

Designed & Developed by



(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: *Dankana Jeeva mahesh*

Name of the College: *Government degree college (H.C.N.)*

Registration Number: *2022 001052015*

Period of Internship: 4 months From: *12/10/22* To: *18/3/23*

Name & Address of the Intern Organization

*Kusumapolavakasa (Sachinlalaya department)
Polaki (M.D.)
Sri Lakshmi (O.L.)*

Dr. B.T.A. **University**
YEAR

An Internship Report on

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

Sri. R. Rajkumar

(Name of the Faculty Guide)

Department of

physics Department [Govt. Degree college (men)]

(Name of the College)

Submitted by:

Dankana, Jeevan mahesh

(Name of the Student)

Reg.No: 2022001050013

Department of physics.

Govt. degree college (men) SKLM

(Name of the College)

Instructions to Students

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

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

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

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Student's Declaration

I, Donkara Jeevan mahesh a student of Internship
Program, Reg. No. 2022001050013 of the Department of GDC MEN
College do hereby declare that I have completed the mandatory internship
from 12/12/22 to 18/3/23 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
Sri R. Ravi Kumar, (Name of the Faculty Guide), Department of
physics, Government degree collage MEN.
(Name of the College)

D Jeevan 18/03/23
(Signature and Date)

Official Certification

This is to certify that Dankana Jeevan mahesh (Name of the student) Reg. No. 2022001050013 has completed his/her Internship in sachivalayam (Name of the Intern Organization) on sachivalayam (Department) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of MPCS [BSC] in the Department of GDC for men (Name of the College).

This is accepted for evaluation.



PANCHAYAT SECRETARY
GRAM PANCHAYAT
KUSUMAPOLLAVALASA
Polaki Mandal

(Signatory with Date and Seal)

Endorsements

Faculty Guide


- 19/04/23

Head of the Department

Principal

Page No



Certificate from Intern Organization

This is to certify that Dankana Jeevaran mahesh (Name of the intern)
Reg. No 2022001050013 of GIDC Men (SKLM) (Name of the
College) underwent internship in Sachin Vajram (Department) (Name of the
Intern Organization) from 12/12/22 to 18/3/23

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


PANCHAYAT SECRETARY
GRAM PANCHAYAT
KUSUMAPOLAVALLASA
Polaki Mandal

Authorized Signatory with Date and Seal

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.

This report is result of 12 weeks internship. During the internship it is required to study the organization, department & organization and critically related the theoretical aspect of the organization and in the practical situation. I got an opportunity of getting practical knowledges about the village secretariates in Andhra Pradesh. so to quench the thirst of practical exposure and for getting practical knowledge about I joined exposure and for getting practical knowledge joined Tekkali, Sachinrayam → 3, village secretariate. during this time period. I gather all necessary information about village secretariates.

At last I must say that this report is designed to simulate curiosity about growth Sachinrayam work in Andhra Pradesh. during this time period I learn so many things related to time management, team work, leadership qualities, those qualities so many helpful to me to survive in an organization.

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.

Gram Sachivalayam [also known as village secretariats] are Secretariats setup in the Indian state of Andhra Pradesh to decentralize the administration by making services and welfare services of all government departments available at one place. Andhra Pradesh was the first state in India to launch village secretariats government of Andhra Pradesh appointed village volunteers to deliver services. It was launched on Gandhi Jayanti since the scheme was inspired by Mahatma Gandhi's concept of Grama Swargya that promotes village becoming secretariats was one of the promises made by N.T. Rama Rao's N.T. Rama Rao party during his Panchayat Raj era.

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.

As the internship program organized by the government in order to select the student to acquire and interact with working of department they selected.

Gram Sachinlayam was the organized with I choose. The candidates b/w 15 to 42 years of age are eligible for a gram Sachinlayam exam. The required education qualification are diff according to the diff parts.

There were some schemes that are introduced in the government of Andhra Pradesh like YSR Anna Vadi scheme. YSR Rice card. YSR Navaratna. scheme. YSR vasathi diwana etc. - which helps the citizens of Andhra Pradesh to serves and to have on basics education for the children. these schemes are applicable to the people belonging to below poverty line [BPL] families in the state.

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		K. R.
Day - 2	The introduction of the secretariat was given by the WEA Assistance	learned about the village secretariat	K. R.
Day - 3	the WEA assistance told about gram darshini	we are learned to the charapuram - 2 different type of problems.	K. R.
Day - 4	explain about employees roles and responsibilities	I know some type of duties about the employees.	K. R.
Day - 5	our staff member's introduced with volunteers.	I am daily face and looking towards volunteer's walking	K. R.
Day - 6	WEA said about the vision and mission of gram secretariat.	I learned why to organized sachivalayam.	K. R.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: This week we are learning about secretariat why the secretariat system was established and then, see.

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

We got to know the physical conditions of the residential areas in the gram secretariat and the details of the volunteer's and their services.

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

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The WEA officer explained the organization structure of the Sachivalayam.	I can take some knowledge.	K. R.
Day - 2	Explained the future plans of the gram secretariat.	We know the future plans of the secretariat.	K. R.
Day - 3	About old age pension widow pension has been nicely explained.	We also analyze what type of document is required.	K. R.
Day - 4	deeply explained about disable pension and single women pension.	We can analyze and what is important document is required.	K. R.
Day - 5	explained about traditional cobbler pension of weaver pension.	We learned the required documents and eligibility.	K. R.
Day - 6	explained about today's pension and fisherman pension.	We learned the required document and eligibility information.	K. R.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The organization structure and future plans of the village secretariat were discussed in details. Their week also told about YSR Pension Kanuka, how many types, required documents and eligibility criteria.

eligibility and required ~~docum~~ documents for old age pension, widow pension, disable pension, single women pension, Today Taree pension and fisherman's pension are giving at the end. The YSR Pension scheme is designed to provide a safety net for vulnerable section of society and enable them to meet their basic needs and improve their quality of life.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The mahila police in Sachinlalpur. He is inculcate key duties	I am full-focus and learned outcome information	K. P.
Day - 2	The mahila police officer taught sexual harassments in society.	How to handle and how to deal these type of harassments.	K. P.
Day - 3	The mahila police officer inculcate Anganwadi services.	What are the correction in Anganwadi services.	K. P.
Day - 4	The mahila police officer told about some important sections and helpline numbers.	Any accident and criminal case issues how to inform higher officers	K. P.
Day - 5	The VRO explained local govt. and main com	Secretariat one of the local govt. that particularly use and govt.	K. P.
Day - 6	our VRO told, today we are going to field work you champani houses.	Which numbers are eligible and not eligible for govt. schemes.	K. P.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The village school was first launched on 2 October 2019 on the eve of Gandhi Jayanti in AP of our YSR Jagannathan Reddy SR.

The duties of common people officer

1. Immediately reporting officer's station, house office

2. Working in co-ordination with NPL, Home, Women and Child Welfare, civil department municipal.

3. Functions: Law and order, and awareness, programmes

4. Monitor ensure Anganwadi center to opened in time on all working days.

5. City Corporation - 2. Secularism so many young age student not register with vote card.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The welfare Asst is explaining about his responsibility and duties of in secretariat.	I can learned his great and responsibilities at secretariat	K. R
Day -2	the wea is said by the govt conducting to important scheme	I have written in class notes.	K. R
Day -3	we are help to our secretariat some important duties likes, election work.	we can do confidently there works.	K. R
Day -4	The secretariat staff as like wea, vro, wpo telling about future plans to students	we have learned how to maintain and set of future life	K. R
Day -5	The village revenue office explained about the beneficiary lose such a issue like cyclone, fire.	The society in. the people how to intimate with vro.	K. R
Day -6	The vro sir was explaining take into charge of un-claimed property and send to the police station	a can learned save and protect from govt properties.	K. R

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

general instructions:-

- 1) she should work under the administrative control of medical officer phc and guidance of the female health supervisor
2. she would stay at her official heal quarter's and available for all maternity care services.
3. should be prepare map planning of her allocated are and population of people date was collected
4. All the Arms was to discharge all the duties as assigned by the phc medical officers.
- social awareness :- cancer, diabetes, hivs Aids, heart attack with ceps, healthy food.
- health education & participates in the local mahila meetings, spread the message on. female age at marriages co-ordinet programmers sevaks infomolting services Anganwadi workers, gram sevaks infomolting services to peoples.

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 instructions	I can learned the general duties of ANM.	K.R.
Day -2	the madam was telling about maternal and child health	I can learned the ANM madam has given precaution pregnancy.	K.R.
Day -3	ANM madam explain about social services with awareness programmes	I can learned some social services, dentist physical therapy.	K.R.
Day -4	she is teaching about health education in secretariat.	how to protect our body healthfully.	K.R.
Day -5	today's class about nutrition	how many types of food habits can taken	K.R.
Day -6	the today of the class about communicable Disease	I can learned some type of diseases, chicken pox, measles, influenza	K.R.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- The general duties of welfare Assistant
- ① generating awareness among the public in the village secretariat jurisdiction about the scheme meant for the weaker section of the society.
 - ② ensuring that all eligible students of weaker section of the village get the scholarship and colleges till they complete atleast intermediate (or) equivalent course.
 - ③ providing feedback to higher authorities on the study of implementation of saving scheme.
- conduct promptly to the higher officer in-charge of treasure & financial keep government attached property in safe custody.
 - future planning is important for all families. Thinking about the future can be challenging and emotional.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge Signature
Day - 1	Project Holkey (Kannada)		K.R.
Day - 2	explained about Jyotima Vajpa Kanna.	A learned about the scheme. Students are going to get a card.	K.R.
Day - 3	He said about the Jyotima Kanna scheme.	A learned that the scheme is known to various financial institutions together.	K.R.
Day - 4	He said about the Jyotima Kanna scheme.	A learned that money can be used for various business purposes of the scheme.	K.R.
Day - 5	We went to the school and checked the food.	A came to know that nutritious food is being served in the school.	K.R.
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.	K.R.

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ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Explained about fee. Reimbursement scheme.	The purpose of this scheme is known.	K. R
Day -2	explained about YSR vidya deevana scheme.	It is known who is benefiting from this scheme	K. R
Day -3	explained about YSR vasathi deevana scheme	It is known who is benefiting from this scheme	K. R
Day -4	Republic day	-	K. R
Day -5	explained about manabadi, nadunedu scheme	The purpose of this scheme is known	K. R
Day -6	He said that the works of nadu about scheme should be examined	We observed the nadunedu works	K. R

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 sections to pursue their higher education under this scheme. To pursue scheme the government reimburses the tuition fee and other expense such as exam fees, library fee.

YSR widhya deewana

It provides financial assistance to eligible students from economically weaker sections to pursue higher education.

YSR vidyarthi deewana :- it provides financial asst to eligible students from economically weaker sections.

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 nannabotla	we know uses of this kind of schemes	K.R.
Day -2	explained about Annamudi scheme	the purpose of this scheme is known	K.R.
Day -3	Explained about puthalasa scheme	I know how much this scheme has benefited the farmers.	K.R.
Day -4	explained about Agape scheme	I cannot know that this scheme benefits the most birds.	K.R.
Day -5	explained about housing for all	The purpose of this scheme is known.	K.R.
Day -6	Explained about Tohyagana scheme	I know that there will be no storage of water due to this scheme	K.R.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR Nava-Naku is a welfare scheme. The scheme comprises many different welfare programs or scheme each aimed at improving the living condition of the AP.

Ammu Vadi:- under this scheme financial asst is provided to the in-custodian or guardians of school-going children to support their education. the amount of asst is Rs 15,000 per annum.

Pythu Bhadrachari:- this scheme provided financial asst to farmers in the state the amount of assistance is 13,500 per annum.

Arogyashree:- this scheme provides health care services to the people of AP the scheme covers the cost of medical treatments and surgeries for a wide range of illness and diseases.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Fully explained about dakku aadit pension & Anti-retroviral therapy, pension (HIV) pension.	We learned the required documents and eligible for this type of pensions	K. @
Day -2	explained about transgender pension & chronic kidney disease of unknown etiology pension.	learned the required documents and eligibility for this type of pension	K. @
Day -3	Today explain about YSR Kalyanamastu YSR shadi tohfa	The purpose of this scheme is known.	K. @
Day -4	explain about mandatory validation documents for registration of YSR Kalyanamastu	learned the required documentry for this type of scheme	K. @
Day -5	explain about eligibility criteria of YSR Kalyanamastu / YSR shadi Tohfa scheme	we knows who is eligible for this scheme	K. @
Day -6	have to tell people about the YSR Kalyanamastu scheme	we learned good presentation skills	K. @

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

eligibility and required documents for
dappu artist pension, Anti-retinal therapy (ART)
(HIV) pension, Transgender pension and chronic,
kidney diseases & unknown etiology pension are
given at the end.

YSZ Kalyanmashu / YSZ Shaktibika.

The obj of the scheme is to provide financial
assistance to poor families belonging to SC/ST/SC
minorities differently abled / ~~by~~ conducting their
daughters marriage in a dignified manner.

→ The bride must be about 18 years and
groom 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.

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 Assistance	I can gain knowledge of digital Asst duties	K. P.
Day - 2	The general Application forms of caste certificate	learned of important and required documents	K. P.
Day - 3	The digital Ass explained some polling stations at Kusumapokudasa 'secretary.	There are three Polling stations like, 369, 364, 363	K. P.
Day - 4	we are going to field about eligibility candidates for voter ID	such a members are not freely for voter ID	K. P.
Day - 5	He is has to respect of benefier come to secretariat.	I can learned has to respect taking with candidates.	K. P.
Day - 6	naha shivarathri	-	-

WEEKLY REPORT

WEEK - 10 (From 19/11/2023 to 25/11/2023)

Objective of the Activity Done:

Expected Report:

digital ~~document~~ ~~certificates~~

- 1) delivery of secure document benefits to the beneficiaries of documents and providing to the govt schemes like namamathala.
- 2) to be implemented as well as operation process to citizens.
- 3) digital services to the public effectively that are provided mandatory by the local govt like birth and death, properties valuation, tax demand etc.

Required elements to apply and certificate
Verification form.

- 1) each certificate issued to the family member.
- 2) see status memo/ no actual / transfer certificate
- 3) 1 to 10 study certificates
- 4) ration card / psc card / driving card.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The VRO sir explaining about his duties	I am knowing his duties in secretariat	K. @
Day - 2	The VRO sir explained about Panchayat secretary administration	I am knowing his administrative work	K. @
Day - 3	the VRO sir explained about Panchayat secretary with community develop.	I am knowing his community welfare work	K. @
Day - 4	The VRO sir said about Panchayat secretary co-ordinates duties	I am knowing his co-ordinator duties.	K. @
Day - 5	How to save and protect all govt properties.	I can learned with some govt properties	K. @
Day - 6	Any land Issues to harassment for orphans	I can learned how solved of people problems	K. @

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Village Revenue Officer's (V.R.O.)
name

Duties: (1) maintenance of village revenue record
and all village revenue accounts

(2) collection of land revenue, cesses, taxes
and other sum for loaning of crops (100%/-)
inclusive of inspection of survey stones

(4) provide information regarding fire
accidents, floods cyclone and other accidents
and calamities to the higher officers.

1) Administrative & Panchayati secretary:- maintenance
name

registers, collect taxes, organize panchayat meetings
protect panchayat lands.

2) Community welfare development:- Assists
name

person payments, prepare lists & RPL,
conducts literary classes, implements schemes.
Assists education dept; and all

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	what is the duties and responsibilities of ward volunteer.	I am knowing the kindfull information	K. @
Day - 2	The volunteer was informs as to scheme with awareness.	he explained. to the national. scheme. I learned about information	K. @
Day - 3	Require skills and eligibilities of ward volunteers.	I learned the volunteer for kindful information	K. @
Day - 4	The volunteers is montaly one time supply to people with pension	I learned about which type of pensions are available.	K. @
Day - 5	what are the duties and responsibilities of a lineman in secretariat.	I gain about information of lineman.	K. @
Day - 6	Requirements and skills of lineman in secretariat.	I gain about information of lineman.	K. @

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

secretarial duties and responsibilities.

(1) Answering and directing phone messages

(3) maintaining company schedules (4) organization documents and files (5) supervising staff and new employees.

duties and responsibilities of volunteers.

(1) on Independence day 2019, AP launched the village volunteer system

(2) the village volunteers system aims to bring govt service to people's doorstep on October 2 2019, the 150th anniversary of Mahatma Gandhi's birthday.

(3) he would be first to identify the beneficiaries learn about their difficulties, and then outline the govt scheme available to others.

=> Required skills of volunteers are 1) Punctuality
2) good communication and interpersonal skills.
3) minute taking experience.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Gadafa Gadafa mana prabhutvam	Must attend the government program on the problem	K. P.
Day -2	In this thirteen week we continue the Gadafa Gadafa Prabhutvam	The gadafa gadafa mana prabhutvam shall address among the public about the scheme	K. P.
Day -3	gadafa gadafa prabhutvam	suggestions from the public for process improvement and better improve the service delivery.	K. P.
Day -4	Gadafa gadafa prabhutvam	The MLAs would make visits to one household in their Jurisdiction	K. P.
Day -5	Gadafa gadafa prabhutvam.	Seeks feed back / suggestion from the public	K. P.
Day -6	Gadafa gadafa prabhutvam.	schedule finalized by district collector	K. P.

WEEKLY REPORT

WEEK - 13 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report: Gadaga Gadaga more protection
rust rust rust rust

The Gadaga gadaga more protection it said, is the to creat awareness among the public about the schemes and programs of the government to ensure that the benefits reach the last mile beneficiary covering all the eligible beneficiaries and seek feedback/suggestions from the public for process improvement and further improve the service delivery. The MLAs would make visits to the households in their jurisdiction as per the schedule finalised by respective district collectors within the limits of gramward sectoralogram now that the benefit distribution process has been implemented through direct benefit transfer (DBT) mode.

Suggestion from the public for process improvement and further improve the service delivery

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.)

During internship

Context:- This first day on my internship was the day that I will never forget in my life and this is because of experience I acquired which enables me to learn more about the working environment instructed us how we should behave during of an internship period. My supervisor told me how to behave and to be confidential I was oriented very well because I had to start working the next day.

=> my Role:-

myself I was considered as a new comer in the organization. I had to first introduce myself to fellow workmates. which I did with all my problems my responsibility. I was trained by my supervisor and other staffs depending on that to be performed.

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

I have tried to perform all duties efficiently and efficiently to avoid any bad refection that could occur and lead to wastage of time. but I didn't practice more about internship and the way in which internse has changed as a result of fntership experience.

The punctuality is the most important and emphasized thing. which help in fulfilling their goals and objectives. time management As a result of fntership a trainee learnt had to perform difficult responsibility in short time. confidence is a trainee has to be confident especially a work filled. Socializing is the help and assistance rendered to intern by supervisors and other colleagues the power of friendship. ethical behaviour in work area and know how handel customers with different attribute and behaviours and working spirit Creating good relationship with people and Good communication skills.

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

- Know how to handle customers with different attributes and behaviours.
- Working spirit
- Creating good relationship with people
- Good communication skills.
- ethical behaviour in work area.
- socializing :- the help and assistance rendered to interns by supervisors and other colleagues the power of friendship.
- confidence :- A teacher got used with the external environment of school and a trainee has to be confident especially on work field.
- punctuality :- This is the most important and emphasized thing which help in fulfilling their goals and objectives
- Time management :- As a result of internship a trainee learnt how to perform diff responsibilities in short time

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.)

In this organization so many diff types of people are coming and this organization works one deals with them, they are very well in communication so I learn a many things related to the communication skills and I was improved also and also improved in ethical behaviour in work area. and know how to handle customers work spirit.

- learnt the control emotions when speaking with others
- observe other people and interact with each other and develop communication and practice of communication.
- Be an active listener and avoid distracting others.

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

The working environment was so exciting my friends helped me to cope well with all challenges. at work and they are always there for me.

participation group work in very well and I gained some relationship with sachinrayam development as

- Establishing interpersonal relationship
- Communication skills with person outside organization
- Communication with highly officials.
- Time management skills
- Leadership qualities.

I learned so many leaderships qualities. I utilizes the skills. in very effective manner those things. are very helpful in many real life. I improve my skills in real life environment.

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

In my opinion, sachivalayam / volunteer system already proved to be efficient way to handling government scheme right from application receiving to finalizing benefitted towards public welfare schemes is programming at fast hassle free manner that never done before and it would be not possible with out sachivalayam. volunteer staff.

The technology development I have observed and relevant to the subject area of training is

Data analysis web development computer programming languages. file and folder management, Book keeping we do excel writing communication, good relationship. team work leadership and management.

This developments of the technological technical is computers high programming process and high speed internet. the work depend on the speed of work to do the technical development of the sachivalayam department in my internship managements to process this technologies to develop the features to solve as possible as soon.

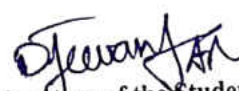
Student Self Evaluation of the Short-Term Internship

Student Name: <u>DONKANA Jeevan mahesh</u>	Registration No:
Term of Internship: <u>4 months</u> From: <u>12/11/22</u>	To: <u>18/3/23</u>
Date of Evaluation:	
Organization Name & Address: <u>Kusomapolam (Cachivalayam)</u> <u>Polakur (M)</u> <u>SKM (OT)</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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


 Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Page No

Student Name: <u>Dankana Jeevan mahesh</u>	Registration No: <u>202200105003</u>
Term of Internship: <u>4 months</u> From: <u>12/12/22</u>	To: <u>18/03/23</u>
Date of Evaluation: <u> </u>	
Organization Name & Address: <u>Kusumapolavalasa (Sachivalayam)</u> <u>Polaki (P) & SLM (dt)</u>	
Name & Address of the Supervisor with Mobile Number: <u>Sir. Gopal Krishna</u> <u>8143777884</u>	

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:


 PANCHAYAT SECRETARY
 GRAM PANCHAYAT
 KUSUMAPOLAVALLASA
 Polaki Mandal

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.