

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**
INSTITUTIONAL BODY OF GOVERNMENT OF ANDHRA PRADESH

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: Duppala. Srisisha.

Name of the College: Govt. Degree College (MEN'S) Srikakulam.

Registration Number: 202200/052013.

Period of Internship: 15 weeks From: 07/12/2022 To: 18-03-2023.

Name & Address of the Intern Organization

- Grama Panchayat Kintali.

Dr. B. V. AMBEDKAR University
YEAR 2020 - 2023

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Duppala. Srisisha.

Programme of Study: WARD SECRETARIAT

Year of Study: 2020-2023

Group: H.P.C

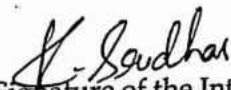
Register No/H.T. No: 202 200052013.

Name of the College: GOVT. DEGREE COLLEGE (MEN) SRIKAKULAM.

University: DR. B. AMBEDKAR UNIVERSITY SRIKAKULAM.

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	79
2.	For the grading giving by the Supervisor of the Intern Organization	20	18
3.	Viva-Voce	50	47
	TOTAL	150	144
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	191

Signature of the Faculty Guide


Signature of the Internal Expert



Signature of the External Expert

Signature of the Principal with Seal

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Duppala. Srinisha.

Programme of Study: WARD SE CRETA RIAT

Year of Study: 2020 to 2023

Group: H.P.C

Register No/H.T. No: 2022001052013.

Name of the College: Govt. Degree COLLEGE (MEN) SRIKAKULAM.

University: DR. B. AMBEDKAR UNIVERSITY SRIKAKULAM.

SLNo	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:

Signature of the Faculty Guide

Student's Declaration

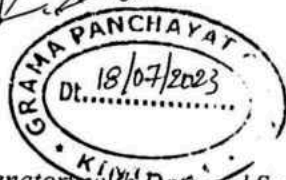
I, DUPPAKA. Srinisha. a student of 4 month internship.
Program, Reg. No. 2022001052013 of the Department of B.S.C (H.P.C)
College do hereby declare that I have completed the mandatory internship
from 7-12-2022 to 18-03-2023 in Gaurarandhapur, kalyan (Name of
the intern organization) under the Faculty Guideship of
R. Chandana Sekhar (Name of the Faculty Guide), Department of
Chemistry, Govt degree college (men) SKM
(Name of the College)

D. Srinisha.
(Signature and Date)

Official Certification

This is to certify that Duppala. Sirisha. (Name of the student) Reg. No. 2022001052013 has completed his/her Internship in GRAMA PANCHAYAT K. V. K. K. (Name of the Intern Organization) on ward Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC (M.P.C) in the Department of Govt. degree college (M. P. C.) (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 Duppala. Srinisha. (Name of the intern)
Reg. No 2022001052013 of Govt. degree college (Name of the
College) underwent internship in Grama Panchayat KINTHALI. (Name of the
Intern Organization) from 7-12-2022 to 18-03-2023

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

R. Myr
Authorized Signatory with Date and Seal
Panchayat Secretary
Grama Panchayat
KINTHALI
Ponduru Mandal, Srikakulam (Dist.)

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.

Learning objective:-

- ↳ to gain an understanding of the functioning and structure of the Grama Sachivalayam organization.
- ↳ to develop skills in administration and clerical tasks related to the day-to-day operations of the organization.
- ↳ to learn about the various government schemes and programmes implemented by the Grama Sachivalayam for the benefit of the rural population.
- ↳ to improve communication and interpersonal skills through interaction with villages and other stakeholders.
- ↳ to acquire knowledge of the legal and regulatory framework governing the activities of the Grama Sachivalayam.

Outcomes achieved:-

- * Improved knowledge of the organisational structure, functions and responsibilities of the Grama Sachivalayam.
- * Enhanced administrative and technical skills such as maintaining records, data entry, and handling proper work.
- * Understanding of the various government schemes and programmes such as housing, sanitation, and education.
- * Improved communication and interpersonal skills through interaction with villagers, officials and other stakeholders.
- * Understanding of the legal and regulatory framework governing the activities of the Grama Sachivalayam.

Brief description of the Grama Sachivalayam organisation

The Grama Sachivalayam is a government organisation that functions at the village level in India. Its primary objective is to ensure the effective implementation of government schemes and programmes for the welfare of the rural population. It is responsible for a wide range of activities such as health care, sanitation, education, housing and social welfare. The organisation has administrative and technical staff, and it also collaborates with various departments and agencies to achieve its objectives.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

A:- Introduction of the organization:-

Grama Sachivalayam is a government initiative in the Indian state of Andhra Pradesh aimed at decentralizing governance and bringing administration closer to rural communities. The word "Grama Sachivalayam" translates to "village secretariat" in English.

The Grama Sachivalayam system was launched in 2019 by the Andhra Pradesh Government under the leadership of Chief Minister N. Chandrababu Naidu. The primary objective of the initiative is to provide efficient and transparent governance to rural communities by establishing a system of village secretariats in every village of the state.

under the Grama Sachivalayam system, each village sar-
-panchayat is staffed with a village secretary and several
other officials who are responsible for delivering a range
of government services in clude everything from issuing
certificates and license to providing information on
government schemes and programs.

The Grama Sachivalayam system has been
widely praised for it's potential to improve access to govern-
ment grades services and promote greater citizen par-
ticipation in governance at the grassroots level.

B. vision, mission and values of the Grama Sachivalayam:-

vision:- To create vibrant and self-sustaining rural communities
in Andhra Pradesh, where every citizen has access to basic
amenities, opportunities, and a high quality of life.

Mission:- To provide efficient, effective and transparent
governance service to the people of Andhra Pradesh, par-
ticularly those living in rural areas, through the

establishment of Grama Sachivalayam in every village
values:- The values of Grama Sachivalayam are aligned
with the principles of good governance, transparency and
indusitry, Accountability, efficiency, empathy, integrity.

C. Policy of the Grama Sachivalaya.

- * Providing basic services like water, sanitation, health education, and social security to the rural population.
- * Promoting transparency and accountability in the functioning of the organization through various measures like social audits, grievance redressal mechanisms, and feed back mechanisms.
- * Facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner.
- * Overall, the Grama Sachivalaya organization is focused on improving the quality of life of the rural population by ensuring access to basic services and resources.

D. Grama Sachivalaya organizational structure:-

The Grama Sachivalaya is an organizational structure that is set up to ensure that government reaches the grassroots level. The Grama Sachivalaya comprises various administrative posts that are responsible for the smooth functioning of the Panchayat Raj institutions (PRIs).

The following are the various administrative posts that are present in the Grama Sachivalaya.

- ① Village Secretary,
- ② Village Revenue Officer (VRO)
- ③ Mahila Police and women's child welfare Assistant.

④ Digital Assistant, ⑤ Engineering Assistant, ⑥ welfare and Education Assistant,

⑦ Agriculture Assistant, ⑧ ANM, ⑨ surveyors ⑩ Energy Assistant

The Grama Sachivalaya is a decentralized administrative structure that is a decentralized aimed at providing governance at the grassroots level. The Grama Sachivalaya ensures that people have access to basic services and facilities in their villages.

E. Roles and Responsibilities of the employees in Grama Sachivalaya:-

The Grama Sachivalaya is headed by a village secretary who is responsible for managing the day-to-day affairs of the village.

The employees in Grama Sachivalaya are responsible for a wide range of tasks, including: maintaining records, implementing government schemes, collection of taxes and fees, providing basic services, maintaining law and order, mobilizing resources, conducting surveys, organizing community events.

In summary, the employees in Grama Sachivalaya play a crucial role in the development of rural areas by providing basic services, implementing government schemes and maintaining law and order.

F. Performance of the Grama Sachivalayam in terms of turnover, profits, market reach and market value

As a government organization, the Grama Sachivalayam organization is not profit-driven and does not have a market reach in the traditional sense. Its primary focus is to deliver government services to rural areas efficiently and effectively.

The Grama Sachivalayam organization's performance is evaluated based on its ability to deliver government services effectively to rural areas and improve the quality of life for people in those areas.

G. Future plans of the Grama Sachivalayam

Looking to the future, the Grama Sachivalayam organization may focus on implementing more sustainable practices and technologies to address the growing environmental concerns in rural areas. They may also prioritize creating more job opportunities for the youth, promoting entrepreneurship and improving access to digital technology.

The future plans of the Grama Sachivalayam organization will likely involve a round promoting sustainable development, improving education and health care services and creating more economic opportunities for the rural population.

CHAPTER 3: INTERNSHIP PART

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

- ① Panchayati Raj - 1994 days that local govt in every village of the growth & development in a noticeable manner.
- ② Chief Minister of Andhra Pradesh state Nara Chandrababu Naidu started these secretariats at Vijayawada, the statement was made. On October 2, 2019, the 150th anniversary of Mahatma Gandhi's birth day.
- ③ Function of Grama Ward Sachivalayam it has uniformly 11 types of the officers in secretariat. The village volunteer's system aims to bring govt services to people's doorsteps.
- ④ Generally using of technological skills and infrastructure mainly use such like bio-meters, computer system.
- ⑤ The internship part these kind of skills are very important, listening and speaking, confidence, leadership qualities, practical and time management.
- ⑥ Objective of Grama Ward Sachivalayam. Provide services and control level secretaries.
- ⑦ Outcomes of Grama Ward Sachivalayam to
 - ① easy solution to all problems.
 - ② All services of to no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	HOLIDAY	-	-
Day -2	HOLIDAY	-	-
Day -3	The welfare Asst was introduce to our total staff members's.	I knowing about which of members stand in secretariat.	K. weyys
Day -4	The WEA was explaining about what is secretariat	under stand what is secretariat.	K. weyys
Day -5	The use to the people about class his explained of secretariat	learned about uses of secretariat.	K. weyys
Day -6	second saturday so holiday	-	-

WEEKLY REPORT
WEEK - 1 (From Dt./2/12/22 to Dt./7/12/22)

Objective of the Activity Done:

Detailed Report:

THE MAXIMUM STAFF at secretariat:-

- | | |
|----------------------------|-------------------------|
| ① village secretariat | ④ engineering Assistant |
| ② village Revenue officer. | ⑤ A.M |
| ③ Mahila Police | ⑥ Surveyor of village |
| ④ digital Asst. | ⑦ Agriculture Asst. |
| ⑤ welfare Asst. | ⑧ volunteers. |

what is secretariat :- The secretariat assists in decision making in Govt by ensuring interministerial coordination, ironing out differences among ministries/department and evolving consensus through the intermediary of the standing committees of secretaries.

* gram sachivalaya also known as village secretariats are secretariats set up in the India state of Andhra Pradesh to decentralize the administration by making services and welfare services of all government departments available at one place.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The WEA officer explained the organizational structure of the secretariat.	learned about the organizational structure of the secretariat	K. N. N. N.
Day - 2	Explained the future plans of the Ghana secretariat	we know the future plans of the secretariat	K. N. N. N.
Day - 3	About old Age Pension, widow Pension and single worker Pension.	we learned the required documents and eligibility for this type of pensions.	K. N. N. N.
Day - 4	Further explained about disable Pension and single worker Pension.	we learned the required documents and eligibility for this type of pensions.	K. N. N. N.
Day - 5	Explained about traffic and cobbles Pension & weaver Pension	we learned the required documents and eligibility for this type of pensions	K. N. N. N.
Day - 6	Explained about today's Pension and Fishermen Pension	we learned the required documents and eligibility for this type of pensions.	K. N. N. N.

WEEKLY REPORT
WEEK - 2 (From Dt. 19/12/22 to Dt. 24/12/22)

Objective of the Activity Done:

Detailed Report: The organizational structure and future plans of the village secretariat were discussed in detail this week. Also told about YSR Pension Kothuka, how many types, required documents and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, disable pension, single woman pension, Toddy Tapper's pension and Fishermen Pension are given at the end.

The YSR Pension scheme is designed to provide a safety net for vulnerable sections 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	The Mahila police in Sachivalayam she is inculcate her duties.	For full focus and learned out come in form action	K. Suresh
Day -2	The Mahila police officer taught sexual harassments in society.	how to handle and how to handle these type of harassments.	K. Suresh
Day -3	The Mahila Police officer in Alankar Anganwadi services	what are the corruption in Anganwadi services.	K. Suresh
Day -4	The Mahila police officer told about some important section and helpline number.	secretariat one of the local govt that particularly use and goal.	K. Suresh
Day -5	The VROs explained local govt and main aim.	secretariat one of the criminal case issue how to inform.	K. Suresh
Day -6	our VRO told today we are going to field work your B-2 houses.	which number's are eligible and not eligible for govt. schemes.	K. Suresh

WEEKLY REPORT

WEEK - 3 (From Dt. 26/12/22 to Dt. 31/12/22)

Objective of the Activity Done:

Detailed Report: The village secretariat was first launched on 2 October 2014 on the eve of Gandhi Jayanti in AP about V.S.R Jagann Mohan Reddy Sir.

The duties of women police officers

1. Immediate reporting officer station house officer

2. working in co-ordination with dept: Home lands.

child welfare, excise department's municipal

3- functions: law & order, Atrocities against women and weaker sections, and Awareness, programmes.

* monitor, ensure Anganwadi center be opened in time on all working days.

* inspect and respect Anganwadi teachers were without care and protection for pregnant women.

* our Basava-1 secretariat so many young age student not register with vote card.

WEEKLY REPORT

WEEK - 4 (From Dt. 09/01/23 to Dt. 07/01/23.)

Objective of the Activity Done: General instructions:-

Detailed Report: Duties of welfare Assistant:-

① generating awareness among the public in the village secretariat jurisdiction about the schemes meant for the weaker section of the society.

② ensuring that all eligible students of weaker sections of the village get the scholarysch. scholarship and colleges till they complete at least intermediate or equivalent course.

③ providing feed back to higher authority on to finality of implementation of said schemes.

④ supervising over the work of all village volunteers working under the village secretariat as far as their welfare duties are concerned.

* V.R.O. is providing information, regarding fire accidents, floods, cyclone and other accidents calamities to the higher officers.

* future planning is important for all families thinking about the future can be challenging and emotional.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The ANM Madam was explain about general instructions	I can learned the general duties of ANM.	K. K. K.
Day -2	The Madam was telling about maternal and child health.	can learned the ANM madam has given postnatal program.	K. K. K.
Day -3	ANM Madam explain about social services with awareness programs.	can learned some social services, don't get physical therapy.	K. K. K.
Day -4	she is teaching about health education in sex toilet.	how to protect our body health fully.	K. K. K.
Day -5	Today is class about nutrition.	how many types of food habits can take.	K. K. K.
Day -6	The Today of the class about communicable diseases.	I can learned some type of diseases, chicken pox, measles.	K. K. K.

WEEKLY REPORT

WEEK - 5 (From Dt. 09/01/23 to Dt. 13/01/23)

Objective of the Activity Done: General instructions:-

Detailed Report: 1) she should work under the administrative control of medical officers and guidance of the female health supervisors.

2) she would stay at her official head quarters and available for all maternity care services.

3) should be prepare MAP planning of her allocated area and population of people data was collected.

4) All the ANMs was to discharge all the duties as assigned by the PHC medical officers.

* under maternal and child health register pregnant women with 12 weeks after baby health she is full health care starting ending postpartum health full precautions. the ANMs give the pregnancy woman.

* Social awareness programmes:- cancer, diabetes, HIV, AIDS, heart attacks with CPR, healthy food.

* Complicable disease:-

chicken pox, measles, diphtheria, scar, pertussis, whooping cough.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	pongal Holiday. (kanuma).	—	—
Day - 2	explained about eega -nama vidhya kanuka	I learned, due to this scheme students are going to govt school.	known.
Day - 3	He said about the YSR cheyutha scheme.	I learned that women are continuing their business because of this scheme.	known.
Day - 4	He said about the YSR vahana mitra scheme.	I learned, this scheme is known to source financial assistance to drivers.	known.
Day - 5	we went to the school and checked the food.	I came to know that nutritious food is being served in the school.	known.
Day - 6	we went to the school and checked the cleanliness of the classroom and toilets.	it is known that the school is kept clean everyday.	known.

WEEKLY REPORT

WEEK - 6 (From Dt. 16/01/23. to Dt. 21/01/23.)

Objective of the Activity Done: Jagananna Vidhya Kanku:- scheme

Detailed Report: is launched by the Govt of A.P to provide free school kits to students studying in govt school in the state the kit includes items such as school bags, note books, text books, shoes and uniforms.

YSR cheyutha:- under the YSR cheyutha scheme, financial assistance is provided to women belonging to the SC, ST, BC and Minority community who are age between 45 and 60 years the financial assistance of Rs. 18,750

YSR vahana Mitra:- provide financial assistance to self-employed drivers of Auto Rickshaws, taxis and maxicabs under this scheme, eligible beneficiaries receive an annual financial assistance of Rs. 10,000/-

The schools was visited to inspect the quality of food served, cleanliness of classrooms and toilets.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	explained about the Reimbursement scheme.	the purpose of this scheme is known.	<u>AKS</u>
Day - 2	explained about YSR vidya dewana scheme.	its is known who is bene fit ing from this scheme.	<u>AKS</u>
Day - 3	explained about YSR vasathi deewana scheme.	it is known who is benefit ing from this scheme.	<u>AKS</u>
Day - 4	Republic day	-	-
Day - 5	Explained about Marabadi P, Nodu-Nodu scheme.	The purpose of this scheme is known.	<u>AKS</u>
Day - 6	He said that the works of Nodu-Medu scheme should be examined.	we observed the Nodu-Nodu works.	<u>AKS</u>

WEEKLY REPORT
WEEK - 7 (From Dt. 22.10.23 to Dt. 27.10.23)

Objective of the Activity Done:

Detailed Report: Fee reimbursement:- Aimed at providing financial assistance to students from economically weaker sections to pursue their higher education under this scheme the government reimburses the tuition fee and other expense such as exam fees, library fee, etc, for eligible students studying various courses including engineering medicine MBA, MCA etc.

YSR vidya deevana:- it provides financial assistance to eligible students from economically weaker sections to cover this hostel and mess expense higher education and private colleges.

YSR vasathi deevana:- it provides financial assist to eligible students from economically weaker sections to cover this hostel and mess expense during their high education.

Nadu-Medu:- The scheme focuses on in improving the basic amenities including classrooms, furniture, toilets, drinking water and other infrastructure in government schools.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The WEA officer is explained about YSR Navaratri.	We know uses of this kind of schemes.	K. S. S.
Day - 2	Explained about Anna's Scheme	The purpose of this scheme is known.	K. S. S.
Day - 3	Explained about Rythu - Bhassu Scheme.	I know how much this scheme has benefited the farmers.	K. S. S.
Day - 4	Explained about Asogya's Scheme	I came to know that this scheme provides free medical treatment to poor people.	K. S. S.
Day - 5	Explained about Housing for all of Rythu Bhassu Scheme.	The purpose of this scheme is known.	K. S. S.
Day - 6	Explained about Jalagani Scheme.	I learned that there will be no shortage of water due to this scheme.	K. S. S.

WEEKLY REPORT

WEEK - 8 (From Dt. 30/01/23 to Dt. 04/02/23)

Objective of the Activity Done: YSR Navaratri is a welfare

Detailed Report: scheme the scheme comprises nine different welfare programs or schemes each aimed at improving the living condition of the AP.

Anna Vadi:— Under this scheme financial cost is provided to the mother or guardians of school-going children to support their education. the amount of cost is RS. 15,000/- per annum.

Rythubharosa:— This scheme provides financial cost to farmer's in the state the amount of cost is RS. 13,500/- per annum.

Arogyasri:— This scheme provides free health care services to the people of AP the scheme covers the cost of medical treatments and surgeries of a wide range of curable and diseases.

Housing for all:— This scheme aims to provide affordable housing to the people of A.P

Talagani:— Under this scheme the A.P and will go to improve the irrigation projects and complete the plans which are yet in progress.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Fully explained about DAPPC and 1st pension. And 1st - retrieval therapy (ART) Pension (PLHIV). (HIV) pension.	we learned the required documents and eligible for this type of pensions.	<i>Amur</i>
Day - 2	explained about Transge nides Pension & Chronic kidney. Disease of unknown etiology. Pension.	learned the required documents and eligibility for this type of pension.	<i>Amur</i>
Day - 3	Today explain about YSR kalyanamasthu YSR Shadithofa	The purpose of this scheme is known.	<i>Amur</i>
Day - 4	explain about mandatory validation documents for registration of YSR kalyanamasthu.	learned the required documents for this type of scheme.	<i>Amur</i>
Day - 5	explain about eligibility criteria of YSR kalyanamasthu / YSR Shadithofa scheme.	we know who is eligible for this scheme.	<i>Amur</i>
Day - 6	Have to tell people about the YSR kalyanamasthu scheme.	we learned good presentation skills.	<i>Amur</i>

WEEKLY REPORT

WEEK - 9 (From Dt. 06/02/23 to Dt. 11/02/23)

Objective of the Activity Done:

Detailed Report: eligibility and required documents for DDPN artist pension, Anti-Resistive Therapy (ART) (HIV) Pension, transgender pension and chronic kidney disease of unknown etiology pension are give at the end.

YSR Kalyanamastu / YSR Shadi Thafa

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/SC/Minerities differently abled / BOCW/B in conducting their daughter's marriage in a dignified manner.

* The bride must be above 18 years and groom must be ~~above~~ above 21 years as on the date of marriage.

* The application registration for the scheme should be done within 60 days from date of marriage.

* Both bride and groom should have 10th class pass. cutoffs.

* The caste and income certificates must be linked with Aadhaar.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	explaining about the responsibilities of digital Assistant.	I again know ledge of digital Asst duties.	V. Sridhar
Day - 2	The general Application forms of caste certificate.	learned of important and required documents.	V. Sridhar
Day - 3	The digital Asst explained about E-ganna bhuhakku scheme.	I came to know about E-ganna bhuhakku scheme. After being told about it	V. Sridhar
Day - 4	we are going to field work for farming section.	After we went to the field work, we learned that we have to make a resurvey.	V. Sridhar
Day - 5	He is how to respect of benefices come to secretariat	I can learn how to respect talking with lords of cities.	V. Sridhar
Day - 6	→ Shivaratri ←	-	V. Sridhar

WEEKLY REPORT

WEEK - 10 (From Dt. 13/02/23 to Dt. 17/02/23)

Objective of the Activity Done: Digital Assistant duties:-

Detailed Report: ① delivery of service / documents benefits to the beneficiaries ② Awareness and providing to the govt schemes like nava ratna. ③ He intimated as well as application processes to citizens.

④ digital services to the public effectively that are handled by the local Govt like Birth & death, properties valuation, tax demand etc.

⇒ digital Assistant said this system shall be for ensuring delivery of service on the principle of "first come first serve" without any third-party agency ship.

⇒ Required documents to Apply for caste certificate.

① Application form ② caste certificate issued to the family member's ③ SSC marks memo / DOB extract / transfer certificate ④ 10 to 12 study certificates (or) DOB issued by the GP/MHA ⑤ Ration card / EPIC card / Aadhar card ⇒ ^{Kintali} ~~Barva~~ - 1 Secretariat in Poling station as raganna scheme.

⇒ So many citizens not applicable for work ICL in Kintali - 1 Secretariat.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The VRO sir explaining About his duties	I AM knowing his duties in secretariat	was
Day -2	the vro sir explained About Panchayat secretariat Administratives.	I AM knowing his Administrative work	K. V. S.
Day -3	the vro sir explained About Panchayat secretariat with community development.	I AM knowing his co-ordinator duties.	K. V. S.
Day -4	How to save and protect our Govt Properties.	I can learned with some Govt Properties.	K. V. S.
Day -5	How to save and protect our Govt Properties.	I can learned with some Govt Properties.	K. V. S.
Day -6	Any land issue to harassment for others	I can learned how solved of people problems.	K. V. S.

WEEKLY REPORT
WEEK - 11 (From Dt. 20/02/23 to Dt. 25/02/23)

Objective of the Activity Done: Village Revenue Officer's (VRO)

Detailed Report: Duties: ① Maintenance of village revenue

record and all village revenue Accounts

② collection of land Revenue, cesses, taxes and other
sums pertaining to Revenue development.

③ Arraish of crops (100%) inclusive of inspection
of survey stones.

④ Provide intimation regarding fire Accidents, floods,
cyclone and other accidents and calamities to the
higher officer's.

↳ Administrative of Panchayat secretary :- maintains
Registers, collects taxes, organize Sarpanch meetings
Protect Panchayat land's, maintain Birth & Death
Reg...

* Community welfare develop :- Assists pension payment's
prepares List of BPL, conducts literacy classes, implements
schemes, Assists educational dept. et-al.

Co-ordinator :- Public Participation, Community forest dev
development. Facilitate has gram Sabhas submission
of DRP plan to PDO.

↳ The VRO and Panchayat secretary are ready to any
harassment in land properties in hand. Above the officer's

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What is the duties and responsibilities of ward volunteers.	I am knowing the kindful information.	K. K. K.
Day - 2	The volunteer was informed as to schedule with awareness.	He explained to the new volunteer the schedule learned about information.	K. K. K.
Day - 3	Required skills and eligibilities of ward volunteers.	I learned the volunteers for kindful information.	K. K. K.
Day - 4	The volunteer is mostly one time apply to people with pension.	I learned about which type of pension are available.	K. K. K.
Day - 5	What are the duties and responsibilities of a Lineman in secretariat.	I gain about information of Lineman.	K. K. K.
Day - 6	Requirements and skills of Lineman in secretariat.	I gain about information of Lineman.	K. K. K.

WEEKLY REPORT

WEEK - 12 (From Dt. 27/02/23 to Dt. 04/03/23)

Objective of the Activity Done: Secretariat duties and responsibilities

Detailed Report: ① Answering and directing phone calls. ② organizing and distributing messages ③ maintaining company schedules ④ organizing documents and files ⑤ supervising staff and new employees.

duties and responsibilities of volunteers

① On independence day 2019, Andhra Pradesh launched the village volunteers system. ② the village volunteers system aim to bring govt service to people's door steps on October, 2, 2019, the 150th anniversary of Mahatma Gandhi's birthday. ③ HO would be first to identify the beneficiaries learn about their difficulties, and then outline the govt scheme available to them.

duties and responsibilities of Lineman

A Lineman has many responsibilities, such as walking with heavy equipment, to reach power line and using various tools to repair.

⇒ Required skills of volunteers: ① minute-talking experience. ② be punctuality ③ good communication and interpersonal skills.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VRO told about the certificate the issue	certificates issued by VRO are known.	B. Amin
Day - 2	VRO is said that government assets with provide protection	secret codes issued and who to protect's govt properties learned	B. Amin
08-03-23 Day - 3	Holiday. of secret at because of govt order	-	-
Day - 4	VRO said about water tax collection	it is known who collect & the taxes.	B. Amin
Day - 5	VRO is explain how to maintaining for village some records.	I knowled geble of cert some thing to village records.	B. Amin
Day - 6 11-03-23	second Saturday holiday.	-	-

WEEKLY REPORT
WEEK - 13 (From Dt. 06/03/23 to Dt. 10/03/23)

Objective of the Activity Done:

Detailed Report:

i, Maintenance of village revenue records and all village revenue accounts properly and accurately.

ii, collection of land revenue, cesses, taxes
* Protection of Public lands Public taxes, for effective measure will be taken for the protection of government assets.

The village Revenue officer's shall be issue nativity certificate and solvency certificate. in their respective jurisdiction duty following the procedure for the other certificate which have to be issued by the revenue department, he/she enquire and submit his report to the competent authority.

He was a great job in secretarial because his response to his surrounding village lands and taxes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The ANM Madam was explaining about health education	I learned health education.	<i>Kus</i>
Day -2	explained about medical termination of pregnancy.	I know which hospital to visit for treatment of pregnant women.	<i>Kus</i>
Day -3	explaining about general instruction.	I learned the general instructions.	<i>Kus</i>
Day -4	the Madam explained some social services.	I know how many type of social services.	<i>Kus</i>
Day -5	The MP Madam was talked about the child marriage and party prohibition act.	learned about child marriage and party prohibition act.	<i>Kus</i>
Day -6	Mahila police explain about the domestic violence act.	learned about domestic violence act.	<i>Kus</i>

WEEKLY REPORT
WEEK - 14 (From Dt: 13/03/23 to Dt: 18/03/23)

Objective of the Activity Done:
Detailed Report: <u>General instruction of ANM:-</u> * should work under the administration control of the medical officer PHC and guidance of the female health supervisors. * should be in inform with identity card social awareness programs:- AIDS, HIV, healthy, foods diabetes, heart attack. in CPS, medical kits, first aid. <u>Medical termination of pregnancy:-</u> identify women in need of medical termination of pregnancy (MTP) and, sector them to the nearest health facility for comprehensive Abortion case. <u>Dowry prohibition act:-</u> the dowry prohibition act is an important law in India as it seek to prevent the exploitation of women and their families through the practice of dowry. <u>Domestic violence:-</u> the domestic violence act is a law that seeks to protect individuals who are victims of domestic violence.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	MLC elections (Holiday)	-	-
Day -2	WEA explained about PROHIBITION Alcohol	IAM learned - methods of prohibition Alcohol control.	<u>K. S. S.</u>
Day -3	WEA explained about govt scheme of houses will be given to all the poor people	IAM learned the class of govt schemes houses of poor people.	<u>K. S. S.</u>
Day -4	she is explained about Y.S.R law nestram scheme.	IAM learned about "Y.S.R law nestram" scheme.	<u>K. S. S.</u>
Day -5	welfare dept explained about "Y.S.R bheema" scheme	IAM learned about "Y.S.R bheema" scheme.	<u>K. S. S.</u>
Day -6	WEA explained about "Y.S.R zero interest" scheme.	IAM learned about "Y.S.R 0% interest scheme	<u>K. S. S.</u>

WEEKLY REPORT

WEEK - 15 (From Dt. 07/12/29 to Dt. 09/12/29)

Objective of the Activity Done:

Detailed Report:

Prohibition of Alcohol: - Taking another major steps towards total Alcohol prohibition in AP, the Eagan Mohan Reddy-led govt decided to shut down 40% bars in the state.

House will be given to all the poor people: -

Y.S.R Eagan Mohan Reddy head headlarch - this scheme by the implementation of the scheme, the poor citizens of the state can live the dream of owning a houses will be provide to all citizens of 2023.

Y.S.R law nestham: - The govt has larched the Y.S.R law nestham during Dec 2019 to provide financial assistance of RS-5000/- per month.

Y.S.R Bheema: - Between the ages of 51-70 RUPES. (natural) 3 lakhs in insurance coverage for an accident death and complete and permanent disability.

Y.S.R 0% interest scheme: - This s

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.)

- * people interaction:— A secretary is often responsible for interacting with people both inside and out side of their organization. they may be responsible for answering phone calls, responding to emails, and greeting visitors. So good communication skills gives a greater success.
- * facilities available and maintenance:— A secretary may be responsible for managing office facilities such as office equipment, supplies, and meeting rooms.
- * the secretariat in high office take a clarity of job roles and explain under the officer their way responsibility. They can set their duties, and learn work, relation ship. Mutual support and socialization.
- * So overall, a secretary plays a critical role in engineering that an organization runs smoothly and efficiently. They need to be highly organized, detail oriented, and able to work well under pressure. Good communication and interpersonal skills are also essential for success in the role.

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.

Learned above some managerial skills are useful our future.

1. Leadership skills:— Manager need to inspire and motivate their teams to achieve and their goal. they learn to achieve successfully complete anything.

2. Decision-making skills:— Managers must make informed decisions quickly and efficiently they should be able to analyze, date, evaluate options, and choose the best course of action.

3. Problem-solving skills:— the staff members should be able to identify and solve problems quickly and effectively they should be able to think creatively and find innovative solutions to complex problems.

4. Goal setting:— we were learning about, any target (or) goal must as to do, first observe for thing and set the plan so confidently do that particular action.

5. Interpersonal skills:— managers and any person should be able to relation and develop my talking. so what over we can again ~~assimilated~~ interpersonal skills. these are just a few example at the skills that managers and higher officer's. professional careers. the specific skills are require for any where.

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.)

We could be improve our communication skills with front of the higher officers doing and working, explained for many topics, that time we are learned such a beautiful communication. these are.

- ① listen actively:- effective communication is not just about speaking but also about listening. listening should be paying attention. asking questions and providing feedback.
- ② The listener able to speak clearly and confidently use appropriate body language. choose your words carefully, be aware of your audience. these are communication could learn in secretariat.
- ③ I am going to field work purpose, after we are collect data, due the time leave. about people way of talking, how could be responded that place improve our written communication, conversational abilities, confidence levels etc-----

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

To enhance your abilities in group discussions, contribution as a team, member, leading a team or activities here are some suggestions.

① Respect for others is key to successful team members with respect, regardless of their position (or) background

② Be Prepared:— Before joining group discussions or team activities, it's important to come prepared.

③ Communication Skills:— Good communication skills are crucial for effective team participation clearly speak but any miss words are talking. the listener can't observe speaker view of talking.

④ Any team member (or) team leader should be able to time punctuality and time management these essential for any where.

⑤ Leadership Skills:— If you are leading a team (or) activity strong leadership skills are essential this includes being able to.

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 can see, by future planning of job role with technological instrument in secretariat following on below.

- ① Computer system.
- ② Internet connectivity
- ③ Telephones: Multiphone, phone system, single line phone system.
- ④ Internet phone system.
- ⑤ Photo copies, copying, binding, multiple pocket copying
- ⑥ Scanner's (IRIS scanner's)
- ⑦ Printer's
- ⑧ Bio-Metric Division
- ⑨ Face Authority programme.

I will seeing in my future job role above instrument. I am full focused digital technology and relevant instruments.



Student Self Evaluation of the Short-Term Internship

Student Name: <u>DUPPALA. SiniSha.</u>	Registration No: <u>2022001052023.</u>
Term of Internship: From: <u>7-12-2022</u> To: <u>18-03-2023</u>	
Date of Evaluation: <u>18-03-2023</u>	
Organization Name & Address: <u>GRAMA/WARD SACHIVALAYAM</u> <u>makpeta kintali.</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5✓
2	Written communication	1	2	3	4	5✓
3	Proactiveness	1	2	3	4✓	5
4	Interaction ability with community	1	2	3	4	5✓
5	Positive Attitude	1	2	3	4	5✓
6	Self-confidence	1	2	3	4	5✓
7	Ability to learn	1	2	3	4	5✓
8	Work Plan and organization	1	2	3	4	5✓
9	Professionalism	1	2	3	4✓	5
10	Creativity	1	2	3	4	5✓
11	Quality of work done	1	2	3	4✓	5
12	Time Management	1	2	3	4	5✓
13	Understanding the Community	1	2	3	4	5✓
14	Achievement of Desired Outcomes	1	2	3	4	5✓
15	OVERALL PERFORMANCE	1	2	3	4	5✓

Date: 18-03-2023.

D. SiniSha.
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Duppa la. Srisisha

Registration No: 2022001052013.

Term of Internship: From: 7-12-2022 To: 18-03-2023

Date of Evaluation: 18-03-2023

Organization Name & Address: GRAMA / WARD SACHIVABYAM Kintali

Name & Address of the Supervisor K. NGARAJU
with Mobile Number 9182366929.

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: 18-03-2023

K. NGARAJU
Signature of the Supervisor



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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