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Designed & Developed by



ANDHRA PRADESH

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: *Korada Gopalaxmi*

Name of the College: *Government Degree College (Men)*

Registration Number: *DDARCO1050023*

Period of Internship: From: *12/11/2022* To: *15/05/2023*

Name & Address of the Intern Organization: *Sachivalayam*
Pedapodu, Srikabalam.

B.R. Ambedkar **University**
YEAR

An Internship Report on

Ward Sachivalayam peddapadu Srikakulam

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.Sc (Maths , physics , Computer Science)

Under the Faculty Guideship of

Sri R. Ravi Kumar

(Name of the Faculty Guide)

Department of

Government Degree college (MEN)

(Name of the College)

Submitted by:

Korada guralaxmi

(Name of the Student)

Reg.No: 2022001050023

Department of physics

Government degree college for (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.

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Student's Declaration

I, Kolada. Gunalaxmi a student of Internship
Program, Reg. No. 2022001050023 of the Department of physics G.D.C Men
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 16/03/2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
Sri Rami Kumari (Name of the Faculty Guide), Department of
physics, Government degree college
(Name of the College)

K. Gunalaxmi
(Signature and Date)

Official Certification

This is to certify that Korada. Gunasazmi (Name of the student) Reg. No. 20220001050023 has completed his/her Internship in Grama Sachivalayam (Name of the Intern Organization) on World Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (M.P.C) in the Department of Government degree (MEN) (Name of the College).

This is accepted for evaluation.



(Signatory with Date and Seal)

Endorsements

Faculty Guide


19/4/23

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Korada Gunalaxmi (Name of the intern)
Reg. No 2022001050028 of government degree coll. (Name of the
College) underwent internship in Sachivalayan (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).


Village Panchayat Office
Puducherry - 605 001
Grikakulam
Authorized Signatory with Date and Seal

Acknowledgement

- * 28th December payments acknowledgement dashboard.
- * payment status check for 28th december.
- * List of Aadhaar payment failure cases for 28th december.
- * Dashboard for Aadhaar-Bank account linkage status, for 28th december failed cases.
- * payment status check for EBC Nutam.
- * EBC Nutam - A/c acknowledgement.
- * payment status check for chedodum.
- * chedodu new applications report.
- * Dashboard for Aadhaar-Bank account linkage status, for 28th december failed cases.
- * List of Aadhaar payment failure cases for 28th december.

Contents

this ^{Sachivalayam} school internship report is the result of an end of a way of four months. It would not have been possible without the participation assistance of numerous brave and courageous people along the way. Thus, I have to thank them all first and foremost, I would like to give special gratitude to my parents who give me every opportunity to keep my step ahead.

I am debeted to my college teachers and the principal for their vision, encouragement and enduring contagious interest in the internship

our science thanks to our director and principle of government degree college Chent Srikulam, for providing us an opportunity to take up this internship.

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 analyze the theoretical aspects of the organization in the practical situation. I got an opportunity to getting practical knowledge about the village secretariates in andhra pradesh. So to quench the first of practical exposure and for getting practical knowledge about I joined pedapadu, Sachivalayam-1 during this time period. I gather all necessary information about village secretariates.

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

In this part all government related services are not utilized by people in fruitful manner; that is the main reason to establishment of gramasachivalayam in andhra pradesh.

In the date of oct 2, 2019 Government started gram grama Sachivalayam across the andhra pradesh. during this 3 years period nearly they give 5 crore services to the people across andhrapradesh. Total 12 functionaries are there in Sachivalayam to serve the people in their respective disciplinary.

At last I must say that this report is designed so curiously about grama Sachivalayam work in andhrapradesh. during this time period I learn so many things related to time management, team work, leadership quality, those quality. 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 Sachivalayam are Secretariat setup in the Indian state of Andhra Pradesh 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 volunteers to deliver service. 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 utility establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy during his praja 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 of departments they selected.

Grama Sachivalayam was the organized which I choose the candidacy between 18 to 42 years of age are eligible for AP grama Sachivalayam Exam. They require educational qualifications are different, according to the different posts.

There were some schemes that are introduced in the government of AP like YSR Amma Vadi scheme, YSR Rice card, YSR Nava Ratnalu scheme, YSR Vanathi Devena etc..., which helps the citizens of Andhra Pradesh and to have an basic education for the children. These schemes are applied to the people belonging to below poverty line families in the state.

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 Secretariates.	Ch. V. S. R.
Day -2	Introduction class about Brief description of Staff numbers	Having in the Sachivalayam all the Secretariate Set up.	Reo
Day -3	Introduction class about details of the Sachivalayam.	Government of andhrapradesh appointed the village volunteers	Ch. V. S. R.
Day -4	Grama Sachivalayam Total Staff details.	Complete details about staff.	Reo
Day -5	Explain the total functionalities and their respective work.	Knowing the Staff details from top to bottom	Reo
Day -6	Explain the formation of grama Sachivalayam.	All the government department are having in one place.	Ch. V. S. R.

WEEKLY REPORT

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

Objective of the Activity Done: Village Secretariat

Detailed Report: Functionary Activity Calendar

Grama Sachivalayam is [Also known as village Secretariats] a secretariats set up in the Indian state of andhra pradesh to decentralize the administration by making services and welfare services of all government department available at one place.

Andhra pradesh was the first state in india to launch village secretariats. Government of Andhra pradesh appointed village volunteers to deliver service.

And also in grama sachivalayam set up are as follows

- 1) panchayat Secretary.

- 2) VRO [village Revenue officer].

- 3) Survey Assistant.

- 4) ANM

- 5) Veterinary & fishery Assistant.

- 6) women police.

- 7) Engineering Assistant.

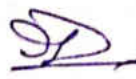
- 8) electrical Assistant.

- 9) Agriculture MPEO's.

- 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 Sachivalayam conveners able to collect the taxes & other welfare work under the G.S area.	
Day -2	panchayat Secretary	collection, generation and spending daily reports to higher authorities,	
Day -3	panchayat Secretary	shall ensure that officer promise are neat and duty panchayat authority.	
Day -4	VRO Village Revenue Officer	VRO should monitor the land and Ration food supply in villages.	
Day -5	VRO Village Revenue Officer	Services of notices summons / orders under various acts / laws	
Day -6	VRO Village Revenue Officer	Identification of Beneficiaries under various acts / Schemes.	

Village Revenue Officer
Srikakulam Dist.

WEEKLY REPORT

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

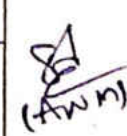
Objective of the Activity Done:

Detailed Report:

The organization structure and future plans of the village secretariat were discussed in details. This week also told about VSR pensions Kanuka, how many types are there and what type of documents requirement and eligibility criteria of the scheme.

Eligibility and required documents for old aged pensions, widow pension, Disable pension, single women pension, Traditional obblor pension, waver pension, Toddy Toppur pension and fisherman pension are given at the end. The VSR pension scheme is designed to provide a safety net for section of society and enable them to meet their basic needs and improve their quality of life.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Survey Assistant	should surveyor of village lands	
Day -2	Survey Assistant	Field inspection to take action against unauthorized layouts/ constructions.	
Day -3	Survey Assistant	inspection of lands proposed for layouts.	
Day -4	Mid wife. -ANM Auxiliary nurse &	should be responsible for village health monitoring.	
Day -5	ANM -Auxiliary Nurse & Midwife	should be responsible for villagers scheduling health camps in the village	
Day -6	-ANM Auxiliary nurse and midwife.	should be responsible for maternal child health.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Village Survey

The village secretariat was launched on 2 October attending office, registering day movement is movement register, collect land maps / records and proceed field for attend survey petitions

- * protection of panchayat properties
- * Attending spandana grievance, preparation of note on necessary issues in village and submit to the Reporting officers panchayat Secretary and Redressal of grievances.

ANM

- * As a part of ANM's routine daily activity she has to visit at least 30 household is her allocated area and covers the maternal & child health.
- * uploading of daily reports in central and state portal.
- * she has to provide information to the phc -ANM concerned for uploading data is nearly 30 central and state.

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 fishery	<i>Ramare</i>
Day -2	Veterinary & fishery assistant	the flags of veterinary is white	<i>Ramare</i>
Day -3	Veterinary & fishery assistant	The flags of fishery assistant and agriculture is Blue.	<i>Ramare</i>
Day -4	Agriculture MPEO's	Monitoring agriculture works and suggestions	<i>Ramare</i>
Day -5	Agriculture MPEO's	Monitoring agriculture production reports	<i>Ramare</i>
Day -6	Agriculture MPEO's	operationalized of Rythu Bharosa Kendram.	<i>Ramare</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Agriculture, Veterinary & Fishing Assistant

* The flags of agriculture in Green, fishery Agriculture is Blue, veterinary is white and Sericulture is Red.

* Animal husbandary is the branch of agriculture concerned with animals that are raised for meat, fiber, milk and other products. Includes day to day care, selective breeding, and first domestic born around 13,000 BC forming of the first crops.

* Fising forming or picture involves commercial brooding of fish usually for food, in fish tanks or artificial such as products.

* Organization of village knowledge centre and agri input shop in Rhythu Bharosa kendram

* Sensitization of farmers for agri input taking lab's Receipt of agri input orders from kiosk.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Women police (Grama Mahila Samrakshana Karyadarsi)	Counselling, security and other important roles in villages.	<i>Chacha</i>
Day -2	Women police (Grama Mahila Samrakshana Karyadarsi)	visit to anganwadi centre to ensure timely operating pre-school attendance	<i>Chacha</i>
Day -3	Women police (Grama Mahila Samrakshana Karyadarsi)	and quality of food provided. and prevent child marriages by increasing eligibility	<i>Chacha</i>
Day -4	Engineering Assistant	village engineering works & water supply, etc.	<i>Arjun E.A</i>
Day -5	Engineering Assistant	Field visit covering all the engineering activities of quality work execution	<i>Arjun E.A</i>
Day -6	Engineering Assistant	technical inspection of building permission applications.	<i>Arjun E.A</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

WOMEN POLICE

women police is also known as Grama mahila Samrakshana karyachari. She gives counsellings security and other important role in village.

prevent child marriages by issuing eligibility certification to the couple after through verification of their age proof.

visit to school / college / Girls Hostel / KGBV / working campus on crime against women and children, drug and sexual abuse.

ENGINEERING ASSISTANT

Field visit covering all the engineering activities of the quality work execution & identifying the problems related to sanitation / water supply etc. and report to concerned engineering departments.

Attending execution of all civil works including housing conducting quality control tests during execution of work and maintaining standards as per IS code.

Identification of roads maintenance work such as pot holes etc. and preparation of estimate proposals.

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	K. Chelapathirama JLW (C-6)
Day - 2	Electrical Assistant	Switch off street lights in the Secretariat area before sunrise	K. Chelapathirama JLW (C-6)
Day - 3	Electrical Assistant	Switch on street lights after the sunset	K. Chelapathirama
Day - 4	Digital Assistant	Monitoring the village in single window system	
Day - 5	Digital Assistant	Ensuring all the details related to grievance/communications/applications	
Day - 6	Digital Assistant	Attend the duty as entrusted by the panchayat Secretary.	

WEEKLY REPORT

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

Objective of the Activity Done: ELECTRICAL ASSISTANT

Detailed Report: * Electrical assistant is known as Energy assistant

- * Electrical supply and street lights and maintaining
- * visiting ward / Area colony in the GP area and identify the problem related meters, releasing new electrical connection are attending fire - off calls monitoring and identification of problem related to street lights and water supply scheme
- * attending LT / HT line maintenance, DTR and the replacement of DTR sections.

DIGITAL ASSISTANT

- * Monitoring the village in single window system and attending office and entering all the details related to Tappes grievances / communication / applications in the inward register and shall place it before panchayat secretary for initials and distribution.
- * uploading / updating data of beneficiaries or eligible beneficiaries list under Navaratna and different schemes.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	welfare Assistant	pension distribution, dwakra mahila house construction monitoring	Red
Day -2	welfare Assistant	visit to banks for SHG bank linkage housing loans as per schedule	Red
Day -3	welfare Assistant	clearance of files services in online/manual	Red
Day -4	About Schemes	Navaratnalu	Red
Day -5	About Schemes	the nine navaratna welfare schemes	Red
Day -6	About Schemes	The nine navaratna welfare schemes	Red

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

WELFARE ASSISTANT

- * pension distribution, ^{Dualara} ~~Dubara~~ mahila, house construction monitoring
- * Interacting with the other functional assistant to exchanges to information related to grievances in Spandana to ensure quality disposal and development activities of their sick solutions.
- * Field visits to village / schools / hostels / etc / to meetings visits to self employment units.

NAVARATNALI

Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh has come up with an elaborate model of government comprised of welfare schemes which are based on Navaratnalu.

⇒ The 9 Navaratna welfare schemes are:

- | | |
|----------------------|--------------------------|
| 1. YSR Raste Bhasasa | 5. Ban of Alcohol |
| 2. Fee reimbursement | 6. Amma Vodi |
| 3. youth employment | 7. YSR Awa, chelutha |
| 4. Aarogya Sri | 8. Housing for all poor |
| 9. YSR Jalayagnam | 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 Raitthu Bharosa	Every farmer to be provided Rs. 10,000 financial assistance	
Day -2	YSR Raitthu Bharosa	For crop saving farmers to get Rs 12,500 during may Hail	
Day -3	YSR Raitthu Bharosa	farmers need not worry about crop insurance	
Day -4	Fee reimbursement, youth employment & job creation	Fee reimbursement youth employment	
Day -5	Fee reimbursement, youth employment & job creation	Education expenditure will be born for poor	
Day -6	Fee reimbursement youth employment & job creation	Rs. 10,000 per AId 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:

YSR RAITHU BIHARDA

- * Every farmer to be provided Rs 20,000 financial assistance for crop sowing farmers to get Rs 12,500 during my self
- * Farmers need not worry about crop insurance govt. to provide pay insurance premium on behalf of farmers.
- * Interest free crop loans to be provided to farmers
- * Free bore-wells to be provided to farmers.
- * 9 hours free electricity during day time for agriculture process.
- * Rs 4000 crores allotted for Natural disasters relief fund.

Fee reimbursement, Youth

Employment of job creation

- * Education expenditure will be born for poor.
- * Rs 20,000 per student per annum to be provided addition to fees reimbursement bearing and lodging.

ACTIVITY LOG FOR THE NINTETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Arogya Sri	free medical treatment through arogya sri	SA Anm
Day -2	Arogya Sri	All disease and operations to be covered under arogya sri	SA Anm
Day -3	Arogya Sri	Financial assistance to the family of person during rest after operation	SA Anm
Day -4	YSR Jalayagnam	Jalayagnam dream projects of late pr. YSR to be completed	CS
Day -5	YSR Jalayagnam	polavaram, poolasubbayya, velligoncha	CS
Day -6	YSR Jalayagnam	other projects to be completed in war footing basis	CS

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR AROGYASRI

- * YSR Arogya Sri cover for all categories with annual income less than Rs. 1 Lakh
- * Arogya Sri applicable for all medical expenses above Rs. 1000/-
- * Free medical treatment through Arogya Sri
- * Arogya Sri treatment applicable throughout country.
- * Rs 10,000/- pension per month to be provided to the persons suffering with kidney, thalassemia and perineal diseases.

YSR JALAYAGNAM

- * Jalayagnam dream projects of late Dr. YSR to be completed.
- * polavaram, poblasubbayya, veligonda and other projects to be completed in war footing basis.
- * safe water for drinking and water for cultivation to be provided ponds to be modernized to improve water table.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Ban on Alcohol	liquor is one of the main reason for dispute in families	<i>[Signature]</i>
Day-2	Ban on Alcohol	human relations are collapsing	<i>[Signature]</i>
Day-3	Ban on Alcohol	Ban on alcohol will be used for every family	<i>[Signature]</i>
Day-4	Y&R Asara Y&R cheyutha	loans of women cooperative societies would	<i>[Signature]</i>
Day-5	Y&R Asara, cheyutha	be paid them direct in four installment Y&R cheyutha to	<i>[Signature]</i>
Day-6	Y&R Asara, cheyutha	be provide to BC, SC, ST minority women.	<i>[Signature]</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Ban of Alcohol

- * liquor is one of the main reason for dispute in families.
- * demand reductions are collapsing
- * Ban on alcohol will be implemented in three stages alcohol use to be limited to 5 star hotels.

YSR AARA, AND YSR CHEYUTA

- * Loans of women cooperative societies would be paid to them directly in four installments
- * 0% interest loan will be issued to the women and the interest will be born by the government to the banks
- * present corporations system will be revamped and transparent system would be put in place.
- * YSR cheyuta to be provided to B.C., D.C., minority women.

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 family	Housing for all home less poor families	
Day -2	Housing for all poor family	Registration to be done in the name of female persons in the house at time	
Day -3	pensions enhancement	pension age limit to be decreased to be 60 from 65 years	
Day -4	pension enhancement	Rs 8000/- pensions for differently abled persons	
Day -5	Gadapa Gadapa Mana prabhutvam	Seek feed back/ suggestions from the public	
Day -6	Gadapa Gadap Mana prabhutvam	Schedule finalised by district collector.	

WEEKLY REPORT

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

Objective of the Activity Done: Housing for all poor families

Detailed Report:

* Housing for all home less poor families irrespective of parties, caste, religion, category.

of 25 lakh houses to be constructed in 5 years

* House sites to be provided to house less poor people along with registration and construction.

* Tie-up with banks for loan @ 25 paise against the newly constructed house.

pensions - Enhancement

* pensions age limit to be decreased to 60 from 65 years

* Senior citizens pensions to be gradually increased to Rs. 3000/-

* Rs. 2000/- pensions for differently abled persons

GADAPA GADAPA

MANA PRABHUVAM

⇒ The Gadapa Gadapa Mana prabhuvam 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 Mana prabhutvam	Must attend the government program notice the problem	Swapna (Vot)
Day -2	Gadapa Gadapa Mana prabhutvam	the gadap gadapa delivery aroud awareness among the public about the schemes	CS
Day -3	Gadapa Gadapa mana prabhutvam	Suggestions from the public for the process improvement and further delivery	Swapna (Vot)
Day -4	Gadapa Gadapa Mana prabhutvam	The MLAs would make visits to the household in their Jurisdiction	CS
Day -5	Gadapa Gadapa Mana prabhutvam	Seeks feed back Suggestion from the public	Swapna (Vot)
Day -6	Gadapa Gadapa Mana prabhutvam	Schedule finalized by distric collector	CS

WEEKLY REPORT

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

Objective of the Activity Done: Gadapa Gadap Mana Prabuthvam

Detailed Report: The gadapa gadapa mana prabhutvam is said to be create 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 / suggestions from the public for process improvement and further improve the service delivery. The MHA's would make visits to the household in their jurisdiction as per the schedule finalised by respectively district collector within the limits of Grama / ward Sachivalayam now that the benefit distribution process has been implemented through district benefit transfer (DBT) made especially with the introduction of the Annual welfare calendar the state government has on the occasion of completion of its three-year term.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction of Staff and voluntary	organization Sector	<u>Prinivairu</u>
Day -2	various functions and their responsibility	organization working hands	<u>Prinivairu</u>
Day -3	various functions and their defined were and responsibility	-do	<u>Prinivairu</u>
Day -4	field visit ANM on maternal survey	How ANM are visiting regularly to pregnant women	<u>Stf</u> (ANM)
Day -5	field visit by ANM PM- Jay survey	Implementing of PM Jay Scheme	<u>Prinivairu</u>
Day -6	field visit by wp1 school visit.	Awareness program of Diha	<u>Prinivairu</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam (Peddapodu)

as functionaries & volunteers

Main functions are in follows

1. panchayat secretary
2. digital assistant
3. welfare & educational
4. Engineering assistant
5. Village and Revenue
6. Agriculture Assistant
7. Veterinary Assistant
8. Village Survey
9. Mahila Police
10. ANM
11. line man

Over all in charge is panchayat secretary who is maintaining all the activities in and around.

Field visit ANM give an opportunity has been the organization staff in behaving with the village.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Roles and responsibility of the digital assistant and educational assistant	various services to citizens and type of welfare schemes.	<u>CS</u>
Day -2	Roles and responsibility of VRO and village supervisor	Ration distribution system & house hold recognition & type of cards.	<u>SDS</u>
Day -3	Responsibility of agriculture assistant	Types of crops and seeds & fertilizers.	<u>Ch</u>
Day -4	Responsibility of veterinary assistant	Role in animals disease control & preventive and curative care	<u>Pamary</u>
Day -5	Role of welfare and education assistant & visits.	visit to the school and cleanliness of associated area and MHI app.	<u>CS</u>
Day -6	field visit by VRO PDS distribution	door to door delivery of public distribution of house holds	<u>Qan</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

delivering of division citizens of a
shorten possible time.

1. Inverse of Cast & income
2. Land
3. family members Certificate
4. Birth & death confirms.

Applying for all the schemes to the eligible
candidates part of field Verification

1. YSR premium
2. YSR cheyutha
3. Rice card
4. YSR Ammavadi
5. YSR vidyadevna

field activity: Ration distribution to have
been held all door step by mds.

Land revenue using 'copa' the local
technology & Recovery for accuracy in main
point

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Village revenue officer	VRD should monitoring land and Ration food supply.	
Day -2	Gadapa Gadapa mana prabhutvam	Gadapa gadapa mana prabhutvam program	Bhawana (Vot)
Day -3	Housing for all poor people.	Supply the ration to all poor people and sufficient things.	Bhawana (Vot)
Day -4	pension enhancement	Give the pension for all the poor people.	Bhawana (Vot)
Day -5	Housing for all poor people	Home kits to be provided to the low poor people.	Bhawana (Vot)
Day -6	Gadapa Gadapa mana prabhutvam	Gadapa Gadapa mana prabhutvam program.	Bhawana (Vot)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Housing for all poor

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

pension enhancement

- * pension age limit to be decreased to for from 60 to 65 years
- * Senior Citizen pension to be gradually increased to 3000/-

Gadapa Gadapa manaprabhutam

- * It is must seek fed back / suggestion from the public
- * If it is said to great awareness among the public about scheme and programs of the government to ensure that the benefits reached the last mile beneficiary covering all the beneficiaries.

CHAPTER 5: OUTCOMES DESCRIPTION

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

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

MY ROLE: → My self I was considered as a new member in the organization. I had to first introduce myself to fellow workmates, which I did out any problems my responsibility. I was trained by my supervisor and other staff depending on task to be performed.

PERFORMANCE: → The working environment was so exciting my friends helped me to cope well with all challenges at work and they are always there for me. Total 12 functionaries are there in Sachivalayam. They are very helpful to improve my communication skills in real life environment.

Describe the real time technical skills you have acquired

I have tried to perform all efficiently and effectively to avoid any bad repetition that could occur and lead to wastage of time but I think practice more about what I have learn in theory, I expected to practice it during internship. the way in which increase has changed as a result of internship experience.

Time punctuality is the most important and emphasized thing, which helps in fulfilling their goals and objectives. Time management as a result of internship a learnt how to perform difficult responsibilities in short time confidence is a time has to be confident especially a work filed. Socializing is the help and assistant rendered to intern by supervisor and other colleagues the power of internship. ethical behaviour in work area and know how handel customers with different attitude and behaviours and working spirit. creating good relationship with people and good communication skills.

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 the village peoples in different attitude and behaviour.
- ⇒ working spirit
- ⇒ create the good relationships with people.
- ⇒ Good communication skills.
- ⇒ ethical behaviour in working area.
- ⇒ Socializing :→ The help and assistant rendered to intern by supervisor and others colleagues the power of friendship.
- ⇒ confidence :→ A trainee got used with the external environment of schools and a trainee has to be confident especially on work field.
- ⇒ Punctuality :→ This is the most important and emphasized thing which help in fulfilling their goals and objectives.
- ⇒ as a result of internship a trainee learnt how to perform different responsibility in short time.

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

- ⇒ Learn to control emotions, when speaking with others
- ⇒ observe other people and interact with each other and develop communication and practice our communication.
- ⇒ Be an active listener and avoid distracting others.
- ⇒ Time management skills
- ⇒ Leadership Qualities
- ⇒ Communicating with higher officials.

Describe how could you could enhance your ability in group discussions, participation in terms, contribution as a team member, leading a team.

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

participation group work is very well and i gained some relationships with sachivalayam department as:

- * establishing interpersonal relationship.
- * communication skills with person outside organization.
- * Good communication with higher officials.
- * Time management skills.
- * leadership qualities

i learned so many leadership qualities. I utilizes the skills in very effective manner those things are very helpful in many real life. I improve my skills in real life environment.

Describe the technological developments you have observed and relevant to the subject area of the training

In my opinion Sachivalayam / voluntary system is already proved to be efficient way of handling by the government schemes right from application receiving the finalizing beneficiaries towards public welfare schemes is progressing at fast free manner that never done before and it would have not possible with out the Sachivalayam volunteer staff.

The technological developments I have observed and relevant to the subject area of training is data analysis web development, computer programming language file management, Book Keeping design writing communication good relationships, team work leadership and management.

This developments of the technological in computer high programming process and high speed internet. The work depend on the speed of work to the technological developments of the Sachivalayam department. In my internship managements to process the technology to develop the future to solve as possible as soon it the qualification to keep improve the technology developed on the department.

Student Self Evaluation of the Short-Term Internship

Student Name: K. Gunalaxmi

Registration No: 2022001050023

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

Date of Evaluation:

Organization Name & Address: pedapadu, (Sochivalayam) Srikulam.

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:

[Signature]
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	korada gunalanmi	Registration No:	2022001050023
Term of Internship:	From: 12/12/2022	To:	15/03/2023
Date of Evaluation:			
Organization Name & Address:	peddapadu Sathivalayam, Srikakulam.		
Name & Address of the Supervisor with Mobile Number	Tppili Naidu, peddapadu, Srikakulam.		

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
Tppili Naidu
Srikakulam District





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.