



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

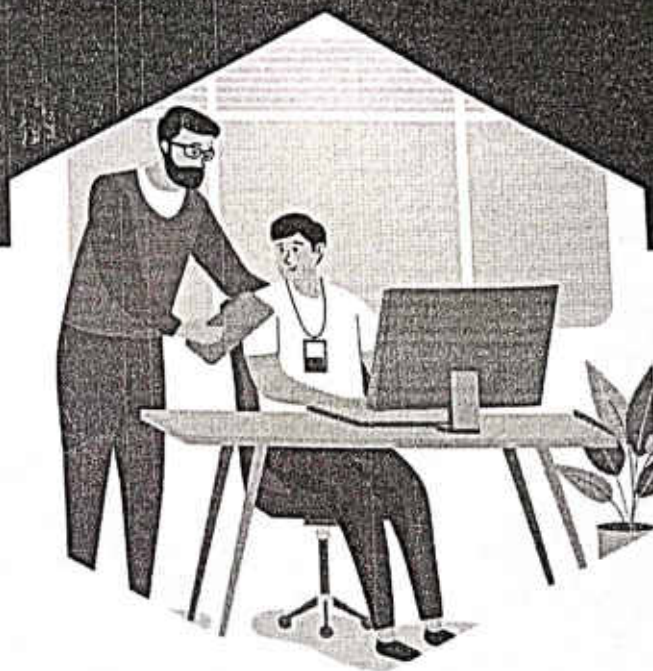
(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



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

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: Kola Hema Lakshmi

Name of the College: Govt. Command Degree College (Men)

Registration Number: 2122001053033

Period of Internship: From 18/08/2023 to 30/09/2023

Name & Address of the Intern Organization: Kalyacharyulapeta
Grama ward Sachivalaya

 D.R. AMBEDKAR University

YEAR

An Internship Report on

Giroma Sachivalayam services

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Bachelor of science in m.p.e

Under the Faculty Guideship of

V.V. Ravi Kumar

(Name of the Faculty Guide)

Department of

Government degree college (men)

(Name of the College)

Submitted by:

Kola. +chhabha

(Name of the Student)

Reg.No: 2122001053033

Department of

B.sc [mathematics]

(Name of the College)

Government degree college (men),
soukukulam

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 2 months (180 hours) of short-term internship either physically or virtually.
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, K. K. Hemalatha a student of Internship
Program, Reg. No. 212200105233 of the Department of Gov. degree college (men)
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 20/09/2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
V. V. Ravi Kumar (Name of the Faculty Guide), Department of
B.Sc (Mathematics), Government degree college (men)
(Name of the College)

K. K. Hemalatha
(Signature and Date)

Official Certification

This is to certify that Kola - Hemaatha (Name of the student) Reg. No. 2122001053033 has completed his/her Internship in Gosama ward school (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc [Mathematics] in the Department of Govt degree college (men) (Name of the College).
SKLM

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

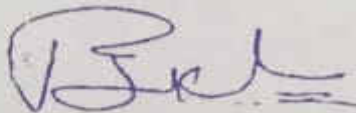
Faculty Guide



Head of the Department

Lecturer in charge
Dept. of Mathematics
Govt. Degree College (Men)
SKIRAKALAM

Principal



Certificate from Intern Organization

This is to certify that Kota. Hemalatha (Name of the intern)
Reg. No 2122001053033 of Government degree college (Name of the
College) underwent internship in Katyacharyulapeta Grama Sachin (Name of the
Intern Organization) from 18/08/2023 to 30/09/2023

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

S. Santhosh
Authorized Signatory with Date and Seal
Panchayat Secretary
Katyacharyulapeta (G.P)
Amdalavalasa Mandal
Srikakulam Dist.

Acknowledgements

I am deeply grateful to all staff members to the Sabhalaya Gramee ward Sachivalayam and also my mentors and advisors during this internship, for their invaluable advice and guidance. Their industry experience and expertise helped me to better understand the company and industry, and allowed me to make the most of my internship.

Throughout the internship, the Sabhalaya Gramee ward Sachivalayam provided me with valuable insight and guidance that helped me to navigate my tasks and responsibilities. They were always available to answer my questions and provide support, and their wisdom and expertise helped me to grow and as a professional. I am thankful for their time and support, and for sharing their valuable insight with me.

I am grateful thanks for Subhalaya Gramee
Sachivalayam support and the opportunity they
have provided me. Their financial assistance allowed
me to focus on my internship and my professional
development, and I am thankful for their commit-
-ent to helping me succeed. I hope to continue
working with Sachivalayam in the future and to
make the most of this incredible opportunity.

Finally, I would like to thank for providing
the funding and support that enabled me to
complete this internship. With out their assistance
I would not have been able to gain this valuable
Experience.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page 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.

An Executive summary is a short document or section of a document produced for business purposes. It summarizes a longer report or proposal or a group of related reports in such a way that readers can rapidly become acquainted with a large body of material without having to read it all.

The activities I performed in the internship during the internship period of time. The activities are to collect the all details, and write the roles of the all sachivalayam staff members.

In sachivalayam there are 11 staff members.

* Panchayat secretary :-

Grama Panchayat? sachivalaya konveror, able to collect the taxes, and other welfare work under the Grama sachivalayam area.

* VRO (village Revenue officer) :-
should monitor the land and ratio food supply in villages.

* Survey assistant :-
should survey of village lands.

* ANM :- should be responsible for villager's health monitoring and scheduling health camps in the village.

* Veterinary & fishery assistant :-
Live stock, dairy and fisheries.

* women police :-
counselling, security and other important roles in village

* Engineering Assistant :-
water supply, Grama sachivalaya & village engineering works.

* Agriculture assistant :-
monitoring agriculture works, suggestions marketing, and production Reports.

* Digital assistant :-
monitoring the village in single window system

* Welfare assistant :-
Pension Distribution, Dwarka mahila, house construction monitoring.

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 is also known as village secretariat. It was set up in the Indian state of AP to decentralize the administration by making services and welfare services of all government departments available at one place. Andhra Pradesh was the first state in India to launch village secretariats to deliver services. It was launched on Gandhi Jayanti since the scheme was inspired by Mahatma Gandhi's concept of Grama Swarajya that promotes village becoming self-sufficient, autonomous entities. Establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy in his Pooja Santkalpa Yatra.

- * It is used to making services and welfare services of all government departments available at one place
- * Andhra Pradesh was the first state in India to launch village secretariats.
- * Government of AP appoints village volunteers to deliver services.
- * It was launched on Gandhi Jayanthi.
- * Since the scheme was inspired by Mahatma Gandhi
- * Establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy during his Praga Sankalpa Yatra.
- * Village secretariat was first launched on 2nd Oct, 2019 on the event of Gandhi Jayanthi
- * The notification for the village / ward secretariats has been released on 21st July 2019.
- * The written exam was conducted between 1st Sep, 2019 to 8th Sep, 2019.
- * It is used to provide to the public conveniently.

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.

An internship is a period of work experience offered by an organisation for a limited period of time.

As an internship program organised by the government in order to select the students to aware and interact with the working of the departments they selected.

Grama sachivalayam was the organised which one I chose. The candidates between 18 to 42 years of age are eligible for AP Grama sachivalayam exam. The required Educational qualifications are different according to the different posts.

There were some schemes that are introduced in the Government of Andhra Pradesh like YSR Aammi -avdi scheme, YSR aice card, YSR Navaratnamu, YSR nayathi deevana etc.....

It helps the citizens of AP to survive and to have an basic education for the children. All the schemes are applied to the people belonging to below poverty line (BPL) in the state.

It provides you with experience, professional opportunities and personal growth. It will also make you more competitive when applying for jobs.

The internship goals are as an internship, your main purpose in the work place is to gain knowledge and experience and you may also full fill Educational program requirements.

Internships are a great way to connect classroom knowledge to real-world experience learning is one thing, but taking those skills into the workforce.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Interaction with the staff, co-internship students about Gramasachivalayam self induction	coordination b/w employees induction with people administration work	 V.R.O.
Day -2	village in sachivalayam about these villages map about the villages	pilgrim places in the sachivalayam village statistics boundaries.	 V.R.O.
Day -3	About revenue theme about revenue village boundaries farmers data	Discuss about revenue bring some peoples together	 V.R.O.
Day -4	ANM says that she has to visit atleast 30 household in her allotted area	she checks that what kind of problems face by people	Gu.
Day -5	Register pregnant women in 12 weeks & Enrol case	she care in pregnancy and child birth	Gu.
Day -6	Identify women in need of medical termination of pregnancy	she refer to nearest health facility and care	 V.R.O.

WEEKLY REPORT

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

Objective of the Activity Done:

About first day report

Detailed Report: Interaction.

- * The first day do the interaction with the staff and co-internship students about Grama sachivalayam staff interaction. coordination b/w employees interaction with people administration work.
- * The second day villages in sachivalayam about the villages statistics data to draw the village map.
- * The third day about Revenue theme about revenue village about Revenue theme revenue village statistics.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Devision & responsibility of digital assistant & welfare education assistant	Imp of various service to citizen & type of welfare schemes	
Day - 2	Devision & responsibility of VRO & village sur-veyor.	Ration distribution system & Human-He recognition & type of card	
Day - 3	Devision & responsibility of veterinary Asst & agricultural Asst.	live stolen type / various immegi-nation type of crops & seeds	
Day - 4	Field visit by VRO PDI distribution.	Door to door deliver of public distribution to the house hold.	
Day - 5	Field visit by VRO Resurvey	Re caption of land in village using latest technology.	
Day - 6	No brief of last 5 days activities.	know what type of devision are befo delivered	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of provision (citizen) of a student
possible time.

1. Immense of cost & Income.
2. Family members certificate.
3. Birth & death certificate.

Applying for schemes to the eligible candidate poor

field verification

1. YSR Peremimum
2. YSR chesutha
3. Rice card
4. YSR Ammavadi
5. YSR vidya devena.

Field activity :- Ration distribution to household at
door step by MOS.

hand re-survey using 'GPS' the local using
technology & rover for accuracy in a main
point.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division & responsibility - ANM & mahila police	hygienic maintain implementation safety women & child	V. Shrestha WPS
Day -2	Division & responsibility - ity of engineering AS & Panchayat secretary	engendering work Reactivation & premeasures of mancoas	S. S. S. S.
Day -3	Field activity SDG Survey PM Jay survey	knowing well about sustainable development gro- wth process	S. S. S. S.
Day -4	Field activity House hold survey PDS distribution	knowing about type of house hold & their eligibility	S. S. S. S.
Day -5	online service digital literat	known how to apply for cash incom certificate & move service	S. S. S. S.
Day -6	Re-brief on last 5 days activation	overall : learned name maintaince while implement to do better works	S. S. S. S.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM we united served have for any health recommended few medicines. Also spoke to pregnant women for any difficulties other services the well being & kind new of the people with the ANM.

Also accompanied by mobile police visited to house to educate the children for good touch & bad touch. Awareness for the girl child for not being harassed. Any harassment happened should be initiated after calling.

No. of online surveys are going on & participants and accurate knowledge about how a system works on demand of the government.

knowing eligibility criteria of all the welfare schemes of state government.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division & responsibility - Anm & mahila police definition of SC & open beyond SC closed beyond	Hygienic measure - on implement - action subject of women & child	Gu
Day -2	Division & responsibility - City of emergency Avt. & Parachuted secondary	on getting work weekend/vermore & Prenatal development and cell	Gu
Day -3	Field activity SDG survey pm Jay Survey	General test for 15 th piname full MAMERI	<i>[Signature]</i> V.R.D
Day -4	House hold survey of Quilom 1,2,3,4,5	most likely a come survey	Santhosh
Day -5	Household survey of cloths 6,7,8,9,10	categorised of house holds	S. Santhosh
Day -6	Home field survey of clothing 15,16	- do -	<i>[Signature]</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - service life agreement.

In gram ward sachivalayam. There are more than service each service in having their own SLA.

For eg:-

1. Income certificate - 7 days.
2. Caste certificate - 30 days
3. motivation - 3 days
4. Rice card - 180 days

GPDOP : Grama Panchayat development programme
It is a planning programme.

For the development of gram Panchayat.

- * sanitation planning.
- * Road repair planning.
- * Street light position / repair
- * New overhead town.

General fund - House tax payment / properties tax

15th Finance Grama Panchayat government

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Types of state govern- ment welfare schemes & their eligibilit - 1	welfare in the primary concern for the existing Government.	<i>[Signature]</i> skil-p welfare off
Day - 2	welfare calendar for the year 2022-2023.	Planned execution in implementation of welfare sche. -me.	<i>[Signature]</i> skil-p welfare
Day - 3	Field visit - what is Gram chauram? what is agricultural land? what is dry land?	Basic knowledge of a village & exis boundary.	<i>[Signature]</i> V.R.O
Day - 4	"E-KYC" mandatory for all the welfare schem- es how E-KYC done	Digital literacy using mobile/ smart phones.	<i>[Signature]</i> skil-p welfare
Day - 5	six-step validation of eligibility all welfare & non-welfare schemes.	Digital literacy training acqu- -ried	<i>[Signature]</i> skil-p welfare
Day - 6	re-brief of all the last 5 days activi- tion.	very in forma- -live & [enable, able]	<i>[Signature]</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State - government - welfare schemes and its eligibility criteria, application program field verification E-KYC program.

- Cg: YRS YSR Pension conver

All these types of person have difference eligibility criteria

welfare calendar shown the deemed planning & implementation of knows at the right time in a project & procedural manner.

E-KYC electronic - know your citizen which given on the live station of the citizen. It's monitor for all the households for any type of welfare schemes

Six-step validation.

1. NO Govt employee in the house hold.
2. NO income Tax pay in house hold.
3. NO more the 3 Acres of agricultural land.
4. NO poor welfare holds.
5. electricity consumption not more than 300 unit/m
6. 1000 sq feet commercial land use area.

Page No:

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	she should work under the administrative control of medical officer PHC	Technical supervision and guidance of female health supervisor	Gu
Day - 2	she should stay at her official head quarters	she available for the community for all maternity	Gu
Day - 3	should be in uniform with identity card	maintain all the records and Reports as prescribed under RCH	Gu
Day - 4	ANM should prepare map of her allocated area	Records all the births and deaths occurred in her area.	Gu
Day - 5	she collect data & all parameters and keep family health	Assist the medical supervisor and family health supervision	Gu
Day - 6	All the ANMs have to discharge all the duties as assigned by PHC	Attend to such other duties as entrusted by the medical officer.	Gu

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- * work under the administrative control of the medical officer primary Health centre (PHC) and technical supervision and guidance of the female health supervisor.
- * stay at her official head quarters and available for the community for all maternity care services
- * Discharge all the duties as assigned by the primary Health center (PHC) medical officers.
- * provide immunization for pregnant women with Td (Tetanus and adult diphtheria)
- * maintain all the records and reports as prescribed under Reproductive and child health care (RCH)
- * Prepare the action plan for her area with the help of female health supervisor.
- * conduct population screening for hypertension diabetes/ common cancers and other NCDs.

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.)

* Internships are generally thought of to be reserved for college students looking to gain experience in a particular field. However, a wide array of people can benefit from training internships in order to receive real world experience and develop their skills.

An objective for this position should emphasize the skills you already possess in the area and your interest in learning more. Internships are utilized in a number of different career fields, including architecture, engineering, healthcare, economics, advertising and many more.

Some internships are used to allow individuals to perform scientific research while others are specifically designed to allow people to gain firsthand experience working

Utilizing internships is a great way to build your resume and develop skills that can be emphasized in your resume for future jobs. When you are applying for a training internship, make sure to highlight any special skills or talents that can make you stand out from the rest of the applicants so that you have an improved chance of landing the position.

You've applied for an internship to gain knowledge of an industry and professional experience, but that doesn't mean you don't have anything to offer. During your interview, highlight instances where you've taken it upon yourself to contribute or positivity affect change.

Your potential employer will appreciate the chance to bring someone on board who doesn't have to wait to receive direction for every task, and who is willing to assist others with their work while taking initiative is important, so is the ability to receive feedback.

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

skill the ability to do something well. many people claim that are skilled in a certain activities. skill can be the deciding factor in whether you will be very successful or unsuccessful in certain activities in your life plus the communication skill. The communication occurs in a variety of ways, but primarily involved in your ability to write to speak professionally.

The second skill interpersonal skill. the ability to communicate effectively is often related well to others, or people skills. depending on the industry you may be in interacting with clients and vendors as well as your co-workers and managers.

As an intern, you'll likely collaborate with other interns and company employees. your ability to communicate and relate well to others is certainly important for collaboration as is the capacity to work with others to reach a common goal. As part of a team, you have to understand your own strengths and weaknesses.

* management skills are the practice & understanding developing and deploying people and their skills. management skills are abilities and tools needed to perform certain duties, usually as it pertains to overseeing a team, such as solving problems, communicating well, and motivating employees.

* I can do

To day's work culture - whether you're hoping to intern organization for startup or well established often overlaps even the most senior level executives to wear multiple hats. As an intern, one day you might find yourself supporting the sales team and the next day performing customer service.

Critical thinking refers to your ability to analyse and evaluate a situation or issue and form a judgment. The tendency to think critically can be demonstrated by a willingness to ask questions in order to understand an issue from all possible angles, and to pose creative solutions to challenges. It's something many of your professors have likely emphasized and is highly valued by employers.

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.

* management skills are the practice of understanding developing and deploying people and their skills management skills are abilities and traits needed to perform certain duties, usually as it pertains to overseeing a team, such as solving problems, communicating well, and motivating employees.

* I can do manage the one skill that is bring some people together to explain the elections and answer and the about survey. This is very useful to our need life that is mostly about survey.

The Survey project includes properties in urban areas apart from rural areas. The ultimate goal of a survey is to create a database of all immovable properties that serves as a conclusive record of titles.

To ensure your property is free of any disputes, conducting a land survey is necessary. To apply for a land survey also I discussed that is mostly you need to conduct the ~~haridar~~ of the particular area. Next download the application form and fill every column carefully.

next, assemble all documents as received by the authorities. remember all your documents must have the signature of their co-tenants. lastly submit your applications form along with the required documents. After submission, neighboring properties and the local revenue officer receive a notice.

secondly we discussed about the election.

* An Election is a formal group decision making process by which a population chooses an individual or multiple individuals to hold public office.

Electronic voting machine (also known as EVM) is voting using Electronic means to either aid or take care of the chores of casting and counting votes.

An EVM is designed with two units: the control unit and the balloting unit. counting. The room which is called strong room is used to keep ballot boxes of polling in counting day in presence of controlling officer the seal of strong room open and the ballot box should opens for counting in presence of who are participate in elections. nominators After successful completion of counting officer announce the election naming who is the winner.

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

I can improve my communication skills as the part of about villages and about saganamma schemes.

In the part of villages I think about how is life in the village and do you have enough resources and also is life ~~any~~ here. There are many questions arise in my mind so, I can prepare a essay in my village.

my village ~~is~~ namely ~~Thiruvananthapuram~~. It is situated near a seashore. It is also paradise of beauty, freshness peaceful. The people of my village mostly like farming this village is also so calm and so silent, and also called the rural part of the country. It is called rural because it doesn't have modern facilities like cities.

The life in my village is full of contentment and happiness, as people are not in a hurry like in city life. village people live a very simple life. my village is also known as beauty of nature because it can be experienced in a village as it is surrounded by ~~tree~~ flowers, mountains, streams and farmlands.

There is no pollution in the village and we can feel the freshness in the breeze. There is a primary school in my village where the village kids study with a lot of enthusiasm.

In my village my favourite time is a stroll over. I love going there and spending time because beyond the liver land are acres of green lands and hills. The people in my village are very helpful and they live like one big family who always takes care of each other.

There is no pollution, no noise and no rush. I feel very excited when we prepare to go to our village. But one defect of my village is there is no proper road in my village. In fact there is no facility for transport. People have to walk on foot from the road to the village to reach their respective houses.

Finally, I conclude that my village is small but the people living here have big hearts. It means my village is very simple but happy life. So, please people should visit their village and enjoy its beauty.

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

In the period of internship I know about the civil supplies like in the part of rice card services that is how to apply new rice card. Already having Rice card How member addition in Rice card and by birth addition How to add member below 5 years also How to member deletion in rice card and required documents etc...

Ap Government decided to issue new Rice card to all the eligible families of the state which the total income of a family should be less than Rs. 10,000/- per month and Rs. 12,000/- per month in rural and urban areas respectively. The rice card application is visit nearest ration office means the applicant has to go to office to get the application form. A copy of the application form can also be download from the net next complete ration application form the applicant has to fill in all the details of the family members correctly without any errors. There should not be a any overwriting, and the applicant needs to have all the documents before entering the details and then submit the ration card application.

Add name in ration card online, in Ration card section click on the link add new members name and open the application form. Fill in all the details completely and upload relevant documents including a scan of your existing Ration card and identity documents of a new member.

-Add child name in ration card in ap is visit the nearest food and civil supplies department or any ration card office. Ask staff for the member addition form. Fill in the details with appropriate information or mistakes in the application results in rejecting the application. Attach a proper photograph to the application form.

-Delete name in Ration card that is applicant shall also obtain the form the respective office (please pay for the form if required) or a written / electronically typed application on A4 plain sheet as advised shall be used or use the following link to download form link as "Deletion of member in Ration card application form" or member addition. After ground level verification ration card will be issued in 2-3 weeks or notified by the department.

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 observed the relevant to the subject area of training. I learned about during the period of internship. I visited the Solid Waste Processing Centre (SWPC) shed which was constructed for this purpose where segregated compostable and non-compostable waste from households are collected and transported through Green Ambassadors engaged by the Gram Panchayat.

engaged by the Gram Panchayats.

People of Andhra Pradesh were in for a surprise on the independence day of 2021 when flag hoisting events were held at the solid waste processing centres (SWPC) where the core sanitation activities have been taking place, rather than at the usual venues such as Gram Panchayat offices, educational institutions or public spaces.

On the 75th independence

publ spaces.

According to official data, the 75th independence day were organising in all the 13 districts of the state at subc sheds, as per the instructions of the Commissioner, Panchayat Raj and Rural Development. The events also promoted the ongoing Jagannamma swachh Samkalpam, Envisioned by the Chief minister of AP.

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which is the state's version of swachh Bharat mission Grameen Thare II. The campaign aims to ensure ODF sustainability and manage solid and liquid waste in such a manner that it would contribute to visual cleanliness of villages.

Over the past few weeks, the state anugama -nna swachh santalbam campaign has proved to be the best platform to encourage village folk about the necessity of segregating waste at household level and making the village litter free and garbage free.

By making SWPC the centre of activities on Independence day, the main concept of sanitation with people's participation has driven home, paving the way for behaviour and attitudinal change.

All the people who attended the programme in large numbers witnessed for themselves the procedures at SWPC where the second level of segregation takes place followed by preparation, of vermi compost beds, plastic disposal, and safe disposal of sanitary napkins through incinerators.

Student Self Evaluation of the Short-Term Internship

Student Name: Kola. Hemalatha

Registration No: 21220010

Term of Internship: 2 months From: 18/08/2023

To: 30/09/2023 53033

Date of Evaluation:

Organization Name & Address: Sachivalayam / Kalyacharyulapeta

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:

K. Hemalatha

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Kola .-+lehalatha

Registration No: 2122005
3033

Term of Internship: 2 month From: 18/09/2023 To: 30/09/2023

Date of Evaluation:

Organization Name & Address: Guamarachi valayam, Kodiyacharyubela

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
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:

Signature of the Supervisor

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EVALUATION

* This Evaluation form is to be completed by the supervisor at the end of the semester. The purpose of this Evaluation is to assess the overall performance of the intern and to provide guidance to the intern in terms of professionalism and workplace guidelines.

The intern's Evaluation should focus on their time with company, how valuable they felt the internship was and what they learned. Good things to touch on are processes in the internship on boarding, off-boarding etc. - as well as mentorship and the work they were assigned.

Evaluation provides a systematic method to study a program practice, intervention or initiative to understand how well it achieves its goals. Evaluation help determine what works well and what would be improved in a program or initiative.

A good Evaluation synthesizes the findings and gives a clear diagnosis with supporting evidence. It should state the extent of the problem as well as highlight competencies and give a reasonable estimate of the outcome any emotional or social factors (either adverse or positive) also need to be addressed.

For example education evaluation is a method and to prove if the expectations and aims of an educational process reflect reality.

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal 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 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

○ Activity Log	25 marks
○ Internship Evaluation	50marks
○ Oral Presentation	25 marks
- 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.