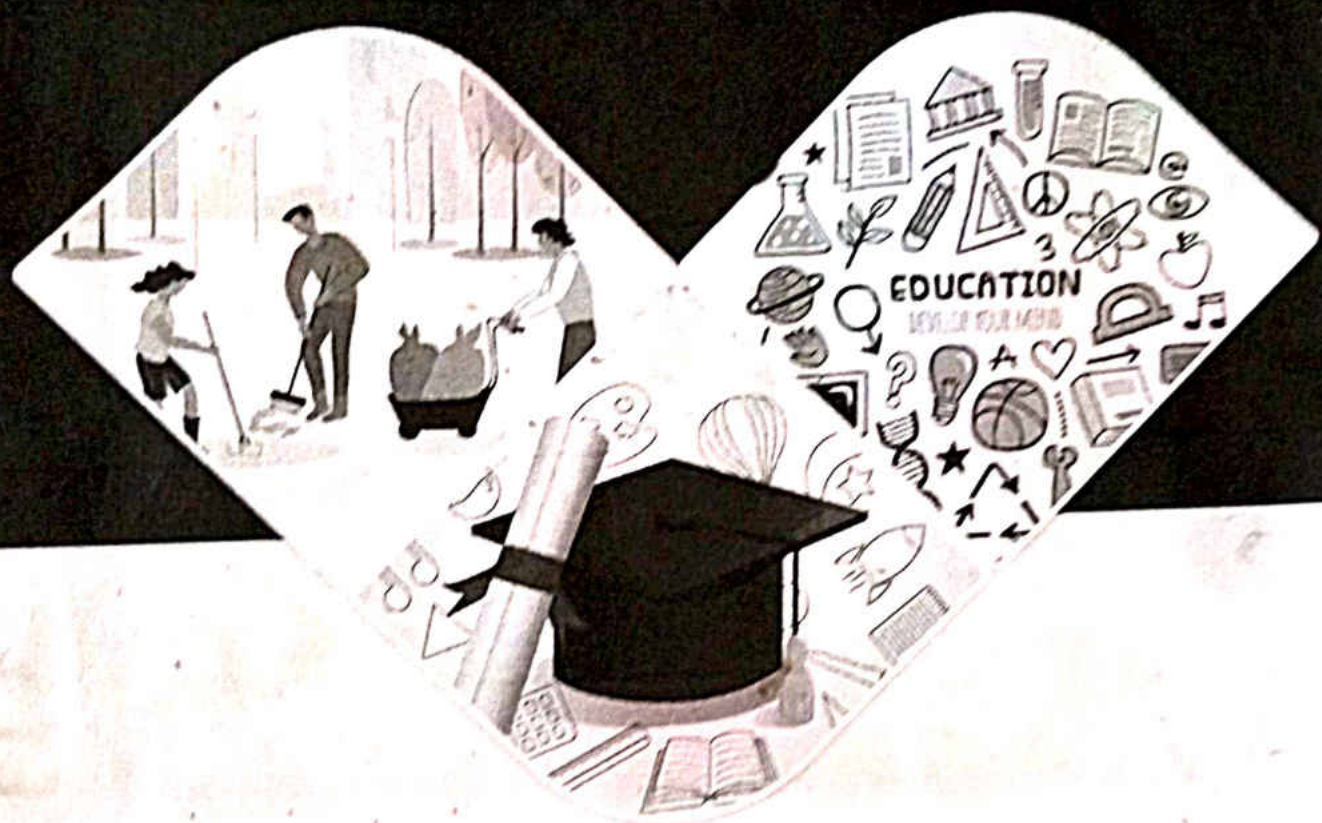


# Program Book



## SEMESTER INTERNSHIP

Designed & Developed by



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

PROGRAM BOOK FOR  
**SEMESTER INTERNSHIP**

Name of the Student: GADDI SURESH KUMAR

Name of the College: Govt Degree collage (Men)skm

Registration Number: 2022001052014

Period of Internship: 15 weeks From: 07/12/22 to 18/03/23

Name & Address of the Intern Organization: Grama sa chivalagam  
(Kintthali)

Dr. B. R. Ambedkar University

2023 YEAR

## An Internship Report on

GRAM/ward SECRETARIAT (Kintali)

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.Sc (M.P.C)

Under the Faculty Guideship of

R. Chandra Sekhar

(Name of the Faculty Guide)

Department of

Govt DEGREE COLLEGE (MEN) SKLM - SRIRAKULAM

(Name of the College)

Submitted by:

GRADUATE SURESH KUMAR

(Name of the Student)

Reg.No: 2022001052014

Department of Govt. DEGREE COLLEGE (MEN) SKLM

CHEMISTRY

(Name of the College)



## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: **GADAI SURESH KUMAR**  
Programme of Study: **WARD SECRETARIAT**  
Year of Study: **2020 to 2023**  
Group: **B.SC (M.P.C)**  
Register No/H.T. No: **202200105 2014**  
Name of the College: **Govt. DEGREE COLLEGE (MEN) SRIKAKULAM**  
University: **Dr. B.R. AMBEDKAR UNIVERSITY SRIKAKULAM**

| SLNo                                | Evaluation Criterion                                                | Maximum Marks | Marks Awarded |
|-------------------------------------|---------------------------------------------------------------------|---------------|---------------|
| 1.                                  | Internship Evaluation                                               | 80            | 76            |
| 2.                                  | For the grading giving by the Supervisor of the Intern Organization | 20            | 18            |
| 3.                                  | Viva-Voce                                                           | 50            | 43            |
|                                     | TOTAL                                                               | 150           |               |
| GRAND TOTAL (EXT. 50 M + INT. 100M) |                                                                     | 200           |               |

  
Signature of the Faculty Guide

  
WELFARE EDUCATION ASSISTANT  
Grama Sachivalayam  
Kinthali  
Ponduru (Md) Srikakulam (Dist)

  
Signature of the Internal Expert

Signature of the External Expert

  
A. Parit  
19/07/23.

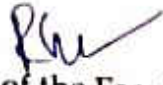
Signature of the Principal with Seal

## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: GAADI SURESH KUMAR  
Programme of Study: WARD SECRETARIAT  
Year of Study: 2020 to 2023  
Group: B.Sc (M.P.C)  
Register No/H.T. No: 2022 001052014  
Name of the College: GOVT. DEGREE COLLEGE (MEN) SRIKAKUL.  
University: DR. B.R. AMBEDKAR UNIVERSITY SRIKAKULA

| SLNo | Evaluation Criterion  | Maximum Marks | Marks Awarded |
|------|-----------------------|---------------|---------------|
| 1.   | Activity Log          | 10            | 08            |
| 2.   | Internship Evaluation | 30            | 29            |
| 3.   | Oral Presentation     | 10            | 07            |
|      | GRAND TOTAL           | 50            | 44            |

Date:

  
Signature of the Faculty Guide

## Student's Declaration

I, GADDT SURESH KUMAR a student of B.Sc (MPC)  
Program, Reg. No. 20200105 2014 of the Department of B.Sc (M.p.c) Chemistry  
College do hereby declare that I have completed the mandatory internship  
from 07/12/2022 to 18/03/2023 in Kinthali Sachivalay (Name of  
the intern organization) under the Faculty Guideship of  
R. Chandra Sekhar (Name of the Faculty Guide), Department of  
Chemistry, Govt Degree college (Men) sklm  
(Name of the College)

G. Suresh Kumar  
(Signature and Date)



## Official Certification

This is to certify that Gaddi Suresh Kumar (Name of the student) Reg. No. 2022001052014 has completed his/her Internship in Kinthali Sachivalayam (Name of the Intern Organization) on Grama Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (M.P.C) in the Department of Govt. Degree College (M.C) (Name of the College).  
SKM

This is accepted for evaluation.

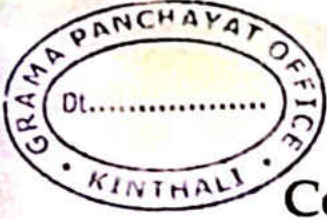
  
(Signature of the Assistant Grama Sachivalayam)  
Grama Sachivalayam  
Kinthali  
Ponduru (Md) Srikakulam (Dist)

Endorsements

Faculty Guide

Head of the Department

Principal



## Certificate from Intern Organization

This is to certify that Graddi Suresh Kumar (Name of the intern)  
Reg. No 2022001052014 of Govt. Degree College (Men) SKLM (Name of the  
College) underwent internship in Kinthali Sachivalayam (Name of the  
Intern Organization) from 07/12/2022 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  
WELFARE & EDUCATION ASSISTANT  
Grama Sachivalayam  
Kinthali  
Ponduru (Taluk) Nellore (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 gram. sachivalayam organisation
- ↳ To develop skills in administration and chemical tasks Related to the day-to-day operation of the organisation
- ↳ To learn about the various government schemes and programmes Implemented by the gram. sachivalayam for the benefit of the rural population
- ↳ To Improve communication and interpersonal skills stake holders
- ↳ To acquire knowledge of the and regulatory frames of governing the activities of the gram. sachivalayam

## Out comes achieved

- \* Improved knowledge of the organisation structure functions and responsibilities of the Grama sachivalayam
- \* Enhanced administrative and clerical skills such as maintaining records, data entry, and handling paperwork
- \* 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 organization

The Grama sachivalayam is a government organization 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 healthcare, sanitation, education, housing and social welfare. The organisation has administrative and clerical 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 Y.S. Jagan Mohan Reddy. The primary objective of the initiative is to provide efficient and transparent governance to rural communities in every village of the state. Under the Grama Sachivalayam system, each village

secretariat is staffed with a village secretariat and several other officials who are responsible for delivering a range of Government schemes and programs

The Grama sachivalayam system has been widely praised for its potential to improve access to government services and promote greater citizen participation 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 services to the people of Andhra Pradesh particularly 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 Inclusivity, Accessibility, Accountability

efficiency, empathy, integrity

### C. policy of the Grama sachivalayam

- \* 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 feedback mechanisms.
- \* facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner.
- \* Overall, the Grama sachivalayam organization is focused on improving the quality of life of the rural population by ensuring access to basic services and resources.

### D. Grama sachivalayam organization

The Grama sachivalayam is an organizational structure that is set up to ensure that governance reaches the grassroots level. The Grama sachivalayam comprises various administrative posts that are responsible

For the smooth functioning of the panchayati Raj institutions (PRIs)

The following are the various administrative posts that are present in the Grama Sachivalayam: (1) Village secretary (2) Village revenue officer (3) Mahila police and women's child welfare assistant (4) Digital Assistant (5) Engineering Assistant (6) Welfare and education Assistant, (7) ANM, (8) Surveyor (9) Energy Assistant

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

### Roles and responsibilities of the employees in Grama Sachivalayam

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

The employees in Grama Sachivalayam 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 Sachivalayam 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 performance is evaluated based on its ability to deliver government services effectively to rural areas and improve the quality of life for people in these 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 revolve around promoting sustainable development, improving education and healthcare 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 det - 190 days that local govt in every village of the growth & development in a national manner
- ②. Chief minister of Andhra Pradesh State YSR Jagannathan Reddy started these. Secretariat at , the statement was made, on October 2, 2019, the 150th anniversary of Mahatma Gandhi's birthday
- ③ function of grama ward sachivalayam It has mainly 11 types of the officer in secretariat. the village volunteers system aims to bring govt services to people door steps.
- ④. generally using of technological skills and instrument mainly use just like bio-metries, 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 ward sachivalayam provide services at ~~central~~ central level schemes
- ⑦ outcomes of ward sachivalayam to
  - ① early solution sachivalayam 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                                                            |
|-----------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------|
| Monday<br>Day -1<br>12/12/22      | I reported in the secretariat assigned to me                         | -                                                         | -                                                                                     |
| Tuesday<br>Day -2<br>13/12/2022   | the introduction of the secretariat was giving by the well Assistant | learned about the village secretariat                     |    |
| Wednesday<br>Day -3<br>14/12/2022 | the well fore Assistant told about grama dagishini                   | we are learned to the kinthali different type of problems |   |
| Thursday<br>Day -4<br>15/12/2022  | explain about employees roles and responsibilities                   | I know some type of duties about the employees            |  |
| Friday<br>Day -5<br>16/12/2022    | Our staff members introduced with volunteers                         | I am daily face and looking towards volunteers working    |  |
| Saturday<br>Day -6<br>17/12/2022  | WEA said about the vision and mission of gram. secretariat           | I learned why to organized Sachivalayam                   |  |

## WEEKLY REPORT

WEEK - 1 (From Dt 12/12/22.. to Dt 13/12/22..)

Objective of the Activity Done:

Detailed Report:

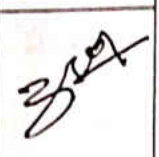
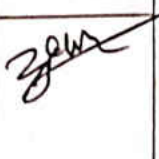
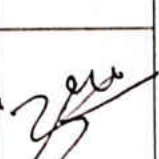
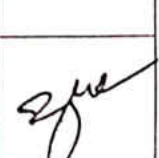
This week "we are learning about village secretariat i.e why the secretariat system was established and then are

we are also learned the benefits of the secretariat to the people of the village

we got to know the physical conditions of the residential are as in the gram secretariat and the duties of the employees in the gram secretariat system as well as the performance of the volunteers and their services

the welfare Assistant was fully informed about the vision, mission and values of the gram secretariat, why to reaction for this govt to introduces in people of society.

# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date                     | Brief description of the daily activity                                  | Learning Outcome                                              | Person In-Charge Signature                                                              |
|--------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Monday<br>Day-1<br>19/12/22    | the WEA officer explained the organisation structure of the sachivalayam | I can talk the same knowledge                                 |  WEA |
| Tuesday<br>Day-2<br>20/12/22   | Explained the future plans of the gerama Secretariat                     | we know the future plans of the secretariat                   |  "   |
| Wednesday<br>Day-3<br>21/12/22 | About old age pension widow pension has been deeply explained            | we are analysing what type of document is required            |  "  |
| Thursday<br>Day-4<br>22/12/22  | deeply explained about disable pension and single women pension          | we are analysing and what is important document is required   |  " |
| Friday<br>Day-5<br>23/12/22    | explained about traditional cobblers pension of weaver pension           | we learned the required documents and eligibility             |  " |
| Saturday<br>Day-6<br>24/12/22  | Explained about today tappas pension and fish man pension.               | we learned the required documents and eligibility information |  " |

## WEEKLY REPORT

WEEK - 2 (From DL 27/12/23 to DL 29/12/23)

### Objective of the Activity Done:

#### Detailed Report:

The organisation structure and future plans of the village secretariat were discussed in details. Their week also told about YSR pension karnika, how many types, required documents and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, disabled pension, single woman pension, traditional ~~elder~~ pension, weaver pension, today tappers pension and fisherman pension are given at the end. The YSR pension scheme is designed to provide a safety net for vulnerable section of society and enable them to meet their basic needs and improve their quality of life.

### ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date                     | Brief description of the daily activity                                          | Learning Outcome                                               | Person In-Charge Signature                    |
|--------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------|
| Monday<br>Day-1<br>26/12/22    | The mahila police in sachinrayam she is articulate her duties                    | I am full focus and learned outcome information                | K. Anu <span style="float: right;">WPO</span> |
| Tuesday<br>Day-2<br>27/12/22   | The mahila police officer taught sexual harassment in society                    | how to handle and how to handle these type of harassment       | K. Anu <span style="float: right;">WPO</span> |
| Wednesday<br>Day-3<br>28/12/22 | The mahila police officer inculcates Anganwadi services                          | What are the corruption in Anganwadi services                  | K. Anu <span style="float: right;">"</span>   |
| Thursday<br>Day-4<br>29/12/22  | The mahila police officer told about some important section and help line number | Any accident and criminal case issues how to inform. high      | K. Anu <span style="float: right;">"</span>   |
| Friday<br>Day-5<br>30/12/22    | The VRO sir explained local govt and main am                                     | Secretariat one of the local govt that particular use and goal | K. Anu <span style="float: right;">"</span>   |
| Saturday<br>Day-6<br>31/12/22  | Our VRO told, Today we are going to field work for initial houses                | Which numbers are eligible and not eligible for govt schemes   | K. Anu <span style="float: right;">"</span>   |

## WEEKLY REPORT

WEEK - 3 (From Dt. 24/11/22 to Dt. 30/11/22)

Objective of the Activity Done:

Detailed Report: The village secretariat was first launched on 2 October 2024 on the eve of Gandhi Jayanthi in A.P. of our V.S.R. Jagan Mohan Reddy Sir.

the duties of woman police officers

- 1) Immediate reporting station house officer
  - 2) working in co-ordination with Dept Home, women child welfare, crime departments & 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
  - \* ensure respect and respected some Anganwadi teachers were without care and protection of pregnancy woman
  - \* woman police officer explain some helpline number of for 100/112/181 and police Number 100.
  - \* our kinthali secretariat so many young age student not registered with vote card

### ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date                      | Brief description of the daily activity                                                            | Learning Outcome                                            | Person In-Charge Signature |
|---------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------|
| Monday<br>Day -1<br>02/01/23    | the welfare Asst. Is explaining about his responsibilities and duties of In schemes                | I can learned his great and responsibilities of secretariat | K. Sachar                  |
| Tuesday<br>Day -2<br>03/01/23   | the WEA is said by the Govt conducting to important schemes                                        | I have written in my class notes                            | K. Sachar                  |
| Wednesday<br>Day -3<br>04/01/23 | We are help to our secretariat some important duties like, election work                           | We can do confidently There works                           | K. Sachar                  |
| Thursday<br>Day -4<br>05/01/23  | the secretariat staff as like WEA, VRO, who telling about future plans to students                 | We have learned how to maintain and set of future life      | K. Sachar                  |
| Friday<br>Day -5<br>06/01/23    | the village Revenue officer explained about the beneficiary dose such a issues like ay, lone, Afe, | the section in the pqrh how to intimate with the VRO        | K. Sachar                  |
| Saturday<br>Day -6<br>07/01/23  | the VRO sir was explaining Take charge of unclaimed properties and send to the police station      | I can learned save and protect from govt properties         | K. Sachar                  |

## WEEKLY REPORT

WEEK - 4 (From Dt. 02/01/23 to Dt. 07/01/23)

Objective of the Activity Done:

Detailed Report:

The General 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 section of the village get the scholarships and colleges till they complete at least intermediate or equivalent course.
- ③. providing feedback to higher authority on the safety 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.
- ⑤. VRO or providing information regarding fire accidents, floods, cyclone and other accidents calamity to the higher officers.
- ⑥. conduct promptly to the higher officer in respect of treasure found and keep Government attached property in safe custody.

### ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date        | Brief description of the daily activity                         | Learning Outcome                                                     | Person In-Charge Signature |
|-------------------|-----------------------------------------------------------------|----------------------------------------------------------------------|----------------------------|
| Day-1<br>09/01/23 | the ANM madam was explain about general instructions            | I can learned the general duties at ANM                              | K. Sanyal                  |
| Day-2<br>10/01/23 | the madam was telling about maternal and child health           | I can learned the ANM madam has given presentation for pregnancy     | K. Sanyal                  |
| Day-3<br>11/01/23 | ANM madam explain about social services with awareness programs | I Can learned some social services dentists physiat therapy, Abame   | K. Sanyal                  |
| Day-4<br>12/01/23 | she is teaching about health education in secretariat           | how to protect our body heartfully                                   | K. Sanyal                  |
| Day-5<br>13/01/23 | Today is class about nutrition                                  | how many types of food habits can take                               | K. Sanyal                  |
| Day-6<br>14/01/23 | The today at the class about communicable disease               | I can learned some type of diseases, chicken pox, measles, influenza | K. Sanyal                  |

## WEEKLY REPORT

WEEK - 5 (From Dt. 07/01/23 to Dt. 13/01/23)

### Objective of the Activity Done:

General Instructions

### Detailed Report:

① she should come under the administrative control of medical officer pnc and guidance of the female health supervisor

② she would stay at her official head quarters, and available for all maternity case services

③ should be prepare mapping at her allocated are and population of people data was collected.

④ All the Annu was to discharge all the duties as assigned by the pnc, medical officers.

⑤ maternal and child health: Register pregnant women with 12 weeks after baby health. she is full health care starting and ending position to heartful precaution the nms given the pregnancy women

\* social awareness program cancer, diabetes, hiv, aids, heart attack with ceps, healthy food

\* health education: participate in the local mawida meeting, spread the massage of the make age of mawugge. co-ordinate programs carefully like

Anganawadi. work, gram services in promoting services to people

### ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date         | Brief description of the daily activity                                         | Learning Outcome                                                               | Person In-Charge Signature |
|--------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------|
| Day -1<br>16/01/23 | Pongal holiday<br>( Kanuma)                                                     | -                                                                              | -                          |
| Day -2<br>17/01/23 | Explained about Jagananna vidya kanuma                                          | I learned due to this scheme students are going to govt school                 | K. Nuvu                    |
| Day -3<br>18/01/23 | He said about the ysr cheyatha scheme                                           | I learned that women are continuing their own business because of this schemes | K. Nuvu                    |
| Day -4<br>19/01/23 | He said about the ysr vahana mitra scheme                                       | I learned that scheme is known to receive financial assistance to drivers      | K. Nuvu                    |
| Day -5<br>20/01/23 | we went to the school and checked the food                                      | Trained to know that nutritious food is being served in the school             | K. Nuvu                    |
| Day -6<br>21/01/23 | we went to the school and checked the cleanliness of the classrooms and toilets | Is known that the school is kept clean every day                               | K. Nuvu                    |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Jagananna vidya kanuka :- these

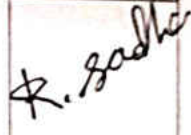
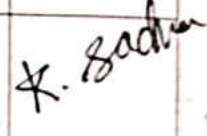
scheme is launched by the Govt of AP to provide free school kits to students studying in govt school in the state. The kit includes items such as school bags, note books, test books, shoes and uniforms.

YSR cheyutha :- under the YSR Cheyutha scheme, financial assistance is provided to women belonging to the SC, STs and minority communities 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 autorickshaws, taxis and mini-cabs 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<br>22/01/23 | Explained about fee Reimbursement scheme                      | the purpose of this scheme is known            |    |
| Day - 2<br>23/01/23 | explained about use vidya devana scheme                       | It is known who is benefiting from this scheme |   |
| Day - 3<br>24/01/23 | explained about ysr vasathi devana scheme                     | It is known who is benefiting from this scheme |  |
| Day - 5<br>26/01/23 | Republic day                                                  | —                                              | —                                                                                     |
| Day - 4<br>25/01/23 | Explained about marabadi, nadu, nedu scheme                   | the purpose of this scheme is known            |  |
| Day - 6<br>27/01/23 | He said that the work of nadu nedu scheme should be continued | we observed the nadu nedu works                |  |

## WEEKLY REPORT

WEEK - 7 (From Dt. 22/01/23 to Dt. 27/01/23)

### 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, etc., for eligible students studying in various courses including engineering, medicine, MBA, ACA, etc.

YSR Vidya Deevana: It provides financial assistance to eligible students from economically weaker sections to pursue higher education in govt and private colleges.

YSR Vasathi Deevana: It provides financial assistance to eligible students from economically weaker sections to cover the hostel and mess expense during their high education.

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

### ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date          | Brief description of the daily activity               | Learning Outcome                                                               | Person In-Charge Signature                                                            |
|---------------------|-------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1<br>30/01/23 | the WEA officer IS explained. about YSR nava ratnaalu | we know uses of this kind of schemes                                           |    |
| Day - 2<br>31/01/23 | explained. about Amravadi scheme                      | the purpose of this scheme is known                                            |   |
| Day - 3<br>01/02/23 | explained about Rythu Bharosa scheme                  | I know how much this scheme has benefited the farmers                          |  |
| Day - 4<br>02/02/23 | explained about Arogya Sri Scheme                     | I came to know that this scheme provides free medical treatment to poor people |  |
| Day - 5<br>03/02/23 | explained. about Housing for all                      | the purpose of this scheme is known                                            |  |
| Day - 6<br>04/02/23 | explained about Jalayamam. scheme                     | learned that there will be no shortage of water due to scheme                  |  |

## WEEKLY REPORT

WEEK - 8 (From Dt: 20/11/23 to Dt: 26/11/23)

Objective of the Activity Done: YSR Navaatrala is a welfare

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

Aaroma Vodi: Under this scheme financial assistance is provided to the mother or guardians of school-going children to support their education. The amount of assist is Rs. 15,000 per annum.

Rythu Bhavita: This scheme provides financial assist to farmers in the state. The amount of assistance is Rs. 13,500 per annum.

Arogya: This scheme provides free health care services to people of AP. The scheme covers the cost of medical treatments and surgeries for a wide range of illnesses and diseases.

Housing for all: This scheme aims to provide affordable housing to the people of AP.

Galaxy Program: Under this scheme, the AP Govt 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<br>06/02/23 | Fully Explained about Differ-ent pension - onis - pension and disability pension (PLHV) (this pension) | We learned the required documents and eligible for this type of pension | Zane                       |
| Day - 2<br>07/02/23 | Explained about Trans- gender pension as chronic kidney disease of unknown Etiology pension            | learned the required documents and eligibility for this type of pension | Zane                       |
| Day - 3<br>08/02/23 | Today explain about YSR kalyanamastu YSR shraadi - tahta                                               | the purpose of the scheme is known                                      | Zane                       |
| Day - 4<br>09/02/23 | explain about mandatory validation documents for registration of YSR kalyanamastu                      | learned the required documents for this type of scheme                  | Zane                       |
| Day - 5<br>10/02/23 | explain about eligibility on basis of YSR kalyanamastu / YSR shraadi - tahta scheme                    | we know who is eligible for this scheme                                 | Zane                       |
| Day - 6<br>10/02/23 | Have to tell people about the YSR kalyanamastu scheme                                                  | We learned good presentation skills                                     | Zane                       |

## 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 Dappu artist pension, Anti-retroviral Therapy (ART) (HIV), Pension, Transgender pension and chronic kidney disease of unknown etiology pension are given at the end.

YSR Kalyana masthu / YSR Shadi Thota

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/BC minorities, differently abled / BODWD in conducting their daughter's marriage in a dignified manner

- \* The bride must be above 18 years and groom must be 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 certificate
- \* The caste and income certificates must be tagged with Aadhaar

### ACTIVITY LOG FOR THE TENTH WEEK

| Day & Date         | Brief description of the daily activity                                  | Learning Outcome                                       | Person In-Charge Signature |
|--------------------|--------------------------------------------------------------------------|--------------------------------------------------------|----------------------------|
| Day -1<br>13/02/23 | Explaining about the responsibilities of digital assistant               | I can gain knowledge of digital asst duties            | <i>K. V. Rave</i>          |
| Day -2<br>14/02/23 | the general application form of caste certificate                        | learned of Important and required documents            | <i>K. V. Rave</i>          |
| Day -3<br>15/02/23 | the digital Asst explained some polling station at Kuppahadi Secretariat | there are three polling stations like 369, 364, 363    | <i>K. V. Rave</i>          |
| Day -4<br>16/02/23 | we are going to field about eligibility candidates for Voters ID         | such a members are not apply for voter ID              | <i>K. V. Rave</i>          |
| Day -5<br>17/02/23 | He is how to Respect of beneficiary come to Secretariat                  | I can learn how to. Respective talking with candidates | <i>K. V. Rave</i>          |
| Day -6<br>18/02/23 | - Maheshwari Shivarabai                                                  |                                                        | <i>K. V. Rave</i>          |

## WEEKLY REPORT

WEEK - 10 (From Dt/3/12/22 to Dt/7/02/23)

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 navaratna ③ be intimated as well as application process to citizeness ④ digital services to the public effectively that are provided mandatorily by the local Govt like birth & death, properties valuation, Tax demand etc

⇒ Digital Assistant said. This system should be for ensuring delivery of service on the principle of "first come first serve" with out any third-party agency ship

Required documents to apply a care certificate

① Application form ② Care certificate issued to the family members. ③ SSC marks. memo / ROS extract / transfer certificate ④ 1 to 10 study certificates ⑤ DOB extract ⑥ DOB issued by the GP/MA ⑦ Ration card / epic card / Aadhar card kinthali secretariat In polling station as 369, 364, 363. ⇒ so many citizens not applicable for voter ID in kinthali

secretariat

### ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date                       | Brief description of the daily activity                                     | Learning Outcome                               | Person In-Charge Signature |
|----------------------------------|-----------------------------------------------------------------------------|------------------------------------------------|----------------------------|
| Monday<br>Day - 1<br>20/02/23    | The VRO sir explaining about his duties                                     | I am knowing his duties in secretariat         | <u>K. Jee</u>              |
| Tuesday<br>Day - 2<br>21/02/23   | The VRO sir explained about panchayat secretary administrative              | I am knowing his community administrative work | <u>K. Jee</u>              |
| Wednesday<br>Day - 3<br>22/02/23 | the VRO sir explained about panchayat secretary with community work develop | I am knowing his community relative duties     | <u>K. Jee</u>              |
| Thursday<br>Day - 4<br>23/02/23  | the VRO sir said about panchayat secretary Coordinator duties               | I am knowing his Coordinator duties            | <u>K. Jee</u>              |
| Friday<br>Day - 5<br>24/02/23    | How to save and protect our govt properties                                 | I can learned with some govt properties        | <u>K. Jee</u>              |
| Saturday<br>Day - 6<br>25/02/23  | Any land issue to harassment for people                                     | I can learned how solved of people problems    | <u>K. Jee</u>              |

## WEEKLY REPORT

WEEK - 11 (From Dt. 20.10.23 to Dt. 25.10.23)

Objective of the Activity Done:

Village Revenue Officer's (VRO)

Detailed Report:

Duties:- (1) maintenance of village revenue

record sand all village revenue, A country

(2) collection of land Revenue cassee, Taxes and other sum. pertaining to revenue department

(3) Asmoish 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 officers

↳ Administralce. of panchayat secretary :- maintain Registers collects taxes. organize sarpanch meetings protect panchayat lands, maintain Birth & Death Reg

↳ Community welfare Develop:- Assists pension payments prepares list of BPL, conducts literacy classes,

Implements schemes, Assits, Education dept, entred

↳ co-ordinatob :- mobilize participation, community forest. devissussions, facilitate, ward. sabhas.

and gram sabhas submission of DRD plan to mpdd

↳ the vro and panchayat secretary. are ready

to. Any harassment Is land properties Inhimato above the officers.

# ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date                         | Brief description of the daily activity                               | Learning Outcome                                   | Person In-Charge Signature |
|------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------|----------------------------|
| Monday<br>Day - 1<br>27-02-2023    | what is the duties and responsibilities of ward volunteer             | I am knowing the kindful information               | K. K. K.                   |
| Tuesday<br>Day - 2<br>28-02-2023   | the volunteer was informed as to scheme with awareness                | I learned the volunteer for kindful information    | K. K. K.                   |
| Wednesday<br>Day - 3<br>29-02-2023 | the volunteer is unambiguously one time apply to people with pension  | I learned about which type of pension is available | K. K. K.                   |
| Thursday<br>Day - 4<br>1-03-2023   | what are the duties and responsibilities of a line-man in secretariat | I gain about information of line man               | K. K. K.                   |
| Friday<br>Day - 5<br>3-03-2023     | Require skills and eligibility of ward volunteer                      | I learned the volunteer for kindful information    | K. K. K.                   |
| Saturday<br>Day - 6<br>4-03-2023   | Requirements and skills of line man in secretariat                    | I gain about information of line man               | K. K. K.                   |
| 7-03-2023                          | How to maintain a sustainable - house                                 | I gain how to help of people                       |                            |
| 8-03-2023                          | How to explain what is secretariat                                    | I am knowing about secretariat                     |                            |
| 9-03-2023                          | What is the importance of the body                                    | Following details                                  |                            |

## WEEKLY REPORT

WEEK - 12 (From Dt 27.10/23. to Dt 04/11/23)

Objective of the Activity Done:

Secretarial duties and responsibilities

Detailed Report:

- ① Answering and directing phone calls
- ② organising and distributing messages
- ③ maintaining company schedules
- ④ organising documents and files,
- ⑤ supervising staff and new employers

### duties and Responsibilities of volunteers

- ① an Independence day 2019, Andrapradesh launched the village volunteer system
- ② the village volunteer system aims to bring govt services to people's doorstep on October, 2, 2019. the 150th anniversary of Mahatma Gandhi's birth day.
- ③ He would be first to identify the beneficiaries learn about their difficulties, and then outline the govt scheme available to them.

### duties and Responsibilities of linemen

A lineman has many responsibilities, such as working with heavy equipment to reach power line, and using various tools to repair (or) Replace power line

the secretariat's role is to facilitate the govt conduct management and control of the anniversary coordinating the exchange of information to people. Required skills of volunteers:- punctuality 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 |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------|
| Monday<br>Day -1<br>06/03/23    | The village volunteer said that government schemes and benefits will be delivered door to door                                     | I learned that Govt schemes & benefits are easily delivered to every household by volunteers               | B. Asua                    |
| Tuesday<br>Day -2<br>07/03/23   | Volunteers help in accessing government services like ration cards, pension schemes & health services                              | It is known that Govt. services are easily accessible to people because of volunteers                      | B. Asua                    |
| Wednesday<br>Day -3<br>08/03/23 | Holi                                                                                                                               | —                                                                                                          | —                          |
| Thursday<br>Day -4<br>09/03/23  | Volunteers are conducting surveys and collecting information from people he said                                                   | I learned that the complete information of the village people is with the volunteers                       | B. Asua                    |
| Friday<br>Day -5<br>10/03/23    | Volunteers said they would identify local problems such as sanitation & health problems are report them to the concerned authority | It is learned that the volunteers are identifying the local problems in the village informed the concerned | B. Asua                    |
| Saturday<br>Day -6<br>11/03/23  | second saturday                                                                                                                    | —                                                                                                          | —                          |

## WEEKLY REPORT

WEEK - 13 (From D10/A3.1.2.3 to D1.10.13/27)

### Objective of the Activity Done:

**Detailed Report:** GRAMA volunteers are local individuals who are selected by the village administration and to act as a liaison between the government and the local people. They are responsible for providing information to the villagers about government schemes and programs and also assist in the implementation of the programs.

Some of the responsibilities of a Grama volunteer include identifying the needs of the village and informing the government officials about them, organizing health camps and awareness programs, facilitating the construction of toilets and other basic amenities, and mobilizing the community for development activities.

Grama volunteers are considered the backbone of the government rural development program, and they play a crucial role in the implementation of various schemes and programs aimed at improving the lives of people in rural areas.

# ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date                       | Brief description of the daily activity                                                                            | Learning Outcome                         | Person In-Charge Signature |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------|
| Monday<br>Day - 1<br>13/03/23    | WEA Asked to conduct a survey on what kind of govt welfare schemes are being received by the people of the village | I learned to do village survey           | K. V. V.                   |
| Tuesday<br>Day - 2<br>14/03/23   | WEA asked to conduct survey on what kind of govt welfare schemes are being received by the people of the village   | I learned to do village survey           | K. V. V.                   |
| Wednesday<br>Day - 3<br>15/03/23 | WEA Asked to conduct a survey on what kind of govt welfare schemes are being received by the people of the village | I learned to do village survey           | K. V. V.                   |
| Thursday<br>Day - 4<br>16/03/23  | WEA asked to conduct a survey on what kind of govt welfare schemes are being received by the people of the village | I learn to do village survey             | K. V. V.                   |
| Friday<br>Day - 5<br>17/03/23    | WEA asked to conduct a survey on what kind of govt welfare schemes are being received by the people of the village | I learn to do village survey             | K. V. V.                   |
| Saturday<br>Day - 6<br>19/03/23  | Mentioned about the things that have been said and. The program book was evaluated                                 | I have submitted the survey in secretary | K. V. V.                   |

## WEEKLY REPORT

WEEK - 14 (From Dt. 13.03/23 to Dt. 19.03/23)

Objective of the Activity Done:

Detailed Report:

In this week, each house in the village was asked to survey and report on the government welfare schemes, how many people are living in the family and their Aadhar numbers and their phone numbers. He asked to know how much financial assistance each household will get due to these welfare schemes.

I have submitted the report of the survey to the secretariat late this week. Also I got to know how much financial assistance each household gets due to government welfare schemes.

The program book was evaluated by welfare and education assistance at the end of two weeks.

### ACTIVITY LOG FOR THE FIFTEENTH WEEK

| Day & Date | Brief description of the daily activity                                   | Learning Outcome                                            | Person In-Charge Signature |
|------------|---------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------|
| Day -1     | (Holiday)                                                                 | —                                                           | <del>K. V. S.</del>        |
| Day -2     | WEA Explained about PROHIBITION                                           | I am learned the class of prohibition Akokul Brikul         | K. V. S.                   |
| Day -3     | WEA Explained about govt scheme of house will be given to the poor people | I am learned the class of govt schemes house of poor people | K. V. S.                   |
| Day -4     | she is explained about Y-SR low interest scheme                           | I am learned about YSR bhema scheme                         | K. V. S.                   |
| Day -5     | welfare explained about YSR zero interest scheme                          | I am learned about YSR bhema "0" interest scheme            | K. V. S.                   |
| Day -6     | WEA explained about Y-SR. bhema scheme                                    | I am learned about Y-SR "0" interest scheme                 | K. V. S.                   |

## WEEKLY REPORT

WEEK - 15 (From D/O: 12/12 to D/O: 18/12)

Objective of the Activity Done:

Detailed Report:

A secretariat is a government office comprising various departments and branches responsible for performing administrative and executive functions. I learned that the nature of work in a secretariat varies within a particular department or department.

A State we should remember Govt. Helpline numbers to call for complaints & suggestions  
Police - 100, Health and Medicine - 104

Fire station - 101, Telemedicine - 14410

Govt. Ambulance - 108, prevention of corruption - 14400 Electrical problem - 1912, public

Issues - 1902, Disha - 100/112/181

Eligible beneficiaries are provided with a balanced and nutritious meal consisting of rice, dal, vegetables and eggs. The scheme aims to address malnutrition among vulnerable sections of society by providing them with a balanced diet.

## CHAPTER 2: 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 :- Secretary is often responsible for interacting with people both inside and outside of their organization. They may be responsible for answering phone calls, responsible to mail, and greeting visitors so good communication skills given a greatful 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 officer take a clarity of job roles and explain under the officer their may responsibilities I can seen they duties, and team-work, relationship, mutual support and socialization.

\* so normal, a secretary plays a critical role in answering that an organization runs smoothly and efficiently they need organization, to be highly organized, detail oriented, and able to work well under pressure, good communication and interpersonal skills, also essential for success in the role.

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

Technical skills are specific abilities and knowledge related to a particular field or profession. They often involve the use of specialized tools, software or equipment and are essential for performing tasks and achieving goals within a given area of expertise.

Here are one example of technical skills in various fields

- ①. Application programme → Digital Assistant
- ②. Field verification → Wellfare Assistant
- ③. third party verification → Administrative staffwork
- ④. prefinal - applied → VRO
- ⑤. final - applied → J.MPOO/MRO

and basic technical equipment in secretariat

- 1. Biometric Division
- 2. Android smart phones
- 3. IRTS scanners
- 4. face verification app
- 5. Time-management and multi-tasking
- 6. computer and technical skills

So am learning same technicals at secretariat

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

I learned above some managerial skills are useful for future.

Leadership skills :- manager need to inspire and motivate their teams to achieve their goal, they teams to achieve successfully complete anything

Decision-making skills :- managers must make informed decisions quickly and efficiently, they should be able to analyse data, evaluate options, ~~and~~ choose the best course of action.

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 are learning about, any target (or) goal much as to do, first determine for thing and set the plans so confidently, do that particularly action

Interpersonal skills :- managers and any person should be able to build relation and identify building, so when ever we can again related. interpersonal skills.

There are just a few example of the skills that managers and higher officers, professional employees, the specific skills are require for anywhere.

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  
front of the higher offices doing and working.

explained for so many topics, that time we are  
learned. such a beautiful communication. there are

①. Listen actively: effective communication is not just  
about speaking but a 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 ware 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 learn 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 its important to come prepared
- 3) Communication skills :- good communication skills are crucial for effective team participation. clearly speak but any miswords are talking the listener can't absorb 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)

It can be seen by future planning of job role with technological instruments in secretariat

following are below

- ①. computer system
- ②. Internet connectivity
- ③. Telephone: multiplex, phone system, single line phone system
- ④. Internet phone system
- ⑤. photo copies, copying binding, multiple pocket copying
- ⑥. scanners (IRIS scanners)
- ⑦. printers
- ⑧. Bio-metric division
- ⑨. face authority programme

It will be seen in my future job role. above instruments, I am fully focused on digital technologies and relevant instruments.

### Student Self Evaluation of the Short-Term Internship

Student Name: GADDI SURESH KUMAR Registration No: 00220010570114

Term of Internship: 15 weeks From: 07-12-2022 To: 18-03-2023

Date of Evaluation: 18-03-2023

Organization Name & Address: GRAMA / WARD Sachivalayam  
Kimbali - 341 Kakulam

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

G. Suresh Kumar  
Signature of the Student

## Evaluation by the Supervisor of the Intern Organization

Student Name: GADAI SURASH KUMAR Registration No: 2022001057014  
 Term of Internship: From: 07-12-2022 To: 18-03-2023  
 Date of Evaluation: 18-03-2023  
 Organization Name & Address: GIRAMA/WARD Sachivalayam  
Kinthalali, Srikakulam  
 Name & Address of the Supervisor Gr. Kaladhar, Welfare & Education  
Assistant, Kinthalali Secretariat, 9182595373

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

  
 Signature of the Supervisor