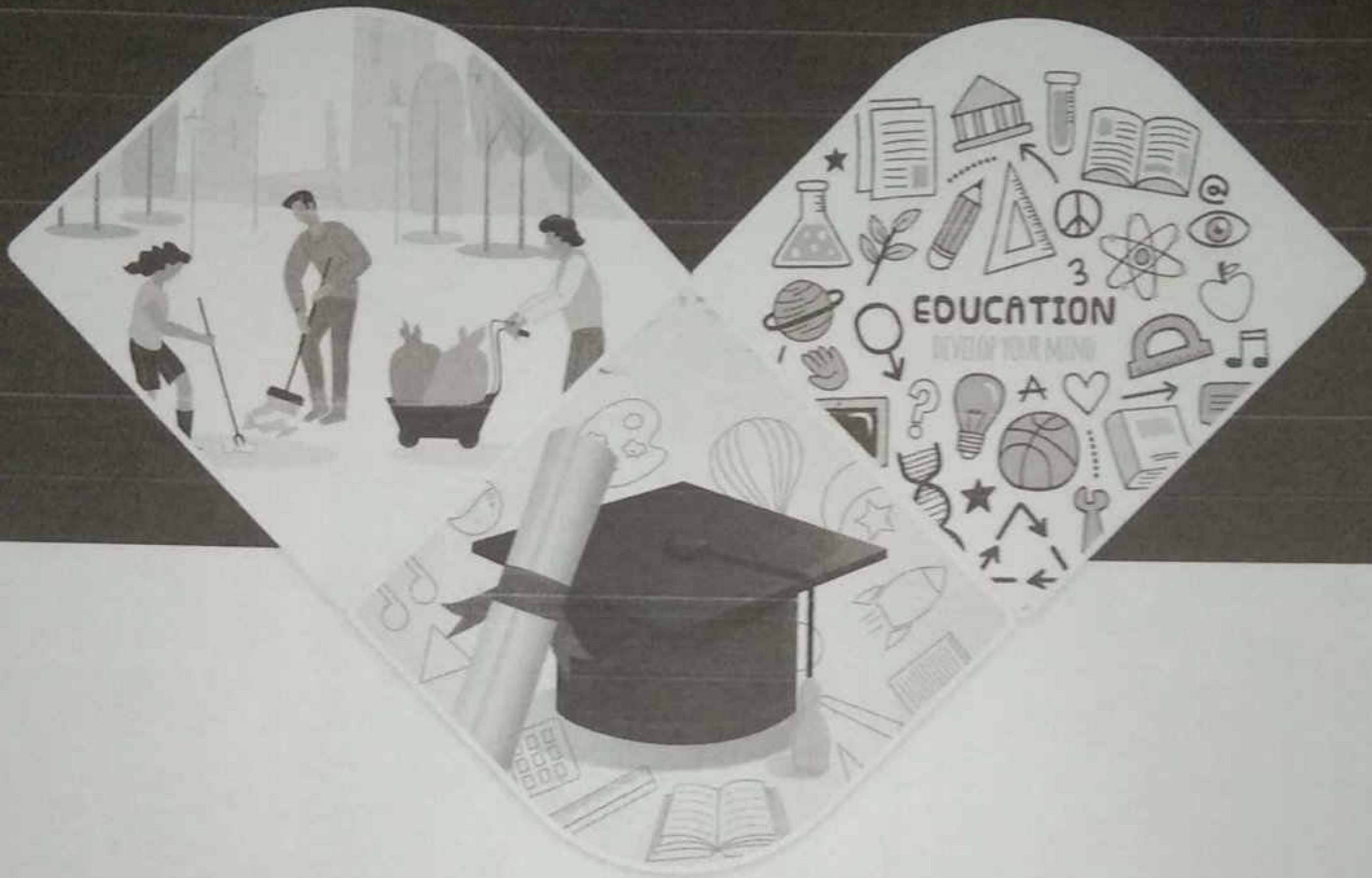


Model Program Book



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: Janni. Sundararao

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN), SRIKAKULAM

Registration Number: 2022001051022

Period of Internship: From: 20/03/22 To: 18-03-2023

Name & Address of the Intern Organization
SACHIVALAYAM
JAYAPUR (W)
MELIPUTUR (M)
SRIKAKULAM (D)
AP, 532216.

DR. B. R. Ambedkar **University**
YEAR

An Internship Report on

GRAM/WARD Secretariat.

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.Sc (MECS)

Under the Faculty Guideship of

MR. B. Raghuram

(Name of the Faculty Guide)

Department of

GOVERNMENT DEGREE COLLEGE (MEN), SRIRAKULAM

(Name of the College)

Submitted by:

KOTTA. JANNI. SUNDARARAO

(Name of the Student)

Reg.No: 2022001051022

computer science

Department of GOVERNMENT DEGREE COLLEGE (men), (SRI)

(Name of the College)

Page No

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.

-----<<@>>-----

Student's Declaration

I, J. Sundararao a student of Long term internship
Program, Reg. No. 2022001051022 of the Department of B.Sc (MECS)
College do hereby declare that I have completed the mandatory internship
from 20-12-2022 to 18-03-2023 in Jadeupalli Sachin & Co (Name of
the intern organization) under the Faculty Guideship of
Mr. B. Raghuram (Name of the Faculty Guide), Department of
(B.Sc) Computer Science, Govt DEGREE College (men), SKLM.
(Name of the College)

Janni. Sundararao

(Signature and Date)

Official Certification

This is to certify that JANNI. SUNDARARAO (Name of the student) Reg. No. 2022001051022 has completed his/her Internship in Jadupalli Sankaripalayam (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 B.Sc in the Department of Govt Degree college may, Srikalahasti (Name of the College).

This is accepted for evaluation.



[Signature] 12/07/2023
(Signature of the Panchayat Secretary)
JADUPALLI G.P.
Mallapertti (Mandal)

Endorsements

[Signature]
Faculty Guide

[Signature]
Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Janni. Sundararam (Name of the intern)
Reg. No 2022001057022 of Gout Degree college wu, Sri Kalyan (Name of the
College) underwent internship in Jadupalli Sachivalayam. (Name of the
Intern Organization) from 20-12-2022 to 18-03-2023

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



[Signature] 12/03/2023
Authorized Signatory with Date and Seal
Panchayat Secretary
JADUPALLI G.P.
Mallaputti (Mandal)

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.

- ⇒ to gain an understanding of the functioning and structure of the gram Sachivalayam organisation
- ⇒ To develop skills in administration and clerical tables related to the day-to-day computation of the organisation.
- ⇒ To learn about the various government schemes and programs implemented by the gram Sachivalayam for the benefits of the rural population.
- ⇒ To improve communication and interpersonal skills through village and other stakeholder.
- ⇒ To acquire knowledge of the legal regulatory framework governing the activities of the gram Sachivalayam.

* Outcomes achieved :-

- Improved Knowledge of the organisation structure functions and responsibility of the gram Sachivalayam.
- ⇒ Enhanced administrative and clerical skills such as maintaining records data entry and handling paperwork.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

A. Introduction of the organization

Grama Sachivalayam is a government initiation in the indian state of andhra pradesh aimed at decentralized governance of bringing administration closer to rural community. the word Grama Sachivalayam translates to village secretariat in english.

The grama sachivalayam system was launched in 2019 by the A.P 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 secretariate in every village of the state.

Policy of the grama Sachivalayam

* providing basic services like water, sanitation, health education and social security to the rural population.

CHAPTER 3: INTERNSHIP PART

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

As the Internship program organized by the government in order to select the student to awareness and and with the working of the department they selected.

GRAMA SACHIVALAYAM WAS the organised which one I choose. the candidates between 18 to 42 years of age are eligible for AP GRAMA Sachivalam 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 Anna Laddi Scheme, YSR cheyutha, YSR Rice card, YSR Nannatna, YSR vasabideevana, YSR cheelodur, YSR Nestam etc. which help the citizens of AP to services and to have an basic educational for the people belonging to below poverty line (BPL) families in the state. At present there are 11,162 secretariates in villages and 3,842 in towns and with a total of 15,004 secretariates, said CS Ajay Jain, Special Secretary of the Secretariat.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I reported in the Secretariat assigned to me	-	Secretary
Day - 2	The introduction of the digital assistant was giving by the staff as engineering Assistant	Learned about the Secretariat	DA
Day - 3	explain about employees role and responsibilities.	I know same type of duties about the employees.	Staff
Day - 4	our staff member's introduced with odunters	I am daily face and looking towards volunteers walking	Staff
Day - 5	EA said about the vision and mission of gram secretariat	I learned why to organized sahilalayam.	EA
Day - 6	the engineering Assistant told about gram-dershinu	we are learned to the chapter. Different types of problems.	EA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

this we are learning about village
Secretariat i.e. why the Secretariat system was
established and then cases

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

we got to know physical conditions of the residential
areas in the grama Secretariat and the
duties of the employees in the grama Secretariat-
system as well as the performance of the
volunteers and their services.

the welfare Engineering 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	
Day - 1	the malila police in Sachivalayam she is inculcated her duties	I am full focus and learned out come information.	<i>Rathu</i>	WPO
Day - 2	the malila police officer taught Sexual harassment in society	how to handle and how to build this type of harassment	<i>Renu</i>	WPO
Day - 3	the malila police officer inculcate of ngmurathi services.	what are the corruption on Anganwathi services.	<i>Renu</i>	WPO
Day - 4	the malila police officer told about some important section and helpline numbers.	Any Accident and criminal case issues how to inform higher officers.	<i>Renu</i>	WPO
Day - 5	the VRO sir explained local govt and main aim	Secretariat one of the local govt that particularly one and govt	<i>Naru</i>	VRO
Day - 6	our VRO told today we case going to field work your cheepuam 2 Jachupalli houses.	which members are eligible and not eligible for govt schemes.	<i>Naru</i>	VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:





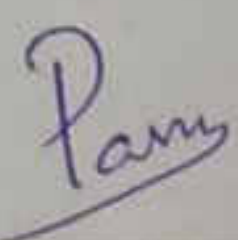

the village secretariat was first launched on 2 October 2019 on the eve of Gandhi Jayanti in AP of our J.S.R Jagan mohan Reddy Sir.

the duties of women police officer

- * immediate reporting officer: Station house officer.
- * working in co-ordination with Home, women & child welfare, exercise department & municipal
- * functions: law & order, activities against women and weaker section and Awareness programmes.
- * monitor, ensure Anganwadi center be opened in time on all working days.
- * irrespective and respected some Anganwadi Teachers's case without care and protection of pregnancy women.
- * women police officers explain some helpline number, of 101 dista 100/102/101 and police number 100.
- * our Tadipalli secretariat & many young are students not register with taluqdar.

Page No

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	the ANM Madam was explain about general instructions.	I can learned the general duties of ANM		ANM
Day - 2	the madam was telling about maternal and child Health	I can learned the ANM Madam has shown prevention for pregnancy		ANM
Day - 3	ANM madam explain about social services with awareness programme.	I can learned Same social services dentistry physiotherapy, Allsorts.		ANM
Day - 4	she is teaching about better education in Secretariat.	how to protect our body healthfully		ANM
Day - 5	to day's class about Nutrition	how many type of food habits can takes.		ANM
Day - 6	the today of the class about communicable disease.	I can learned same type of diseases, chicken pox measles, influenza.		ANM

WEEKLY REPORT

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

Objective of the Activity Done:

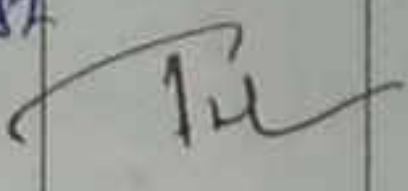
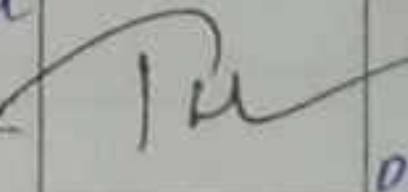
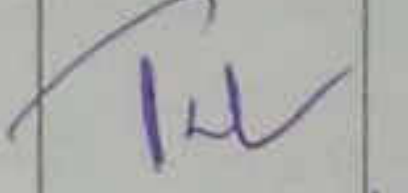
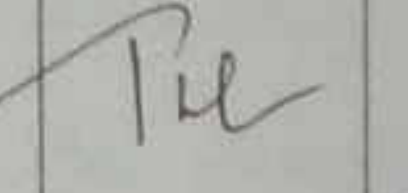
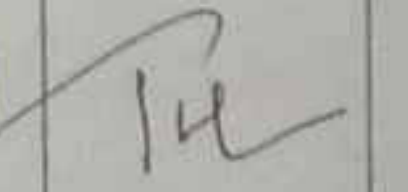
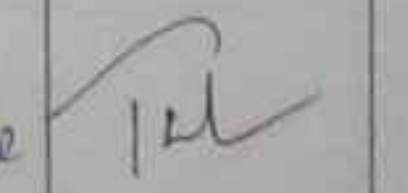
General instructions:-

Detailed Report:

- * She should work under the administrative control of medical officer PHC and guidance of the female health Supervisor.
- * She would stay at her official host quarters and available for all maternity care services.
- * Should be for all maternity care services map planning at her allocated area and population of people data was collected.
- * All the ANMS was to discharge all the duties as assigned by the PHC medical officer.
- * maternal and child health:- Register pregnant women within 12 weeks after baby health she is full health care starting and ending position to healthful precaution the ANMS given the Program pregnancy women.
- * Social awareness program:- Cancer, Diabetes HIV, AIDS, heart attack with CPR, health food.
- * Health education:- participate in the local Mahila meeting, spread the message on female and at marriage co-ordinate programmes carefully.
- * Communicable disease:- chicken pox, measles, Diphtheria, Tetanus, pertussis, whooping cough.

Page No

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	explaining about the responsibilities of digital Assistant	I can gain knowledge of digital Assistant duties.		DA
Day - 2	the general Application forms of caste Certificate	learned of important and required documents		DA
Day - 3	the Digital Assistant explained some polling station at Tadupallu Secretariat	there are these Polling Stations like 364, 364, 363		DA
Day - 4	we are going to field about eligibility Candidates for voter's ID	Such a member are not apply for voter ID		DA
Day - 5	He is how to Respect of beneficiaries come to Secretariat.	I am learned how to Respective talking with candidates		DA
Day - 6	Explain the Digital work and every example Caste certificates work.	learned the digital works are		DA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Digital assistant duties.

- * Delivery of service/documents benefits to the beneficiaries
- * Awareness and providing to the govt schemes like housing, etc.
- * He informed as well as application process to citizens
- * digital services to the public effectively that are provided mandatorily by the local govt like BIRTH & Death, Properties valuation, Tax Demand etc.
- ⇒ digital Assistant said that system shall be for ensuring delivery of service on the principle of "first come first serve" with out any third-party agency help
- ⇒ Required documents to apply form caste certificate:
 - * Application form
 - * Caste certificate issued to the family members
 - * SSC marks memo/DOB extract transfer certificate
 - * 1 to 10 Study certificates (or) DOB issued by the GP/MP
 - * Ration Card / EPIC CARD & Adhar card
- ⇒ Talukdars secretariat in polling station as
- ⇒ so many citizens not applicable for voter I.D in chapuram - Secretariat.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day -1	the VRO sir explaining about his duties	I am knowing his duties in Secretariat	<u>Nees</u>	VRO
Day -2	the VRO sir explained about Panchayat Secretary Administratives.	I am knowing his Administrative work	<u>Naz</u>	VRO
Day -3	the VRO sir explained about Panchayat Secretary with community WE develop	I am knowing his Community welfare work	<u>Naz</u>	VRO
Day -4	the VRO sir said about Panchayat Secretary co-ordination duties.	I am knowing his Co-ordinator duties	<u>Naz</u>	VRO
Day -5	How to save and protect our govt properties	I can learned with some govt properties	<u>Naz</u>	VRO
Day -6	Any land issue to have someone for others.	I can learned how Solved of people problems.	<u>Naz</u>	VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Village Revenue Officer (VRO) duties :-

Detailed Report:

- * maintenances of village revenue record
- Send all village revenue documents.
- * deconts collection of Land Revenue, Cane, Taxes and others
Sum pertaining to Revenue department.
- * Azmoish of crops (100%) inclusive of inspection of
Survey stones * provide information regarding fire,
Accident, floods cyclone and other accident
and calamities to the higher officers
- * Administrative of panchayati Secretary :- maintains
Registers, collects taxes, organize Sarpanch meetings,
protect panchayat Cauds, maintain Birth & Death Reg.
- * Community welfare develop :-
Assist pension panchayats, prepares list of BPL, conducts
literary classes, implements schemes, Assist education
Dept, etc.
- * co-ordinator & mobilize participation, community
forest dev discussions, facilitate ward Sabhas
Gram Sabha submission of PRD plan to MPDO

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	what is the duties and responsibilities of ward volunteer.	I am knowing the kindful information	G. Raji	volunteers.
Day - 2	the volunteer was informed to Scheme with awareness.	He explained to the maharashtra Schemes learned about informations	S. Raji	volunteer
Day - 3	Require skills and eligibility of ward volunteers	I learned the volunteer for kindful in Information	S. Raji	volunteer
Day - 4	the volunteer is not only one time supply to people with pension	I learned about which type of pensions are available	S. Raji	volunteers.
Day - 5	what are the duties and responsibilities of a lineman in Secretariat	I gain about information of linemen.	S. Raji	lineman
Day - 6	Requirements and skills of lineman in Secretariat	I gain about information of linemen.	S. Raji	lineman

WEEKLY REPORT

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

Objective of the Activity Done:

Secretarial duties and responsibilities:-

Detailed Report:

- * Answering and discting phone calls,
- ② organizing and chistributing messages ③ maintaining company schedules ④ organizing documents and files.
- ⑤ Supervising staff and new employees.

Duties and Responsibilities of Valuteers:-

- * on independence day 2019, Andhra pradesh lauded the village valuteer system ② the Village valuteers system aim to bring govt-service to peoples' doorstep on a celebrat 2019, the 150th anniversary of Mahatma Gandhi's birthday
- * He 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 reach power line, and using various tools to repair (or) Replace power lines

⇒ Required skills of valuteers:-

- ① Unmet-talking experience ② be pestuality
- ③ good communication and interperson Skilled.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Panchayat Secretary explains that the collects taxes, generation and send daily reports to Higher Authorities.	All types of taxes collected by panchayat at Secretary.	
Day - 2	P.S collect spandana village Secretary and Services delivery (like B&D certificate valenters or title transfers).	spandana program conducted by himat village secretat in weekly once.	
Day - 3	P.S shall attended the protect duties, Government special programmes and election duties in panchayat level	He must attend all Government programs and meetings.	
Day - 4	Digital Assistant explains that, attend the duties as entrusted by the panchayat Secretary.	He is the second and Grade - VI Secretary in panchayat.	Tul
Day - 5	D.A tells that the detailed information about the scheme of Amravadi	Amravadi's belonging to the all eligibility people of age 5 to 17 years old.	Tul
Day - 6	D.A explains that he attends to the protectal duties Govt special program and elections duties.	DA attends to the all GOVERNMENT programmes (must and short)	Tul

WEEKLY REPORT

WEEK - 7 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report:

BY PANCHAYAT SECRETARY [P.S.]

* Sanitation work - muster to Sanitation worker S, work assignment to Sanitation workers.

* He collects taxes, generations and sending daily reports to higher authorities.

* Conduct Spandana at village secretariat & services delivery (like B&D certificates, valuation or Title transfers etc.)

* He shall attend to protocol duties, Government special programs, election duties and other important duties.

* clearing of files on daily basis.

Digital Assistant (D.A)

* exchange the informations related to grievances in Spandana to ensure quality disposal and development activities of their jurisdiction and to seek solutions.

* attend the duties as entrusted by the Panchayat Secretary

* explain detailed report to the Ammuwadi

* He attend to the protocol duties & election duties

* distribution of fappal to functional Assistants for processing files through file document-registered checking mail downloading Government orders.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Village Revenue officer explains that, he do the updating of village revenue records as per directions of Taluqdars.	He works under the orders and directions of Mandal Revenue Officers.	<u>Nous</u>
Day - 2	VRO collected the Revenue taxes like water tax, otc tax, land tax, RR Act and water Royalty.	He collects the all taxes, which pancha yats allotted to him.	<u>Nous</u>
Day - 3	VRO do the reporting violations under land ceiling Act, otc Act, POT Act, LTR in Agency areas & mines, minerals.	All acts are is village level controlled under the VRO	<u>Nous</u>
Day - 4	Village Surveyor told that attending of Record work and uploading of survey data	He upload the Survey data in them Survey records.	
Day - 5	V.S collect the land maps and proceed field for attend Survey petitions.	He have all village land maps and records.	
Day - 6	V.S inspection to take action against unauthorized lay outs or constructions.	He take the action against unauthorized constructions or lay outs.	

WEEKLY REPORT

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

Objective of the Activity Done:

Village Revenue Officer (VRO)

Detailed Report:

- * protection of GOVERNMENT LANDS AND GOVERNMENT PROPERTIES
- * He updating of Village Accounts as per directions of Tahsildars
- * collection of revenue (water, tax, water supply, etc tax, RR Act etc)
- * Reporting violations under land ceiling Act, etc, Act, PAF Act, LTR in Agency areas, Assignment rules.
- * Enrolment in praja Sadhikam Survey under mes Village Surveyor (V.S)
- * Attending Sparulava TTPs preparation of note on necessary issues in village and submit to the reporting officers or village Revenue officers.
- * Registering day movement in movement Register.
- * Submission of Record work and updating survey data
- * He inspection to take action against unauthorized lay outs or constructions, violations in Sanctioned plans
- * Attending to Field Surveys
- * collection of land maps Records and proceed to Serinway.

Page No

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Engineering Assistant says that, he do the technical inspection of building permission applications.	He give the permission to construct the government buildings	See
Day - 2	EA prepares the construction bills and quality control Reports	Construction bills are provided and granted by Engineering Assistant.	See
Day - 3	E. Attending all government special programs general duties and duties of others functioning as assistant.	He must attend the all government and R & B programmes.	See
Day - 4	Every Assistant is do the power supply problems in under concerned secretariat.	To clear the electricity problems in villages.	See
Day - 5	Energy Assistant is also known as Junior Lineman to the power supply establishment and maintenance.	J.R Lineman power maintenance and power supply to the villages.	See
Day - 6	He also promote and establish the renewable energy resources.	Promoting of poor connections and to save renewable energy resources.	See

WEEKLY REPORT

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

Objective of the Activity Done: Engineering Assistant (EA):-

Detailed Report:

- * Documentation of issues related to field activities & public representations & correspondence in daily basis.
- * Technical inspection of building permission applications.
- * Bills preparation and quality control Reports.
- * Attending government programs general duties and duties of other functional Assistants.
- * Identification of Road maintenance works such as pot holes etc, and preparation of estimate proposals.
- * To proposals and approved the new colonies in Secretariat.

Energy Assistant:-

- * Power supply establishment and maintenance.
- * Street light installation, maintenance and operation.
- * Proper connections and maintenance of the house holds, business properties with the DISCOMS.
- * promote and establish renewable energy resources.
- * these are the major duties that a candidate has to fulfill apart from that the candidate has to maintain the transparency in the system with no corruption.

Page No

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Interact with ANM and go to hospital and help to her in that hospital	Go to hospital with ANM to supply medicine.	Parvathi
Day - 2	write the records of daily activities in the daily activity register.	In secretariat daily activities are written by me.	Parvathi
Day - 3	Pay the current bill in secretariat with the help of Digital Assistant.	Pay the electricity bill in Sachivalayam.	Parvathi
Day - 4	Health drive with ANM and ASHA worker in the village level health drive	Go with ANM & ASHA in village level survey	Parvathi
Day - 5	write the receipts of House Taxes and under in the help of secretary	House Taxes are distribution to the house holders.	Parvathi
Day - 6	Apply to the caste and income certificates in the Sachivalayam.	Apply the caste and income certificate.	Parvathi

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- * Go to Hospital with ANM and medicine supplied to the people.
- * To write the daily activities report in R K Redupalli.
- * pay the electricity bill in Sachinpalay with Digital Assistant.
- * To survey the health manuals with ANM and Acha - worker in Redupalli village.
- * House tax slips are distribution to the concerned house holders.
- * applied for the caste and income certificates.
- * explain the price of Paddy to farmers and clear the doubts of farmers in the process of Paddy prices.
- * evaluation of Aadhar cards and count the number of card holders.
- * field work with VRO in agricultural lands.

Page No

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Village Survey Assistant Madam explain that Village Habitation tree Map Explain	I can learned the Village Habitation map.	<u>Phe</u>
Day - 2	Village Survey Assistant Madam explain FMB Buere Record work	I can knowing the FMB Record work	<u>Phe</u>
Day - 3	Village Survey Assistant Madam Ground trucking work Explain	I can knowing that Ground trucking work	<u>Phe</u>
Day - 4	VLO Sir explained local Govt and main Am	Secretary One of the local Govt use and local	<u>Nam</u>
Day - 5	our VLO Sir told that field work House maintenance.	I can knowing that field work	<u>Nam</u>
Day - 6	VLO Sir Explain that Maha Beedi Naah-Neder Scheme.	The purpose of this Scheme is that Naah-Neder	<u>Nam</u>

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Village Agricultural Madam Explain that E-crop Booking in KBe	I can learned that E-crop Booking.	
Day - 2	Village Agricultural Madam Explain that kyc-Authent in farmers.	I can knowing that kyc-Authent at KBe	
Day - 3	Village Agricultural Madam Explain that YSK Kythu Bhorsu Scheme.	I can knowing that YSK-Kythu Bhorsu Scheme.	
Day - 4	Village Agricultural Madam Explain the Seeds Distribution at KBe	I can Particure that Seeds Distri.	
Day - 5	Village Agricultural Madam Explain the Paddy Prerun from sheet	I can learned that Paddy Prerun	
Day - 6	Village Agriculture Madam Explain that FTO Generation at KBe	I can Learning that FTO Genent KBe	

WEEKLY REPORT

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

Objective of the Activity Done: Village Agriculture Assistant (VAA)

Detailed Report:

(1) Every Village Agriculture Assistant shall work under the Administrative Supervisor none under the Agriculture Department Officers
* That shall have to maintain Department Pratik.

* The Conduct Survey on Soil and Water Contamination

* Implement different Department Schemes including income support Schemes.

* Conduct Regular meeting And training programs with family discussed the Household And need corders

* Agriculture Assistant shall Attend gne. Shall Attend any other work as constituted By the Comm. Authority.

(4) Village Agriculture Assistant Explain the paddy Procurement in Explain their

(5) FTO Generation, Follow Trace Sheet form As in RRB

CHAPTER 5: OUTCOMES DESCRIPTION

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

DURING INTERNSHIP :-

- 1) Context :- the first day in 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 the working environment instructed us how we should behave during of our internship period.
- 2) my Role :- my self I was considered as a new comer in the organization, I had to first introduce my self to fellow work mates which I did without any problem to follow my responsibilities, I was trained by my supervisor and other staff depending on tasks to be performed.
3. performance :- the working environment was so exciting my colleagues helped me to cope well with all challenges at work and they are always there for me. In detailed I gained the following as result of serving as Sachiveleyam staff.
① Establishing interpersonal relationship ② communicating with persons outside organization ③ communicating with higher officials ④ TIME management skills ⑤ Leadership qualities
⑥ the total 12 functionaries are there in secretariat ① P.S.
② D.A ③ WEA ④ Energy Assistant ⑤ VRO ⑥ VS ⑦ Eng Assistant
⑧ ANM ⑨ MLHP ⑩ Malula police ⑪ Agri Assistant ⑫ writer Assistant ⑬ P.S (GR-V). they are very helpful to improve my skills in real life environment.

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

I have tried to perform all duties efficiently and effectively to avoid any bad reputation that could occur and lead to wastage of time but I didn't practice more about what I have learnt in theory. I expected to practice it during internship and the way in which intern has changed as a result of internship experience.

The punctuality is the most important and emphasized thing which help in fulfilling their goals and objectives. Time management as a result of internship a trainee learnt how to perform different responsibilities. In long term confidence is a trainee get used with the external environment of school and trainee has to be confident especially on work field socializing. It is the help and assistance rendered to intern by supervisors and other colleagues the power of friendship, ethical behaviour in work areas and know how handle customers with different attitude and behaviours and working spirit. Creating good relationship with people and good communication skills, and as well as a same of the technical skills are improved to myself I am in job. I do the official communication with people and employees in different & correct manner. To solve the problem of people, who are eligible for scheme Page No only.

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.

Managerial Skills :- I have tried to perform all duties efficiently and effectively. to avoid any bad repetiform that could occur and lead to was tage of time but I didn't practice more about what I have learnt in theory where I expected to practice it during internship.

the way in which internee has changed as a result of Internship experience :-

- ⇒ punctuality :- this is the most important and emphasized thing which help in fulfilling their goals and objectives
- ⇒ TIME management :- As a result of internship a trainee learnt how to perform different responsibilities in short time.
- ⇒ confidence :- A trainee got used with the external environment of school and a trainee has to be confident especially on work field.
- ⇒ Socializing :- the help and assistance rendered to intern by superisions and other colleagues the power of friendship
- ⇒ Ethical behaviour in work area.
- ⇒ Know how to handle customers with different attitude and behaviours
- ⇒ working spirit
- ⇒ Creating good relationship with people.
- ⇒ 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.)

My self I conclude that in the village secretariat I am perform very efficiently and obediently. There was a improvement of my oral communication levels. The working environment was so exciting. My colleagues helped me to cope with all changes at work and they are always there for me.

I am understand and learnt so many matters from Sachipalayam, like improvement in oral communication, written communication, conversational abilities, confidence standing others, getting understood the other, extempore speech ability to articulate the key points, closing the conversation, maintaining niceties and to know the protocol system and greeting, thanking and to appreciate others by that staff.

⇒ This is the most important and emphasised thing which help in fulfilling their goal and objectives to maintain punctuality.

⇒ A trainee got used with the external environment of School and trainee has to be confident especially on work field. You have a good confidence.

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

my self, I was considered as a new comer in the organization. I had to first introduce myself to the fellow workmates which I did without any problem. I perform my responsibilities. I was trained by my supervisor and other staff depending on task to be performed. the working environment has so exciting. my colleagues helped me to cope well with all challenges at work and they are always there for me. And I have tried to perform all duties efficiently and effectively to avoid any bad reputation that could occur and lead to wastage of time but I didn't practice more about.

what I have learnt in theory where I expected to practice it during internship.

there is most important and emphasized thing which helps in fulfilling their goals and objectives. As a result of internship a trainee learnt how to perform different responsibilities in short-term and long-term management. trainee got used with external environment of school and a trainee has to be confident, especially on workfield. In long-term internship, I learnt so many things and work in the village secretariat in Ramakrishna Puram village.

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 & External Evaluation for Semester Internship

Objectives:

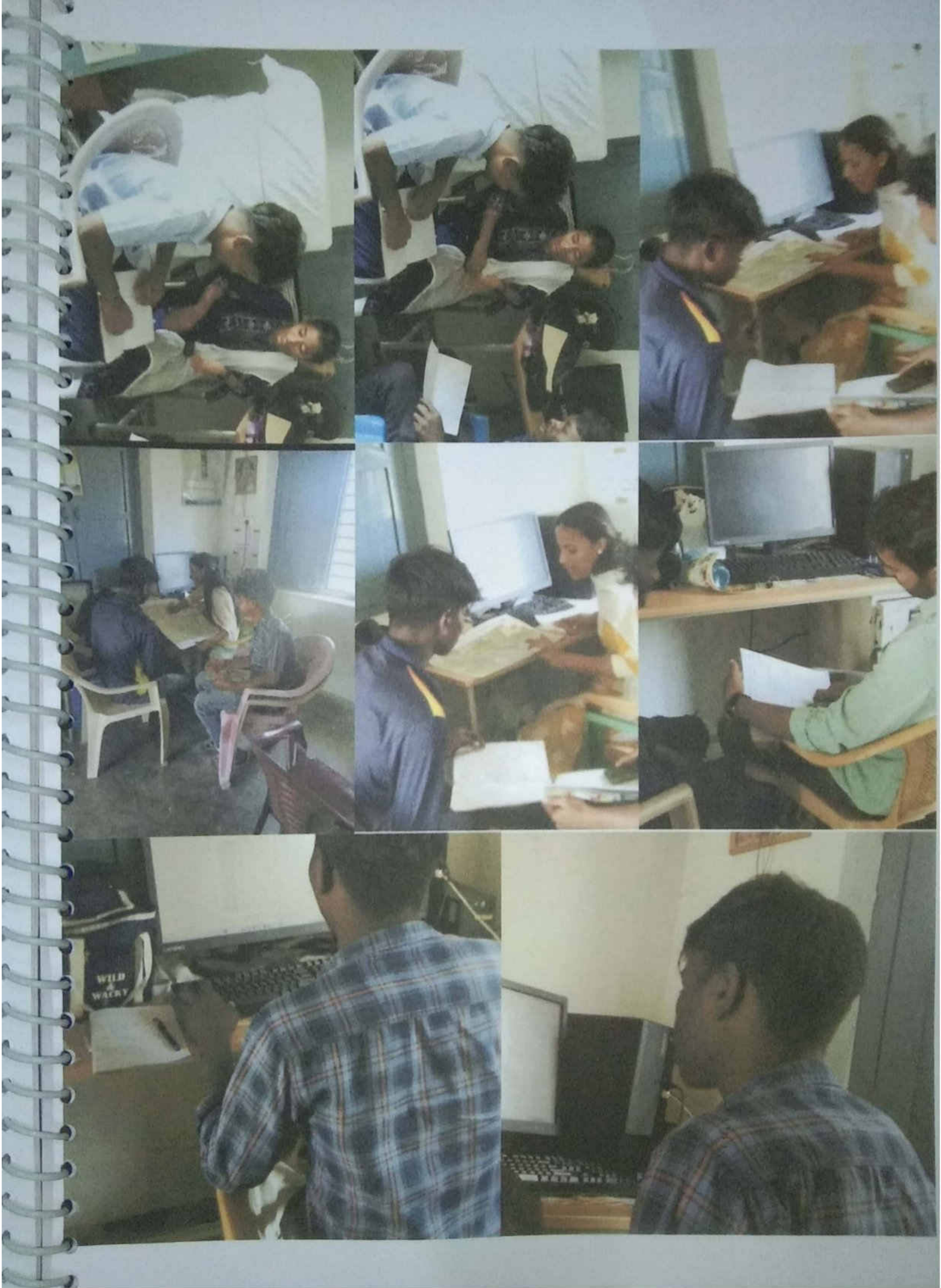
- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading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

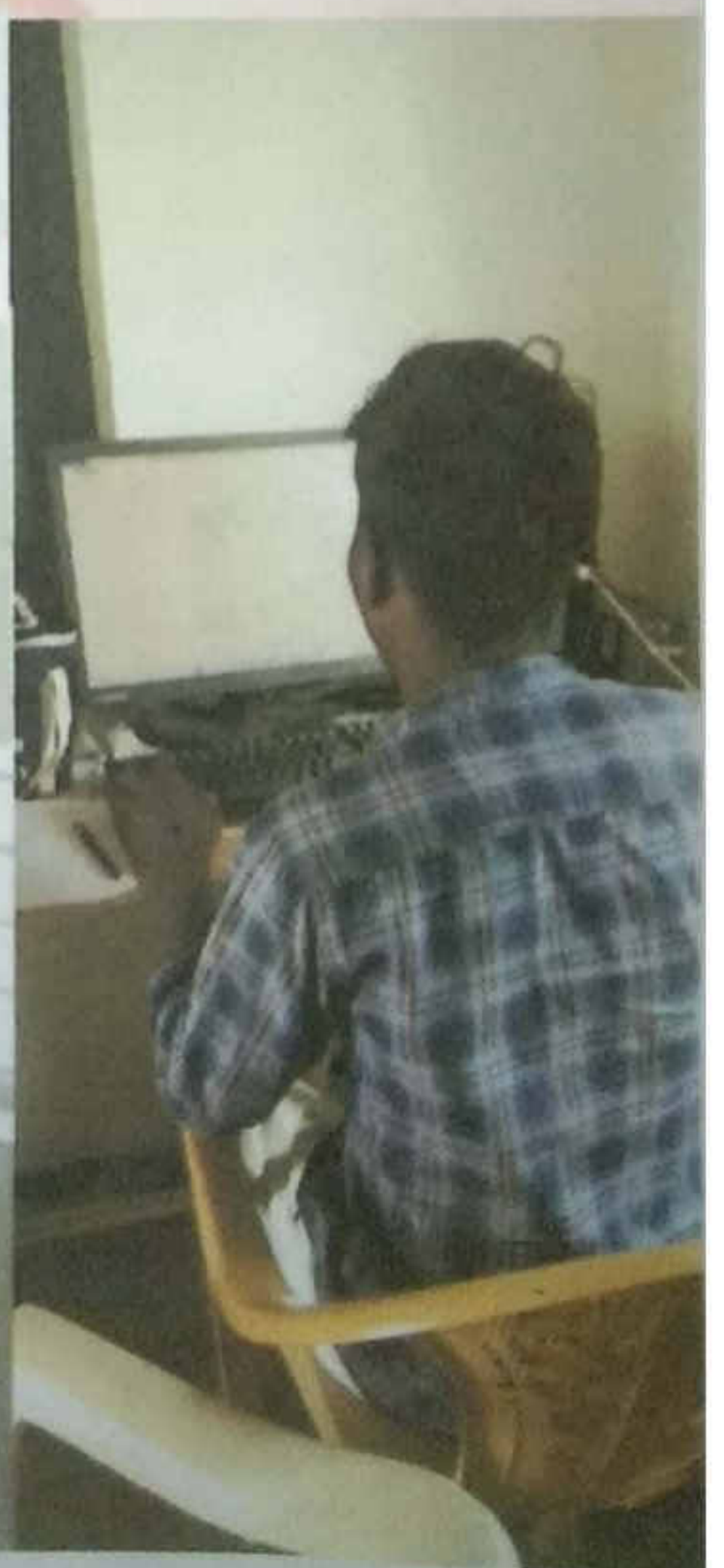
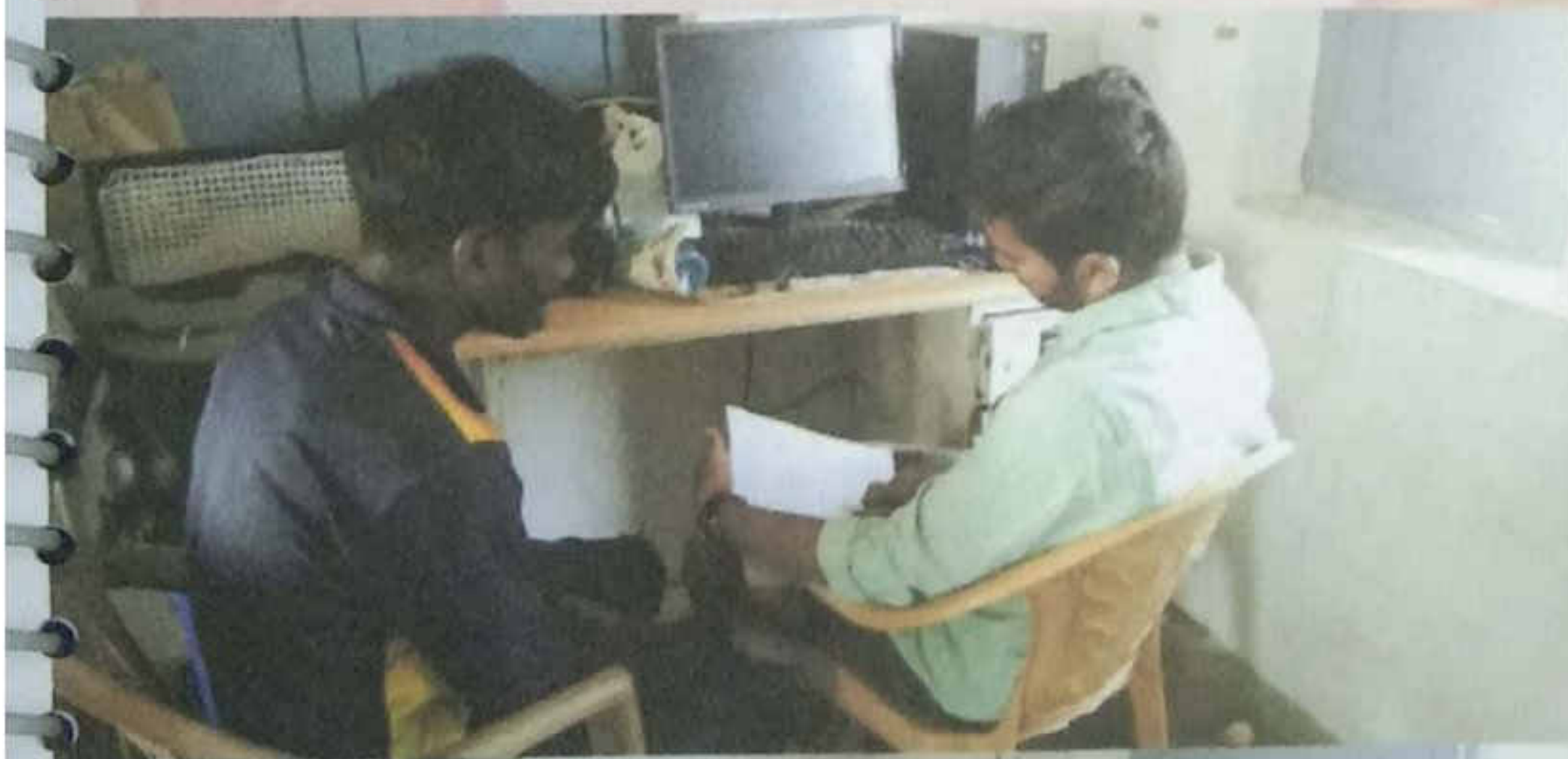
Assessment Model:

- 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

EVALUATION

Page No





PHOTOS & VIDEO LINKS

Page No

MARKS STATEMENT
(To be used by the Examiners)

Page No

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: JANNI. SUNDARARAO

Programme of Study: IIIrd Year B.Sc (MECS), Sem-V

Year of Study: 2022-2023

Group: B.Sc (MECS)


Register No/H.T. No: 2022001051022

Name of the College: Govt DEGREE college (MNU), Srikakulam

University: DR. B.R. AMBEDKAR UNIVERSITY, Srikakulam

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	30
3.	Oral Presentation	10	10
	GRAND TOTAL	50	50

Date:


Signature of the Faculty Guide

Page No

Student Name: Janni. Sundararao

Registration No: 2022001051022

Term of Internship: Long term
Internship From: 20/12/2023

To: 18/03/2023

Date of Evaluation:

Organization Name & Address: SACHIVALAYAM, JADUPALLI, SARAVAKO meliaputti(m)
SRIKAKULAM(D), AP, 532216

Name & Address of the Supervisor A. DURGA RAO Jadupalli (Sachivalayam)
with Mobile Number 9705663536 Srikakulam Dist
meliaputti(m)

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
Panchayat Secretary
JADUPALLI G.P.
Meliaputti (M)

Student Self Evaluation of the Short-Term Internship

Student Name: <u>JANNI. SUNDARAKAN</u>	Registration No: <u>202200105</u> <u>1022</u>
Term of Internship: <u>Long term</u> From: <u>20-12-2022</u> To: <u>18-03-2023</u> <u>Internship</u>	
Date of Evaluation:	
Organization Name & Address: <u>SACHIVALAYAM, JADUPALLI(V), MELIAPOTTI(M)</u> <u>SRIRAKULAM (D), AP, 532216</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:

Janni. Sundarakan

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

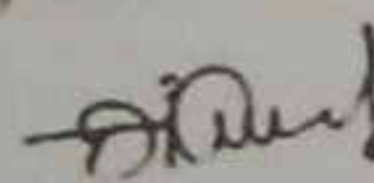
Name of the College:

University:

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

 12/07/2023



Signature of the External Expert

Signature of the Principal with Seal

Page No

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Janni. Sundararao

Programme of Study: IIIrd YEAR (M.E.CS) B.Sc, SEM V

Year of Study: 2022-23

Group: B.Sc (M.E.CS)

Register No/H.T. No: 2022001051022

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN), SRIKAKULAM

University: DR. B.R. AMBEDKAR UNIVERSITY, SRIKAKULAM

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

Page No



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

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