

Model Program Book

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**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

[A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH]

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: MALAGAM SUNIL

Name of the College: GOVT. DEGREE COLLEGE FOR MEN, SRIKAILASHAM

Registration Number: 20220001050024

Period of Internship: 4 Months From: 27/1/20 To: 27/5/20

Name & Address of the Intern Organization: ISROV, Sri Kalayam, Kumbakonam
SRIKAILASHAM STREET

Andhra Pradesh **University**
YEAR

An Internship Report on

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

Government degree college for men (Srikrakulam)

(Name of the College)

Submitted by:

Malagorn Punit

(Name of the Student)

Reg.No: 2022-001050027

Department of physics

GOVT DEGREE COLLEGE (MEN) SRIKAKULAM

(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.



Student's Declaration

I, MALAGAM SUNIL a student of INTERNSHIP
Program, Reg. No. 202200105003 of the Department of G.O.T DEGREE
College do hereby declare that I have completed the mandatory internship
from 12/12/22 to 18/04/2023 in Sachin Kumar - (Name of
the intern organization) under the Faculty Guideship of
Sri A. Ravi Kumar (Name of the Faculty Guide), Department of
mathematics physics, G.O.T degree college for men
(Name of the College)

(Signature and Date)

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Acknowledgements

Certificate from Intern Organization

This is to certify that MALAGAM - SUNIL (Name of the Intern)
Reg. No 2022001950027 of Govt degree college (arts) (Name of the
College) underwent internship in SACHIVALAYAM (Name of the
Intern Organization) from 12-12-2022 to 18-03-2023

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

N. S. J. E 18/04/2023
Authorized Signatory with Date and Seal
Panchayat Secretary
Baleru Grama Panchayat
Bhamini (M), Srikalahasti Dist.

Official Certification

This is to certify that MALAGAM. SUNIL (Name of the student) Reg. No. 2022-001050027 has completed his/her Internship in Sachinshyam (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 Physics Science in the Department of Govt degree college (ren) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide [Signature] 18/04/2023

Head of the Department

Principal

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 result of 12 weeks internship. During the internship it is required to study the organization, department of the organization and critically relate the theoretical aspects of the organisation in the practical situation. I got an opportunity of getting practical knowledge about the village secretariates in Andhra Pradesh so to quench the thirst for practical exposure and for getting practical knowledge about. I joined Sakshu Sachivalayam-2, during this time period, I gather necessary information about village secretariats.

Effort have been made to compile this report in such way that activities its salient features not only for students but also for the layman. I divide this report into different aspects.

In this part all govt related services are not utilized by people in different manner, that is the main reason to establishment of Grama Sachivalayam in Andhra Pradesh. In the date of Oct 2, 2019 govt started Grama Sachivalayam across the A.P.

At least I must say that this report is designed to stimulate curiosity about Grama Sachivalayam work in A.P. During this time period I learn so many things related to time management, team work, leadership qualities, these qualities. So many helpful to me to survive in an organization.

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 Sachivalayams are secretariats setup in the districts of Indian state of A.P. to decentralize the administration by making services and welfare services of all Government departments available at one place. AP was the first state in India to launch village panchayats. AP appoints village volunteers to deliver services. It was launched on Gandhi Jayanthi. Since the scheme was inspired by Mahatma Gandhi's concept of Grama Swarajya that promotes villages becoming self-sufficient autonomous entities establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy during his Praga Sankalpa Yatra.

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 aware and interact with working & departments they selected.

Grama Sachivalayam was organized which I chose the candidates between 18 to 24 years of the age are eligible for AP Grama Sachivalayam Exam. The require educated qualifications are different according to the different posts.

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.	N. S.
Day-2	Introduction class about Brief description of Staff numbers	Having 70 in the Sachivalayam all the secretaries - 10000.	
Day-3	knowing about Sachivalayam Department	Govt to be appointed The village volunteers	
Day-4	knowing Grama Sachivalayam & total staff details	deep details about staff.	
Day-5	Grama Sachivalayam total staff informally	staff details from top to bottom.	
Day-6	Grama Sachivalayam total staff they what do while day?	all The Government employees are having some place.	

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WEEKLY REPORT

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

Objective of the Activity Done:

VILLAGE SECRETARIAT

Detailed Report:

FUNCTIONARIES ACTIVITY CALENDER

Grams Sachivalayam also known as Village Secretariats are secretariats setup in the Indian state of AP to decentralize the administration by making services and welfare services of all govt departments available at one place. Andhra Pradesh was first state in India to launch village secretariats.

In Grams Sachivalayam setup are:-

- ① panchayat secretary
- ② VRO
- ③ Sunday Assignment
- ④ ANM
- ⑤ Veterinary & fishery Assistant
- ⑥ women police
- ⑦ Engineering Assistant
- ⑧ Electrical Assistant
- ⑨ Agriculture experts
- ⑩ Digital Assistant
- ⑪ 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	Grama Sachibulayam concept, able to collect the taxes and other welfare work under the Grama Sachibulayam area	N. Sule
Day - 2	panchayat secretary	collection, generation and spending daily reports to higher Authorities.	N. Sule
Day - 3	panchayat secretary	shall ensure that office premises are neat and duty punctual	N. Sule
Day - 4	VRO Village Revenue Officer	VRO should monitor land and the ration food supply in village	
Day - 5	VRO	Sentinal of notice summons records under various acts laws	
Day - 6	VRO	identifications of beneficiaries under various acts / schemes	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

PANCHAYAT SECRETARY

- collecting dt property tax, water charges, other non-tax
- Attending B.T.S, court cases, SC/ST/BC/Other issues by maintain register.
- Allotment of land date for village secretaries functional assistants.
- meet fellow panchayat pgs higher authorities during field visit.
- He shall attend protocol duties, Government special programs election duties and other important duties whenever ordered by the by authorities.

VRO (Village Revenue Officer)

- VRO should monitor the land and Ration supply in villages.
- Reporting violations under land ceiling Act, RTE Act, P.A.T. Act, etc. to Agency cases, assignment orders and conditions and rules and minerals rules.

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 subregion of village lands	
Day - 2	Survey Assistant	field inspection to take action against unauthorized layouts	
Day - 3	Survey Assistant	inspection of lands proposed for layouts	
Day - 4	ANW	Should be responsible for village health monitoring	
Day - 5	ANW	Should be responsible for village scheduling health camps in the village	
Day - 6	ANW	Should be responsible for maternal & child health	

WEEKLY REPORT

WEEK - 1 (From 01/01/2020 to 07/01/2020)

Objective of the Activity Done:

Detailed Report:

VIAPAGE SOFTWARE

- Attending client Engineering Supply materials to, however, facilitating client to a scope 162000 and proceed with for attending Supply Materials.
- presentation to participating companies.
- Attending customer purchase preparation to, receiving them to shop and submit to the existing package including and addressed to customers.

Notes

- As a part of team starting today nothing, she has to fill at least 20 bags/boxes to her current job and ensure the material to client hands.
- updating my report HARTS & TIES, TEST, E-Substrate) to central and state portal.

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	livestock, dairy and fisheries	R. Jyoti Date 11/04/23 Balaram
Day -2	Veterinary & fishery Assistant	The fishes & Veterinary is white	R. Jyoti Date 11/04/23 Balaram
Day -3	Veterinary & fishery Assistant.	The fishes & fishery Assistant and Aquaculture is blue	R. Jyoti Date 11/04/23 Balaram
Day -4	Aquaculture mpeo's	monitoring Aquaculture works and suggestions	R. Jyoti Date 11/04/23 Balaram
Day -5	Aquaculture mpeo's	monitoring Aquaculture production reports	R. Jyoti Date 11/04/23 Balaram
Day -6	Aquaculture mpeo's	operationalization of Rythu chareka kencham	R. Jyoti Date 11/04/23 Balaram

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Agriculture, Veterinary & fishery Assistant

- The flag of agriculture is green, fishery & agriculture is blue, veterinary is white and sericulture is red.

Veterinary :-

Animal husbandry is a branch of a agriculture concerned with animals that are raised for meat, fibre, milk and other products.

Fishery :-

Fish farming or pisciculture involves commercial breeding of fish usually for food, in fish tanks or artificial such as ponds.

Agriculture :-

field visits and interaction with farmers, operationalization of Rythu Bazar Kendram processing of petitions received, organization of village knowledge centre and agri input shop in Rythu Bazar Kendram.

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 mchik samratham karyadav)	counseling, security & other important roles in villages	K. S. Ravi
Day -2	women police	visit to Anganwadi Centre to ensure timely operating, pre-school attendance & Quality of food	K. S. Ravi
Day -3	women police	prevent child marriages by issuing eligibility certificate to the couple after thorough verification of marriage proof	K. S. Ravi
Day -4	Engineering Assistant	village Engineering works, water supply, grama sabhachayam.	K. S. Ravi
Day -5	Engineering Assistant	field visit covering all the engineering activities of equality work execution	K. S. Ravi
Day -6	Engineering Assistant	Technical inspection of buildings permitting application	K. S. Ravi

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

women police

women police also known as grama
mehila Samrakshans Karyadars. She gives
counselling security and other important
roles in the village.

prevent child marriage and issuing eligibility
certificate to the couple after thorough verification
of their age prob.

visit to school / college Girls Hostels / KGs, (working
camps 'on crime against women and children,
"Drug and sexual abuse" Eve Teasing, Ragging posse
Related Just Help lines and self defense
techniques cyber mehra mahila mitra.

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 and street lights and monitoring	G. Rajesh
Day -2	Electrical Assistant	Switch off street lights in the Secretariat area before sunrise	G. Rajesh
Day -3	Electrical Assistant	Switch on street lights after the sun set	G. Rajesh
Day -4	Digital Assistant	monitoring the voltage in single window system	J. Varman
Day -5	Digital Assistant	Attending office and entering all the details related to Toppals	J. Varman
Day -6	Digital Assistant	attending the duties as entrusted by the panchayat Secretary.	J. Varman

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- * Electrical Assistant is know as energy Assistants.
- * electrical Supply and struct rights and monitoring
Voltage
- * attending LT/HT line maintenance LOR Malten
-ce and Replacement of OTR Sections -and
Hq -fues extending reliable and quality supply
and attend deendayal upadhyaya goma zyothi
representations

digital Assistant

monitoring The voltage in single window
system and Attending office and entering all this
details related toppals/Grievances/Communication/
Applications in In word Register And Shall place
It before panchayal Secretary for initials &
distribution

4

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	welfare Assistant	pengkon distribution	Kasulim
Day - 2	Welfare Assistant	visit to banks for SHG bank linkage	Kasulim
Day - 3	welfare Assistant	cleanliness of files	Kasulim
Day - 4	About schemes	Nawarathna	
Day - 5	About schemes	The nine Nawarathna welfare schemes	
Day - 6	About schemes.	The nine Nawarathna welfare Schemes	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

WELFARE ASSISTANT

* pension distribution, Duggals mobile, house construction monitoring

* I interact with other functional Assistants to exchange the information related to grievance in sphere to ensure quality disposal and development activities of their jurisdiction and to seek solutions

* field visits to village / Schools / Hostels / SHG / Vp meetings.

The nine Navratna welfare schemes are:-

1) YSR Rythu Bhorasa kalandam

2) for reimbursement youth employment & Job creating

3) Angadyati

4) YSR Jalayagaram

5) Gas & Alcohol

6) Aruna Vodi

7) YSR Aashu, YSR chagula

8) Housing for all poor

9) pensions enhancement

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	YSR Rythu Bhojosa	every farmer to be provided Rs 50000 financial assistance.	R. Siva Balaji-1 (R.Bh)
Day -2	YSR Rythu Bhojosa	For crop sowing farmers to get Rs 12500 during may itself	R. Siva Balaji-1 (R.Bh)
Day -3	YSR Rythu Bhojosa	farmers need not worry about crop insurance	R. Siva Balaji-1 (R.Bh)
Day -4	Fee Remimbursement Youth employment & job creation	Fee reimbursement Youth employment	
Day -5	Fee reimbursement youth employment & job creating	Education expend iture will be borne for poor.	
Day -6	Fee reimbursement Youth employment & job creation.	Rs. 20000 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 Raithu Bhasosa

- Every farmer to be provided Rs 50000 financial assistance for crop sowing farmers to get Adhar card during may itself

- Farmers need not worry about crop insurance. Govt to pay insurance premium on behalf of farmers

- Interest free crop loans to be provided to farmers

- Free bore-wells to be provided to farmers

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	Arogyasri	Free medical treatment through arogyasri	
Day -2	Arogyasri	all disease and operations to be covered under Arogyasri	
Day -3	Arogyasri	financial assistance to the family of patient during rest after operation	
Day -4	YSR Jalayaganam	Jalayaganam, dream projects & late or yet to be completed	
Day -5	YSR Jalayaganam	potluram, poor Subbayya, velligonda	
Day -6	YSR Jalayaganam	other projects to be completed on war-footing basis.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Arogyasri

1) YSR Arogyasri covers all categories with annual income less than Rs. 8 lakh.

* Arogyasri applicable for all medical expenses above Rs. 1000/-

* free medical treatment through Arogyasri

* Arogyasri treatment applicable through out country

YSR Jalagaram

1. Jalagaram dream projects of late YSR to be completed.

2. Ponnuram, Pooksubbayya, Veligonda, and other projects to be completed in water feeding basis.

3. Safe water for drinking to be modernized to improve water tables.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Ban of alcohol	Alcohol is one of the main reason for dispute in families.	
Day -2	Ban of Alcohol	Human relations are collapsing	
Day -3	Ban of Alcohol	Ban on alcohol will be implemented in three stages. Alcohol use to be limited to 5 strictly	
Day -4	Amma Vodi	Mothers of poor family need not worry about children education	
Day -5	Amma Vodi	1000 of women cooperative societies would be pooled their directs in bank installation.	
Day -6	Amma Vodi	YSR cheyutha to be provided to BC, SC, ST, minority women.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Ban on Alcohol

- 1) Liquor is one of the main reason for dispute in families.
- 2) Ban of alcohol will be implemented in three states alcohol use to be limited to 5 star hotels.

Arms Vodi

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

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 poor	Housing for all homeless poor families.	
Day - 2	Housing for all poor.	Registration to be done in the name of female persons in the house at time of hand over.	
Day - 3	Pension enhancement	Pension age limit to be decreased to 60 from 65 years	
Day - 4	Pension enhancement	Rs 1- 3000/- pension for different aged persons.	
Day - 5	Gadga Gadga mane prabhutvam	Seek feed back suggestions from the public	
Day - 6	Gadga Gadga mane prabhutvam.	Schedule finalised by district collector.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Housing for all poor

1) Housing for all poor less poor families irrespective of parties, caste, religion, category

2) 25 lakh houses to be constructed in 5 years

3) Tie up with banks for loans @ 25 paise against the newly constructed house

pension enhancement

1) pension age limit to be decreased to 60 from 65 years

2) Senior citizen pension to be gradually increased to Rs. 8000/-

Gedaps Gedaps mana prabhutvam

Gedaps Gedaps mana prabhutvam is must seek 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	Gadapa Gadapa man prabhutvam	must attend govt program notice The problem.	
Day -2	Gadapa Gadapa man prabhutvam	The Gadapa Gadapa man prabhutvam asked awareness about The Public about scheme.	
Day -3	Gadapa Gadapa man prabhutvam	Suggestions from The public for process improvement and further improve The service delivery.	
Day -4	Gadapa Gadapa man prabhutvam	The mlas would make visits to the household in their jurisdiction.	
Day -5	Gadapa Gadapa man prabhutvam	Seeks feed back/ suggestion from the public.	
Day -6	Gadapa Gadapa man prabhutvam.	Schedule finalised by distre collector.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Gadapa Gadapa mens prabhutvam

The Gadapa Gadapa mens prabhutvam, it said, is the great awareness among the public about the schemes and programs of the Government to ensure that the benefits reach the last mile beneficiary covering all the eligible beneficiaries and seek feedback / suggestion from the public for process improvement and further improve the service delivery. The MLAS would make visits to the households in their jurisdiction as per the schedule finalised by respectively district collector within the limits of Gramina Iward Sakshatayam. Now that the benefit distribution process has been implemented through direct benefit transfer mode, called the State Government has, on the occasion of completion of its three years term decided to further enhance the process by taking public feedback on any improvement in the process and suggestions from the public for process improvement and further improve the service delivery.

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 :-

Context:- This first day on my internship was the day that I will never forget in my life and this because of experience I acquired which enables me to learn more about the working environment. I instructed us how we should behave during of our internship period. My supervisor told me how to behave and to be confident. I was oriented very small because I had to start working the next day.

My role :-

Myself I was considered as a new comer in the organization. I had to first introduce myself to flow workmates. which I did with out any problems. my responsibilities I was trained by Supervisor and other staff depending on task to be performed.

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 expect to practice it during internship and the way in which internship 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. The management as a result of internship a trainee learnt how to perform difficult responsibilities in short time. Confidence is a trainee has to be confident specially a work filled socializing is the help and assistance provided to them by supervisors and other colleagues. The power of self-friendship.

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.

- know how to handle customers with different attitude and behaviour.
- working spirit
- Creating good relationship with people.
- Good communication skills.
- ethical behaviour in work area.
- socializing :- The help and assistance rendered to interns by supervisors and other colleagues the power of friendship.
- confidence :- A trainee got used with the external environment of school and a trainee has to be confident especially on work field.
- punctuality :- This is most important and emphasized thing which help in fulfilling their goals and objectives.

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.,)

In this organization so many different type of people are coming how this organization workers are deal with them, they are very well in communication. So I learn so many things related to the communication skills and was improved also and also improved in ethical behaviour in work area. And know how to handle customers with different attitude and behaviour, work spirit

→ learnt to control emotions when speaking with others.

→ observed other people and interact with each other and develop communication and practice our communication.

→ Be an active listener and avoid distracting others.

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

The working environment was so exciting my friends helped me to copy well with all challenges at work and they are always there for me

participation group work is very well and I gained

Some relations with secretarial department as

- * establishment interpersonal relationship.
- * communication skills with person outside organization
- * communicating with higher officials.
- * time management skills.
- * leadership qualities.

I learned so many leadership qualities. I utilized the skills in very effectively manner. Those things are very helpful in many real life. I improve my skills in real life environments

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

Student Name: Malagam .Sunil

Registration No: 20'D00050021

Term of Internship: 4 months From: 12/12/2022 To: 19/03/2023

Date of Evaluation:

Organization Name & Address: Baleru Village, Ghaminim, Sachinbajam-2, Srikulam

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:

N. S. S. 10/04/2023
Signature of the Supervisor
Panchayat Secretary
Baleru Grama Panchayat
Ghaminim (M), Srikulam Dist.

PHOTOS & VIDEO LINKS

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EVALUATION

Page No

Internal & External Evaluation for Semester Internship

Objectives:

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

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Melagam, Sunil.

Programme of Study:

Year of Study: 1st Year

Groups: MPES (BSC)

Register No/MLT. No: 2022001050027

Name of the College: Government degree college for men SRIRAKULM

University: Dr. B. R. Ambedkar University

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

Date:


18/04/2023
Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: *malagon Sunil*

Programme of Study:

Year of Study: *IIIrd year*

Group: *BSC (MPCS)*

Register No/H.T. No: *202300050027*

Name of the College: *Government + degree college for men Srikakulam*

University: *Dr. B.R Ambedkar 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

Signature of the External Expert

Signature of the Principal with Seal



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

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

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