

# 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: S. Bharathi

Name of the College: Government degree college FdI MEN.

Registration Number: 2022001050048

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

Name & Address of the Intern Organization: Gram Sachivalayam,  
D matchilesham 2 sachivalayam,  
Etcherla Mandal,  
Srikakulam.

\_\_\_\_\_  
University  
YEAR



## An Internship Report on

108H Sachivalayam Bhagiradhipuram (Dmatchilem-2)

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of  
BSc (Maths, physics, computer science) (MPCS)

Under the Faculty Guideship of

Sou R. Ravi kumar

(Name of the Faculty Guide)

Department of

Government degree college for MEN.

(Name of the College)

Submitted by:

S. Bharathi

(Name of the Student)

Reg.No: 2022001050048

Department of physics

Govt Degree college for 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, Surui. Bharathi a student of Internship  
Program, Reg. No. 2022001050048 of the Department of GDC Men college (SKLM)  
College do hereby declare that I have completed the mandatory internship  
from 12/12/22 to 12/03/23 in sachivalayam (Name of  
the intern organization) under the Faculty Guideship of  
R. Rami Kumar (Name of the Faculty Guide), Department of  
physico., GDC Men, Srirakulam  
(Name of the College)

S. Bharathi  
(Signature and Date)

# Official Certification

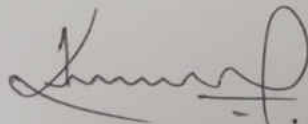
This is to certify that S. Bharathi (Name of the student) Reg. No. 2022001050048 has completed his/her Internship in sachivalayam (Name of the Intern Organization) on Gram sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc (MPCS) in the Department of Gdc Meh, Sklm (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

## Endorsements

Faculty Guide

 19/04/2023

Head of the Department

Principal



## Certificate from Intern Organization

This is to certify that Suru. Bharathi (Name of the intern)  
Reg. No 2022001050048 of Arts college(MEN),SKM (Name of the  
College) underwent internship in sachivalayam (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).

గ్రామ పంచాయితీ కార్యదర్శి  
భగీరథపురం పంచాయితీ  
ప్రెసిడెంట్ మండలం  
H. Vigneshwara  
Authorized Signatory with Date and Seal



## Acknowledgements

- 28th December payments acknowledgement dashboard.
- payment status check for 28th December.
- List of Aadhaar payment failure cases for 28th December.
- Dashboard for Aadhaar-Bank account linkage status for 28th December failed cases.
- payment status check for EBC Nestam.
- EBC Nestam Acknowledgement.
- payment status check for chedodu.
- chedodu New applications Report.

## Contents

This gram Sachivalayam internship report is the result of an end of a way of four months. It would not have been possible without the participation assistance of numerous. Thus, I have to thank them all first and foremost would like to give special gratitude to my parents who give me every thing.

## 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 organisation.
- ↳ TO develop skills in administration and electrical tasks related to the day-to-day operation of the organisation.
- ↳ 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 villagers and other stakeholders.
- ↳ TO acquire knowledge of the legal and regulatory framework governing the activities of the grama sachivalayam.



## CHAPTER 2: OVERVIEW OF THE ORGANIZATION

### Suggestive contents

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

### A. Introduction of the Organisation :-

Grama sachivalayam is a government initiation in the indian state of Andhra pradesh 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 2019 by the Andhra pradesh government under the leadership of chief minister Y.S Jagan mohan reddy the primary objective of the initiative is to provide efficient by establishing a system of village secretaries 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 include everything from issuing certification and licenses to providing information on government schemes and programmes.



### 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) Panchayati Raj Act-1984 says that local govt in every village of the growth & development in a noticeable manner.
- 2) Chief minister of Andhra Pradesh state YSR Jagannathan Reddy started the secretariat at Vijayawada, the statement was made on October 2, 2019, the 150th anniversary of Mahatma Gandhi's birth day.
- 3) Function of Gram Ward Sachivalayam. It has mainly 11 types of the officer in secretariat. The village volunteer's system aims to bring govt services to people's doorsteps.
- 4) Generally using of technological skills and instrument mainly use just like bio-metrics, 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 Sachivalayam provide services and central level schemes.
- 7) Outcomes of Ward Sachivalayam to
  1. Early solution to all problems
  2. All services at the no.-of-steps.

# ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 12-12-22	I reported the secretariat assigned to me	—	M. L. Gurus
Tuesday Day - 2 13-12-22	The introduction of the secretariat was going by the welfare assistant.	learned about the village secretariat	M. L. Gurus
Wednesday Day - 3 14-12-22	The welfare assistant told about grama darshini	we are learned to the Bhagirathi-puram. different types of problems	M. L. Gurus
Thursday Day - 4 15-12-22	Explains about employees roles and responsibilities	I know some type of duties about the employees	M. L. Gurus
Friday Day - 5 16-12-22	Our staff member's introduced with volunteers	I am daily face and looking towards volunteers walking.	M. L. Gurus
Saturday Day - 6 17-12-23	WEA said about the vision and mission of Grama secretariat	I learned why to organized sachivalayam.	S. V. Kumar

## WEEKLY REPORT

WEEK - 1 (From Dt 12-12-22 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 them uses.

we are also 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 duties of the employees in the gram secretariat system as well as the performance of the volunteer's and their services.

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



# ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Monday Day - 1 19-12-22	The WEA officer explained the organization structure of the sachivalayam.	I can take learnt some new thing	S.v. Ram	WEA
Tuesday Day - 2 20-12-22	Explained the future plan's of the gram secretariat.	we get an idea about the future plans of secretariat	S.v. Ram	WEA
Wednesday Day - 3 21-12-22	About old age pension, widow pension has been deeply explained.	we analyze about what type of document is required.	S.v. Ram	WEA
Thursday Day - 4 22-12-22	deeply explained about disable pension and single women pension.	we care analysis and what is important document is required.	S.v. Ram	WEA
Friday Day - 5 23-12-22	Explained about traditional cobbler pension of weavers pension.	we learned the required documentations and eligibility.	S.v. Ram	WEA
Saturday Day - 6 24-12-22	Explained about today laborers pension and fisherman pension.	we learned the required documents and eligibility criteria.	S.v. Ram	WEA



## WEEKLY REPORT

WEEK - 2 (From Dt 19-12-22 to Dt 24-12-22)

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 kamuka, how many types, required document, and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, disable pension, single woman pension, traditional obblu pension, weaver pension, Today kappers pension and fisherman 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	
Monday Day -1 26-12-22	The Mahila police in Sachivalayam is inculcate her duties	Learn full focus and learned outcome information.	y. sishu	wpo
Tuesday Day -2 27-12-22	The Mahila police officer taught sexual harassment in society.	how to handle and how to build their type of harassment.	y. sishu	wpo
Wednesday Day -3 28-12-22	The Mahila police officer inculcate Anganwadi services	what are the corruption in Anganwadi services.	y. sishu	wpo
Thursday Day -4 29-12-22	The Mahila police officer told about some important section and helpline numbers	Any accident and criminal case issues how to inform higher officers.	y. sishu	wpo
Friday Day -5 30-12-22	The VRO mam explained local govt and main aim.	Secretariat one of the local govt that particularly we and goal.	P.T. →	VRO
Saturday Day -6 31-12-22	Our VRO told today we are going to field work your champions houses	which number's are eligible and not eligible for govt schemes	P.T. →	VRO

WEEKLY REPORT  
WEEK - 3 (From Dt. 26-12-22 to Dt. 31-12-22)

Objective of the Activity Done:

Detailed Report:

The village secretariat was first launched on 2 October 2014 on the eve of Gandhi Jayanthi in Ap of our Y.S.R Jagam Mohan Reddy sir.

The duties of woman police officer:-

1. Immediate reporting officer: Station house officer
2. working in co-ordination with dept: Home, women & child welfare, excise departments municipal.
3. Functions: Law & order, Activities against women and weaker sections, and Awareness programmes.

\* Monitor, ensure Anganwadi center be opened in time on all working day's.

\* Respect and respected some Anganwadi Teachers were without care and protection of pregnancy woman.

\* Woman police officer explain some help line number, hot desha 100/112/181 and police number 100.



Objective of the Activity Done:

Detailed Report: The General Duties of welfare Asst

- 3) Generating awareness among the public in the secretariat jurisdiction about the schemes meant for the weaker section of the society.
  - 2) Ensuring that all eligible students of weaker section of the village get the scholarships and colleges till they complete atleast intermediate (or) equivalent course.
  - 3) Providing feedback to higher authority on the status of implementation of said schemes.
  - 4) Supervising over the work of all village volunteers working under the village secretariat as far as their welfare duties are concerned.
- ⊗ Supervising VRO sir providing intimation regarding fire accidents, floods, cyclone and other accidents calamity to the higher officers.
  - ⊗ Future planning is 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 02-01-23	The welfare Asst is explaining about his responsibilities and duties of in Secretariat	I can learned his great and Responsi- -bilities at Secretariat	S.v. Law	WEA
Day -2 03-01-23	The WEA is Said by the Govt Conducting to Important schemes	I have written in my class Notes	S.v. Law	WEA
EVALUATION				
Day -3 04-1-23	we are help to our Secretariat Some Important duties like , election work	we can do Confidently there works	S.v. Law	WEA
Day -4 5-1-23	The Secretariat staff as like WEA, VRO, upo, telling about future planes to students	we have learned how to unainstain and set of future life	S.v. Law	Staff
Day -5	The village revenue officer explained about the bene- ficiary lose such a issues like Cyclone, fire	The society in the people how to intimate with VRO	P.T. →	VRO
Day -6	The VRO sir was explain ing Take charge of an claimed property and Send to the police station	I Can Learned Save and protect from govt properties	P.T. →	VRO

## WEEKLY REPORT

WEEK - 5 (From Dt. 09-01-23 to Dt. 18-01-23)

Objective of the Activity Done:

General Instructions :-

Detailed Report:

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 head quarters and available for all maternity care services.

③ Should be prepare in planning of her allocated area and population of people data was collected.

④ all the arms was to discharge all the duties as assigned by the phc medical officers.

\* International and child health :- Register pregnant women with 12 weeks after baby health. She is full health care starting and ending position to heart-full precaution the arms given the pregnancy women.

\* Social awareness programs :- Cancer, diabetes, HIV, AIDS, heart attack with CPRs, healthy food.

\* health education :- participate in the local mahila meeting. Spread the message on female age at marriage co-ordinat programmes carefully there are Anganwadi workers, gram savers, in promoting services to people.

\* Communicable disease :- Chicken pox, measles, Diphtheria, Scar's, pertussis, whooping, cough.

# ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 9-1-23	The ANM madam was explain about general Instructions	I' can learned The general duties of ANM	K.B ANM
Day -2 10-1-23	The madam was telling about maternal and Child health	I Can learned The Anm madam has given prelan-tions of pregnancy	ANM
Day -3 11-1-23	The ANM medam explain about Social Services with awareness programms	I Can learned Some social servi-ces. dentists physiotherapy, AIDS, HIV	ANM
Day -4 12-1-23	she is teaching about health education in Secretariat	How to protect our body health-fully	ANM
Day -5 13-1-23	Today is Class about Nutrition	How many types of food habits can takes	ANM
Day -6 17-1-23	The Today of the class about communicable Disease	I Can learned some type of Diseases. chicken for measles, influenza	ANM



# ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 16-1-23	pongal holiday (kanuma)	-	-
Day - 2 17/1/23	Explained about Tagananna vidya kanuka	I learned due to This scheme stud- ents are going to govt school	S.V. Laxmi
Day - 3 18/1/23	He said about the YSR cheyutha scheme	I learned that women are contin- uing their own business because of this schemes	S.V. Laxmi
Day - 4 19/1/23	He said about the YSR vahana mitra scheme	I learned this scheme is known to receive finan- cial assistance to drivers	S.V. Laxmi
Day - 5 20/1/23	we went to the school and checked the food	I came to know that nutritious food is being served in the school	Y. Srinitha
Day - 6 21/1/23	we went to the school and checked the clean- liness of the classrooms and toilets	It is known that the school is kept clean every day	K.B.

WEA

WEA

WEA

WPO

ANM



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

**Objective of the Activity Done:**

**Jagananna vidya kanksha :-** This

**Detailed Report:**

Scheme is launched by the Govt of A.P to provide free school kits to students studying in govt school in the state the kit includes items such as school bags, notebooks, 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 to autorickshaws, taxis and maxi cabs under this scheme, eligible beneficiaries receive an annual financial assistance of Rs. 10,000.

The school was visited to inspect the quality of food served, cleanliness of classrooms and toilets.

# ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 23-1/23	Explained about Reimbursement Scheme	The purpose of this scheme is known	S.V.lem
Day -2 24/1/23	Explained about YSR Vidya Deevena Scheme	its is known who is benifiting from this Scheme	S.V.lem
Day -3 25/1/23	Explained about YSR Vasathi deevena Scheme	it is known who is benefiting from this Scheme	S.V.lem
Day -4 26/1/23	Republic day	-	S.V.lem
Day -5 27/1/23	Explained about manabadi. Nadu Nedu Scheme	The purpose of this Scheme of known	S.V.lem
Day -6 28/1/23	He said that the works of Nadu Nedu Scheme should be examined	observed the Nadu Nedu works.	S.V.lem

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

**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 the government 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 assistance to eligible students from economically weaker sections to cover this hostel and mess expense during their high education.

YSR Vaxathi deevena :- it provides financial assistance to eligible students from economically weaker sections to cover this hostel and mess expense during their high education.

Nadu Nedu :- the scheme focuses on in providing the basic amenities including classrooms, furniture, toilets, drinking water and other infrastructure in govt schools



# ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day -1 30/1/23	The WEA officer is explained about YSR navaratnalu	we know, uses of this kind of Schemes	S.V. Senu	
Day -2 31/1/23	Explained about Amravodi Scheme	The purpose of this scheme is known	S.V. Senu	
Day -3 1/2/23	Explained about Rythu Bharatsha Scheme	I know how much this Scheme has benefited the farmers	K. Srinivas	VAA
Day -4 2/2/23	Explained about Arogya Sri scheme and services	I came to know that this Scheme provides free medical treatment to poor people	P. Srinivas	DA
Day -5 3/2/23	Explained about Housing for all	The purpose of this Scheme is known	G. Yamuna	EA
Day -6 4/2/23	Explained about Jalajyegam Scheme	I learned that there will be no shortage of water due to this Scheme	G. Yamuna	EA

## WEEKLY REPORT

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

Objective of the Activity Done: YSR Navarathalu is a welfare

Detailed Report: Scheme the comprises nine different welfare programmes or schemes each aimed at improving living condition of the Ap.  
Amma Vodi :- Under this scheme financial assist is provided to the mother or guardians of school-going children to support their education. the amount of ast is Rs 15,000 per annum.

Rythu Bharosa :- this scheme provides financial ast to farmers in the state the amount of assistance is Rs. 13,500 per annum.

Arogya Sou :- this scheme provides free health care services to the people of Ap. the scheme covers the cost of medical treatments and surgeries for a wide range of illnesses and diseases.

Housing for all :- this scheme aim to provide affordable housing to the people of Ap.

Jalayagnam :- under this Scheme, the Ap Govt will go to improve the irrigation projects and complete the plans 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 6/2/23	fully explained about Dappu artist pension & Anti - retrieval therapy (ART) pension (p1+111) (HIV) pension	we learned the required documents and eligible for this type of pensions	S.V. Luv	WEA
Day -2 7/2/23	Explained about transgender pension & chronic kidney Disease of unknown etiology pension	learned the required documents and eligibility for this type of pension	S.V. Luv	WEA
Day -3 8/2/23	Today explain about YSR Kalyanam astha YSR Shaadi Tahta	The purpose of this scheme is known	S.V. Luv	WEA
Day -4 9/2/23	Explain about mandatorly Validation documents for registration of YSR Kalyana masthi	Learned the required documents for this type of Scheme	S.V. Luv	WEA
Day -5 10/2/23	Explain about eligibility criteria of YSR Kalyana masthi YSR Shaadi Tahta Scheme	we know who is eligible for this Scheme	S.V. Luv	WEA
Day -6 11/2/23	Have to tell people about the YSR Kalyana masthi Scheme	we learned good presentation Skills	S.V. Luv	WEA



## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Eligibility and required documents for Dappu artist pension, Anti-retroviral therapy (ART) (HIV) pension, Transgender pension chronic kidney disease of unknown etiology pension are given at the end.



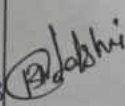
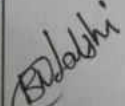
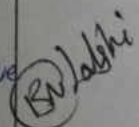

YSR Kalyanamasthu / YSR Shadi Tohta.  
The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/BC minorities differently abled / BOCW in conducting their daughters marriage in a dignified manner.

⇒ The Bride must be above 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.

⇒ The Caste and income Certificates must be pegged with Aadhar.

# ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1 13/2/23	Explaining about the Responsibilities at Digital assistant.	I can gain knowledge of Digital Asst duties		DA
Day - 2 14/2/23	The general application forms of caste certificate	learned of Imp and required documents		DA
Day - 3 15/2/23	the digital asst explained some polling stations at chaparam-2 Secretariat	there are three polling stations like, 369, 364, 363		DA
Day - 4 16/2/23	we are going to at beneficiary Come to Secretariat	Such a members are not apply for Voter ID.		DA
Day - 5 17/2/23	He is how to Respect at beneficiary Come to Secretariat	I can learn how to respect talking with Candidates.		DA
Day - 6 18/2/23	→ maha shivarathri	-		

## WEEKLY REPORT

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

Objective of the Activity Done: Digital Assistant duties:-

Detailed Report: ① Delivery of Service / Documents benefits to the beneficiaries ② Awareness and providing to the govt Schemes like nava ratnalu ③ He intimated as well as application processes to citizens

④ digital Services to the public effectively that are provided mandatorily by the local govt Birth & Death, properties valuation, Tax Demand etc.

⇒ Digital Assistant said this system shall be for ensuring delivery of service on the principle of "first cum first service" without any third-party agency ship.

⇒ Required Documents to apply from Caste Certificate

① Application form ② Caste Certificate issued to the family members ③ SSC marks memo / DOB Extract / Transfer Certificate ④ 1 to 10 Study Certificates

⑤ Ration card / EPIC card / Aadhar Card

⇒ Chapuram - 2 Secretariat in polling station as 369 / 364 / 363.

⇒ So many citizens not applicable for voter ID in chapuram - 2 Secretariat.



# ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1 20/2/23	The VRO sir explaining about his duties	I am knowing his duties in secretariat	P.T. →	VRO
Day - 2 21/2/23	The VRO sir explained about panchayat Secretary Administrative	I am knowing his Administrative work	P.T. →	VRO
Day - 3 22/2/23	The VRO sir explained about panchayat Secretary with Community work	I am knowing his Community welfare work	P.T. →	VRO
Day - 4 23/2/23	The VRO sir said about panchayat Secretary Co-Ordination duties	I am knowing his Co-Ordination duties	P.T. →	VRO
Day - 5 24/2/23	How to save and protect our govt properties	I can learn with some govt properties	P.T. →	VRO
Day - 6 25/2/23	any land issue to harvest for olden	I can learn how solved of people problems.	P.T. →	VRO

## WEEKLY REPORT

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

Objective of the Activity Done: Village Revenue Officers (VRO)

Detailed Report: duties :- ① maintenance of Village Revenue Record and all Village Revenue accounts

② Collection of land Revenue, cesses, taxes and other dues pertaining to Revenue department

③ Assessment of crops (100%) inclusive of inspection of survey stones ④ provide intimation regarding fire accidents, floods, cyclone and other accidents and calamities to the higher officers.

⇒ Administrative of panchayat secretary :- maintains registers, Collection taxes, Organise Sarpanch meetings, protect panchayat lands, maintain Birth & Death Reg.

⇒ Community welfare develop :- Assists pension payments, prepares list of Bpl, conducts library classes, implements schemes, Assists Education Dept, etc.

⇒ co-ordinator :- mobilize participation, Community forest Dev Discussions, facilitate ward sabhas and gram sabhas Submission of DRP plan to MPDA.

⇒ The VRO and panchayat Secretary are ready 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 26/2/23	what is the duties and Responsibilities of ward volunteer	I am knowing The kind full information	T. madhavi	volunteer
Day - 2 27/2/23	The volunteer was informe as to Scheme with awareness	He explained to the navaratnalu schemes. I learned about information	T. madhavi	volunteer
Day - 3 28/2/23	require skills and eligibilities of ward volunteers	I learned the volunteer for kind full information	T. madhavi	volunteer
Day - 4 1/3/23	the volunteer is monthly one time supply to people with pension	I learned about which type of pensions are available	T. madhavi	volunteer
Day - 5 2/3/23	what are the duties and responsibilities of a lineman in Secretariat	I gain about information of line man	T. madhavi	volunteer
Day - 6 3/3/23	Requirements and skills of lineman in Secretariat	gain about information of line man	T. madhavi	volunteer
4/3/23	How to maintain is surrounding to House	I gain how Salika of people	T. madhavi	volunteer
6/3/23	He is explain what is Secretariat Page No	I am knowing about Sachivalayam	T. madhavi	volunteer
7/3/23	which type of Secretary duties	I learned duties of Secretary	T. madhavi	volunteer



## WEEKLY REPORT

WEEK - 12 (From Dt 26/1/23 to Dt 7/2/23...)

Objective of the Activity Done: Secretariat duties and Responsibilities

Detailed Report: ① Answering and directing phone calls

② Organising and distributing messages ③ maintaining Company schedule ④ Organising documents and files

⑤ Supervising staff and new employees.

duties and Responsibilities of volunteers

① Independence day 2019, Andhra Pradesh launched the village volunteer system. ② The village volunteer system aim to bring govt service to people's doorsteps on october, 2 2019. The 15<sup>th</sup> anniversary of mahatma gandhi's birthday ③. It would be first to identify the beneficiaries learn about their difficulties, and then outline the govt Scheme available to them.

duties and Responsibilities of lineman:-

A lineman has many responsibilities, such as working with heavy equipment to such power line and using various tools to repair (or) Replace power lines

⇒ The secretariat role is to facilitate to govt conduct managements and control of the university by co-ordinating the exchange of in important to people

# ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Ban on alcohol	liquor is one of the main reason for dispute	y.sirish
Day -2	Ban on alcohol	Human relations are collapsing	y.sirish
Day -3	Ban on alcohol	Ban on alcohol will be implemented in three stages	y.sirish
Day -4	Aama vadi to school students.	Mothers are visiting office. for thumbs.	S.v. Dewi
Day -5	YSR - Aara	Loans of women cooperative societies	S.v. Dewi
Day -6	YSR cheyuta	YSR cheyuta to be provided to BC, SC, ST, women.	S.v. Dewi

wps

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR Jalayagnam.

- \* Jalayagnam dream projects of late Dr. YSR to be completed.
- \* Polavaram, Pottasubbayya, Veligonda and other projects to be completed in war footing basis.
- \* Safe water for drinking water for cultivation to be provided ponds to be modernized to improve water tables.

Ban on Alcohol.

- \* Liquor is one of the main reason for dispute in families.
- \* Human relations are collapsing.
- \* Ban on alcohol will be implemented in three stages.

Alcohol use to be limited to 5 star hotels.

Ammavadi

Mothers of poor families need not worry about children education - financial assistance of 15000/- given to mothers for children education.



# ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	Housing for all poor people	Housing for all homeless poor families	G. Yamuna	EA
Day - 2	Housing for all poor people	Registration to be done in the name of female	G. Yamuna	EA
Day - 3	pensions enhancement	pension age limit to be from 60-65 years	S.V. Lenu	
Day - 4	pensions enhancement	Rs 3000 pensions for differently abled persons.	S.V. Lenu	
Day - 5	Gradapa Gradapa Mama prabhutvam	seek back from public	S.V. Lenu	
Day - 6	Gradapa Gradapa Mama prabhutvam	Schedule finalised by district collector.	S.V. Lenu	

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR Asara-cheyutha.

- \* Loans of women cooperative societies would be paid to them directly in four installments.
- \* 0% interest loans will be issued to the women and the interest will be borne by the government to the bankers.
- \* YSR cheyuta to be provided to BC, SC, ST Minority women.
- \* present corporations system will be revamped and transparent system would be put in place.
- \* ₹5000/- to be granted after first year to women above 45 years age of BC, BSC, ST and minorities through various corporation as YSR cheyutha.

# ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VRO - village Revenue officer	VRO should monitor the land and Ration food supply.	P.T. →
Day - 2	Gradapa Gradapa Mama prabhutam	The gradapa gadapa mana prabhutam program	P.T. →
Day - 3	VRO - village Revenue officer.	Services of notices under various acts.	P.T. →
Day - 4	Gradapa Gradapa Mama prabhutam	Suggestion accept from the people for improvement	P.T. →
Day - 5	village Revenue officer	Identification of Beneficiaries under various acts	P.T. →
Day - 6	Gradapa Gradapa Mama prabhutam	The schedule finalised by district collector.	P.T. →



## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Housing for all poor

- \* Housing for all home less poor families.  
irrespective of parties, caste, religion, category.
- \* 85 lakhs houses to be constructed in 5 years
- \* House sites to be provided to house less poor people along with registration and construction.

Pension - Enhancement

- \* Pension age limit to be decreased to 60 from 65 years.
- \* Senior citizen pension to be gradually increased to 3000/-

Godapa Godapa Mama prabhutvam

- \* The Godapa Godapa Mama prabhutvam is must seek feed back/suggestion from the public.
- \* The Godapa Godapa mama prabhutvam it said is to great awareness among the public about the schemes and programmes of the government to ensure that the benefits reach the last mile beneficiary covering all the eligible beneficiaries.

## 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 Organisation. they may be responsible for answering phone calls, responding to emails, and greeting visitors so good communication skills gives a greatfull success.

⇒ facilities available and maintainance :- a Secretary may be responsible for managing, office facilities such as office equipment, supplies and meeting rooms.

⇒ The Secretariat in high officer take a clarity of job rules and explain under the officer their may Responsibilities. I can seen they duties, and team work, 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 essential for success in the 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 specialized tools, software, or equipment, and are essential for performing tasks and achieving goals within a given area of expertise.

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

- ① application programme → Digital assistance
- ② field verification → welfare assistance
- ③ third party verification → administrative office work
- ④ prefinal applied → CRO
- ⑤ final Applied → MPO/MRO

basic technical equipment in Secretariat :-

- 1, Biometric Division
- 2, Android smart phones
- 3, IRTS Scanners
- 4, face Verification app.
- 5, Time-management and multitasking
- 6, Computer and technical skills

Page No

So can learning some technical at Secretariat.



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

I learned above some managerial skills are useful our future.

- 1, Leadership Skills :- manager need to inspire and motivate their teams to achieve and their goal. they team to achieve Successfully complete anything.
- 2, Decision making Skills :- manager must make informed decisions quickly and efficiently. they should be able to analyze data, evaluate options, and choose the best course of action.
- 3, problem-solving Skills :- the staff members are should be able to identify and solve problems quickly and effectively they should be able to think creatively and find innovative solutions to complex problems.
- 4, Goal setting :- we are learning about, any target (or) Goal must as to do, first observe for thing and set the plane so definitely do that particularly action.
- 5, Inter personal Skills :- manager and any person should be able to relation and definitely talking. so when over we can again assimilated inter personal skills.

There are just a few example of the skills that manager's and higher officers, professional.

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

we could be improve our Communication skills with front of the higher officer doing and working explained for so many topics, that time we are learned such a beautiful Communication. there are

- ① listen actively : effective communication is not just about speaking but also about listening. listening should be paying attention, asking questions and providing feedback.
- ② the listener able to speak clearly and confidently  
are appropriate body language choosy your words  
Carefully, Be aware of your audience  
these are Communication could learn in secretariat
- ③ I am doing to field work purpose, after we are collect data, due to time learn, about people way of talking. How could be responded that place improve our written communication, conversational abilities, confidence levels etc.....

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

To enhance your abilities in group discussions, contribution as a team member, 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 any miswords are talking, the listener can't observe speaker view of talking.
- ④ Any team member (or) team leader should be able to time punctuality and time management these 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 technological instrument in Secretariat following on below.

- ① Computer System
- ② internet Connectivity
- ③ Telephone : multifine, phone system, single line phone system.
- ④ internet phone system.
- ⑤ photo copies, copying, binding, multiple pocket-copying
- ⑦ scanner's
- ⑧ printers
- ⑨ Bio-metric Division.
- ⑩ face Authority programme

I will see in my future job role above instruments I am full focus on digital technology and relevant instruments.

## Student Self Evaluation of the Short-Term Internship

Student Name:	Sruv. Bharathi	Registration No:	2022001050048
Term of Internship:	From: 12/12/2022	To:	18/03/2023
Date of Evaluation:			
Organization Name & Address:	Goram ward sachivalayam, Bhagiradhipwam, Soukukulam.		

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. Bharathi  
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: S. Bharathi

Registration No: 2022001050048

Term of Internship: From: 12/12/2022 To: 18/03/2023

Date of Evaluation:

Organization Name & Address: Bhagavadhipuram (D-matchilexam 2), Sachivalayam

Name & Address of the Supervisor  
with Mobile Number

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

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

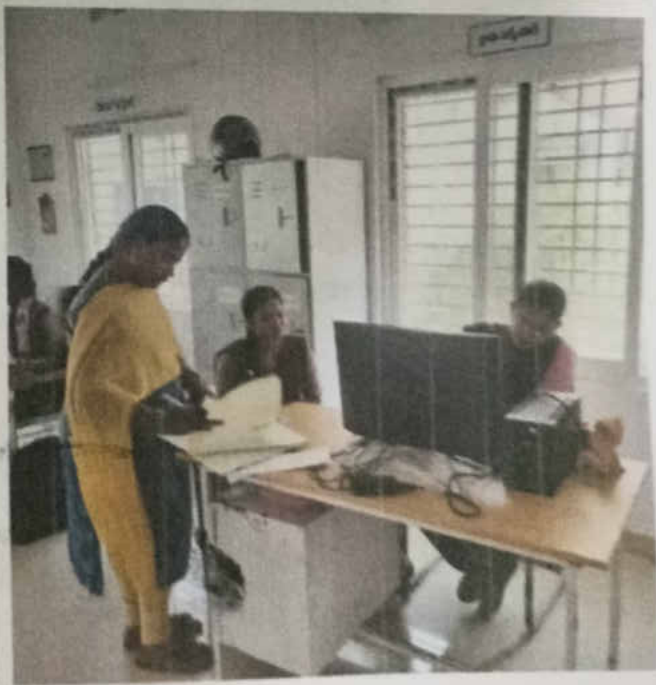
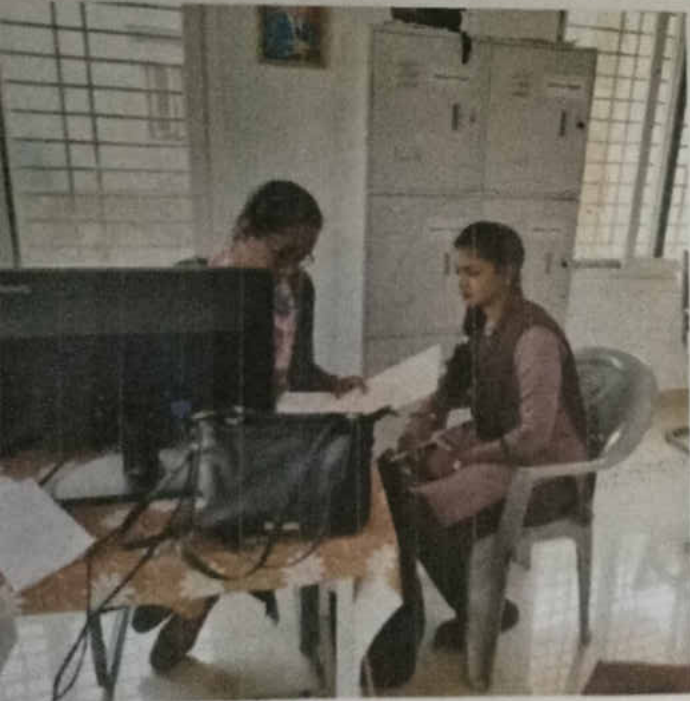
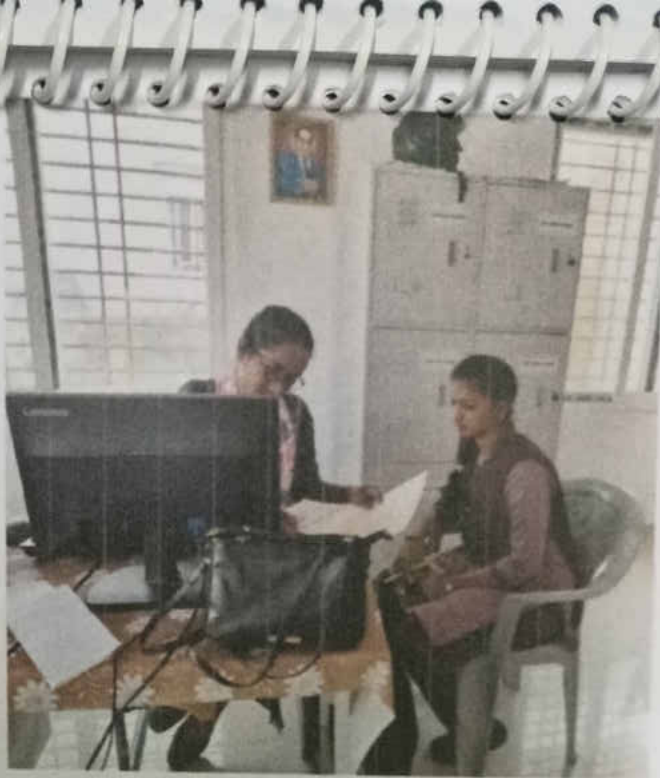
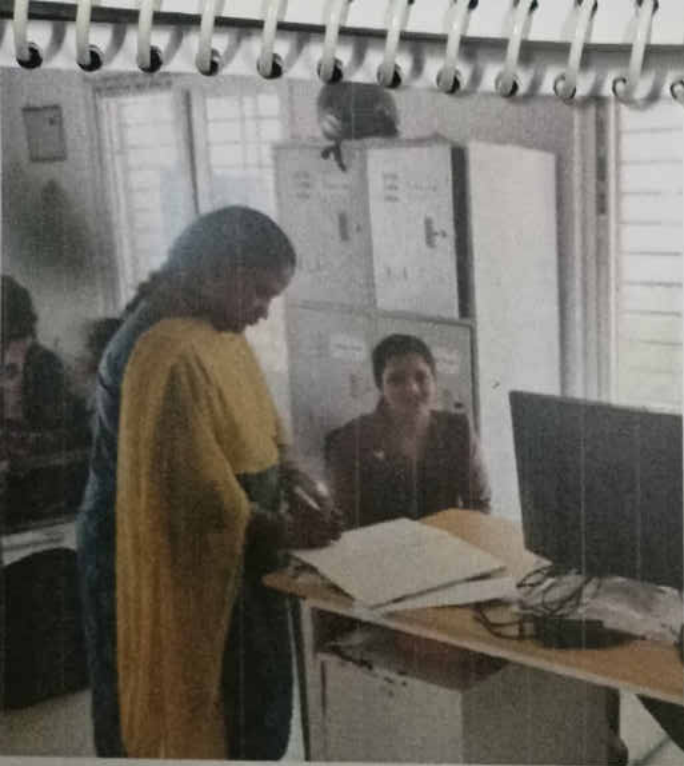
Rating Scale: 1 is lowest and 5 is highest rank

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

Date:

M. Kejuran  
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.

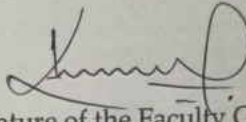


## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Srujan Barabhi  
Programme of Study: Long term internship  
Year of Study: 3rd year  
Group: MPCS(BSc)  
Register No/H.T. No: 2022001050048  
Name of the College: BIDE Men, Soukukulam,  
University: Dr. B.R. Ambedkar University.

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:

  
Signature of the Faculty Guide 19/04/2023



## **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

**(A Statutory Body of the Government of Andhra Pradesh)**

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