

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



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

Name of the student:- Butru.Vamsi

Name of the college :- Govt. Degree college for MEN (SKLM)

Registration Number:- 2022001052008

Period of internship : From: 12/12/2022 To : 18/3/2023

Name & Address of the intern organization : G. Tavithanaidu.

Grama ward Sachivalayam .T.k puram

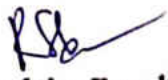
Ambedkar University.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Burru. Vamsi
Programme of Study: IT & BSC
Year of Study: 2020-2023
Group: BSc-MPC
Register No/H.T. No: 2022001052008
Name of the College: GDCM - SKM
University: Dr. B.R. Ambedkar.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	09
2.	Internship Evaluation	30	29
3.	Oral Presentation	10	09
	GRAND TOTAL	50	47

Date: 18/03/2023


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Burru Vamsi

Programme of Study:

Year of Study: 2020 - 2023

Group: MPC

Register No/IL.T. No: 2022001052008

Name of the College: Government degree college for MEN

University: Dr. B.R Ambedkar.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	79
2.	For the grading giving by the Supervisor of the Intern Organization	20	19
3.	Viva-Voce	50	44
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Ran

Signature of the Internal Expert



Signature of the External Expert

A. Panik 19/07/23.

Signature of the Principal with Seal

An Internship Report on

Grama Sachivalayam Services

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc MPC

Under the Faculty Guideship of

D. chandira Sekhar

(Name of the Faculty Guide)

Department of

Govt. degree college for MEN

(Name of the College)

Submitted by:

Burru Vamsi

(Name of the Student)

Reg.No: 2022001052008

Department of

B.Sc - chemistry, MPC

(Name of the College)

Govt. degree college for MEN

Instructions to Students

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

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

Student's Declaration

I, Burru Vamsi a student of internship
Program, Reg. No. 2022001052008 of the Department of G.D.M. Bsc
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 18/03/2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
D. chandra sekhar (Name of the Faculty Guide), Department of
chemistry, Government degree college (MEN)
(Name of the College)

B.Vamsi
(Signature and Date)

Official Certification

This is to certify that Burru Vamsi (Name of the student) Reg. No. 2022001052008 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (HPL) in the Department of Govt. degree College (MEN) (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)



Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Burru Vamsi (Name of the intern)
Reg. No 2022001052008 of Govt degree College (MEN) (Name of the
College) underwent internship in Grama word Sathwabyam (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).

Authorized Signatory with Date and Seal



Acknowledgements

I am very deeply grateful to all staff members to the T.k puram Grama ward Sachivalayam and also my mentors and advisers during this internship. for their valuable advice and guidance. Their industry experience and expertise. helped me. to better understand the company and industry. and allowed me to make the most of my internship.

Through the internship. the T.k puram Grama ward Sachivalayam provided me with valuable insights and guidance that helped me to navigate my tasks and responsibilities. they were always available to answer my questions. and provide support. and their wisdom and expertise helped me to grow as a professional. i am thankful for their time and support. and for sharing their valuable insights with me.

I am grateful thank for T.k puram Grama ward Sachivalayam support and the opportunity they have provided me their financial assistance allowed. me to focus on my internship and my professional development and i am thankful for their commitment to helping me succeed. i hope to continue working with Sachivalayam.

in the future and to make the most of this incredible opportunity

Finally, i would to thank for providing the funding and support that enabled me to complete this internship with out their assistance i would not have been able to gain this valuable experience.

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08)	chapter-2 : overview of organization	
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Eleventh week

Twelfth week

Thirteenth week

Fourteenth week

Fifteenth week

- 11) chapter-5 : outcomes description
- 12) Realtime technical skills
- 13) Managerial skills
- 14) Improve communication skills
- 15) abilities in group discussions, and team activity
- 16) Technology development
- 17) Students self evaluation in the period of internship
- 18) Evaluation of the organisation photos &
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- 21) Internal and external evaluation in internship
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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

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

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

In Sachivalayam there are 4 staff members.

* panchayat Secretary :-

Grama panchayati Sachivalayam convenor, able to collect the Taxes and other welfare work under the Grama panchayat Sachivalayam area.

* VRO (Village Revenue officer) :-

Should monitor the land and Ration food supply in villages

* Survey Assistant :-

Should Surveyor of village lands.

* ANH :-

Should be responsible for villager's health monitoring and scheduling health camps in the village.

* Veterinary & Fishery assistant :-

Livestock, Supply, Grama Sachivalayam and fisheries

* Women police :-

Counselling, Security and other important roles, in village.

* Engineering Assistant :-

Water supply, Grama Sachivalayam & village engineering works

* Agriculture Assistant :-

Monitoring agriculture works, suggestions marketing and production reports

* Digital assistant :-

Monitoring the village in single window system.

* Welfare assistant :-

Pension distribution, Pwakra mahila, house construction monitoring

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

Grama Sachivalayam is also known as village secretary secretariats set up in the Indian state of AP to decentralize the administration by making services and welfare services of all government departments available at one place. AP was the first state in India to launch village secretariats 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 Praja Sankalpa Yatra.

- * It is used to making services and welfare services of all government departments available at one place
- * Andhra Pradesh was the first state in India to launch village secretariats.
- * Government of AP appoints village volunteers to deliver services.
- * It was launched on Gandhi Jayanthi
- * Since the scheme was inspired by Mahatma Gandhi
- * Establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy during his Pooja Sankalpa Yatra.
- * Village secretariats was first launched on 2nd Oct, 2019 on the event of Gandhi Jayanthi
- * The notification for the village/ward secretariats has been released on 27th July 2019.
- * The written exam was conducted between 1st Sep 2019 to 8th Sep 2019.
- * It is used to provide to the public conveniently.

CHAPTER 3: INTERNSHIP PART

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

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

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

Grama Sachivalayam was the organised which one 'i' choose. The candidates between 18 to 42 years of age are eligible for AP Grama Sachivalayam exam. The required education qualification are different according to the different posts.

There was some schemes that are introduced in the government of Andhra Pradesh like YSR Amma Vadi scheme, YSR rice card, YSR Navaratnam, YSR vasathi deevana etc..

It helps the citizens of AP to Services and to have an basic education for the children. all these scheme are applied to the people belonging to below poverty line in the state.

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

The internship goals are as an internship. your main purpose in the work place is to gain knowledge and experience and you may also fulfill educational programme requirements

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

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Interaction with staff, co-internship students about Grama Sachivalayam self interaction	co-ordination employees interaction with people administration work	Ta..
Day - 2	villages in Sachivalayam about these villages map about the villages	pilgram places in the Sachivalayam village statistics boundaries	Ta..
Day - 3	about resurvey theme about korata revenue. village boundaries formers data	Discuss about resurvey being some Peoples together	Ta..
Day - 4	ANM says that she was to visit atleast 30 household in her allotted area	she checks that what kind of problems fact by People	Ta..
Day - 5	Register pregnant women in 12 weeks & ens ensure care	she care in pregnancy and child birth	Ta..
Day - 6	Identify women in need of medical termination of pregnancy	she refer to nearest health facility and care	Ta..

WEEKLY REPORT

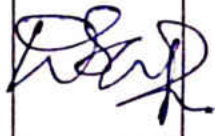
WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done: About first day report

Detailed Report: Intruction

- * The first day do the interaction with the staff and co-internship students. about Grama Sachivalayam self-interaction co-ordination employees interaction with people administration work.
- * The second day villages in Sachivalayam about the villages statistics data. to draw the village map.
- * The third day about resurvey theme. about revenue village about resurvey theme revenue village statistics.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	He undertake the application /gruance from volunteers	maintain and update mzs reports	
Day -2	fill service applications from on behalf of citizens/ volunteers	manage routine office activities. Such as file maintan	
Day -3	Provide informations to citizens on enquiry of application formats	Upload the approved plan in Grama Panchayat develop-ment	
Day -4	DA submission of daily reports to panchayat secretary	Panchayat secretary visit the daily report of DA	
Day -5	DA explains that attend to duties as entersted by the panchayat secretary	All employees work under the panchayat secretary	
Day -6	DA explains that he attend to protocal duties Govt. Special program	He must attend the all govt programs	

WEEKLY REPORT

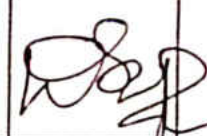
WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done: About DA

Detailed Report: Digital assistant

- * Act as service & information provider, front office in charge, to the public at village secretariat.
- * upload the approved plan in Grama panchayat development plan (GPDP) in the plan plus software.
- * manage, maintain and update mzs containing the database of the village secretariat
- * ensure digital services to the public effectively that are provided mandatorily by the local government like, birth & death, property valuation, Tax demand etc..
- * Attend duties of other functional assistants as and when required.
- * Submit daily reports to panchayat secretary
- * undertake applications/ grievance from volunteers/public and forward the same to the concerned functional assistant for redressal.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Act as services and information provider, front office in-charge	under the public at village secretari-ant	
Day -2	DA shall provide information to the citizen on enquiry on application form	Attend to Spandana and grievance redressal	
Day -3	He say that he attends duties of other DA as and when required.	Remit created amounts in the respective accounts	
Day -4	operate as people friendly single window service delivery point	In follow first Come, first serve basis	
Day -5	provide information to citizen to enquiry application at format	the form filling Procedure, enclosure required etc...	
Day -6	Data entry and updating of of records for beneficiaries	Delivery of service / documents certificates	

WEEKLY REPORT

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

Objective of the Activity Done: About DA

Detailed Report: Digital Assistant

- * Attending office and entering all the details related to Communication applications in the inward register and shall place it before panchayat secretary for initials and distribution
- * Attend the duties as entrusted by the panchayat secretary
- * Regular updation of mzs reports
- * updating of all the records maintained by the GP including finance and related soft wares.
- * Submission of daily reports to panchayat secretary.
- * He shall attend the protocol duties, Government Special programs and election duties

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Village Surveyer measure land features, such as depth and shape	attending office registering day movement in register	ummm
Day - 2	They examine previous land record to verify data from on-site surveys	collect land maps records and proceed field for attend	ummm
Day - 3	Surveyer also prepare maps and reports and present result to clients	Attending of record work and uploading of survey data.	ummm
Day - 4	village Surveyer told that attending of record work and uploading	the upload the survey data on survey records	ummm
Day - 5	vs collect the land maps and records and proceed field for attend survey	she has all village land maps and records	ummm
Day - 6	vs inspections to take action against unauthorised logouts or constructions	she take action against unauthorised constructions	ummm

WEEKLY REPORT

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

Objective of the Activity Done: About vs

Detailed Report: village Surveyor

- * Attending office, registering day movement in movement register, content land maps/records and proceed field for attend Survey petitions
- * Inspection of land proposed for layouts
- * Attending field survey.
- * Attend general duties and duties of other functions assistants as and when required
- * Any other duty entrusted by panchayat secretary of other higher authorities.
- * Maintain the village maps, field measurement books, RSR stone survey registers, encroachment register / demarcation registers encroachment register survey records and town survey records in his jurisdiction.
- * Survey assistant shall prepare / convert of manual land records into graphic records using, Bhumithi, Callabland and other CAD software any other software adopted by the Department government.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	ANM says that she has to visit at least 30 household in her allotted area per day	she checks that what kind of problems face by people.	
Day -2	ANM uploading of daily reports like HIMS & HIP - IDSP etc...	she enroll the daily health report in government	
Day -3	one of the daily activity of ANM is search for NCD - Diabetes, Hypertension.	she filled the which diseases caused by people	
Day -4	Register pregnant women in 12 weeks & ensure care	she care in pregnant and child birth	
Day -5	she must participate the in immunization Programmes	she screen, treat report fever cases and give health education.	
Day -6	Identify women in need of medical termination of pregnancy.	she refer to nearest health facility and care	

WEEKLY REPORT

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

Objective of the Activity Done: About ANM

Detailed Report: Auxillary Nurse Midwife.

- * As part of ANMS routine daily activity she has to visit at 30 household in her allotted area bond over the following activities with the help of ASHA's attached to her.
- * Ensure that all pregnant women get HBSAg, HIV tests
- * Family planning services of according sterilization cases.
- * Distribute iron and folic acid tablets to all pregnant women.
- * Fever survey and collection of blood
- * Track all pregnancies by name for scheduled ANM
- * uploading of daily reports in central and state portals.
- * motive all pregnant women for institution delivery
- * Attend Government special programmes.
- * Distribute iron folic acid to adolescents
- * Search for NCD- Diabetes, Hypertension, cancers of other life style diseases.

ACTIVITY LOG FOR THE SIXTH WEEK

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

WEEKLY REPORT

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

Objective of the Activity Done: About ANM

Detailed Report: Auxillary Nurse Midwife shall

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

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Identify eligible beneficiaries for schemes through volunteers.	facilitate applications process for eligible beneficiaries for Schemes	
Day -2	Withdraw pension amount from Bank and handle from disbursement through volunteers	undertake pension applications	
Day -3	Monitor implementation of pension amount from village volunteers	undertake verification and uploading data	
Day -4	Monitor implementation of mid-day meal scheme in all govt - schools	Be a part of village schools.	
Day -5	undertake registration and bio-metric authentication of fresh students for JVD Scheme	Jnanabhumi students Biometric authentication	
Day -6	Monitor implementation of physical verification of new pensions	YSR pension kanuka - Grievance	

WEEKLY REPORT

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

Objective of the Activity Done: About WEA

Detailed Report: welfare education assistant

- * Field visits to village / school / hostels / SHG / Varmeetings
visits to self-employment unit etc... for as per calendar
of activities
- * Identify eligible beneficiaries for schemes through volunteers
- * Withdraw pension amount from bank and handle
disbursement through volunteers
- * Monitor physical verification of new live pensions through
volunteers, send proposals for new pensions to MPDO's
- * coordinate with school education department for
effective delivery of schemes / benefits Jagananna vidya
kanuka ...
- * Monitor implementation of mid-day meal (Jagananna
Gorumudda) scheme in all the govt schools.
- * undertake registration and bio-metric authentication of
fresh students for JVD Scheme.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	coordinate with school education department for effective delivery schemes	i.e. Ammavadi, jagannama Ganemudda, Jvk	
Day - 2	creating awareness on all government welfare schemes in SHG/VO meetings	Attending SHG/VO meetings along with VOA	
Day - 3	Visit schools for Supervisor JVA Ammavadi schemes, mid-day meals	He check regular attendance & period of students as per schedule	
Day - 4	Welfare assistant discuss about JVA ammvadi schemes	Eligible and Ineligible process	
Day - 5	conduct the field verification and upload required documents for YSR Pellikanuka Scheme	This scheme is used for life of a women	
Day - 6	CDA do the clearance of files / services in online manual	He clears the all files and documents.	

WEEKLY REPORT

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

Objective of the Activity Done: About WEA

Detailed Report: Welfare Education Assistant

- * Visit schools for supervision of mid-day meal, Nadu-Nedu regular attendance & performance students as per schedule twice in a month
- * Visit banks for SHG bank linkages / Housing loans as per schedule.
- * Attend general duties and duties of other functional assistants as and upload required
- * Conduct field verifications and upload required documents for YSR pelli kanuko Scheme.
- * YSR Scheme, create awareness on YSR, AASARA Scheme and verification distribution of certificates along with humble cm's letter addressed to eligible self-help groups
- * Welfare & education assistant shall every of households eligible for housing grant and their documentation
- * He update jagannanna vidya deevana cards and monitor ammavadi Scheme, undertake pension application

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	He give the Permission of Construct the government building	<i>Ku San</i>
Day-2	EA prepare the Construction bills and prepare the quality control reports.	constructions bills. granted by the EA	<i>Ku San</i>
Day -3	EA attending government special programme general duties	He must attend all government programmes	<i>Ku San</i>
Day -4	Assists in planning and developing engineering design projects	making plans using detailed drawings.	<i>Ku San</i>
Day -5	He prepare engineering plans, follow Specifications	preparing estimates and budgets.	<i>Ku San</i>
Day -6	Completing regulatory documents concerning safety issue	creating technical repeats for Customers.	<i>Ku San</i>

WEEKLY REPORT

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

Objective of the Activity Done: About ENA

Detailed Report: Engineering Assistant

- * Attend & inspect all engineering and civil work under secretariat limits assigned by department
- * Identify and resolve pipeline, leakages, observe valve pits to identify the leakage.
- * Maintain good sanitation - drinking water sources public taps and hand pumps.
- * Test drinking water samples during supply hours.
- * create awareness on low cost and eco-friendly models and suggest models for housing beneficiaries and other department.
- * prepare operations and maintenance plan for drinking water supply & sanitation works.
- * Conduct inspection of public buildings and school buildings and prepare fitness certificate periodically and submit to the Competent authorities.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Attend and inspect all engineering and the civil work under secretariat limits	Identify the resolve pipeline leakages observe value pits	Ru San
Day - 2	He assigned by rural water supply and sanitation department	Ensure that no stagnation of waste water around the drinking dr water	Ru San
Day - 3	He take measures to arrest the leakages and close the pit tap in the water distribution system.	Test the chemical quality of drinking water resources	Ru San
Day - 4	Test drinking water samples during supply hours	Ensure upkeep of water supply pipelines	Ru San
Day - 5	create awareness on low cost and eco-friendly models and suggest model of housing beneficiaries	Reading measure book and submit bills for housing beneficiaries	Ru San
Day - 6	conduct inspection of public buildings and school buildings	He prepare fitpipe certificate and submit	Ru San

WEEKLY REPORT

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

Objective of the Activity Done: About ENA

Detailed Report: Engineering Assistant

- * Engineering assistant shall: Be primarily responsible to look after all engineering works pertaining to panchayat raj engineering, rural development, rural water supply, irrigation, roads and buildings Housing constructions, solar energy, Agriculture.
- * Monitor the supply of drinking water in the village quantitatively & qualitatively along with the regular chlorination.
- * Test the chemical quality of drinking water supply and source by using the field test kits
- * Raising indent for sand, steel, ~~for~~ cement for housing scheme beneficiaries
- * Recording measurement book and submitting bills for housing beneficiaries.
- * Follow up action on the grievances received under 'Spandana' and offers grama panchayat level and redress all the grievance in appropriate manner.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	conduct field visits fore noon as per the need of formers	undertake e-crop booking of crops.	
Day - 2	conduct field visits and availability interaction with formers etc. --	conduct field. visits fore noon as per the need of the formers	
Day - 3	Monitor demand and availability of seed, fertilizers and pesticides	conduct the survey on soil and water conversation activity	
Day - 4	Monilize formers for Grama sabhas / kissan meals	Maintain departmental, records promptly and accurately	
Day - 5	Identify beneficiaries assist departmental official in Agriculture	Assess agriculture. input demand	
Day - 6	work under the administrative supervision of the agriculture department officials	He handled the Rythu Bharosha kendram payment	

WEEKLY REPORT

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

Objective of the Activity Done: About AA

Detailed Report: Agriculture Assistant

* Field visits and interaction with farmers, Seeds village programme, e-crop booking etc....

* operationlization of Rythu Bhamasa kendram processing of positions received

* Attend general duties and duties of other functional assistants as and when required

* Any other duty entrusted by panchayat Secretary or other higher authorities

* Sanitization of farmers YSR agri input testing labs, receipt of agri input order from kiosk

* identify beneficiaries | assist departmental official in implementing central & state schedule related to agriculture.

* under take e-crop booking of crops

* Display minimum support price (msp) of various crops at rythu Bhamasa kendras

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Be answerable to village Secretariat & agriculture department	maintain departmental records promptly and accurately	
Day - 2	Work under the administrative supervision of the ADO	people integrated village action plans for agriculture.	
Day - 3	Prepare integrated village action plan for agriculture and allied sectors.	Disseminate latest/improved technologies to farmers.	
Day - 4	AA says that he visits and interaction with farmers	He visits and interaction with farmers	
Day - 5	AA also organization of village knowledge centre and agricultural input shop in RSK	He explain about RSK to village people	
Day - 6	AA conducts seed distribution programme at RSK in Rabi season	In Rabi season seeds are distributed by AA	

WEEKLY REPORT

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

Objective of the Activity Done: About AA

Detailed Report: Agriculture Assistant

- * Attend general duties and other duties of functional assistants as and when required
- * Reside in the respective head quarters of the village Secretariat
- * Work under the administrative supervision of the agriculture department
- * Collect former socio economic survey, land use pattern Source of irrigation, farm equipment etc.,
- * Involve in distribution of available subsidized inputs to farmer through D- krishi
- * prepare integrated village, action plan for agriculture and allied sectors
- * Attend general duties and other duties of As and when required.
- * He handled the Rythu Bataasa kendram payment and also D-krishi subsidy seeds payment challan print.

CHAPTER 5: OUTCOMES DESCRIPTION

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

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

An objective for this position should emphasize the skills you already possess in the area and your interest in learning more. Internships are utilized engineering, healthcare, economics, advertising and many more.

Some internship is used to allow individuals to perform scientific research while others are specifically designed to allow people to gain first-hand experience working.

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

improved chance of landing to position.

You have applied for an internship to gain knowledge of an industry and professional experience but that doesn't mean you don't have any thing to offer. during your interview highlights instances where you have taken it upon yourself to contribute or positively effect change.

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

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

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

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

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

If you have managed to successfully take a full course load every semester and meet assignment deadlines to some extent, you have already demonstrated time management skills. but as an intern, you are not going to have a syllabus to tell you when your deadlines are it's up to you to organize your time and produce results.

Today's work -whether you are hoping to intern organization for startup or well established often requires even the most senior level executive to wear multiple hats. it's an intern, one day you might find yourself supporting the sales team and the next day performing customer services.

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

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

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

* I can do manage the one skill that is bring some people together to explain the elections and awareness and the about resurvey. this is very useful to our real life that is firstly about Resurvey.

The resurvey project includes properties in when areas apart from rural areas. The ultimate goal of a resurvey is to create a database of all immovable properties that serves as a conclusion record of titles.

To ensure your property is free of any trespassers, conducting a land survey is necessary. To apply for a land survey also i discussed that is firstly you need to contact the tahasildar of particular area. next download the application form and fill every column carefully.

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

Secondly we discussed about the elections.

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

Election voting machine is voting using electronic means
to either aid or take care of the choice of casting counting votes.

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

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

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

In the part of villages i think about, this is life in the village and do you have enough resources and also is life easy here. there are many questions raise in my mind so, i can prepare a essay in my village.

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

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

There is a no pollution in the village and one can feel the freshness in the breeze. there is a primary school in my village where the village kids study with a lots of enthesiam.

In my village my favourite spot is a small river. i have going there and spending time because beyond the river lay are across of grasslands and hills. The people in my village are very helpful and they live like one big family who always takes care of each other.

There is no pollution, no noise and no rush i fell my village very excited when we prepare to go to our village but one debut. of my village is there is no proper road in my village. in fact there is no facility for transport. people have to walk on foot from the road to the village to reach their respective however.

Finally. i conclude that my village is small but the people living here have big hearts means my village is very simple but happy life. so, please people should visit their village and enjoy it's beauty.

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

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

AP government decided to issue new rice and card to all the eligible of the state .which the total income of family should be less than RS 10,000/- per month and RS 12,000/- per month , in rural and urban areas respectively. The rice and application is visit nearest ration office means the applicant has to go to office to get the D₁ application form. a copy of the application forms can also be download from the net next Complete ration application form of applicant has to fill in all the details of the family members correctively without any errors. here should not be a any overwriting and the applicant needs to have all the documents before entering to details and then Submit the ration card application.

Add name in ration card online. In ration card section click on the link and new members name and open the application form fill in the details completely and upload relevant documents including a scan of your existing ration card and identify documents of a new member.

Add child name in ration card in ap is visit the nearest food and civil supplies department or any ration card office. ask staff for the member addition form. fill in the details with opportunity information as mistakes in the application results in rejecting the application. attach a proper photograph to the application form.

Delete name in ration card that is applicant shall obtain the form from the respective office or a written /electronically typed application on A4 plain sheet as advised shall be used or use the following link to download from link use.

Deletion of member in ration card information form or member addition after ground level verification ration card will be issued in 2-3 weeks as notified by the department.

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

I observed the relevant to the subject - area of training. I learned about during the period of internship scope. These sheds are constructed for this purpose where segregated compostable and non-compostable waste from house holds are collected and transported through. Green ambassadors engaged by the Grama panchayat.

people of Andhra pradesh were in for a surprise on the independence day of 2021 when flag hosting events ~~are~~ were held at the solid waste processing centers (SWPC). the core sanitation activities have been taking place, rather than at the usual venues, as Grama Panchayat offices, education institution or pubspace.

According to official data, the 75th independence day were organising in all the 13 districts of the state at space sheds, as per the instructions of the Commissioner, panchayat raj and rural development. the events also promoted the ongoing tugananna swachh samkalpam, envisioned by the chief minister of Andhra pradesh.

which is the state's version of Swach Bharat mission

Grameena phase II. The campaign aims to ensure ODF sustainability and image solid and liquid waste in such a manner that it would contribute to visual cleanliness of villages.

over the past few weeks. The state run Jagananna Swach Sankalpam campaign has proved to be best ~~platform~~ platform to encourage village folk about the necessity of segregating waste at household level and making the village litter free and garbage free.

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

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

Student Self Evaluation of the Short-Term Internship

Student Name: Burru Vamsi

Registration No: 2022001052008

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

Date of Evaluation:

Organization Name & Address: Sachivalayam / T.k puram.

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: 18/3/23

B.Vamsi
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Burru. Vamsi	Registration No: 2022001052008
Term of Internship: From: 12/12/2022 To: 18/03/2023	
Date of Evaluation: 17/3/23	
Organization Name & Address: Grama Sachivabhyam / T.k puram.	
Name & Address of the Supervisor ; G. Tavitinaidu. (DDO) with Mobile Number ph No: 9908339606	

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	✓	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor

Page No:







EVALUATION

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

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

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

A good evaluation synthesizes the findings and gives a clear diagnosis. with supporting evidence, it should state the extent of the problem as well as highlight complencies and give a reasonable estimate of the outcome any emotional or social factors also need to be addressed.

For example education evaluation is a method and to prove if the expectation and aims of our educational process reflect reality. educational evaluation is the process by which teachers, schools, and students are educated to indicate, the executive of education and the degree to which students integrate and understand information

The result of an evaluation in an educational setting may determine whether e.g.

- ✓ A course will continue to be offered
- ✓ A particular textbook will be used
- ✓ a teacher gets promoted.
- ✓ A student passes to the next grade