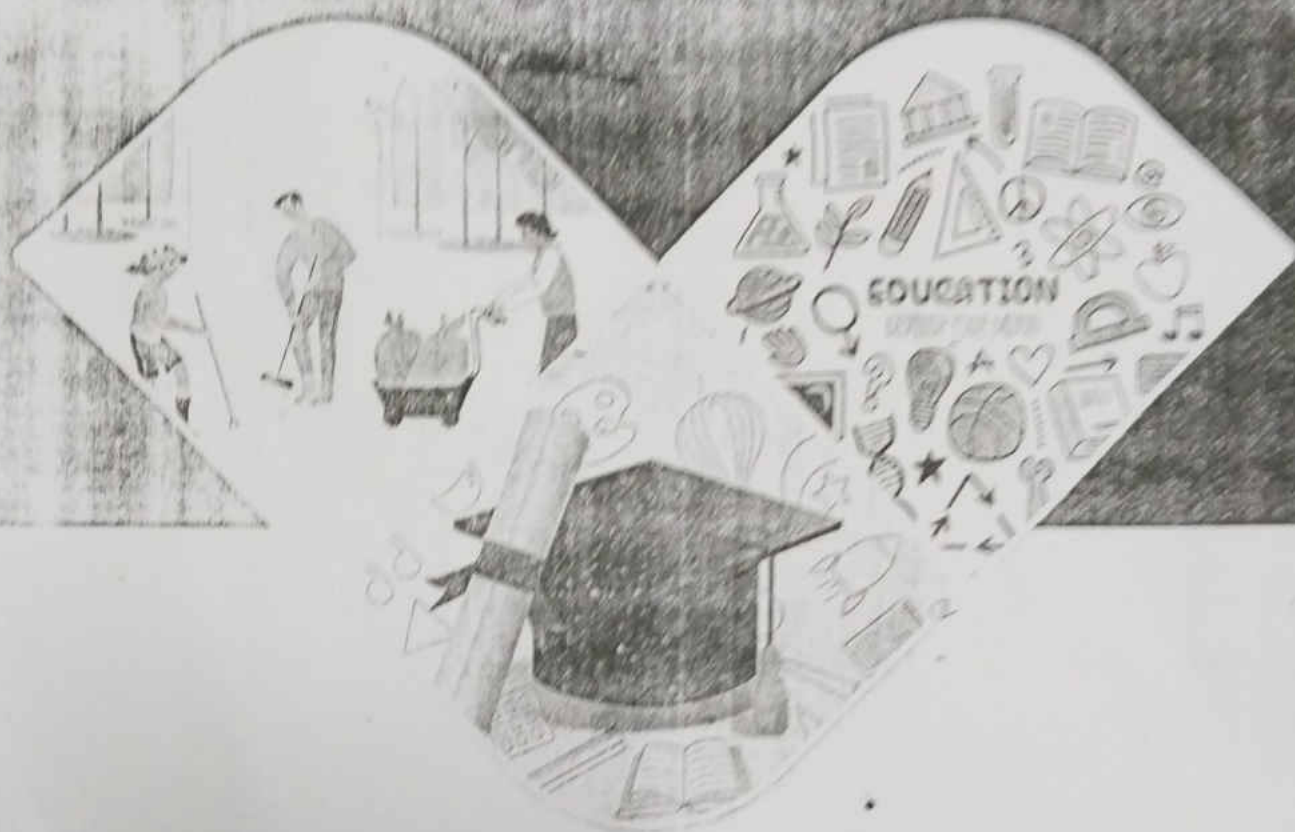


Model Program Book



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: **STRIGURI RAJESH**

Name of the College: **GOVERNMENT DEGREE COLLEGE MEN**
(Srikalahasti)

Registration Number: **2022001050047**

Period of Internship: 1 From: **12/12/2022** To: **18/03/2023**

Name & Address of the Intern Organization **NEELAMPALA SAKHIVALAYAM**

DR. B. R. AMBEDKAR

University

YEAR 2022-2023

Srikalahasti

An Internship Report on
sachivalayam department (neelampeta)

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
BSc (mpes)

Under the Faculty Guideship of
Sri. R. Ravi Kumar

(Name of the Faculty Guide)

Department of
Physics Department (Govt degree college men)

(Name of the College)

Submitted by:

SIRIGIRI RAJESH

(Name of the Student)

Reg.No: 2022001050047

Department of physics

Government degree college (men)

(Name of the College)

Instructions to Students

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

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

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

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Student's Declaration

I SIRIGIRI RAJESH a student of Internship
Program, Reg. No. 202001050017 of the Department of PHYSICS
College do hereby declare that I have completed the mandatory internship
from 15/12/2022 to 18/03/2023 in Sathiyabham dept (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
_____, Government degree college men saikakulam
(Name of the College)

S. Rajesh 18.03-2023
(Signature and Date)

Official Certification

This is to certify that SIRIGIRI . Rajesh (Name of the student) Reg. No. 2022001050042 has completed his/her Internship in Sahikalayam dept (Name of the Intern Organization) on long term Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of PHYSICS in the Department of Govt degree college (men) Srikakulam (Name of the College).

This is accepted for evaluation.

 16/202
Panchayat Secretary
Pattupuram Gram Panchayat
Kotabommali (Mandal)
(Signature with Date and Seal)
Srikakulam (Dist.)

Endorsements

Faculty Guide

 19/04/2023

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that SIRIGIRI . RAJESH (Name of the intern)
Reg. No 2022001050047 of Gout Degree College (men) ^{Satishkumar} (Name of the
College) underwent internship in Grama Sachivalayam neelampeta (Name of the
Intern Organization) from 12-12-2022 to 18-04-2023

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

Heenuka
Authorized Signatory with Date and Seal
Dt.....
Kotabommali Mdl
NEELAMPETA

Acknowledgements

- * 28th december payment acknowledgement dashboard
- * payment seals check for 28th december
- * list of aadhar payment failure cases for 20th december
- * dashboard for aadhar-bank account linkage status for 28th december failed cases.
- * payment status check for EBC westam.
- * EBC westam Acknowledgements.
- * payment status check for cheddur.
- * cheddur new applications Report.

Contents

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

This report is the result of 15 weeks internship during the internship it is required to study the organization department of organization and critically relate the theoretical aspects of the organization in the practical situation I got an opportunity of getting practical knowledge above the thirst village secretary in Anthona Pradesh. so the quench the thirst of practical experience and for getting the basic knowledge about the sachivalyam. I joined Neelampala village sachivalyam. during this time period I gather all necessary information about village secretaries.

Effort have been made to compile this report in such a way that facilitates it's salient features not only for students but also in the lay man I divide this report into different aspects in the part all government related

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.

Grama sachivalayam (also known as village secretary) are secretariats set up in the Indian state of Andhra Pradesh to decentralize the administration by making services and welfare services of all government department available at one place. Andhra Pradesh was the first state in India to launch village secretaries government of Andhra Pradesh appointed village volunteers to deliver services. It was launched on Gandhi Jayanthi since the scheme was inspired by Mahatma Gandhi concept of Grama Swarajya that promotes village become self sufficient, autonomous and made by Y.S. Jagan Mohan Reddy during his prize sashikumar yatra these sachivalayam are very useful and helpful to public in now a days.

CHAPTER 3: INTERNSHIP PART

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

As the internship program organized by the government in order to select the students to work and interact with the working department they selected.

AP Grama Sachivalayam was organized which one I choose the candidates who 18 to 42 years of age are eligible for AP Grama Sachivalayam exam. The required education qualifications are different according to the different posts.

There were 5 schemes that are introduced in the government of Andhra Pradesh like Y.S.R. Anna Vadi scheme, Y.S.R. cheyutha, Y.S.R. Rise card, Y.S.R. Navadintna Y.S.R. Vasathi devana etc. such help the citizen of AP to service And to have an basic education for the people belonging to below process by line (BPL) families in the state. At present there are 11, 162 secretaries in village 3,397 in total and which a total of 15,004 secretaries.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction class about sachivalayam department and staff	Grama Sachivalayam is also known as village secretariat	
Day - 2	Introduction class about Brief description of staff numbers	Working in the sachivalayam all the secretaries setup	
Day - 3	Introduction class about sachivalayam department	Government of Andhra Pradesh appointed the village volunteer	
Day - 4	Grama sachivalayam total staff details	Deep details about staff	
Day - 5	Grama sachivalayam total staff details	Staff details from top to bottom	
Day - 6	Grama sachivalayam total staff	All the government departments are having one portal	

WEEKLY REPORT

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

Objective of the Activity Done:	VILLAGE SECRETARIAT
Detailed Report:	Functionaries activity calendar
Grama Sahakalyam is [also known as] village secretaries are secretariats setup in the India state of Andhra Pradesh to decentralize the administration by making services and welfare services of all government department available at one place andhra pradesh was the first state in india to launch village secretariat. It - A Government of Andhra Pradesh appointed village volunteers to deliver services and also in the Grama Sahakalyam setup are 1. Panchayat secretary 2. V.RO (Village Revenue Officer) 3. Survey Assistant 4. ANM 5. Veterinary doctor 6. Women Police 7. Engineering Assistant 8. Digital Assistant 9. Welfare Assistant.	

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	panchayat secretary	Asama Sachivalayam conversable so the lakes and other welfare work under the Asama Sachivalayam	B. Subi
Day - 2	panchayat secretary	collection generation and spending daily reports to higher authorities	B. Subi
Day - 3	panchayat secretary	shall ensure that office premises are neat and duty party on Ray notes authorities.	B. Subi
Day - 4	VRO village Revenue officer	VRO should monitor the land and ration food supply in villages	Jaiting
Day - 5	VRO village Revenue officer	services of natives fammos/ orders under various acts/ land	Jaiting
Day - 6	VRO village Revenue officer	Identification of beneficiaries under various AOS/ schemes	Jaiting

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....) ③

Objective of the Activity Done:

Detailed Report:

Pan Chayat secretary

* collecting of property taxes, water charges other notices

* Attending RTI court cases, sc/st IR/ legal issues by making registers

* Allotment of turn abats for village secretaries

Functional Assistant

* must follow Panchayat Rai higher authorities during field visit.

* He shall attend practical duties Government special programs, election duties and other important duties whenever ordered by the higher authorities VRO [Village Revenue officer]

* VRO should monitor the land and ration food supply in villages

* Reporting violations under land ceiling Act or ACT, Rent Act, LTR in Angry areas Assisted rules and conditions and mines and mineral

* Reporting on infection sanitation and in electrical roads.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Survey Assistant	should surveyor of village lands	T. S. G. S. S.
Day - 2	Survey Assistant	Field Inspection to take action & authorized layout inspection valuation	T. S. G. S. S.
Day - 3	Survey Assistant	Inspection of land proposed for layout	T. S. G. S. S.
Day - 4	A. N. M.	should be responsible for village health monitoring	
Day - 5	A. N. M.	should be responsible for village secondary health centre in the village	
Day - 6	A. N. M.	should be responsible material of child health	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: VILLAGE SURVEYOR

* Attending office Registering day movement in movement Register collect land maps records and proceed field for attend survey predictions.

* protection of panchayat properties.

* Attending spandana grievance preparation of note on necessary issue in village and submit to the reporting office panchayat secretary.

* Attending general duties and duties of Chief functionary assistant as and when required and also according Government special programs

ANM

* As a part of ANM routine daily activity she has to visit at least 30 household in her district and covers the monitoring of child health

* ANM should be responsible for village health monitoring and scheduling health camps in the village

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Veterinary & Fishery Assistant	live stock, dairy and fisheries	
Day - 2	Veterinary & Fishery Assistant	The flag of Veterinary is white.	
Day - 3	Veterinary & Fishery Assistant	The flag of Fishery assistant is Blue	
Day - 4	Agriculture MPCP's	monitoring Agriculture works and suggestions	
Day - 5	Agriculture MPCP's	monitoring agriculture production output	
Day - 6	Agriculture MPCP's	operation activities of Khyber Pakhtunkhwa	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: AGRICULTURE VERTICALLY of Fishes Assistant
* the stages of agriculture is Green fishery etc.
agriculture is blue veterinary is white and aquaculture
is red

* Veterinary: Animal husbandry is the branch of
agriculture concerned with animals that are raised
for meat, fibre, milk and other products. We
are raised day the day selective breeding and
first domesticated born around 13000 BC farming
of the first crops.

* Agriculture: Field visits and interaction with
farmer (Pankodi seed village programme, crop
marketing etc.)

* operation of Rghu Bhadrasa Kendra
Processing of petition received.

* organization of village knowledge centre
and Agri input shop in Rghu
Bhadrasa Kae draw.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	women police [Grama mahila samikshana karyadahi]	counselling security and other important rules in villages	
Day - 2	women police [Grama mahila samikshana karyadahi]	visit the Anganwadi center (AWC) to ensure timely opening per school attendance and quality of the provision	
Day - 3	women police Grama mahila samikshana karyadahi	prevent child marriage by issuing eligibility certificate to the couple after thorough verification of their age proof.	
Day - 4	Engineering Assistant	Village engineering works is under supply Grama Sachivalayam	
Day - 5	Engineering Assistant	field visit covering all the engineering activities of quality works execution	
Day - 6	Engineering Assistant	technical inspection of building pro perties. application	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

women Police

* women Police is also known as the Grama Mahila Sankashta Kavayadari she gives counselling security and other important rules in village.

* prevent child marriage by issuing eligibility certificate to the couple through verification of their age proper.

* VISA to school / college girls / KGBVs / working campus of crime against women and children drug and sexual abuse Eve Teasing Ragging 24/7 help line and self defence techniques cyber mithra mahila mithra.

Engineering Assistant

* Field visit covering all the engineering activities of quality work execution & identify etc and report to concerned engineering department.

* Identification of road maintenance work such as holes etc and preparation of estimate proposals.

* protection of village assets regarding to all engineering works.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Electrical Assistant	electricity supply street lights and monitoring	
Day - 2	electrical Assistant	switch off street light in the sewer area before sunrise	
Day - 3	electrical Assistant	switch on street lights after the sunsets.	
Day - 4	Digital Assistant	monitoring the village in single window system.	Minube
Day - 5	Digital Assistant	Attending office and entering all the details related to happenings	Minube
Day - 6	Digital Assistant	Attend the duties as entrusted by the Panchayat secretary	Minube

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- * electrical Assistant is known as energy assisand
- * electrical supply and street light and monitoring
- * Visiting Ward / Areal along in the op area and
- Identifying the problems related meter, relasing
- Now electrical connections and attending fuse off
- calls monitoring and enter supply schemes
- * Attending LT/BT like maintance o+r maint
- and replacment of DTR sections and fuses
- relabte and quality supply and attend
- open doyal update of gram panchi
- representations.

Digital Assistant

- * maintaining the village in single window system
- and attending office and entering all details
- released to apply grievance / ammination /
- applications in the Inward register and
- shall place in before panchyat people for
- initials and distribution.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	welfare Assistant	pension distribution new model house construction monitoring	
Day - 2	welfare Assistant	visit to Banks to SHGs, bank linkage Houseing plans as per schedule	
Day - 3	welfare Assistant	clearance of files service in online manual	
Day - 4	welfare Assistant	Navaaatharukel	
Day - 5	welfare Assistant	The nine Navaaathar welfare schemes	
Day - 6	welfare Assistant	The nine Navaaathar welfare schemes	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Welfare Assistant

- * Pension distribution, Duratna Mahila construction monitoring
- * Interacting with the other functional Assistant to exchange the information related to grievance in SPandan to ensure quality disposal and development activities to them and to seek solutions
- * Field visits to village (school) Hostels SHG etc meetings visits to self-employment units etc to as per scope of activities.

Nakaratnalu

* The nine Nakaratnalu welfare schemes are:-

1. Y.S.R. Raithu Bhavasa
2. Fee membership Yojana
3. Arogya
4. YSR Sanyasam
5. Ban on alcohol
6. Anna Vadi
7. YSR Arogya YSR Chetana
8. Housing for all poor
9. Pension enforcement

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	YSR Raithu Bhadosa	Every farmer to be provided Rs 50,000 financial assistance	
Day -2	YSR Raithu Bhadosa	Fee Group saving starts to get 12,500 during may itself	
Day -3	YSR Raithu Bhadosa	Farmers need not worry about crop insurance	
Day -4	Fee Rembursement youth employment & Job Creation	Fee reimbursement youth employee	
Day -5	Fee Rembursement youth employment & Job Creation	Education expenditure will be borne for poor	
Day -6	Fee Rembursement youth employment & Job Creation	RS. 20,000 per student per annum to be provided in addition to fee reimbursement	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: 1. YSR Raitthu Bhratosa

* Every farmer to be provided Rs 50,000 financial assistance for crop saving farmer to get 12500 during may itself.

* Farmers need not worry about crop insurance government to pay insurance premium on behalf of farmers

* Interest free crop loans to be provided to farmers

* Free hand-wells to be provided to farmers

* 9 hours free electricity during day time for agriculture purpose

* Rs-4000 crore allotted for natural disasters Relief fund

2. Fee Reimbursement youth

employment & job creation

* Education expenditure will be borne for poor.

* Rs 20000 per student per annum to be provided addition to fees reimbursement boarding and lodging

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	AROGYA SRI	Free medical treatment through Arogya Sri	
Day - 2	AROGYA SRI	All diseases and operations to be covered under Arogya Sri	
Day - 3	AROGYA SRI	Financial assistance to be family of person during & after operation treatment	
Day - 4	YSR Jalayagnam	Jalayagnam Dham project at lake by YSR to be completed	
Day - 5	YSR Jalayagnam	Jalayagnam project by a village	
Day - 6	YSR Jalayagnam	other project to be completed in was footing basis	

WEEKLY REPORT

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

Objective of the Activity Done:

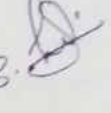
Detailed Report: 3. Aardhya Sri

- * YSR Aardhya Sri cover for all categories with annual income less than Rs. 5 lakh
- * Aardhya Sri applicable for all medical expenses above Rs 1000/-
- * Free medical treatment through Aardhya Sri
- * Aardhya Sri treatment applicable through out country.

4. YSR Jalayaznam

- * Jalayaznam dream projects of late Dr. YSR to be completed.
- * palavaram, poala subhaya, velizonda and other projects to be completed in war footing basis.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Bar on alcohol	Liquor is one of the main reason of dispute in families	
Day -2	Bar on alcohol	Human relations are collapsing	
Day -3	Bar on alcohol	Bar on alcohol will be implemented in three stages in use so be stumbled	
Day -4	Amma Vadi	mother poor families need not worry about children education	
Day -5	YSR Asada YSR cheyutha	Leads of some co-operative societies would be put directly in fair sale	
Day -6	YSR Asada YSR cheyutha	YSR cheyutha to be provided so SL, BL ST minority women	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

5. Ban on alcohol

- * Liquor is one of the main reason for disape in families.
- * Human relatives are collapsing
- * Ban on alcohol will be implemented in these stages alcohol use to be limited to 5 star hotels

6. Amma Vadi

- * mothers of poor families need not worry about children education.
- * Financial assistance of RS 15,000 given to mothers for children education.

7 YSR Asara & YSR cheytha

- * loans of womens co-operative societies would be paid to them directly in four instalments
- * 0% interest loans will be issued to the women and the interest will be borne by government to the banks.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Housing for all Poo	Housing for all homeless Poo families	
Day - 2	Housing for all Poo	Registration to be done in the names of female persons in the house at time etc	
Day - 3	pensions enhancement	pension age limit to be decreased to 60 from 65 years	
Day - 4	pensions enhancement	Rs 3000/- Pensions for definitely able persons	
Day - 5	Gadapa Gadapa mana prabhuvam	self feed back suggestion from the public	
Day - 6	Gadapa Gadapa mana prabhuvam	schedule finalized by district collector	

WEEKLY REPORT

WEEK - 11 (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 categories
- * 25 lakh houses to be constructed in 5 years
- * House sites to be provided to house less poor people along with registration and construction
- * Tie-up with banks for loans 25 paise against the nearly constructed house.

Pensions - Enhancement

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

Gadapa Gadapa

mana prabhutvam

- * The Gadapa Gadapa mana prabhutvam is must to be feed back / suggestion from the public.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Digital assistant explaining that attend the details entrusted by the panchayat secretary	All employ's work under the panchayat secretary	
Day - 2	DA explains that he attends to the protocol duties	he must attend the all government programs	
Day - 3	DA submission of daily reports to panchayat secretary.	panchayat secretary visit the area of DA	
Day - 4	welfare Assistant discuss about JVP, Amma Vadi schemes	eligible and Ineligible process	
Day - 5	welfare Assistant settle the balance of fields/services in online/manual	He doing the all fields and documents on so day	
Day - 6	WA visiting the village school hostels, SHK, AM Vo meetings	he checking the what problems reported by schools villages etc.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Digital Assistant

- * Attend the duties as entrusted by the Panchayat secretary.
- * To explain detailed report to the Ammakudi
- * He attend to the practical duties, Government special programs and election duties.
- * Distribution of Sappal to functional Assistant for processing files through file Alloment Register checking mails person leading work orders

welfare assistant-

- * Discuss about Amma Vadi and Vidhya bevara cheyutha schemes
- * Clearance of files on services in online and manual.
- * Visit to village or schools in online and manual so self employee wait of for as per calendar or activities.

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

During Internship

- 1) context :- The first on my internship was the day that I will never forget in my life and this is because of the experience I acquired which enables me to learn more about working environment in introduction as how we should be have during our own internship period.
- 2) my role :- my self i was considered as a necessary in the organization I had to first introduce my self of fellow workmate which I did without any problem I performed my responsibilities I was trained by my supervisor and other staff depending on task to be performed
- 3) performance :- The working environment was so guiding my college helped me so well with all challenges at work they are always there for me In detailed I gain the following

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.

as result of solving as satisfaction state

managerial skills - I have tried to perform all duties for my best and the way trained well in the all categories and it was to be so much helpful for me.

The way in which interance has changed as a result of internship experience

personality - this is the most important and thing which help in full feelings things goals be objectives.

Time management - As a result of internship a trainee learnt how to perform different responsibilities in the short time.

confidence - A trainee got used with the external environment of school and a trainee how to be confident especially on work field.

* working spirit

* Good communication skills.

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

management skills: I have to perform all duties efficiently and efficiently to avoid any bad repetition that could occur and lead to wastage of time but I didn't practice more about what I have learned in there where I expected to practice it during internship.

socializing = The help and obedience rendered on intern by supervisors and other colleagues the power of friendship.

socializing = the help and assistance rendered to intern by supervisors and their colleagues the power of friendship

- * Ethical behaviors in workplace
- * know how to handle conflicts with different attitude and behavior

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

In my opinion sachivalyan / valutees system already proved to be efficient way of handling government scheme right from application and relieving so finally beneficiary and they forwards public welfare schemes in progressing first have free manner - that never done before and it would have not possible without sachivalyan valutees staff.

Student Self Evaluation of the Short-Term Internship

Student Name:	Registration No:
Term of Internship: <u>long</u> From: <u>12/12/2022</u> To: <u>18/03/2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>neelampeta salhi Kalayam Katabommali</u> <u>Srikulam (mand)</u> <u>Srikulam (district)</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:

S. Rajesh
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No

Student Name: SIRI SURESH Registration No: 2022001050002

Term of Internship: 1st From: 12/12/2022 To: 18/03/2023

Date of Evaluation:

Organization Name & Address: Neelampeta Sachivalaya Kuthammali (man) Satchivalaya (dist)

Name & Address of the Supervisor with Mobile Number: B. Santhi Kumari, Neelampeta Sachivalaya
PH: NO - 9397095017

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

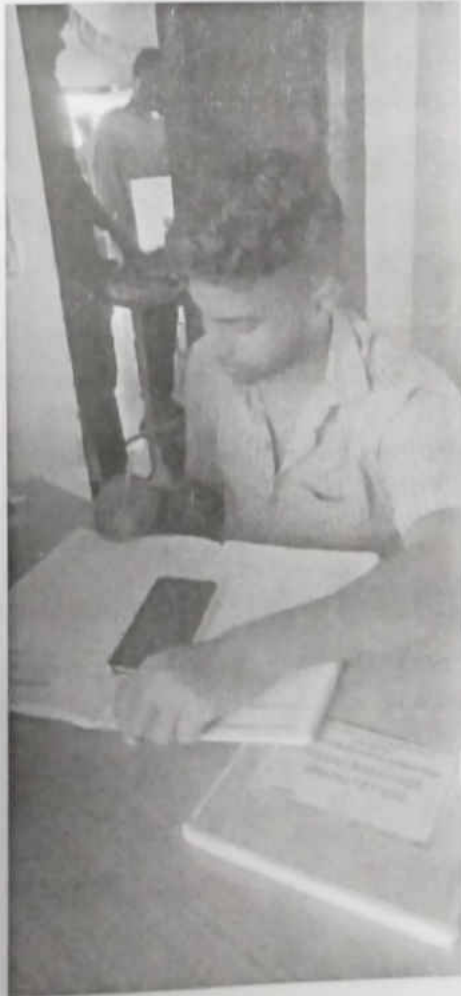
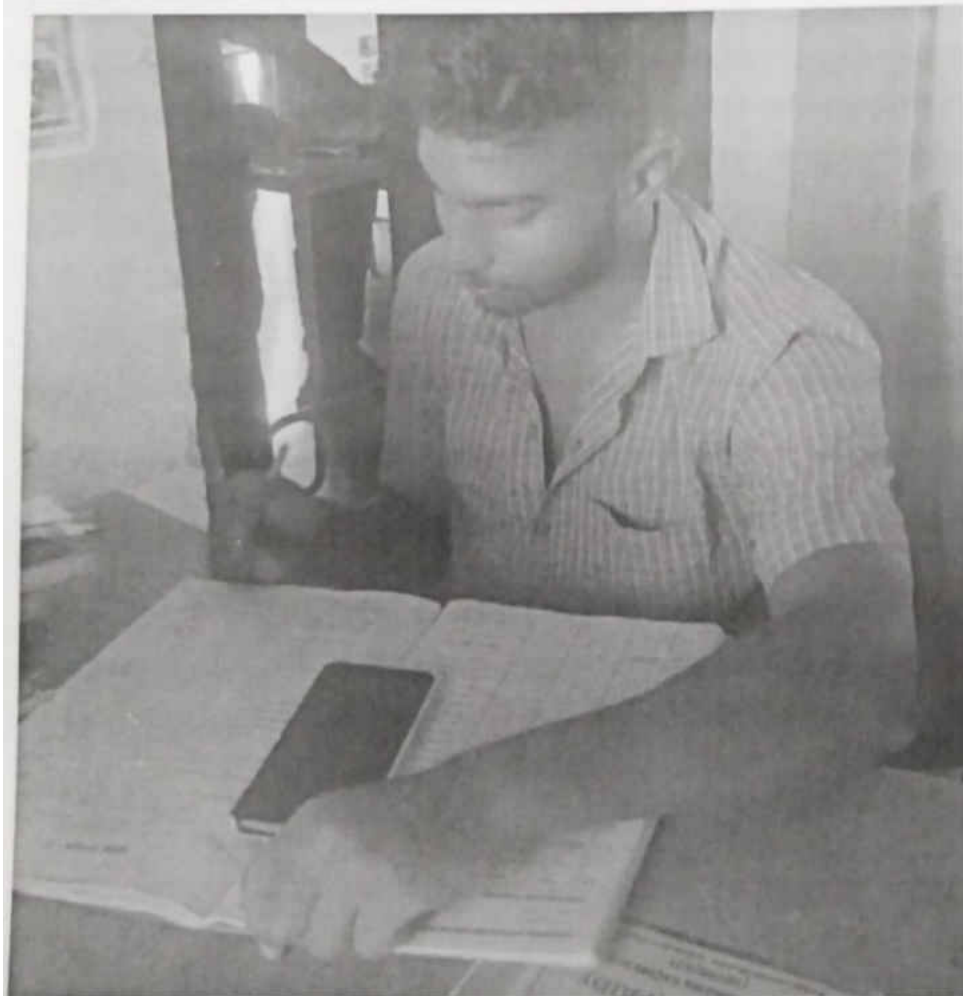
Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:

B. Santhi Kumari
 Signature of the Supervisor
 Grama Panchayat
 Neelampeta (V)





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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