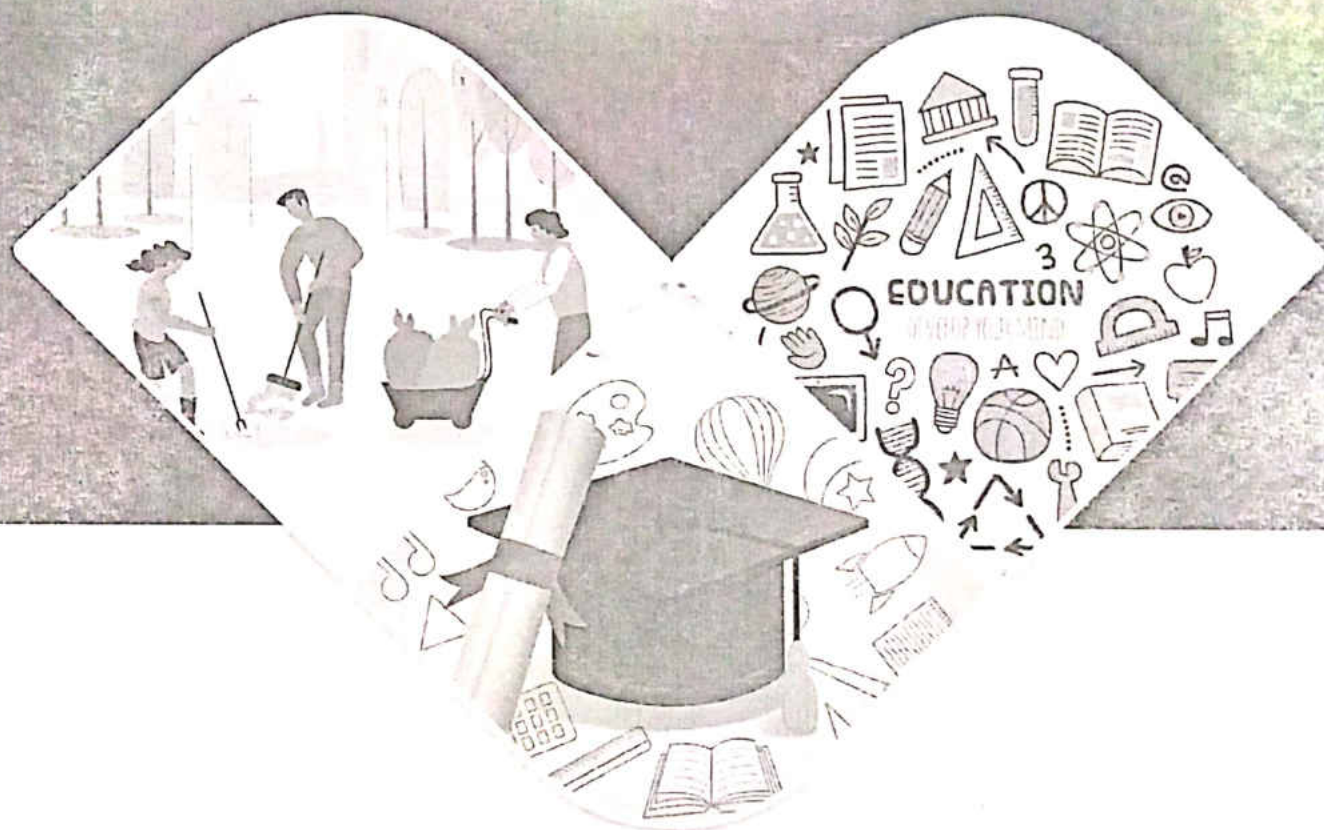


Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: *SAVARA. SEEMANYA*

Name of the College: *Govt. Degree College (MEN), Srikalahasti*

Registration Number: *2022001050042*

Period of Internship: From *12-12-2021* To *18-03-2022*

Name & Address of the Intern Organization: *Sachivalayam*

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

YEAR

An Internship Report on

Gram / Ward Secretariat

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

Sri R. Ravikumar

(Name of the Faculty Guide)

Department of

Govt DEGREE COLLEGE (MEN) - KLM

(Name of the College)

Submitted by:

SAVARA SEEMAYYA

(Name of the Student)

Reg.No: 2022001050042

Department of Gram Secretariat

Govt. Degree College (Men), Surkalai

(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, Savana - Sennayya a student of 4 month Internship
Program, Reg. No. 2022001050042 of the Department of BSc (MPCs)
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 18/03/2023 in Goide Saranist (Name of
the intern organization) under the Faculty Guideship of
Sri. R. Ravi Kumar (Name of the Faculty Guide), Department of
BSc Computer Science, Govt degree collage (men) Sklm
(Name of the College)

S. Sennayya
(Signature and Date)

Official Certification

This is to certify that Savara. Seemayya (Name of the student) Reg. No. 2022001050042 has completed his/her Internship in Guido Secretariat (Name of the Intern Organization) on Village Sechivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Bsc (mpcs) in the Department of Govt degree college (men) skkm (Name of the College).

This is accepted for evaluation.



(Signatory with Date and Seal)
GOVERNMENT VILLAGE
Sechivalayam Mandalam
Sechivalayam Dist.

Endorsements

Faculty Guide


20/04/2023

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Savara Seemayya (Name of the intern)
Reg. No 2022001050042 of Pul degree college (Name of the
College) underwent internship in Grado Secretariate (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).


PANCHAYAT SECRETARY with Date and Seal
GOLDEN VILLAGE
Seethanpalle Mandal
Srikalahasti Dist

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.

Learning objective

- To gain an understanding of the functioning and structure of the Gram Sachivalayam organization
- To develop skills in administration and clerical tasks related to the day-to-day operation of the organization
- To learn about the various Government schemes and programmes implemented by the Grama Sachivalayam for the benefit of the rural population
- To improve communication and interpersonal skills through interaction with villages and other stakeholders
- To acquire knowledge of the legal and regulatory framework governing the activities of the Grama - Sachivalayam.

Outcomes achieved

- * Improved knowledge of The organization structure, function and responsibility of The Grama Sachivalayam.
- * enhanced administration and clerical skills such as maintaining records, and documentary, handling paperwork.
- * understanding of The various Government schemes and programmes such as housing sanitation and education.
- * Improved Communication and interpersonal skills Through Interaction with villagers, activities and other stakeholders.
- * understanding of The legal and Regulatory frame work governing The activities of The Grama Sachivalayam.

Brief description of The Grama Sachivalayam Organization

The Grama Sachivalayam is a Government organization. That functions of The village level in India. Its primary objective is to ensure The effective Implementation of Government schemes and programmes for The welfare of The rural population.

It is responsible for a wide range of activities such as health care, for a sanitation education housing and social welfare. The organization has administration and clerical staff, and It also collaborates with various departments and agencies to achieve its objectives.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

A. Introduction of The organization:-

Grama Sachivalayam is a government initiative in the Indian state of Andrapradesh aimed at decentralizing governance and bringing administration closer to rural communities. The word "Grama Sachivalayam" translates to village secretariat in English.

The Grama Sachivalayam system was launched in 2015 by the Andhrapradesh Government under the leadership of Chief Minister Y. S. Jaganmohan Reddy. The primary objective of the initiative is to provide efficient by establishing a system of village secretariats in every village of the state.

Under the Grama Sachivalayam system, each village secretariat is staffed with a village secretary and several other officials who are responsible for delivering a range of government services. These include everything from issuing certificates and licenses to providing information on government schemes and programs.

B. vision:-

To Create vibrant and self-sustaining rural communities in Andhra Pradesh, where every citizen has access to basic amenities, opportunities and a high Quality of life.

Mission:-

To provide efficient, effective and transparent Governance services to the people of andhrapradesh particularly those living in rural areas, through the establishment of Grama Sachivalayam in every village.

Values:- The values of Grama Sachivayam and transparent Governance, the in of and Inclusivity, accessibility, Accountability, efficiency, empathy, Integrity.

C. policy of The Grama Sachivalayam:-

- * Providing Basic Services like water, sanitation, Health, education and social security to the rural population
- * Promoting transparency and accountability in the functioning of the organization through various measures like social audits, grievance redressal mechanisms and feedback mechanisms
- * Facilitates the delivery of Government schemes and programs of the elected representatives in a timely and efficient manner.

D. Grama Sachivalayam organization structure:

The grama sachivalayam is an organizational structure that is set up to ensure that governance reaches the grass roots level. The grama sachivalayam comprises various administrative posts that are responsible for the smooth functioning at the Panchayati Raj institutions (PRIs).

The following are the various Administrative posts that are present in the Grama Sachivalayam.

- | | |
|---|------------------------------|
| ① ^{Panchayati} Village Secretary | ⑥ Welfare and education Asst |
| ② Village Revenue Officer (VRO) | ⑦ Agriculture Asst |
| ③ Mahila panch (mp) | ⑧ ANM |
| ④ Digital Assistant | ⑨ Surveyor of village |
| ⑤ Engineering Assistant | ⑩ energy Asst |

E. Roles and responsibilities of The employees in Grama Sachivalayam :-

The grama Sachivalayam is headed by a Village Secretary who is responsible for managing the day to day affairs of the village.

The employees in grama Sachivalayam are responsible for a wide range of tasks, including maintaining records, implementing government schemes, collection of taxes and fees, providing basic services maintaining law and order, constructing roads and bridges, organizing community events.

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.

1. Panchayat Raj Act - 1954 says that local Govt in every village of the Govt of Development in a village manner.
2. Chief minister of Andhra Pradesh state. YSR Jagan Mohan Reddy stated that secretariat at Vijayawada, the statement was made. On October 2, 2019, the 121st anniversary of Mahatma Gandhi's birth day.
3. function of Gramward Sachiv-layam it has mainly 11 types of the officers in secretariat. The village volunteer system aims to bring Govt activities to people's doorstep.
4. Generally using of technological skills and Instrument mainly use like that bio-matrix, Computer system.
5. The Internship part, these kind of skills are very important, Listening and speaking confidence, leadership qualities, punctual and time management.
6. Objective of ward Sachiv-layam provide services and Central level schemes.
7. Outcomes of ward Sachiv-layam to
 - ① Early solution to all problem
 - ② All services of Govt no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I Reported in the secretariate assigned to me		
Day - 2	The introduction of the secretariat was giving by the WEA Assistant	Learned about the village secretariate	
Day - 3	The welfare assistance told about Grama Aarogya	We have learned to the Grama Different type of problems	Signature
Day - 4	Explains about employee roles and responsibility	I know some type of duties about the employee	
Day - 5	Our staff member's Introduced with Volunteers	I am daily face and cooking various volunteers work	
Day - 6	WEA said about the vision and mission of Grama secretariate	I learned what to assigned Sachin Kumar	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

This week we are learning about village Secretariat i.e. why the Secretariat system was established and then roles.

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

We got to know the physical conditions and the duties of the employees in the gram Secretariat system as well as the performance of the volunteers and their services.

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

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The WEA officer Explained the organization structure of the Sachivalayam	I am faked some knowledge	
Day - 2	Explained The future plans of the Grama Sachivalayam Secretariat	We know The future plans of the Secretariate	
Day - 3	About old age pension Widow Pension has been deeply Explained	We are analysis what type of document is required	
Day - 4	deeply Explained about disable Pension and single women Pension	We are analysis and what is Important document is required	
Day - 5	Explained about trade - heral Cabbler Pension of weaver Pension	We learned the required documents and eligibility	
Day - 6	Explained about today Tappers Pension and fisherman Pension	We learned The required documents and eligibility Information.	

WEA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The organization structure and future plans of the village Secretariate were discussed in details. This week also told about YSR Pension Kamata, and eligibility criteria.

Eligibility and required documents for Old age Pension, Widow Pension, Disable Pension, Single women Pension, Traditional laborer Pension, Weaver Pension, Teddy, Tappers Pension and Fisherman's Pension are given at the end.

The YSR Pension scheme is designed to provide a safety net for vulnerable section of society and enable them to meet their basic needs and improve their quality of life.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The welfare Aot is Explaining about his responsibilities and duties of in Secretariate	I can learned his greets and responsibilities at Secretariate	WEA
Day - 2	The WEA is said by The Govt conducting to Important schemes	I have written In my class note	
Day - 3	We are help to our Secretariat some Important duties like, clerical work	We can do confidently There work	S. J. S.
Day - 4	The secretariate staff as like WEA, VRO, WPO telling about future planes to student	We have learned how to maintain and set of future life	
Day - 5	The village Revenue officer ^{WEA} Explained about the Ben filling like sub as issues.	The society in people how to interact with staff	
Day - 6	He said about the YSR Channika Scheme	I learned that Women are continues their own business because of this scheme	-

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

* ensuring that all eligible students of weaker section of the village get the scholarships and collages till they complete at least Intermediate (or) equivalent Course.

* providing feedback to higher authority on the status of implementation of said schemes

* Supervising over the work of all village conducting works under the village Secretariate as far as their welfare duties are concerned

* future planning Important for all families
Thinking about the future can be challenging and emotional

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The mahila police in Sachivalayam she is inculcate her duties	I am free for as and learned outcome improv-tation	
Day - 2	The mahila police officer taught several harassments in society	how to handle and how to build these type of harassments	
Day - 3	The mahila police officer inculcate Anganwadi services	What are the corruption in Anganwadi services	
Day - 4	The mahila police officer told about some important section and helpline numbers	Any accident and criminal case issues how to inform higher officers	
Day - 5	The mahila police officer explained the structure of the department	I learned to deeply in this department	
Day - 6	mahila police department services	I learned to give & regular-tions.	

Lpo

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The duties of woman police officer:

- * Immediate reporting officer: station house officer
- * Working in co-ordination with dept: Home, Women, child welfare, Erise Department's municipal
- * Functions:- drug order, Advocate against women and weaker section, and awareness, programmes
- * Ensure Anganwadi Center be opened in time on all working days
- * Inspect and respected ^{some} Anganwadi teachers were without care and protection of pregnant women
- * Woman police officer Explain some help line Number for dista 100/42/181 and Police number 100.
- * ~~for~~ e

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The Ann Madam was Explain about General Instructions	I can learned The general duties of Ann	ANN
Day - 2	The madam was telling about unmaterial and cold health	I can learned The Ann Madam has given precaution for pregnancy	
Day - 3	ANN Madam Explain about Social Worker with awareness programmes	I can learned Some social services, dentists Physical therapy, Aids, HIV	Shree
Day - 4	She is teaching about health education in secretariat.	how to protect our body healthy fully	
Day - 5	Today is class about Nutrition	how many types of food habits can takes	
Day - 6	The today of the class about Communicable Disease.	I can Learned Some type of Diseases, chicken pox measles, Influen	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

General Instruction

- * She should work under the administrative Control of medical officer phc and guidance of the female health supervisor
- * She should stay at her official head quarters and available for all maternity care services.
- * Maternal and child health:- Register pregnant women with 12 weeks after baby with health, she is full health are starting and ending position to heart free precaution the Anna given the pregnancy women.
- * Social awareness programs:- Cancer, Diabetes, HIV, Aids, heart attack with op. healthy food.
- * Health education:- participate in the local महिला meeting, spread the message on female age at marriage co-ordinate programmes carefully. These are Anganwadi workers, gram sarthaks in promoting services to people.
- * Communicable disease:- Chicken pox, measles, Diphtheria, Pertussis, Whooping Cough.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Pongal Holiday	-	-
Day - 2	Exp.ain about Pongal vidya Kanna	I learned, Due to this scheme student we going to Govt school	WEA
Day - 3	He said about the YSR chey the scheme	I learned that women are continue -ing their own busi-ness because of this schemes	
Day - 4	He said about the YSR Bahana mitra schemes.	I learned, This scheme is known to receive financial assistance to drives	S. S. S.
Day - 5	We went to the school and checked the food.	I came to know that nutritious food is being served in the school.	
Day - 6	The WEA officer is Explained about YSR nava bahana	We know uses of this kind of schemes	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Jagananna vya kanta:-

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

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

YSR Vahana Mitra:- Provide financial assistance to self-employed drivers of financial assistance auto rickshaws, taxis and maxi cabs under this scheme, eligible beneficiaries receive an annual financial assistance of R. 11,000.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explain about fees reimbursement scheme	The purpose of this scheme is known.	I
Day - 2	Explained about YSR Vajra Deevana scheme	It is known who is benefiting from this scheme	I
Day - 3	Explained about YSR Vajra Deevana scheme	It is known who is benefiting from this scheme	I
Day - 4	Republic day.	-	S
Day - 5	Explain about mana-badi, nedu-nedu schemes	The purpose of this scheme is known	I
Day - 6	He said that the works of nedu-nedu schemes should be examined	We observed the nedu-nedu works	

WEA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

fee reimbursement:-

Aimed at providing financial aid to students from economically weaker section to pursue their higher education under this scheme the govt reimburses the tuition fee and other expense such as exam fees, library fee, etc. for eligible students studying in various courses including engineering, medicine, MBA, MCA etc...

YSR Vidya Deevena:- It provides financial aid to eligible students from economically weaker sections to pursue higher education govt and private colleges

YSR Vasiki Deevena:- It provides financial aid to eligible students from economically weaker section to cover their tuition and mess expense during their high education

Nadu-Nedu:- The scheme focuses on improving the basic amenities including classroom, furniture, toilets, drinking water and other infrastructure in govt school.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explain About Annamalai Scheme	The purpose of this scheme is known	WEA
Day - 2	The WEA officer is explain about Impro- -ment of YSR Navamalai	We know the of this kind of schemes	
Day - 3	Explained about Rythu Bhoosa Scheme	I know how much this scheme has benefited the farmers	
Day - 4	Explained about Argyari Scheme	I come to know that this scheme provides free medical treatment to people	
Day - 5	Explained about Housing for all	The purpose of this scheme is known	
Day - 6	Explained about Jalayaganam Scheme	I learned that there will be no shortage of water due to this scheme	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR Navastrala is a welfare scheme the scheme comprises nine different welfare programs (or) schemes each aimed at improving the living condition of the A.P.

Amma Vadi :- Under this scheme financial aid is provided to the mother or guardian of school-going children to support their education of school-going children to support their education - Rs. 15,000 per Annum

Rythu Bhavisha :- This scheme provides financial aid to farmers in the state the amount of aid is Rs 13,500 per Annum

Arogya Sri :- This scheme provides for healthcare services to the people of A.P. The scheme covers the cost of medical treatments and surgeries for a wide range of illness and diseases.

Housing for all :- This scheme aims to provide affordable housing to the people A.P.

Trayasnam :- Under this scheme, the AP Govt will go to improve the irrigation projects and complete the schemes which are yet in progress.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Today Explained about Organ Artist Paricay, Infi-refence therapy (ART) Personal (1000) (1000) Paricay	We learned the required documents and eligibility for this type of Paricay	 WEA
Day - 2	Explained about transgender Person & chronic kidney Disease of unknown etiology, Paricay	Learned the required documents and eligibility for this type of Paricay	
Day - 3	Today Explain about YSR Krugamasthu YSR Shadi Tola	The purpose of this scheme is known	
Day - 4	Explain about mandatory validation documents for registration of YSR Krugamasthu	Learned the required documents for this type of scheme	
Day - 5	Explain about eligibility criteria of YSR Krugamasthu / YSR Shadi Tola Scheme	We know who is eligible for this scheme	
Day - 6	Have to see people about the YSR Krugamasthu scheme	We learned good presentation skills	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

eligibility and required documents for
Daplu artist pension, Anti-retroviral Therapy (ART)
(HIV) pension, Transgender pension and chronic
kidney disease of unknown etiology pension are
given at the end.

YSR Kalyanamasthu YSR Shradhi Thakka:-

The objective of the scheme is to provide financial
assistance to poor families belonging to SC/ST/BC
minorities differently abled ^{groom} in conducting
their daughters marriage in a dignified manner

* The bride must be above 18 years and P. must
be above 21 years as on the date of marriage

* The application registration for the scheme should
be done within 60 days from date of marriage

* Both bride and groom should have 10th class
Pan certificates

* The caste and Income certificates must be
fused with Aashan.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explanation about the Responsibilities of Digital Aot	I can gain knowledge of Digital Aot duties	DA
Day - 2	The General Application forms of caste Certificate	Learned it Important and required documents	
Day - 3	The Digital Aot Explain and some persons station at Gadi Secretariat	There are three I learned to how to process persons station	K. Shetty
Day - 4	We are we are find the field about eligible -lyf candidates for voter's ID	Such a member's are not apply for voter ID	
Day - 5	how to respect of beneficiaries come to Secretariat	I can learn how to Respective talking with Candidates	
Day - 6	on maha shivaratri	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Digital Assistant duties:-

1. Delivery of service / documents benefits to the beneficiaries

2. Awareness and provision to the govt schemes like Navaratna

3. Intimated as well as application process to citizens

4. Digital services to the public effectively that are providing mandatorily by the local Govt like Birth & Death, Properties Valuation, Ten Demand etc.

→ Required documents to Apply Caste Certificate:

1. Application form 2. Caste certificate issued to the family members 3. SSB marks memo / DOB / transfer Certificate 4. 1 to 10 street Certificate (or) DOB issued by the GP/MA. 5. Ration card / EPIC card / Adhar card.

→ In many citizens not applicable for voter Id in Govt Secretariate.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The VRO madam Explained about his duties	i am knowing his duties in secretariat	VRO
Day - 2	The VRO madam Explained about Panchayat Secretary administrative work	i am knowing his administrative work	
Day - 3	The VRO madam Explained about Panchayat Secretary with Community Welfare work	i am knowing his Community welfare work	VRO
Day - 4	The VRO madam said about Panchayat Secretary Co-ordinative duties	i can learned with some Govt properties	
Day - 5	How to Save and protect our Govt properties	i can learned with some Govt properties	VRO
Day - 6	Any Land issue to Government for matters.	I can learned how solved of people problems	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Village Revenue Officer (V.R.O.)

Duties:- 1. maintenance of village revenue record
Send all village revenue Accounts

2. Collection of Land Revenue, Cane, Taxes and
other local levies to Revenue Department

3. Assessment of crops (or yield) Inclusive of inspection
of Survey Sept. stones.

* Administrative of Panchayati Secretary:-
maintains registers, collect taxes, organize
Sarpanch meetings protect Panchayat lands,
maintain Birth & Death Reg.

* Community Welfare Develop:-

Assistance pension payments, prepare list of
BPL, conducts literary classes implements
schemes, A.O.s education Dept. entrance.

* Co-ordinator:- mobilize participation, commu-
-nity forest Dev. Dis. discussion, facilitate Gram
Sabhas and Gram-panch submission of DRP plan to govt.

* The VRO and Panchayat Secretary are duty to any
harassment in land properties intimate above
The officers.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained the Assistant Engineering Importance of Duties.	I learned to process of some duties	EA 
Day - 2	Explained the Importance of EA Functionary	I learned to find the eligible criteria	
Day - 3	Explained about the department of EA structure	I have a gain to knowledge in process stages	
Day - 4	Today Explained the how to Billings house property	I learned to Billings stage process	
Day - 5	Explained About these dept Schemes	Have a learned to a different type of schemes	
Day - 6	We are going to have about eligibility candidates for Housing Scheme	I learned to eligible criteria and Required documents	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

→ The Engineering Assistant is a basic level Performed technical officer at the grass root level responsible for Execution of all kinds of E.A

→ Duties E.A main Concept:-

→ E.A main Importance:- Rural Development (MGNREGs), Rural water supply, irrigation, Roads and Buildings, Housing, Solar Energy...etc

→ E.A officers Identify the Infrastructure amenities which are required in the Jurisdiction of The village secretariat viz, CC Roads, Grama Roads, BT roads, construction of water tanks

→ E.A officers shall ensure the Incorporation of work, identified in the village secretariat in to the gram. panchayat Development plan.

→ His primary job chart is to prepare estimations for the work, incorporated in the Grama Panchayat Development Plan which is Approved by the gram shakhs

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

- + People Interaction:- A Secretary is often responsible for interacting with people both inside and outside of their organization. They may be responsible for answering phone calls, responding to emails, and greeting visitors. So good communication skills gives a greatful success.
- * Facilities Available and maintenance:- A Secretary may be responsible for managing office facilities such as office equipment, supplies & meeting room.
- * The Secretariate to high officer take a clarity of job roles and Explain under the officer their many responsibilities. I can learn their duties and teamwork, relationship, mutual support and socialization.
- + So overall, a Secretary plays a critical role in ensuring that an organization runs smoothly and efficiently. They need to be highly organized, detail oriented, and able to work well under pressure. Good communication and interpersonal skills are also crucial for success in this role.

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

Technical Skills are specific abilities and knowledge related to a particular field or profession. They often involve the use of specialisation tools, software or equipment and are essential, for performing tasks and achieving goals against time & Expense.

Here are some Example of technical skills in various fields :-

1. application programme → Digital Assistant
2. field verification → welfare Assistant
3. Third party verification → Administrative Staff HWA
4. Profinal - Applied → VRO
5. final - Applied → MPDO / MRD

And basic technical Equipment in Secretariat.

1. Biometric Division
2. Android smart phones
3. IRIS Scanners
4. face verification app
5. time - management and multitasking
6. Computer and technical skills

S. can learn some technical at Secretariat.

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

We could be improve our communication skill with
frmt of the higher officer doing and working,
Explained for so many topics, That time we are
learned such a beautiful communication. There are

1. Listen Activity:- effective communication is not just about speaking but also about listening. listening should paying attention, asking questions, and providing feedback.
2. The listener able to speak clearly and confidently, use appropriate body language convey your words carefully, be aware of your audience.
There are communication could learn in Secretariat.
3. I am going to find work purpose, after we are collect data, due the time learn about people improve our written communication, conversational abilities confidence levels etc

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 above how managerial / skills are useful over future.

1. Leadership skills:- manager must to inspire and motivate their team to achieve and their goal. They forms to achieve successfully, complete anything.

2. Decision making skills:- manager must make informed decisions quickly and efficiently. They should be able to analyse data, evaluate options, and choose the best course of action.

3. Problem-solving skills:- The staff members are should be able to identified solve problems quickly effectively. They should be able to think creatively and find innovative solutions to complex problems.

4. Goal setting:- we are defining a result, and target (a) goal must such as to do, just observe for doing and let the plan so confidently do that particularly action.

There are just few examples of the skills that managers and higher officer's professional careers. The specific skills are require for any where.

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

To enhance your abilities in group discussions contribution as a team member's leading a team or activities here are some suggestions.

1. Respect for others is key to successful team members with respect. Regardless of their position (or) background
2. Be prepared :- Before joining group discussions or team activities it's important to come prepared.
3. Communication skills :- Good communication skills are crucial for effective team participation. Clearly speak but don't interrupt others are taking; the listener can't observe speaker's view of taking
4. Any team member (or) team leader should be able to time punctuality and time management. These are essential for any work.
5. Leadership skills :- if you are leading a team (or) activity strong leadership skills are essential. This includes being able to.

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

I can see by future planning of job role with technical instrument in Secretariat.
Following are below.

1. Computer system
2. Internet connectivity
3. Telephone :- multi line, phone system, single line phone system.
4. Internet phone system
5. photo copies, copying, binding, multiple pocket copying.
6. Scanner's [IRIS scanners]
7. Printers
8. Bio - metric Division
9. Face Authority programme

C will using in any future job role above instrument. I can also focus on digital technologies and relevant instruments.

Student Self Evaluation of the Short-Term Internship

Student Name: <i>Savara Seemayya</i>	Registration No: <i>2022001050042</i>
Term of Internship: From: <i>12-12-2022</i> To: <i>18-03-2023</i>	
Date of Evaluation:	
Organization Name & Address: <i>Grama Sachivalayam (Gravid), Seethampeta (mandal).</i>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:

S. Seemayya
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No



Student Name: Savara Seemayya Registration No:
 Term of Internship: From: 12-12-2022 To: 18-03-2023
 Date of Evaluation:
 Organization Name & Address: Grame Sakshakam (Gudi)
 Name & Address of the Supervisor K. Kameswarao, Gudi (Secretary)
 with Mobile Number

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
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13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:


 Signature of the Supervisor

Internal & External Evaluation for Semester Internship

Objectives:

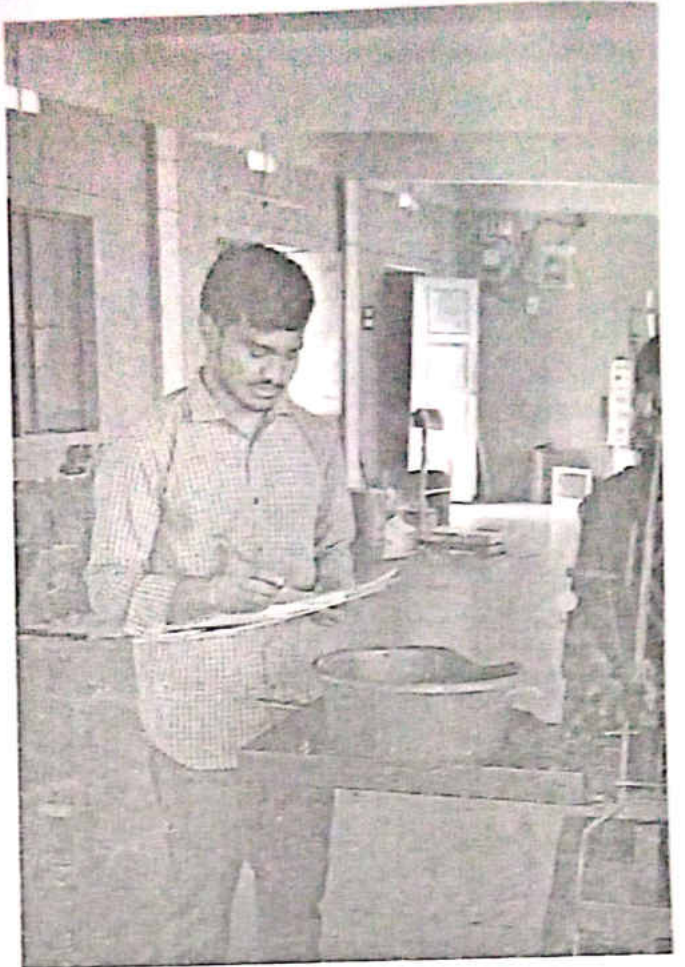
- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading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







ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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