

# Model Program Book



## SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION**  
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

DIPRENDRY  
BENJEEKA

(Govt degree college for(men) Srikakulam.

group :- B-SC (mpcs)

R.No. :- 2022001050003

PROGRAM BOOK FOR  
**SEMESTER INTERNSHIP**

Name of the Student: *Naruncbia Beharia.*

Name of the College: *GIOVT. DEGREE COLLEGE (M)*

Registration Number: *Q022001050003*

Period of Internship: From: *12-12-2022* To: *15-03-2023*

Name & Address of the Intern Organization *Social welfare department  
Srikakulam district.*

Dr. B. Ambedkar University

YEAR

# An Internship Report on

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(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

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Under the Faculty Guideship of

Sri R. Ravikumar

(Name of the Faculty Guide)

Department of

physics Department ( Govt degree college(men))

(Name of the College)

Submitted by:

B. Nagendra  
Govt degree college (men)

(Name of the Student)

Reg.No: 2022001050003

Department of physics

Government degree college (Men)

(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.

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## Student's Declaration

I, Narenbia Behera a student of B.Sc (mpcs) 3<sup>rd</sup> year Program, Reg. No. 2022001050003 of the Department of computer science College do hereby declare that I have completed the mandatory internship from 12-10-2022 to 18-03-2023 in Social welfare (Name of the intern organization) under the Faculty Guideship of \_\_\_\_\_ (Name of the Faculty Guide), Department of B.Sc computer science, govt degree college (men) cutt. (Name of the College)

Narenbia Behera.  
(Signature and Date)

18-03-2023

# Official Certification

This is to certify that Narundia Behora. (Name of the student) Reg. No. 202000105003 has completed his/her Internship in Social welfare (Name of the Intern Organization) on Social welfare department(SW) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of mpcs (B.Sc) in the Department of Great degree college(men). (Name of the College).

This is accepted for evaluation.



*M. Sujatha*  
20.3.2023  
Asst. Social Welfare Officer  
SRIKAKULAM  
(Signatory with Date and Seal)

Endorsements

Faculty Guide

*Kumar P.* 20/04/23

Head of the Department

Principal

# Certificate from Intern Organization

This is to certify that Narundha Behora (Name of the intern)  
Reg. No 2022001050003 of Gruvt deguru college(men) (Name of the  
College) underwent internship in Social welfare (Name of the  
Intern Organization) from 12-12-2022 to 18-03-2023

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



*m. Sujatha*  
20/3/2023  
Asst. Social Welfare Officer  
SKIKAKULAM  
Authorized Signatory with Date and Seal

*Bkt*  
20/3/23

## Acknowledgements

This social welfare department report is the result of an end of a year of long term internship. It would not have been possible without the participation assistance of numerous brave and courageous people along the way. Thus I have to thank them all.

First and foremost I would like to give special gratitude to my parents who give me every opportunity to keep my step a head. I am indebted to my college teacher and the principal for their vision encouragement and showing contagious interest in the internship.

I extended my gratitude to my classmates and other friends especially to our group members with whom I shared my work days and together we sort out academic and social problems.

Special thanks must be given to social welfare department teacher and my friends and collector office are employ member are Srikrishna for their feed-back, love and support with I achieved skills and developments.

last and most importantly I would like all those who made this report possible and become a reality with their kind assistance. Thank you---.

## Contents

The internship programme aims to provide our student the opportunity to consolidate through practical experience. It provided a direct learning experience to the intern on various stages of including teaching the subject of social welfare department.

Social welfare department is designed to lead to the development of social skills, Jagannatha veda devara, schemes, Vasthaklevara and also that Govt provided all schemes of the superiority of perspectives, professional capacities, teachers dispositions, sensibilities, and skills, of social employ shall be equipped to cater to the diverse needs of learners in social welfare department.

I am degree third year B.Sc (mpcs) Graduate of Govt degree college (men) Srikakulam, our college and other college students the B.Sc and other group 3rd year students for internship in different department. I have been sent to mpp school, college, author department our work internship. And so that Social welfare department three months it commenced from twelve-december-2023 to fifteen-march-2023 so that daily come to welfare department learned.

## 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.

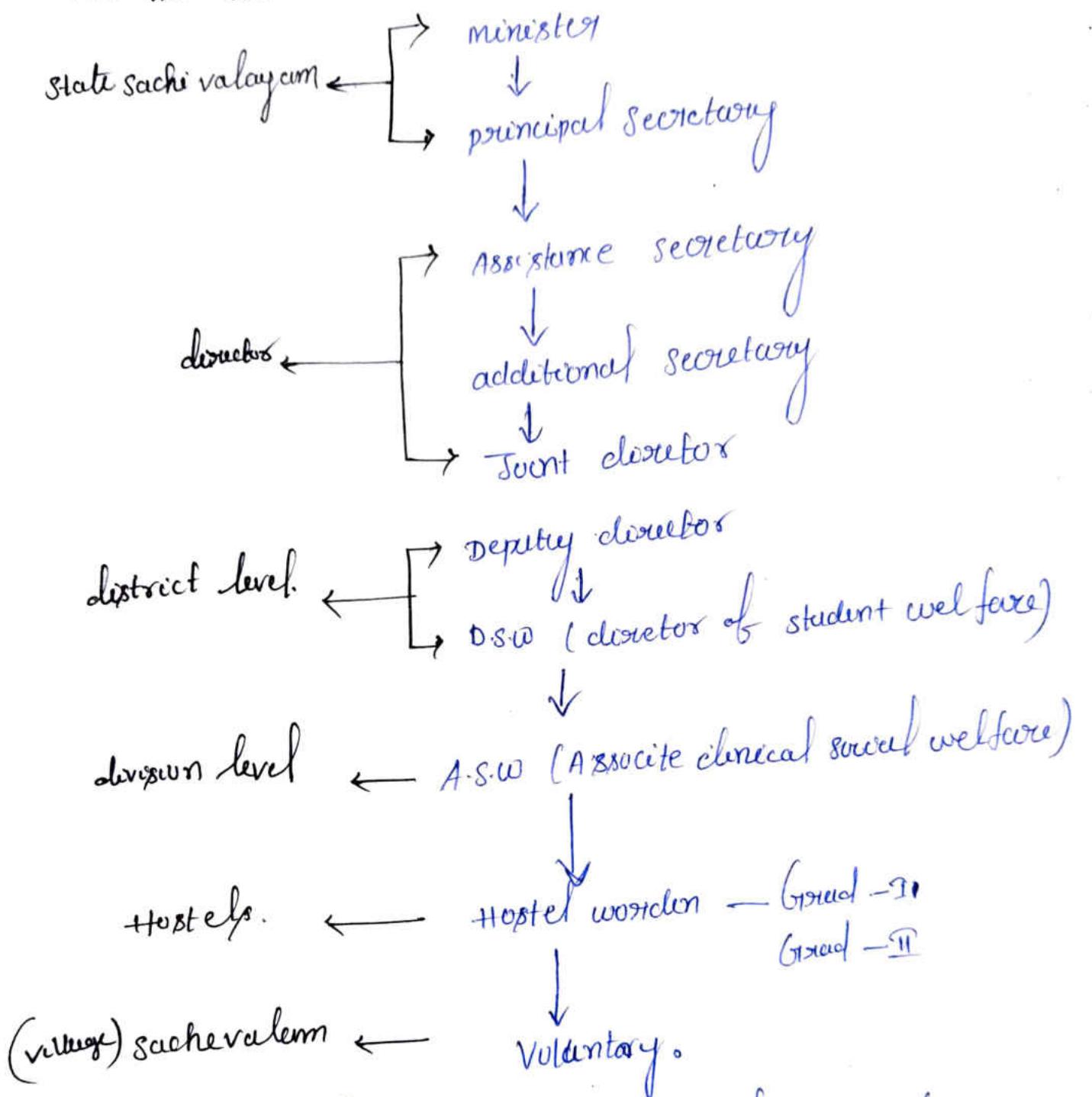
### Department overview:-

The social welfare department is dedicated to the integrated and overall development of scheduled castes and the implementation of the schedule caste sub plan. According to the 2011 census, the scheduled castes population in the state is 84,69,278 which accounts for 17.08% of the state's population.

### Goals and objectives:-

The main objectives of the social welfare department are educational advancement, socio-economic development, welfare and protection of scheduled castes and implementation of programs of social security like homes for orphan children, Rehabilitation of Jangas bonded labourers and scavengers. The set objective are being achieved by this department through different wings.

## ORGanisational chart:-



- Implementation of schemes for backward classes for their uplift
- possible attempts for equality in the society for all peoples
- utilization of budget and plans for backward class uplift
- regular monitoring of progress state of backward class and others.

## 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.

minister for social welfare & empowerment and tribal  
 welfare & empowerment  
Principal secretary to Government  
commissioner / director

|                             |    |                          |    |
|-----------------------------|----|--------------------------|----|
| additional director         | 1  | Accounts officers        | 1  |
| Joint director              | 4  | Asst. Accounts officers  | 1  |
| deputy director             | 2  | Junior Accounts officers | 5  |
| Assistant director          | 2  | Senior Accountants       | 8  |
| Research officer            | 1  | Junior Accountants       | 3  |
| Deputy statistical officer  | 3  | Typists                  | 2  |
| Assistant Editor            | 1  | librarian                | 1  |
| Superintendents             | 9  | Record assistants        | 2  |
| Special category staff      | 1  | Office Subordinates      | 15 |
| Senior Assistant            | 18 | Room Operator            | 1  |
| Senior Stenographer         | 2  | Drivers (LVD)            | 3  |
| Asst. Statistical officer   | 3  | Shrubb                   | 1  |
| publicity & culture officer | 1  |                          |    |
| publicity assistant         | 1  |                          |    |
| Research investigator       | 1  |                          |    |

collector and district magistrate  
Joint Directors / deputy directors.

micro level structure

|                                  |     |                               |      |
|----------------------------------|-----|-------------------------------|------|
| D. S.W.O.S                       | 13  | senior accountants            | 13   |
| superintendents                  | 35  | Asst. social welfare officers | 104  |
| senior assistance                | 75  |                               |      |
| dy. Tahsildars                   | 8   | H.W.O.S - G.I.A-L             | 203  |
| Surveyors                        | 5   | H.W.O.S - G.I.A-II            | 1477 |
| U.D Revenue inspectors           | 1   | Cooks                         | 2507 |
| Junior assistance                | 57  | Kamatias                      | 1509 |
| Record assistance                | 15  | watchman                      | 1579 |
| affice subordinates              | 100 | watchmen - cum - helpers      | 73   |
| Drivers                          | 15  |                               |      |
| statistical assistance           | 3   |                               |      |
| Assistant statistical officers   | 12  |                               |      |
| Typest / Assessments             | 46  |                               |      |
| Junior Ass. cum Typist<br>in o/o | 101 |                               |      |

JOINT collector (welfare protection)

micro level structure.

|                                                       |    |
|-------------------------------------------------------|----|
| Joint collectors Guntur Krishna and Prakasam district | 3  |
| superintendents                                       | 6  |
| personal staff to J.Cs (cum clerks)                   | 3  |
| Drivers                                               | 3  |
| affice subordinates                                   | 6  |
| Sr. Steno                                             | 3. |

## 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.

Government of Andhra Pradesh  
Jugananna Vidhya Deevena.  
3rd quarter releases.

30-11-2021 AT 11.00 AM.

(Sanction of RTF (Reimbursement of Tuition fee) to mother account)

Jugananna Vasathi and vidya deevena is the scheme aimed at sanction of post metric scholarships to students pursuing ITI, polytechnic, degree, PG and other professional course.

Eligibility for the scheme (JVD):—

↳ All SC, ST, BC, Kapu minority and disabled students whose parental annual income is up to RS. 2.50 lakh and studying in recognized Government, Aided private college with 75% attendance in college. This scheme is applicable to every eligible child in the family i.e it is not limited to a single child.

2. Vasathi cleverence is meant for sanction of MTF (maintenance) and following are the rates of MTF course-wise.

a) ITI .... RS. 10,000

b) poly technic .... RS. 15,000

c) degree, pbt and

all other course .... RS. 20,000

above amounts will be paid in two instalments to mother's bank account.

3. vidya cleverence is meant for sanction of RTF (reimbursement of tuition fee) Tuition fee as fixed by the competent Authority will be credited to the student's mother account.

## ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity                     | Learning Outcome                                      | Person In-Charge Signature                                                           |
|------------|-------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------|
| Day - 1    | Jagananna Vidya Deevena scheme → vidya deevena Introduction | I learned Jagan-na Vidya deevena Scheme.              |                                                                                      |
| Day - 2    | Jagananna Vidya deevena college level.<br>(JVD) details.    | I learned J.V.D college level and the process.        |                                                                                      |
| Day - 3    | J.V.D<br>Secretary level.                                   | I learned vidya deevena Secretary level               |  |
| Day - 4    | vidya deeven<br>university level                            | I learned vidya deeven university level               |                                                                                      |
| Day - 5    | welfare education assont<br>(district officer)              | I learned welfare education assont (district officer) |                                                                                      |
| Day - 6    | student and mother role.                                    | I visited of and learned role.                        |                                                                                      |

## WEEKLY REPORT

WEEK - 1 (From Dt. 12/12/2022 to Dt. 17/12/2022)

### Objective of the Activity Done:

#### Detailed Report:

Andhra Pradesh "Jagannatha Vidya Deevena" Scheme  
Jagannatha Vidya Deevena Scheme is the flagship scheme  
of Andhra Pradesh Government. The main aim behind  
launching this to encourage students to pursue higher  
studies without fearing the fees of the course.

Andhra Pradesh Department of Social Welfare is the  
nodal department of this Jagannatha Vidya Deevena Scheme.  
Benefits of Scheme:- → complete reimbursement of the  
course fees.

→ Tuition fees, Special fees, Exam fees, any other fees

Eligibility:- student should be a resident of Andhra  
Pradesh.

→ family income should not be more than ₹ 2.50 Lakhs.

→ student should be belong to any of the below mentioned category

category

• Schedule Caste

• Schedule Tribe

• Economically Backward class. / Backward class.

Ineligibility:- student having four wheelers on their house

• if student's family own a property having more than  
1500 square feet of built up area.

Eligible courses:- The courses are eligible under Andhra-  
Pradesh Jagannatha Vidya Deevena Scheme.

## ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity                                      | Learning Outcome                                                              | Person In-Charge Signature |
|------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------|
| Day - 1    | "Vasathi deevena"<br>Introduction of vasathi deevena scheme.                 | I learned by the vasathi deevena of schungs.                                  |                            |
| Day - 2    | College level are vasathi deevena Scheme.                                    | I learned college level are vasathi deevena scheme.                           |                            |
| Day - 3    | Secretary level of vasathi deevena scheme.                                   | I learned Secretary level of vasathi deevena scheme.                          |                            |
| Day - 4    | University are process vasathi deevena scheme.                               | I learned university are Vasathi deevena Scheme.                              |                            |
| Day - 5    | welfare education assistant (district officer) level vasathi deevena scheme. | I learned welfare education assistant district officer level Vasathi deevena. |                            |
| Day - 6    | student and mother of siule.                                                 | I visited and learned the student and mother siule.                           |                            |

## WEEKLY REPORT

WEEK - 2 (From Dt. 19-12-2022 to Dt. 24-12-2022)

### Objective of the Activity Done:

#### Detailed Report:

#### \* Vasathi deevena schemes.\*

under Jayanamma Vasathi deevena, the government provides for the hostel and mess charges of RPL student.

Industrial Training Institute course (ITI) student will receive Rs. 10,000 every year, polytechnic students get Rs 15,000 and degree students get Rs. 20,000 as fee reimbursement.

full fee reimbursement is provided for sc/st student irrespective of course.

**Eligibility:** — The student pursuing the following course are eligible. "•polytechnic • ITI • degree • pG/pH.D."

- The student must be enrolled in the following institution.
  - Government of Government Aided.
  - private college affiliated to state universities / boards.
  - The family annual income should be less than 2.5 lakh per annum.
- Beneficiaries should only have the arable land below 10 acres / agricultural land below 25 acres / or wetland and agricultural under 25 acres.
- The beneficiaries should not own any four-wheelers (car, taxi-etc)
- Government employees are not eligible for the scheme.

### ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity                          | Learning Outcome                                               | Person In-Charge Signature |
|------------|------------------------------------------------------------------|----------------------------------------------------------------|----------------------------|
| Day - 1    | "pre-matric Hostels" department hostel of introduction of Hostel | I learned pre-matric hostels and learnt system of pre-matric   | ✓                          |
| Day - 2    | pre-matric hostels visit.                                        | I learned pre-matric hostels visit                             |                            |
| Day - 3    | pre-matric hostel observation of diet.                           | I learned pre-matric hostel observation of diet.               | ✓                          |
| Day - 4    | pre-matric hostel of student activity on Hostel.                 | I learned pre-matric hostel of student activity on Hostel.     | ✓                          |
| Day - 5    | ft-w.o) observation and responsibility of pre-matric hostels.    | I learned of pre-matric Hostel observation and responsibility. |                            |
| Day - 6    | staying in Hostel.<br>pre-matric Hostel.                         | I visit and learn staying in Hostel.                           |                            |

## WEEKLY REPORT

WEEK - 3 (From Dt. 26/11/2022 to Dt. 31-12-2022)

**Objective of the Activity Done:**

**Detailed Report: "PRE-MATRIC HOSTELS"**

pre-matric girls / boys hostels are being opened and maintained to encourage student from backward classes to continue their primary and secondary education. The backward classes welfare department has 130 pre-matric hostels (101 boys and 29 girls) in these 54060 boys and 15896 girls students with total of 69956 student are enrolled.

The following facilities are offered in pre-matric Hostel:-

- providing food each student for a period of 10 month at cost of Rs. 1500/- and free accommodation.
- distribution of text books and stationary per year at a cost of 200/- per student.
- student annual family income limit has been fixed at Rs. 1.00 lakh for category I and SC/ST student and Rs. 1.500/- for category - 2A, 12B, 3A, and 3B student.
- Rs. 1000/- per month for each student hostels for cleaning the & lockers for 10 months.
- Those part-time teachers are provided with honorarium of Rs. 2000/- per month to each high subject.
- students will be selected for admission as per the following reservation ratio.

## ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity                        | Learning Outcome                                          | Person In-Charge Signature |
|------------|----------------------------------------------------------------|-----------------------------------------------------------|----------------------------|
| Day - 1    | "POST- MATRIC HOSTELS." introduction of Hostel of post-matric. | I learned to post-matric hostels.                         |                            |
| Day - 2    | post-matric hostels are visit.                                 | I learned to post-matric hostels are visit how they uses. |                            |
| Day - 3    | post-matric hostels are observation of diet                    | I learned to and look observation of diet.                |                            |
| Day - 4    | student activity on Hostel of post-matric hostels.             | I learned to activity on Hostels are student.             |                            |
| Day - 5    | (H.W.O) overation and responsibility of post-matric Hostel.    | I learned to the responsibility of (H.W.O) of post-matric |                            |
| Day - 6    | Stayng in Hostel. of post-matric. Hostel                       | I visit and learned to stayng in hostels.                 |                            |

## WEEKLY REPORT

WEEK - 4 (From Dt. 21.12.2023 to Dt. 7.1.2024)

**Objective of the Activity Done:**

**Detailed Report: "POST - MATRIC HOSTELS"**

post matric scholarship scheme is a centrally sponsored scheme and it implemented through state governments and UT administrations. The scheme provides financial assistance to the scheduled caste students studying at post matriculation of post - Secondary stage to enable them to complete their education. These scholarship are available for studies in India only and are awarded by the government of the state / union Territory.

There are other schemes for SC student as well.

Eligibility: — Scholarship will be paid to the students whose parents/guardians income from all sources does not exceed Rs. 2,50,000/- per annum.

These Scholarships will be given for the study of an recognized post-matriculation or post - secondary course pursued in recognized institution with exceptions.

for backward classes students pursuing course after matric such PUC, Degree, masters degree, BE, MBBS, Diploma, vocational etc.

## ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity                        | Learning Outcome                                             | Person In-Charge Signature |
|------------|----------------------------------------------------------------|--------------------------------------------------------------|----------------------------|
| Day - 1    | Residency school<br>Residency school introduction              | I learned Residene School and good study .                   |                            |
| Day - 2    | Residency school visit.                                        | I learned Residene School visit                              |                            |
| Day - 3    | Residency school observation of diet                           | I learned Residene school observation as diet                |                            |
| Day - 4    | Residency school student activity on school.                   | I learned to the school student activity on school           |                            |
| Day - 5    | Two of the observation and responsibility of residency school. | I learned to the observation and responsibility of know how. |                            |
| Day - 6    | Starting of the study and schools of the Residene.             | I visit and learned more the student.                        |                            |

## WEEKLY REPORT

WEEK - 5 (From Dt. 16-1-2023 to Dt. 21-1-23)

**Objective of the Activity Done:**

**Detailed Report:**

Residency School.

The Superintendent of a school administrative unit is responsible for certifying the residency of students to the state department of education. The superintendent does this biannually until (SAU's) October 1<sup>st</sup> EPS deposit certification.

State Statues (20-A MRESA Section 5202) indicates that a student is entitled to attend school on the municipality where the student's parent (or legal guardian) lives, unless the student is 18 or an emancipated minor.

- parent tax bill or rent receipt
- current vehicle registration

"Boarding school are schools where students can complete their education as well as acquire training for a plethora of extracurricular activity while staying away from parents or guardians. Such school teach children to be independent from an early age.

These schools train students to be disciplined, well-mannered and become responsible citizens of the world in the future." ....

## ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity           | Learning Outcome                           | Person In-Charge Signature |
|------------|---------------------------------------------------|--------------------------------------------|----------------------------|
| Day - 1    | best available school.<br>Introduction of school. | I learned to the school.                   | J                          |
| Day - 2    | School Importance of the school                   | I learned to the importance of School      |                            |
| Day - 3    | School visit                                      | I learned to the second school visit       | SA                         |
| Day - 4    | local survey indity for the sc students.          | I learned to be the indity for sc student. |                            |
| Day - 5    | observation of best available of school.          | I learned to the best available of school. |                            |
| Day - 6    | School outcome.                                   | most uses and I learned to the student.    |                            |

## WEEKLY REPORT

WEEK - 6 (From Dt 23-01-23 to Dt 28-01-2023)

**Objective of the Activity Done:**

**Detailed Report:** "best available School."

It helps SC students get education in top school, say court fit.

North Andhra Pradesh Karites Forum founder president Pandranki Venkata Ramam has urged all school management to continue the best available school scheme to benefit students of the scheduled castes.

In a press release he said that the A.P. high court had also recently given a favourable judgement for continuation of the scheme which would help nearly 4000 students to have education in corporate schools across the state. The scheme is a boon for meritorious SC student to get admissions in reputed schools in towns and village. However, many schools discouraged admission on the pretext of delay in receiving fee from the government. We have suggested the government to direct all school management to continue the scheme for existing student and ensure new admission said Mr. Ramam.

And also that the most power of the steady student life.

**ACTIVITY LOG FOR THE SEVEN WEEK**

| <b>Day &amp; Date</b> | <b>Brief description of the daily activity</b>               | <b>Learning Outcome</b>                                          | <b>Person In-Charge Signature</b> |
|-----------------------|--------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------|
| Day - 1               | co-operative college introduction of the cooperative college | I learned to the cooperative college                             | 9                                 |
| Day - 2               | college importance and the college position                  | I learned to be college important                                |                                   |
| Day - 3               | cooperative college visit                                    | I learned to the college visit                                   | SA                                |
| Day - 4               | draw back of college of cooperative college                  | I learned to be the draw back of college of cooperative college. |                                   |
| Day - 5               | sustion of cooperative college                               | I learned to be sustion of college                               |                                   |
| Day - 6               | cooperative college are outcome.                             | I learned to the people study and hard work.                     |                                   |

## WEEKLY REPORT

WEEK - 7 (From Dt 30.1.23 to Dt 4.2.23)

**Objective of the Activity Done:**

**Detailed Report:** "co-operative college"

co-operative college is a British educational charity dedicated to the promotion of co-operative values, ideas and principles within co-operatives communities and society.

Schools and young people:— The college following the steps of Robert Owen considers education as an underpinning element and involved in projects that reach school and young people in different fields.

In partnership with the "co-operative group" the college is developing a network of schools specialised in business and enterprise.

In the UK the college is developing two models to run school as co-operative the co-operative trust schools are that are set up like co-operatives.

Besides this the co-operative college also has its young co-operative programme which any school can become involved with. This programme encourage pupils to create their own co-operative business.

## ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date | Brief description of the daily activity                                                 | Learning Outcome                                                      | Person In-Charge Signature |
|------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------|
| Day - 1    | Hazardous undleared occupations – Introduction<br>Government provided dormitory hostel. | I learned to be Hazardous undleared occupations.                      | J                          |
| Day - 2    | Scheme importance & responsibility .                                                    | I learned to be the Scheme importance & responsibility                | J                          |
| Day - 3    | Survey of identifying the undleared occupation point                                    | I learned to the Survey of identifying the undleared occupation point | J                          |
| Day - 4    | Benefits of schemes.                                                                    | I learned to the Benefit of schemes.                                  |                            |
| Day - 5    | Suggestion of schemes/<br>Better implementation                                         | I learned to be the Suggestion of schemes<br>Better implementation    |                            |
| Day -6     | out comes .                                                                             | every thing is better<br>and best of the out come.                    |                            |

## WEEKLY REPORT

WEEK - 8 (From Dt. 13-02-23 to Dt. 18-02-23)

**Objective of the Activity Done:**

**Detailed Report:**

"Hazardous occupations"

Background :- the most deprived sections have been working in some unsanitary cleaning occupations for egs. The aim of this scheme is to provide financial assistance to such children to study in school.

Eligibility:- Irrespective of religion caste, child, one of the following are eligible for the scholarships from class 1 to 10

a) manual scavenger specified under the manual scavenger occupation prohibition Act, 2013

b) tannery players.

c) rug - pickers.

d) person in unsanitary scavenger occupation specified under the manual scavenger occupation, prohibition Act 2013

| The class | Bachar student                   | Huri student                       |
|-----------|----------------------------------|------------------------------------|
| 1 to 10th | ₹25/- per month<br>for 10 months | ₹5 - ₹10 / per<br>month (10 month) |

## ACTIVITY LOG FOR THE NINETH WEEK

| Day & Date | Brief description of the daily activity                           | Learning Outcome                                                                  | Person In-Charge Signature |
|------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------|
| Day - 1    | overseas education introduction                                   | I learned to be overseas education                                                |                            |
| Day - 2    | Importance of schemes                                             | I learned to be importance of scheme                                              |                            |
| Day - 3    | participate promote Videshi vidhyanidhi on urban and rural level. | I learned to the participate promote Videshi vidhyanidhi in urban and rural level |                            |
| Day - 4    | observation of state level functioning of scheme.                 | I learned to the observation of state level functioning of scheme.                |                            |
| Day - 5    | observation of district level functioning of scheme.              | I learned to the observation of district level functioning of scheme.             |                            |
| Day - 6    | suggestion of scheme/ better implementation.                      | I learned to be the Better implementation suggestion of scheme                    |                            |

## WEEKLY REPORT

WEEK - 9 (From Dt RA. 2-23 to Dt 25-2-23)

### Objective of the Activity Done:

#### Detailed Report:

#### "OVCdays education scheme"

The government is implementing this scheme with the aim of providing a golden future to SC, ST, BC, EBC, minority category students from poor family by pursuing higher studies abroad. Student whose annual income is below 6. lakh are eligible for this scheme government assistance post degree abroad and engineering, medicine, P.H.D, p.G. Government financial assistance of 15 lakh to SC/ST, minority students and Rs 10 lakh to others for pursuing higher education like diploma. They are organized into countries only for medicine course in Philippines, Kazakhstan (China) including USA, Great Britain, Australia, Canada, Singapore, Germany, New Zealand, Sweden. This scheme is applicable for studying course including in universities and one way air fare and visa fees is paid to the student. A loan of 5 lakh rupees is available through nationalized banks at a fixed rate of interest apply for this scheme one - express unblock.

The applied students will be interviewed and selected by the state level selection committee.

## ACTIVITY LOG FOR THE TENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                                     | Person In-Charge Signature |
|------------|-----------------------------------------|------------------------------------------------------|----------------------------|
| Day - 1    | Study circles of Introduction           | I learned to be study circles of Introduction        |                            |
| Day - 2    | Importance of schemes                   | I learned to be Importance of schemes.               |                            |
| Day - 3    | Benefits of schemes.                    | I learned to be Benefits of Schemes.                 |                            |
| Day - 4    | participate to promotion this scheme.   | I learned to be participate to promotion this scheme |                            |
| Day - 5    | Suggestions of scheme                   | I learned to be suggestion of scheme.                |                            |
| Day - 6    | out comes                               | I visit to and the learn to be a scheme of out come. |                            |

## WEEKLY REPORT

WEEK - 10 (From Dt. 27-02-23 to Dt. 4-03-23)

**Objective of the Activity Done:**

**Detailed Report:**

"Study circles"

In Andhra Pradesh a study circles has been set up one for each district for the youth of backward class to get jobs through competitive examinations. In Ambedkar study circle will be established on every district for scheduled castes along soon. presently those are Ambedkar study circle in Hyderabad, Vijaywada, and Tumkur. There are special study circle to minorities in Vishakhapatnam, Guntur and Kurnool. youth training centers are being organised for scheduled tribes purpose unemployed youth get training through study circle and thereby participate in competitive exams. Getting jobs opportunities application procedure A.P.P.S.C apply for competitive exams like group services - bring railways and supply the study circle of the respective district with these hall tickets. financial benefit from coaching is provided to 3 months. also giving salarif for purchase of books will happen. and also their 75% reservation of sc.st caste.

## ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date | Brief description of the daily activity                 | Learning Outcome                                                     | Person In-Charge Signature |
|------------|---------------------------------------------------------|----------------------------------------------------------------------|----------------------------|
| Day - 1    | Jagreeran Jyothi Scheme.<br>Introduction of the scheme. | I learned to the Jagreeran Jyothi scheme.                            | ?                          |
| Day - 2    | Important of the Jagreeran Jyothi scheme                | I learned to the important of the scheme.                            | ?                          |
| Day - 3    | participate to promote this Jagreeran Jyothi scheme.    | I learned to be participate to promote this Jagreeran Jyothi scheme. | ✓                          |
| Day - 4    | Suggeation of the Jagreeran Jyothi scheme.              | I learned to be Sugesation of the Jagreeran Jyothi scheme            | ✓                          |
| Day - 5    | Better Implement of the Jagreeran Jyothi scheme.        | I learned to the Better Implement of scheme.                         | ✓                          |
| Day - 6    | out come.                                               | I went to be the schemes and the learned.                            | ✓                          |

## WEEKLY REPORT

WEEK - 11 (From Dt. 6-3-23 to Dt. 11-3-23)

### Objective of the Activity Done:

#### Detailed Report:

"Jagjivan Jyothi scheme."

The government allocated ₹ 148.65 crore for jagjivan Jyothi scheme in the state and supplying 75 units of free power to the families in SCST colonies. during Jagjevan Ram's in th Jayanthi celebration at the five roads Junction here. Mr. Krishnamoorthy said the assistance under the Ambedkar oversees Education scheme had been enhanced from ₹ 10 lakh to ₹ 15 lakh. Jagjevan Ram Smrithi vanam would be built at Amaravathi with his statue with an outlay of ₹ 10 crore he added.

An SC study centre had been proposed at Amaravathi. A proposal to give to more LED bulbs to SC families was under consideration he said.

Jeevan Jyothi Bima Yojana is available to people between 18 and 50 years of age with bank accounts. it has an annual premium of ₹ 436 (The GST) is exempted on premium under Jeevan Jyothi Bima Yojana, so that the most better of the people are the most usage of the people.

## ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date | Brief description of the daily activity                                             | Learning Outcome                                                               | Person In-Charge Signature |
|------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------|
| Day -1     | department of social welfare<br>— social Justice — law<br>introduction              | I learned to be<br>department of social<br>welfare — social<br>Justice — law.  | 7                          |
| Day -2     | department of the person<br>of the important.                                       | I learned to be<br>department of the<br>person of the<br>important             |                            |
| Day -3     | Important of the scheme<br>participants of the promote<br>industry the sc, wel fare | I learned to be<br>participation of the<br>promote industry the<br>sc wel fare | SA                         |
| Day -4     | Scheduled caste / scheduled<br>tribes — commission.                                 | I learned to be<br>Scheduled caste /<br>scheduled tribes —<br>commission       |                            |
| Day -5     | Boarded labour preventing<br>actuny.                                                | I learned to be<br>Boarded labour<br>preventing actuny                         |                            |
| Day -6     | out come.                                                                           | I visit to the<br>social Justice law<br>of out come.                           |                            |

## WEEKLY REPORT

WEEK - 12 (From Dt. 13-03-23 to Dt. 15-3-23)

### Objective of the Activity Done:

#### Detailed Report:

Department of social welfare - Social Justice Laws  
ST caste members is punishable under the SC/ST Rape protection  
Act 1989 passed by the parliament of India. The such rape  
victims SC/ST will be provided some cash compensation  
(Rs. 8500/- to 8,25,000/-) along with other facilities.  
The prevention of devadasi/Jagini system Act 1988.

This devadasi/Jagini/matamma system is a social evil has arisen  
due to the illiteracy, naivety and insecurities of the  
poor people. For the good of their family or village, a female  
child is offered the village duty. From then on the girl  
is considered.

This act was made in the year 2013 in place of the earlier  
laws on the same subject by the Government of India to  
provide a dignified life to the sanitation workers in the  
country and to protect them unemployment work being  
done to them.

Abolition of employment Act 1976 land lords and in  
return all or some for one of their family members are  
loaned to them by the landlord until he uses it  
for his desired work.

## ACTIVITY LOG FOR THE THIRTEENTH WEEK

| Day & Date | Brief description of the daily activity                                    | Learning Outcome                                            | Person In-Charge Signature |
|------------|----------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------|
| Day - 1    | YSR pension kanuka<br>Introduction of the pension                          | I learned to be YSR pension kanuka introduction pension     |                            |
| Day - 2    | Importance of the pension kanuka / Important scheme.                       | I learned to be Importance of the pension                   |                            |
| Day - 3    | pracapate of the promote, Indity sc welfare/mol that benefices person      | I learned to be pracapate of the promote Indity sc welfare. |                            |
| Day - 4    | capabilite person of the Insurance / pension shems for Traditional Trainer | I learned to be capabilite person of the Insurance .        |                            |
| Day - 5    | practipate to promote the schemes.                                         | I learned to be practipate to promote The schemes           |                            |
| Day - 6    | out come.                                                                  | I visd to outcome of the pension of the learned to .        |                            |

## WEEKLY REPORT

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

**Objective of the Activity Done:**

**Detailed Report:**

"pension scheme for drum artist"

To provide financial support to drum artists of scheduled castes and promote the art of drumming qualification.

- 1) caste - scheduled caste
- 2) drumming (drum artist)
- 3) age - 50 years there should be a higher school.
- 4) financial status : must have white ration card.
- 5) other : should not have any other pension caste certificate should household certificate issued by your service self certificate of drum artist - ssc certificate for age inadhar for age verification white ration card adhar card choice caste scheduled caste, occupation , traditional turner age > 50 years there should be higher school , financial status must have white ration card other should higher school financial status . must have white ration card other : should not have any other pension the concerned gram panchayat secretary on case of urban , area, the collector after verifying that the details submitted by the applicants are correct , the reports are correct.

## ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date | Brief description of the daily activity                        | Learning Outcome                                               | Person In-Charge Signature |
|------------|----------------------------------------------------------------|----------------------------------------------------------------|----------------------------|
| Day - 1    | appotamy Authority welfare education of Assistant introduction | I learned to be education of Assistant Introduction            | ?                          |
| Day - 2    | welfare & educational roles and responsible.                   | I learned to be welfare & educational role and responsible     | ?                          |
| Day - 3    | field visit                                                    | I learned to be field visit level                              | SA                         |
| Day - 4    | Survey of village level cast wise identification               | I learned to survey of village level cast wise identification. |                            |
| Day - 5    | Secretary level employees & Job roles.                         | I learned to Secretary level & Job roles.                      |                            |
| Day - 6    | out comes.                                                     | I visit to be out comes and education level.                   |                            |

## WEEKLY REPORT

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

### Objective of the Activity Done:

#### Detailed Report:

"welfare educational Job chart"

Social welfare BC To create awareness among the people in the village under their jurisdiction about the programs implemented by the welfare, tribal, welfare, minority welfare, differently abled and other welfare departments for the weaker sections.

Identification of eligible beneficiaries for schemes implemented by welfare department To provide all kinds of assistance and fare to all the eligible people of welfare schemes.

providing feed back to higher authorities on the implementation of the welfare schemes Inspection of the performance of the village volunteers in relation to the welfare schemes under the Gram Secretariat and monitoring children who are eligible to go to schools and colleges in village to be admitted to welfare hostels, welfare school and other educational institutions so that they continue in the school/college till the completion of their education Striving to complete studies at least up to intermediate. To protect human right in the village to promote social harmony.

## ACTIVITY LOG FOR THE FIFTEENTH WEEK

| Day & Date | Brief description of the daily activity                                                                                | Learning Outcome                                         | Person In-Charge Signature |
|------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------|
| Day - 1    | Social welfare dept district level employ role & responsibility<br>Introduction district level organization structure. | I learned to be district level of organization structure |                            |
| Day - 2    | Interaction of beneficiary rules.                                                                                      | I learned to the beneficiaries of interaction.           |                            |
| Day - 3    | Social welfare department protocol.                                                                                    | I learned to be social welfare department protocol.      | ✓                          |
| Day - 4    | Visiting ASWD office & employ job role.                                                                                | I learned to visiting ASWD office & employ job role      |                            |
| Day - 5    | Two Job roles & responsibility.                                                                                        | I learned to two Job roles & responsibility.             |                            |
| Day - 6    | Out come.                                                                                                              | I wait to the employ work and out come.                  |                            |

## WEEKLY REPORT

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

### Objective of the Activity Done:

Detailed Report: "Role & responsibility of welfare officer"

to encourage provision of amenities such as canteens, shelters for sun, coaches adequate labour facilities, drinking water, sickness and benevolent payments, pension and superannuation funds, gratuity payments, granting of loans and legal advice to workers.

to help the factory management in regulating the grant of leave with wages and explain to the workers the provisions relating to leave with wages and other leave privileges to guide the workers in the matter of submission of application for grant of leave for regulating authorised absence.

to advise on provision of welfare facilities such as housing facilities, foodstuffs, social and recreational facilities, sanitations, advice on individual personal problems and education of children.

to study and contact and hold consultations and study understand the point of view of labour in order to help factory management to shape and formula labour policies and to interpret policies etc.

## 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.)

About Social welfare ... the main objectives of the social welfare department are educational advancement socio-economic- Read more - SCHEMES DETAILS.

Responsibilities . The department provides service to families and children , the elderly , recovering criminal offenders, drug abusers , street sleepers , persons with disabilities, the mentally ill, and the community at large. people interaction of social welfare department we work are duty pending of J.V.D and college level are the student problems are solve are the people we interaction. and that facilities available and maintenance is most better of the and also that good and most better social welfare department office.

The social workers responsibility at school involves providing leadership , mental health support clarity around school discipline and other. To analyze the moderating effect of role clarity on the relationship between social support (supervisor and colleagues) and job satisfaction.

The DSWO shall primarily be responsible for the proper and effective implementation of the programmes of the social welfare department in the respective districts.

The DSWOs shall ensure that each and every functionary working in the respective districts discharge his/her duties /duties and observe the norms and procedures as per and observe the norms and procedures department from time to time. In this regard the DSWOs shall ensure that each and every functionary understands his/her role and duties as prescribed in the manual and /or assigned vide departmental orders from time to time.

Began with short - term goals - practice adding executing or planning time into your calendar , set aside one day a week to return calls or non - pressing or even and also that for child welfare professional , the ability to make effective use of limited time is critical.

The department provides service to families and children , the elderly , run away criminal offenders , drug abusers , street sleepers , persons with disabilities . And that the family are student on the motivation of the social welfare department and the TWD mother and college level are the scholarships given to apply are the best among this disease about .

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

real time technical skills of Jayananna postel and working condition and the development of rule of one scholarship.

Government Scholarships - the Government of India and the state governments run numerous scholarships for students pursuing their studies at different levels. The aim of these governments scholarship is to make education accessible to all irrespective of candidates caste, creed or class.

The chances of students getting selected for a scholarship depends on their fulfilment of eligibility and selection criteria. mere application for the scholarship does not guarantee that the students will get the scholarship amount.

y.s. Jayam Mohan Reddy postel are the school bags, uniforms, shoes and text books to be given in the next academic year as part of the Jayananna-vidyakunukka.

professional development scholarship (formerly known as CHBA, PEC and CCAT scholarship), are granted to person who meet the requirements for professional

development through courses in specialized areas of learning. It helps in empowering your academic and career goals by removing the financial barrier. Getting a scholarship takes away all your financial concerns. Thus it gives you more time to study gain knowledge and secure better grades. Scholarships provide financial support for students to help pay for a college degree. These funds enable student to obtain education they may not have access to otherwise, scholarships go further than being seen financial aid for many students. They reward deserving student with the ability to afford higher education.

Awarded to full time Gate /GPAT qualified students admitted to m.e / m.tech / m.arch and m.pharma courses in AICTE approved.

Social work is a dynamic and demanding profession that requires a variety of skills and qualities, whether these skills are innate or acquired.

Skills include soft skill such as organization and communication, and technical skills directly related to the job.

**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 learned to be the managerial skill you have / have you in terms of planning, leadership, team work, behavior, workmanship, productive use of time weekly improvement in competencies, goal setting, decision making, performance analysis etc.

Group discussion learned to ...

- ① Students are attendance of college or school level
- ② Students scholarships process --
- ③ SC student and other caste are reservation
- ④ Social welfare department work

And also that the manager skills and the communication all over of this the team work discussion about social work management is the management of organisations or enterprises in the social economy and non-profit sectors, public service providers, charities, youth welfare office associations etc.

Social work management has been traditionally

pursued by social workers, social pedagogues, psychologists without additional management skills and knowledge or legal practitioners and business economists often without reference to the Social economy.

most scholars and practitioners agree that social work managers need to have a high degree of "leadership" skills to make considered managerial decisions to empower social workers to develop staff within and collaborate with partners outside the social and human service organisation.

social work management as a field of social work education and practice was established on many universities in Europe and North America since the 1980. Established qualifications in higher education first included diplomas in social economy.

It originally focused on person-centred "leadership, motivation and strategic issues". It combines management with social pedagogical, psychological, and sociological knowledge and skills.

**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..)

I am improve your communication skills are the main point of in terms of improvement in oral communication, written communication, conversational abilities confidence levels while communicating, anxiety management, understanding others, greeting understood by others, extempore speech ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others.

I am most better of then of impore that because field level are process hwo is processing scholarships and college attadance are ther continuous are the processing now. I am or visits

"communication in social work is one of the most fundamental skills. and any worker can benefit from a focus on communicating effectively."

The path to improving student communication skills :-

→ watch films that model conversation skills

→ use technology

→ reinforce active listening

→ after group presentations and assignments

A social worker's nonverbal behaviors can a long way when it comes to communicating. Social workers should make eye-to-eye contact when speaking with clients and those involved with their care.

Having a solid set of social skills allows you to communicate, relate to, and connect with other people. This is essential for establishing friendships and navigating your way through life with a better degree of satisfaction.

Every day works at activities present the perfect opportunity for you to build your social skills. Try branching out when you go to the grocery store or out for a walk.

In addition to the academic benefits large and small group activities can give students an opportunity to develop social skills such as team work, goal-setting and responsibility. Students are often assigned roles to uphold within the group such as reporter, scribe or time-keepers.

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

DO

- 1) respect the contribution of other speakers -
- 2) listen well to the ideas of other speakers you will learn something
- 3) acknowledge what you find interesting
- 4) respect differing views.

social welfare is important for communities and people to survive. often the cycle of poverty is broken due to social welfare assistance programs. people have access to food, shelter, and medical care that they would not otherwise afford.

The United States has many different policies and programs to address the needs of those who struggle with poverty. we call programs designed to reduce poverty social welfare. unlike other countries, which organized these policies into a national network of programs. our policies have been criticized for being disorganized and difficult to access. The requirement for each program vary from state to state. including defining minimum income thresholds, work or education requirements, and minimum eligibility ages.

Some kinds of social welfare include cash assistance for the elderly and disabled free or reduced cost school lunches, help with a home loan, and provision of physical goods like groceries, medical devices, and health insurance.

The forerunner of the SWD was the social welfare office which was set up in light of the influx of population from the mainland China; post-war destruction and poverty and the post-war expansion in the provision of services to meet education, healthcare and social needs.

SWD provides services to families and children, the elderly, recovering criminal offenders, drug abusers, street sleepers, persons with disabilities, the mentally ill, and the community at large. It administers social security schemes, including the comprehensive social security assistance which forms a large portion of its annual expenses. The department operates community and social centres and also one operated libraries.

The CESAs scheme consists of two components the Employment support service, and the disregarded earnings - meaning to disregard part of their income when assessing the amount of assistance.

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

- do observed and relevant to the
  - \* CFMS → central finance management system)
    - (maker - checker - approver)
    - ↓            ↓            ↑  
AO            AO            Head of the dept.
  - \* E office protocol.
    - section assistance (Junior Ass't, Senior Ass't, Typist, Superintendent)
    - Superintendent →      Head office department  
Collector

Technological developments :-

Technological developments:  
machinery for protection for protection of civil  
right act 1955 and scst (prevention of atrocities) act,  
1989 implementation of pcr act.

schemes - The Protection of Civil Rights Act 1955 is an important piece of welfare legislation fixing punishment for practising and encouraging untouchability.

Caste, Scheduled Tribes :— 1989 to prevent committing offences of atrocities against the members of SCs and STs to provide special courts for the trial of such offences and for the relief and rehabilitation of the victims of such offences and for matters connected therewith or incidental.

widow / death;— pension to the dependents at Rs. 5000/- per month or employment to number of the family of the deceased or provision of agricultural land, a house free cost of

education of the children (by admitting them in Ashram schools or Residential schools).

→ Disability 100% incentive.

INTER caste married couples:-

Government have been encouraging inter-caste marriages for social integration and social reform with an objective of eradication of caste system in the society. Under this scheme Rs. 50,000 is given as incentive for inter-caste married couples if either spouse belongs to scheduled caste.

AP State commission for SCs and STs:-

AP state Commission for SCs and STs was established on 2016 vide G.O ms. No. 44 SW (cr.pck) Dept dt. 13.04.2016 issued Ordinance reconstituting AP state commission for SCs and STs amending the act. 9 of 2003. Andhra Pradesh state Commission for scheduled caste and scheduled tribes Act 2003) to safeguard the interests of the scheduled caste and scheduled tribes in the states.

free power to SC House Hold:-

social welfare department pays electricity arrears and monthly bills of SC households consuming 0-50 units per month. The amount payable shall be based on the actual demand and consumer wise details furnished by the discoms. The scheme would not be applicable to SC households whose consumption is beyond 50 unit per month.

## *Student Self Evaluation of the Short-Term Internship*

|                                                                         |                 |            |                  |               |  |
|-------------------------------------------------------------------------|-----------------|------------|------------------|---------------|--|
| Student Name:                                                           | Narendra Behera |            | Registration No: | 2022001050003 |  |
| Term of Internship:                                                     | From:           | 12/11/2022 | To:              | 19/03/2023    |  |
| Date of Evaluation:                                                     |                 |            |                  |               |  |
| Organization Name & Address: Social welfare department Srikakulam 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 | <b>OVERALL PERFORMANCE</b>         | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |

Date:

*Narendra Behera*  
Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*

Student Name: *Narumbia Behura.*

Registration No: 2022001050003.

Term of Internship: From: *12/11/2022*

To: *18/03/2023*

Date of Evaluation:

Organization Name & Address: *Social welfare department (S.W.D.)*

Name & Address of the Supervisor  
with Mobile Number

*P. Sarat D.P.MO  
8121212126*

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 | <b>OVERALL PERFORMANCE</b>         | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |

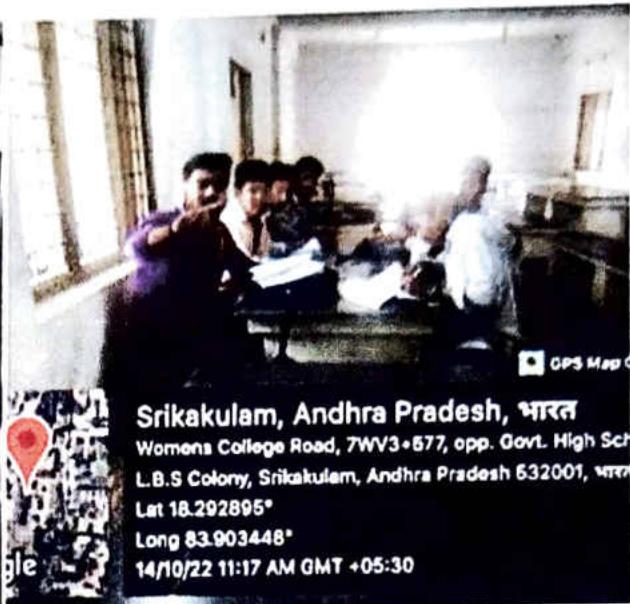
Date:

*P. Sarat 18/03/2023*  
Signature of the Supervisor

## PHOTOS & VIDEO LINKS







## **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: NARENDRA BEHERA

Programme of Study: SOCIAL WELFARE DEPARTEMENT

Year of Study: 3<sup>rd</sup> year

Group: B.Sc (mpcs)

Register No/H.T. No: 20220010 50003

Name of the College: Govt degree college (men)

University: Dr. B.R. Ambedkar university. (srivilliputhur)

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

Date:

  
20/04/23  
Signature of the Faculty Guide

## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Narundra Behera.

Programme of Study: Social welfare.

Year of Study: 3<sup>rd</sup> year

Group: B.Sc (mpcs)

Register No/H.T. No: 202001050003

Name of the College: Govt. degree college (men)

University: Dr. B.R. Ambedkar university srikakulam.

| 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           |               |
| <b>GRAND TOTAL (EXT. 50 M + INT. 100M)</b> |                                                                     | <b>200</b>    |               |

Signature of the Faculty Guide

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)*

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