine different programs 81 schemes each aimed at improving the living condition of Andhra Pradesh.

Am mavadi:-

under this scheme financial asset is provided to the mother 81 guardians of school going children to support their education the amount of asset is Rs. 15000 per annum.

Housing for all:-

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

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained about Dapper artist pension of anti - retrieval therapy (ARI) pension (PL-HLV) pension.	we learned the requirement documents and eligible for this type of pensions.	T. Sayam
Day - 2	Explaining about trans - gender pension of chronic kidney disease of unknown pension.	learned the required documents and eligibility for this type pension.	T. Sayam
Day - 3	Explains about YSR Kalyanamasthu YSR shadi-takfa.	the preparation of this scheme is known.	T. Sayam
Day - 4	Explains about mandatory validation document for registration of YSR Kalyanamasthu.	learned the required documents for this types of scheme.	T. Sayam
Day - 5	Explains about eligibility. criteria of YSR Kalyanamasthu / YSR shadi-takfa scheme.	we know who is eligible for this scheme.	T. Sayam
Day - 6	Have to tell people about the YSR Kalyanamasthu scheme.	we learned good presentation skills.	T. Sayam

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YsR Kalyanamasthu / YsR shadi bhla :-
The objective to scheme is provided financial assistance to poor families belonging to SC / ST / minorities differently abled & in educating their daughter's marriage in a dignified 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.

* Both bride and groom should have 10th class pass certificate.

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 Asst - duties.	M. Rao DA
Day - 2	How general Application forms of caste Certificate.	Learned about important and required documents.	M. Rao DA
Day - 3	The digital Asst. explained sampling station at Tirunavali - a Sanku Valayam.	There are three polling stations like 365, 364, 363.	M. Rao DA
Day - 4	We are going to field about eligibility candidates for voters En.	Sucha members are not apply for voter ID.	M. Rao DA
Day - 5	He is how to respect of beneficiaries come to sanction.	Can learn how to respect taking with candidate.	M. Rao DA
Day - 6	maha shivaratri.	-	M. Rao DA

WEEKLY REPORT

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

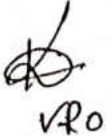
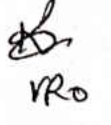
Objective of the Activity Done:

Detailed Report:

Digital Assistant duties:-

- * Delivery of service/ documents benefits to the beneficiaries.
- * Awareness and providing to the govt schemes like navaarathu.
- * He intimated as well as application process to citizen.
- * Digital services to the public effectively that were provided mandatorily by the local govt jobs like birth & death, properties valuation tax demand etc.
- * Digital Assistant said this system shall be for ensuring delivery of service on the principles of first come serve.

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 explained about his duties.	I am knowing his duties in secretariat.	 VRO.
Day - 2	The VRO sir explained about panchayat secretariat Adminstrative work.	I am knowing his Adminstrative work.	 VRO
Day - 3	The VRO sir explained about Panchayat Secretariat with Community develop.	I am knowing his community welfare work.	 VRO
Day - 4	The VRO sir said about panchayat secretariat co-ordinating duties.	I am knowing his co-ordinating duties.	 VRO
Day - 5	How to save and protect our govt properties.	I am learned with some govt properties.	 VRO
Day - 6	Any land issue to harassment for citizens.	I am learned how solved of people problems.	 VRO.

WEEKLY REPORT

WEEK - 11 (From Dt to Dt)

Objective of the Activity Done:

Detailed Report:

Village Revenue Officers (VRO):

Duties :-

- * Maintenance of village revenue record and all village revenue accounts.
- * collection of land revenue cash, grain and other sum pertaining to revenue department.
- * - Assist in (Vops - 100%) in loss - ives, inspection of survey stores.

CO - Biddimati:-

Community forest Discussion facilitate around sabhas and gram sabhas submission of DRP plan to MPDC. The VRO and panchayat secretary were ready to arrange harvestment in land & properties? intimate about.

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 of welfare education, Assistant,	Involved variously service of citizens & types of welfare schemes.	A. Rao D.A.
Day - 2	Online service. Digital service.	Knows how to apply for caste / income certificate & more services.	A. Rao D.A.
Day - 3	Definition of GPO PG if objection & over - come.	Deulment Process.	A. Rao D.A.
Day - 4	Division & Responsibility of Ann's & mohila police.	Hygiene means implementation safety of women & child.	B. Deepika Mohila - mandal.
Day - 5	Field visit by Ann - pm-jay-survey.	Implement of pm-jay scheme.	A. Rao Ann.
Day - 6	De - Brief of last 5 days Activities.	Know about types of division according delivered & going activities.	A. Rao D.A.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

GpDP - Grama panchayat developm
-ent programme.

It is a planning programme for
the development of the gram panch
-ayat.

⇒ Sanitation planning.

⇒ Road Repair planning.

⇒ street light position / Repair.

⇒ New over head tanks /
priclan 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 & safe implementation of safety of women & child	B. Singh WPO
Day -2	Division & responsibility Engineering Assistant & Panchayat secretary	Ongoing work Requirement.	APRao DA
Day -3	Field Activity :- SPQ Survey. PM - JAY Survey	Knowing well about Sustainable development - smart growth service.	APRao DA
Day -4	Field Activity :- House Hold Survey PDS Distribution.	Knowing about type of house hold & their eligibility.	APRao DA
Day -5	Online service. Digital literacy.	Know how to apply for caste / Income Certificate & more service.	APRao DA
Day -6	de - brief on last 5 days Activation.	Overall: learned more maintenance which implement to do better for the notice.	APRao DA.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the visit by Anon we visited
Sevuram hall for any health & examined
for medicine also spoke to proposed women
for any diffcultivation observed the well
& kind now of the people with the Anon.

Mo of online survey are going and
participate and acquired knowledge of
about how a system women can a
Demand of the government.

Knowing - Eligibility criteria of all
the scheme 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	Description of SCA → open beyond SCA. → closed beyond SCA.	shortest possible time for service.	Alro DA
Day - 2	Definition of GDP & its objection & overcome.	development process.	Alro DA
Day - 3	funds allocated to from punchayat.	general test for 15th finance bill managers.	Alro DA
Day - 4	House hold survey of collecting 1, 2, 3, 4, 5.	categories of household survey.	Alro DA
Day - 5	House hold survey of collecting 6, 7, 8, 9, 10.	- do -	Alro DA
Day - 6	House hold survey of collecting, 11, 12, 13, 14, 15.	- do -	Alro DA.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service level Agreement.
In gram ward panchayat there
are more than 5 sub services, each
service is having their own SLA,
for eg:-

- ① Income Certificate - 7 days.
- ② caste certificate - 30 days.
- ③ ration - 30 days.
- ④ 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 organisation. They may be responsible for answering phone calls, responding to emails and greeting visitors. So good communication skills gives a greatful success.

Facilities available and maintenance:-

- * A secretary may be responsible for managing facilities such as office equipment, supplies and meeting rooms.
- * These secretaries in high offices take a clarity to job roles and explain under these officers their many responsibilities.

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

Technical skills are specific abilities and knowledge related to a particular field of profession. They often involve the use of specialized software or equipment and are essential.

How are some example of technical skills in various fields:-

- ① Application programme → Digital Assistant.
- ② field verification → welfare Assistant.
- ③ third party verification → Admistrare staff work.
- ④ practical - Applied → VRO.
- ⑤ formal - Applied → MPDO/MRO.

And basic technical equipment in secretariat:-

- ① Biometric Division.
- ② Android smart phones.
- ③ IR TS scanners.
- ④ Face verification app.
- ⑤ Time - management and multi-tasking.
- ⑥ Computer and technical skills.
- ⑦ so can learning some technical of secretariat.

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

① Leadership skills:-

managers need to improve and motivate their teams to achieve and their goal. They learn to achieve successfully complete anything.

② Decision Making skills:-

Managers must make informed decisions quickly and efficiently. They should be able to analyze, evaluate and choose the best course of action.

③ Problem-solving skills:-

These staff members must be able to identify and solve problems quickly and efficiently. They should be able to think creatively and find innovative solutions to complex problems.

④ Goal setting:-

we are learning about, any thought
(or) goal must be to do, first observe for thing.

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.,)

Could be improve any communication skills with front of the higher officers during and working explained for so many topics, that time were are learned such a beautiful communication. these are.

- * listen actively effective communication is not just about speaking but also about listening. listening should be paying attention, asking, questions, and providing feedback.
- * these listening able to speak clearly and can stick to use appropriate body language choose words carefully.
- * I am going to find work purpose, after we are collect data, then the time learn about people way to talking.
- * How could be responsible that place improve any written communication, conversational abilities, confidence levels etc.

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

- ① Respect for others is key to successful team member with respect, regardless of their position (or) bank growth.
- ② Be - prepared:-
Before joining group discussions or team activities, it's important to come prepared.
- ③ Communication skills:-
Good communication skills are crucial for effective team participation. Clearly speak but any miswords are talking, the listeners can't observe speaker's view of tasking.
- ④ Leadership skills:-
If you are leading a team (or) activity, strong leadership skills are essential. This includes being able to,

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

I can see by future planning of Job role with technological instrument in secretariat following are below:

- ① computer system.
- ② internet connectivity.
- ③ Telephone multiple phone system, single line phone system.
- ④ internet phone system.
- ⑤ Photo copies, copying, binding, multiple packet copying.
- ⑥ Scanners (QRIS scanners).
- ⑦ printers.
- ⑧ Bio-metric Division.
- ⑨ face authenticity programme.

I will use 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: <u>Talithini Sanyana</u>	Registration No: <u>2022001049080</u>
Term of Internship: From: <u>12/12/22</u> To: <u>15/3/23</u>	
Date of Evaluation:	
Organization Name & Address: <u>Guard Sankhavalayam</u> <u>Sri Kalulam</u>	

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. Sanyana
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Tolthiri, Sanjana Registration No: 20220010 49080

Term of Internship: From: 12/12/22 To: 12/13/23

Date of Evaluation:

Organization Name & Address: - Inland Sachivalayam (Srikakulam),
Punyapu Veedhi (21085011)

Name & Address of the Supervisor R. J. Naidu, Kattora Veedhi,
with Mobile Number Srikakulam. 8583388662

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: 15/7/2023

Signature of the Supervisor
Ward Administrative Secretary
Punyapu Veedhi-21085011
SMC, Srikakulam-532001

EVALUATION

Internal & External Evaluation for Semester Internship

Objectives

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

Assessment Model

1. There shall be both internal evaluation and external evaluation.
2. The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
3. The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks.
4. 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.
5. The weightings for Internal Evaluation shall be:

a. Activity Log	10 marks
a. Internship Evaluation	30 marks
a. Oral Presentation	10 marks
6. The weightings for External Evaluation shall be:

a. Internship Evaluation	100 marks
a. Viva-Voce	50 marks
7. 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 Organisation.
8. 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

Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
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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: Talithini . Sanjana

Programme of Study: Grama Sachivalayam.

Year of Study: IIIrd Year.

Group: BEC .

Register No/H.T. No: 2022001049080

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

University: Dr. B.R Ambedkar university.

SLNo	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: Talithiri. Santana
Programme of Study: ~~Grand~~ Sachivalayam.
Year of Study: 11th Year
Group: B7C
Register No/H.T. No: 2002001049080.
Name of the College: Govt. degree Collg (men) SKM.
University: Dr. B. R Ambedhakam university,

SLNo	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



18/7/23

Signature of the Principal with Seal