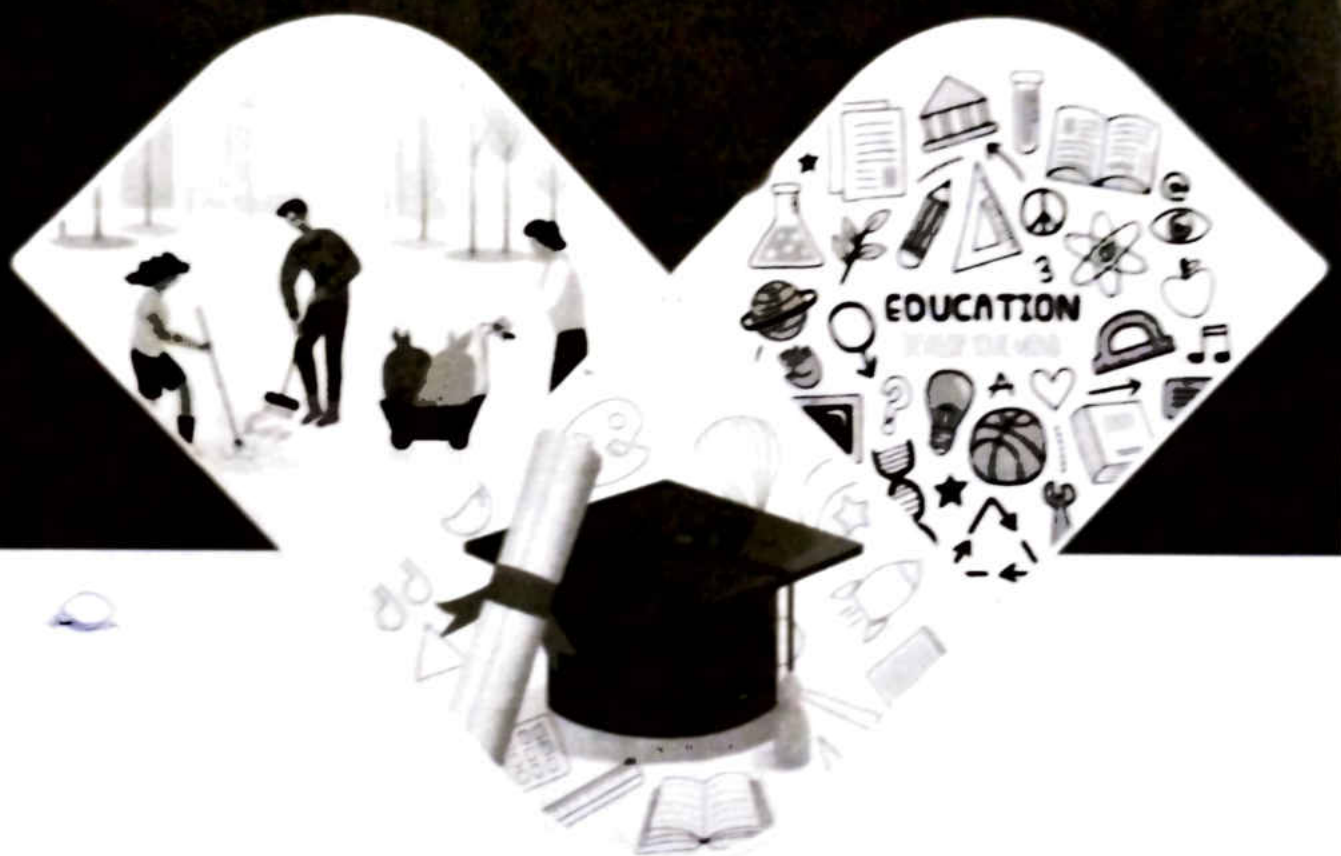


# Program Book



## 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:

Name of the College:

Registration Number:

Period of Internship:

From:

To:

Name & Address of the Intern Organization

\_\_\_\_\_  
University  
YEAR

GRAY **An Internship Report on**  
~~Secretariat~~ Secretariat.

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of  
BSc MPC

Under the Faculty Guideship of

R. Chandrasekhar sir

(Name of the Faculty Guide)

Department of

Govt DEGREE COLLEGE (MEN) SKLM

(Name of the College)

Submitted by:

GANDRETI - RAMBABU

(Name of the Student)

Reg.No: 2022 0010T 2015

Department of Govt Degree Collage (men) JKLM

Sachivalayam

(Name of the College)

## Student's Declaration

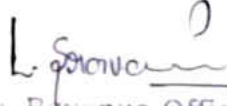
I, Gandeti. Rambabu a student of 4 month internship  
Program, Reg. No. 202200105205 of the Department of BSc (MPC)  
College do hereby declare that I have completed the mandatory internship  
from 12-12-2022 to 07-02-2023 in Kondagudam (Name of  
the intern organization) under the Faculty Guideship of  
R. Chandrasekhar Sir (Name of the Faculty Guide), Department of  
chemistry, govt degree collage (men) JKLM  
(Name of the College)

G. Rambabu  
(Signature and Date)

# Official Certification

This is to certify that Gandreti. Rambabu (Name of the student) Reg. No. 2022001052015 has completed his/her Internship in Kandagudam Secretariat (Name of the Intern Organization) on ~~XXXX~~ 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 collage (New) JKLM (Name of the College).

This is accepted for evaluation.

  
Village Revenue Officer <sup>VRO</sup>  
Kondagudam (M.Vill)  
(Signatory with Date and Seal)  
Santhoshpet Mandal  
Vizianagaram Dist

## Endorsements

Faculty Guide



Head of the Department

Principal

## Certificate from Intern Organization

This is to certify that Gandreti. Rambabu (Name of the intern)  
Reg. No 2022001052015 of Govt Degree College (MCH) <sup>Sri Kalayan</sup> (Name of the  
College) underwent internship in Kondagudam Sachivalayam (Name of the  
Intern Organization) from 12/12/2022 to 18/3/2023

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

  
Village Revenue Officer  
Authorized Signatory with Date and Seal  
Santhosh Choudhary  
Vizianagaram 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 give an understanding of the functioning and structure of the gram Sachivalayam organization.
- To develop skills in administration and clerical tasks related to the day-to-day operation of the organization.
- ⇒ To learn about the various government schemes and programs implemented by the grama Sachivalayam for the benefit of the rural population.
- To improve communication and interpersonal skills through interaction with villagers and other stakeholders.
- ⇒ To acquire knowledge of the legal and regulatory framework governing the activities of the grama Sachivalayam.

## 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 ~~Coerece~~ 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 by establishing a system of village secretariats in every village of the state.

Under the grama sachivalayam system, each village secretariat is staffed with a village secretary and several other officials who are responsible for ~~and~~ delivering a range of government services include everything from issuing certification and licenses to providing information on government schemes and programs.

### 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 act - 1994 day) that local govt in every village of the growth & development in a notivable manner.
- ② chief minister of Andhra pradesh state YS Jagan Mohan Reddy started there secretariat at vijawada, the statement was made on october 2, 2019 the 150<sup>th</sup> anniversary of mahatma gandhi's birthday.
- ③ function of gram ward Sachivalayam it was mainly 11 types of the officer in secretariat. The village volunteer's system aimed to bring govt services to people doorstep.
- ④ generally using to technological skills and instrument mainly are ~~gaur~~ (like bio-unit), Computer system.
- ⑤ The internship part these kind of skills are very important listening and speaking, Confidence, leadership qualities, personal and time mangement.
- ⑥ objective of ward Sachivalayam provid service and Control local schemes.
- ⑦ out come of ward Sachivalayam to  
1. early solution to all problem.  
2. All services 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    | I reported in the secretariat assigned to me                          |                                                              | <br>V.S.P.   |
| Day - 2    | The introduction of the secretariat was giving by the well assistant. | Learned about the village secretariat.                       | <br>WEA      |
| Day - 3    | The welfare assistant told about grama darshini                       | we are learned to the Kondagadam different types of problem) | <br>WEA     |
| Day - 4    | explain about employee roles and responsibilities                     | I know some type or duties about the employee                | <br>V.S.P. |
| Day - 5    | Our staff member's introduced with volunteers                         | I am daily face and cooking towards volunteer's walking      | <br>V.S.P. |
| Day - 6    | WEA said about the vision and mission of grama secretariat.           | I. Learned why to organized Sachivalayam                     | <br>WEA    |

## WEEKLY REPORT

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

**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 we.

We are also learned the benefits of the Secretariat of the people of the village.

We got to know the physical condition of the residential areas in the gram Secretariat and the duties of the employees in the gram Secretariat system as well as the performance of the volunteer's and their services.

The welfare Assistant was fully informed about the vision, mission and values of the gram Secretariat, why to create for the govt to introduce in people of society.

# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity                                  | Learning Outcome                                            | Person In-Charge Signature                                                            |
|------------|--------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | the area officer explained the organization structure of the Secretariat | I can take some knowledge                                   |    |
| Day - 2    | Explained the future plan of the gram secretariat                        | we know the future plan of the secretariat                  |    |
| Day - 3    | about old age pension window pension has been deeply explained.          | we are analyzing what type of documents are required        |   |
| Day - 4    | deeply explained about disable pension and single women pension.         | We can analyze and what is important document is required   |  |
| Day - 5    | explained about Traditional Village pension of women pension             | We learned the required documents and eligibility           |  |
| Day - 6    | explained about today's pension and women pension.                       | we frame the required documents and eligibility information |  |

## WEEKLY REPORT

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

### Objective of the Activity Done:

#### Detailed Report:

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

Eligibility and required documents for old age pension, widow pension, disable pension, single women pension, Traditional cobbler pension, weaver pension, toddy 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 |
|------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------|
| Day - 1    | the mahila police in Sachinbhai she is inculcate her duties                       | I am full focus and learned outcome importance                      | m meena<br>KSC             |
| Day - 2    | The mahila police officer taught sexual harassment in society                     | how to handle and how to build this type of harassment              | m meena<br>KSC             |
| Day - 3    | the mahila police officer inculcate Anganwadi services                            | what are the Corruption in Anganwadi services                       | m meena<br>KSC             |
| Day - 4    | the mahila police officer told about some important sectors and helpline numbers  | any Accident and criminal case issues how to inform higher officers | m meena<br>KSC             |
| Day - 5    | the VRO <del>explained</del> Local govt and union cum                             | Secretariat one of the local govt the particularly use and goal     | VRO                        |
| Day - 6    | our VRO told today we are going to field work you <del>to understand</del> houses | which numbers are eligible and not eligible for govt schemes        | VRO                        |

## WEEKLY REPORT

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

### Objective of the Activity Done:

#### Detailed Report:

- The village Secretariat was first launched on 2 October 2019 on the eve of Gandhi Jayanti in AP of our VSP Tapan Mohan Reddy Sir
- The duties of women police Officer
1. immediate reporting officer : station house officer
  2. working in Co-ordinating with Dept : Home, Women's child welfare, crime departments municipal.
  3. functions : Law & Order, Atrocities against women and weaker sections, and Awareness programmes.
  4. monitor, ensure Anganwadi Center be opened in time on all working days.
  5. inspect ensure <sup>same</sup> Anganwadi teachers were without care and protection of pregnant women.
  6. woman police officer explain ~~same~~ helpline number, dista 100/112/181 and police Number 100.
  7. Our Kundagadam Secretariat Suchany young age student not register with vote Card.

### ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity                                                                     | Learning Outcome                                             | Person In-Charge Signature                                                            |
|------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | The welfare ASIT is explaining about his responsibilities and duties of a secretariat.                      | I can learned his great and responsibilities at secretariat. |    |
| Day - 2    | The WEA is said by the Govt. Conducating to important scheme).                                              | I have written in any class notes.                           |    |
| Day - 3    | We are help to our secretariat some important duties like, election work.                                   | We can do Confidentially their works.                        |  |
| Day - 4    | The secretariat staffs as like WEA, VRO, WPO telling about future plans to students.                        | We have learned how to maintain and let of future life.      |  |
| Day - 5    | The village Revenue officer explained about the beneficiary like such a issue like cyclone, Fire.           | the society in the people how to intimate with VRO.          |  |
| Day - 6    | The VRO <del>secretariat</del> explaining take charge of unclaimed property and sent to the police station. | Can learned save and protect from govt. properties.          |  |

## WEEKLY REPORT

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

### 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 collages till they complete intermediate (or) equivalent course.
- ③ providing feedback to higher authorities on the status of implementation of said schemes.
- ④ supervising over the work of all village educators working under the village secretariat as far as their welfare duties are concerned.
- ⑤ VLO madam 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 time and keep government attached property in safe custody.
- ⑦ future planning is important for all families thinking about the future could 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 instruction              | I can learned the general duties of ANM                            | N. Kala                    |
| Day - 2    | the madam was Telling about unaternal and child health           | I can learned the ANM madam has given precaution for pregnancy     | N. Kala                    |
| Day - 3    | ANM madam explain about social service with awareness programmes | I can learned some social service, dental physiotherapy, Abortion  | N. Kala                    |
| Day - 4    | she is teaching about health education in secretariat            | how to protect our body healthfully                                | N. Kala                    |
| Day - 5    | Today is class about Nutrition                                   | how many types of food habits can take                             | N. Kala                    |
| Day - 6    | The today the class about communicable disease                   | I can learned some type of disease, chicken pox measles, influenza | N. Kala                    |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

general instruction

- ① she should work under the administrative control of medical officer and guidance of the female health superior.
  - ② she would stay at her official head quarters and available for all Maternity Case series.
  - ③ should be proper map planning at her allocated area and population of people data was collected.
  - ④ All the ANMs was to discharge all the duties as assigned by the ptic medical officers.
- \* unattended child health Register pregnant women with 12 weeks after baby health she is full health are starting and ending putting to heartfull precaution, the ANMs given the pregnancy women.
- \* social awareness programmes Cancer, Diabetes, HIV, Aids, heart attack with -Crops, healthy report.

# ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity                                         | Learning Outcome                                                              | Person In-Charge Signature                                                                                            |
|------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Day - 1    | Pongal Holiday                                                                  | —                                                                             | —                                                                                                                     |
| Day - 2    | explained about jagannanna vidya kanuka                                         | I learned due to this scheme students are going to govt school                | <br>N. Meenakshi                   |
| Day - 3    | He said about the YSR cheyutha scheme                                           | I learned that women are continuing their own business because of this scheme | <br>N. Meenakshi                  |
| Day - 4    | He said about the YSR vahana mitra scheme.                                      | I learned this scheme is known to receive financial assistance to drivers.    | <br>N. Meenakshi                 |
| Day - 5    | He went to the school and checked the food                                      | I came to know that nutritious food is being served in the school             | N. Meenakshi<br><br>N. Meenakshi |
| Day - 6    | He went to the school and checked the cleanliness of the classroom and toilets. | It is known that the school is kept clean every day                           | N. Meenakshi<br><br>N. Meenakshi |

## WEEKLY REPORT

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

Objective of the Activity Done:

Jagananna vidya KaniKa: This

Detailed Report:

scheme 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 Communities who are age between 45 and 60 years the financial assistance of Rs. 18,750.

YSR Vahanamitra: provide financial assistance to self-employed drivers of autorickshaw, taxis and maxi cabs this scheme, eligible beneficiaries receive an annual financial assistance of Rs. 10,000

The school was visited to inspect the quality of food served, cleanliness of classroom 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 fee reimbursement scheme                       | The purpose of this scheme is known             | <br>L. H. A.   |
| Day - 2    | Explained about YSR Vidya Deevena scheme                       | It is known who is benefiting from this scheme. | <br>L. H. A.   |
| Day - 3    | explained about YSR vasathi deevena scheme                     | it is known who is benefiting from this scheme  | <br>L. H. A. |
| Day - 4    | Republic day                                                   | —                                               | —                                                                                                 |
| Day - 5    | Explained about manabadi, nadu nedu schemes                    | the purpose of this scheme is known             | <br>V. R. D. |
| Day - 6    | He said that the work of nadu nedu scheme should be explained. | we observed the Nadu Nedu works.                | <br>V. R. D. |

## WEEKLY REPORT

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

### 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 in various courses including engineering, medicine, MBA, etc. Yash Vidyadev : It provides financial assistance to eligible students from economically weaker sections to pursue higher education in govt and private college.

Yash Vaidya : It provides financial aid to eligible student from economically weaker section to cover their hostel and meal expense during their high education.

Nadka Nedu : The scheme focuses on improving the basic amenities including classrooms, furniture, toilet, drinking water and other infrastructure in govt school.

## 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 YIR navaratnalu | we know uses of this kind of schemes                                           | <br>WEA           |
| Day - 2    | Explained about Annamavadi Scheme                  | <del>farmer</del> the purpose of this scheme is known                          | <br>WEA           |
| Day - 3    | Explained about Rythu Bhanja scheme                | I know how much this scheme has benefited the farmers                          | <br>WEA         |
| Day - 4    | Explained about Arogyasri scheme                   | I come to know that this scheme provides free medical treatment to poor people | <br>WEA         |
| Day - 5    | Explained about thing for all                      | the purpose of this scheme is known                                            | <br>digital ART |
| Day - 6    | Explained about Talayagham scheme                  | I learned that there will be no shortage of water due to this scheme           | <br>digital ART |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR Nava Ratnam is a welfare

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 aid

i) provided to the mother or guardians of school going children to support their education. The amount of cash is Rs. 15,000 per annum.

Rythu Bharama:- This scheme provides financial aid to farmers in the state the amount of assistance is Rs. 13,500 per annum.

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

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

Jalayagnam:- 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    | Full explained about Dugga anti-fist pension / Anti-retired therapy (ART) pension (PL + IV) (HIV) pension | We learned the required documents and eligible for this type of pension | <br>WFA   |
| Day - 2    | explained about transgender pension & chronic kidney Disease of unknown etiology pension                  | learned the required documents and eligibility for this type of pension | <br>WFA   |
| Day - 3    | Today explained about YSR Kalyanama the YSR Shanti Tatha                                                  | the purpose of this scheme is known                                     | <br>WFA  |
| Day - 4    | explain about annulment validation documents for registration or YSR Kalyanamatha                         | Learned the required documents for this type of scheme                  | <br>WFA |
| Day - 5    | explained about eligibility Criteria of YSR Kalyanamatha YSR Shanti Tatha scheme                          | we know who is eligible for this scheme                                 | <br>WFA |
| Day - 6    | Have to tell people about the YSR Kalyanamatha scheme                                                     | we learned good presentation                                            | <br>WFA |

## WEEKLY REPORT

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

### Objective of the Activity Done:

#### Detailed Report:

eligibility and required documents - for  
Dapple artist pension, Anti-retro viral therapy (ART)  
(HIV) pension, Transgender pension and chronic kidney  
disease of unknown etiology pension are given at  
the end.

YSR Kalyanamartm / YSR Shaadi - to to.

The objective of the scheme is to provide  
financial assistance to poor families belonging to  
Scheduled communities, Differently abled / BPL in  
Conductions their daughter's marriage the dignified manner.

① The bride must be above 18 years and groom  
must be above 21 years as on the date of marriage.

② The application registration for the scheme should  
be done within 60 days from date of marriage.

③ Both bride and groom should have 10th class  
pass certificate.

④ The Caste and Income certificate 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     | explaining about the responsibilities of Digital Assistant.               | I can gain knowledge of Digital AIT duties            | <br>P. Manoj   |
| Day -2     | the general application forms of Caste Certificate                        | learned or imparted and required documents            | <br>P. Manoj   |
| Day -3     | The Digital AIT explained some polling station at Kondagulam secretariat. | there are three polling station                       | <br>P. Manoj  |
| Day -4     | We are going to field about eligibility Candidates for voter ID.          | Such a members are not Apply for voter ID             | <br>P. Manoj |
| Day -5     | It is how to respect of beneficiary Come to secretariat                   | I can learn now to respective talking with Candidates | <br>P. Manoj |
| Day -6     | Mahashivratri                                                             | -                                                     | -                                                                                                 |

## WEEKLY REPORT

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

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 citizens.

④ digital services to the public effectively that are provided unhistorically by the local Govt like Birth & Death, Property 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 cast certificate

① Application form ② caste Certificate issued to the family members ③ SSC marks <sup>memo / DOB</sup> ~~certificates~~ contract trans certificate ④ 1 to 10 study certificate, ⑤ DOB issued by the Ap/MA, ⑥ Ration card / EPIC card / Aadhar card  
⇒ Kondagudam secretariat in polling station

⇒ so many citizens are applying for vote ID in Kondagudam 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 cluster M secretariat       | VRO                        |
| Day - 2    | The VRO sir explained about panchayat secretary Administration              | I am knowing his Administrative work         | VRO                        |
| Day - 3    | The VRO sir explained about panchayat secretary with Community welfare work | I am knowing his community welfare work      | VRO                        |
| Day - 4    | The VRO sir said about panchayat secretary Co-ordinating duties             | I am knowing his Co-ordinator duties         | VRO                        |
| Day - 5    | How to save and protect our govt properties                                 | I can learned with some govt properties.     | VRO                        |
| Day - 6    | Any kind issue to be met for others                                         | I can learned how solved of people problems. | VRO                        |

## WEEKLY REPORT

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

Objective of the Activity Done:

Village Revenue Officer's (V.R.O)

Detailed Report:

- Duties: (1) maintenance of village revenue record and all village revenue document.
- (2) Collection of land Revenue, Cess, -taxes and other sum pertaining to Revenue Department.
- (3) Assessment of Crops (income) inclusive of inspection of Survey stones etc. provide information regarding fire accidents, floods, cyclone and other accidents (information to the higher officers).
- Administrative of panchayat Secretary's constraints. Registers, collect, -taxes, organize sapoch meeting, protect panchayat lands, maintain Birth & Death Reg.
- Community welfare Develop's Activity. Pension payments, prepares list of BPL, Conducts literary camps, implements schemes, Assists Calcutta Dept. enroll.
- CO-Ordinator: mobilize participating Community leaders, discussions, facilitate ward Sabhas and gram Sabhas, submissions of P & R plans to MPO.
- The VRO and panchayat Secretary are ready to Any harassment in land properties intimate above the officers.

# ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date | Brief description of the daily activity                                                          | Learning Outcome                                                      | Person In-Charge Signature |
|------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------|
| Day - 1    | about to the duties and responsibilities of ward volunteer                                       | am knowing the kind of information                                    | K. Ramu                    |
| Day - 2    | the volunteer was informed about scheme with awareness                                           | the explained to the members about schemes. Gained about information. | K. Ramu                    |
| Day - 3    | require skills and eligibility of ward volunteers                                                | I learned the volunteer for kind of information                       | K. Ramu                    |
| Day - 4    | the volunteer's monthly one time supply to people with passion.                                  | I learned about information of members                                | K. Ramu                    |
| Day - 5    | what are the duties and responsibilities of a line man in secretariat                            | I gain about information of line man                                  | K. Ramu                    |
| Day - 6    | Requirements and skills of line men in secretariat<br>how to maintain it<br>surrounding 50 hours | I gain how satisfied or people<br>I gain how satisfied or people      | K. Ramu                    |
|            | He is explain what is secretariat                                                                | am knowing about Sachin Velayam                                       | K. Ramu                    |
|            | which type of secretary duties                                                                   | Learned duties of secretary                                           | K. Ramu                    |

## WEEKLY REPORT

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

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 schedule ④ organizing documents and files

⑤ supervising staff and new employees.

Duties and responsibilities of volunteer

① On independence day 2019, Andhra Pradesh launched the village volunteer system. ② the village volunteer system

aims to bring govt service to people's doorsteps. In October, 2019, the 150th anniversary of Mahatma Gandhi's birthday.

③. He would be first to identify the beneficiary team about their difficulties, and then outline the govt scheme available to them.

Duties and Responsibilities of Linemen

A Linemen has many responsibilities, such as working with heavy equipment to read power line, and using various tools to repair or replace power lines.

⇒ the secretarial role is to facilitate the govt. conduct, management and controls of the university co-ordinating the exchange of information people.

→ Po

# ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity                       | Learning Outcome                                    | Person In-Charge Signature |
|------------|---------------------------------------------------------------|-----------------------------------------------------|----------------------------|
| Day - 1    | VRO told about the Certificate the issue                      | Certificate issued by VRO are known                 | <u>L. Sy</u> VRO           |
| Day - 2    | VRO is said that government allow with provide protection     | Certificate issued and who to protect got learned   | <u>L. Sy</u>               |
| Day - 3    | VRO said about water tax collection                           | It is known who collect the taxes                   | <u>L. Sy</u>               |
| Day - 4    | VRO is explain how to maintaining the village revenue records | I knowledgeable it certain thing to village records | <u>L. Sy</u>               |
| Day - 5    | holiday of secretarial because of govt order                  | -                                                   | -                          |
| Day - 6    | second Saturday holiday                                       | -                                                   | -                          |

## WEEKLY REPORT

WEEK - 1<sup>st</sup> (From Dt. .... to Dt. ....)

Objective of the Activity Done:

Detailed Report:

(i) Maintenance of village revenue records and all village revenue Accounts and accountably.

(ii) Collection of land revenue Cesses - taxes.

• protection of public lands public taxes. Effective measure will be taken for the protection of Assembly.

The village revenue Officers shall be issue and delivery Certificate in respective daily following the proceed for Certificate Certificate be issued by the revenue department and submit it to the Competent authority.

All was a great job in secretariat because his response to his surrounding village lands and taxes.

## ACTIVITY LOG FOR THE FIRST 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                                 | N. K. K.                   |
| Day - 2    | explained about medical termination of pregnancy           | I know which hospital to visit treatment of pregnant women | N. K. K.                   |
| Day - 3    | explaining about general instruction                       | I learned the general instruction                          | N. K. K.                   |
| Day - 4    | the madam explain some social services                     | I knowing how many type of social services                 | N. K. K.                   |
| Day - 5    | The NP madam was talked about the child marriage daily act | learned about child marriage and daily act                 | N. K. K.                   |
| Day - 6    | Mahila police explain the about domestic violence act.     | learned about domestic violence act.                       | N. K. K.                   |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

General Instructions of ANM

It should work under the administrative Command. the medical officer pnc and guidance of the female health supervisor.

It should be in uniform with identity card and social awareness programmes :- AIDS, HIV, healthy - foods, diabetes, heart attack, CPR, medical first aid.

Medical termination of pregnancy :- Identify women in need of Medical termination of pregnancy and refer them to the nearest health facility for Comprehensive Abortion Care.

Dowry prohibition act :- The Dowry prohibition act is an important law in India as it seeks to prevent the exploitation of women and their families, the practice of dowry.

Domestic violence :- The domestic violence act is a legal practice seeks to protect individual who are victims of domestic violence.

## 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 Atrk was introduced to our total staff members.    | I know about which of member stand is secretariat | WEA<br>②                   |
| Day - 4    | the WEA was explaining about what is secretariat               | I understand what is secretariat                  | ②                          |
| Day - 5    | the use to the people about class his explained of secretariat | I learned about use of secretariat                | ②                          |
| Day - 6    | second Saturday so holiday.                                    | -                                                 | -                          |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The maximum staff at Secretariat:-

- |                           |                         |
|---------------------------|-------------------------|
| ① Village Secretariat     | ⑥ Engineering Assistant |
| ② Village Revenue Officer | ⑦ ANM                   |
| ③ Mahila police           | ⑧ Surveyor of village   |
| ④ Digital AIT             | ⑨ Agriculture AIT       |
| ⑤ Welfare AIT             | ⑩ volunteers            |

What is Secretariat:-

The secretariat assistant is decision making in Govt by ensuring inter-ministerial co-ordination ironing out difference among ministry/ Department and through the instrumentality of the standing Committee of secretariat.

\* Grama Sachivalayam also known as village Secretariat are secretariats set up in the India. Andhra Pradesh to decentralize the administration by making service and welfare services of our government departments available at one place.

## 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 inside and outside of their organization. They may be responsible for answering phone calls, responding to emails, and greeting visitors. Good communication skills give a great deal of 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 offices take a clarity of job roles and explain under the officer their may responsibilities.

→ It can seen they duties, and teamwork, relationship mutual support and socialization.

→ So overall, a secretary plays a critical role in ensuring that an organization runs smoothly and efficiently. They need to be highly organized, detail and able to work well under pressure. Good communication and interpersonal skills are also essential to 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 with a given set of experience.

Here are some example of technical skills in various fields:-

- ① application programme → Digital Assistant
- ② field verification → welfare Assistant
- ③ their party verification → Administrative staff work.
- ④ prefind - Applied → VRO
- ⑤ find - Applied → Mplad MRO

and basic technical equipment in secretariat:-

1. Diomatic Division.
  2. Android Smart phone.
  3. IRTT Scanner.
  4. Face Verification app.
  5. Time-management and multi-tasking
  6. Computer and technical skills
- So can learning same technical at secretariat.

**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 ~~now~~ ~~some~~ managerial skills are use ~~future~~ future.

1. Leadership skills: manager need to inspire and motivate their team to achieve and their goal. they team to achieve successfully complete anything.

2. Decision-making skills:

manager must make informed decisions quickly and effectively. they should be able to analyze data, 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.

there are also a few example of the skills that managers and higher officers. professional career, 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  
Expt of the higher officer, doing and working  
explained the 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 also about listening. listening should be  
paying attention, asking questions, and providing feedback.

② the listener able to speak clearly and confidently  
are appropriate body language choose your words  
carefully, be aware of your audience.

there are communication could learn in secretarial

③ I am doing the field work purpose, after we are  
collect data, due to 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  
have no own suggestions.

① Respect for others: it is key to successful team members  
with respect regardless of their position or background.

② Be prepared: Before joining group discussion or team  
activities, it is important to come prepared.

③ Communication skills: good communication skills are crucial  
for effective team participation. clearly speak but not  
monotonously and talking, the listener can't observe speaker and  
or 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 seen by future planning a job safe with technological instruments in secretariat following on below.

- ① Computer system.
- ② internet connectivity
- ③ telephone; multiplane phone system, single line phone system
- ④ internet phone system.
- ⑤ photo copier, copying, binding, multiple pocket copying
- ⑥ Schemes, (IRS, Scanner,)
- ⑦ printer,
- ⑧ bio-metric system.
- ⑨ free Authority programme

I will seeing in my future job role above instruments.

I am full focus on Digital technologies and relevant instruments.

## Student Self Evaluation of the Short-Term Internship

|                                                                                            |                                        |
|--------------------------------------------------------------------------------------------|----------------------------------------|
| Student Name: <u>Gandhi - Rambabu</u>                                                      | Registration No: <u>202200107</u> 2019 |
| Term of Internship: From: <u>12-12-2022</u> To: <u>07-07-2023</u>                          |                                        |
| Date of Evaluation: <u>10-03-2023</u>                                                      |                                        |
| Organization Name & Address: <u>Grama Sakhi Velayam</u><br><u>Kondagudam, Vizianagaram</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:

G. Rambabu  
Signature of the Student

# Evaluation by the Supervisor of the Intern Organization

|                                                                                                             |                                       |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Student Name: <u>Gandhiji. Rambabu</u>                                                                      | Registration No: <u>2022001032015</u> |
| Term of Internship: From: <u>12-11-2022</u> To: <u>07-03-2023</u>                                           |                                       |
| Date of Evaluation: <u>10-03-2023</u>                                                                       |                                       |
| Organization Name & Address: <u>Cyana <del>Public</del> Sachivdan,</u><br><u>Kendagudam, Vr.2ran agaram</u> |                                       |
| Name & Address of the Supervisor with Mobile Number<br><u>P. Monika</u><br><u>ph No - 9703885256</u>        |                                       |

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:

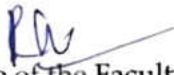
P. Monika  
Signature of the Supervisor

## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Gandret: Rambabu  
Programme of Study: Kondagudam - Sachivalayam  
Year of Study: 2021 - 2023  
Group: BSc (MP)  
Register No/H.T. No: 2022001052015  
Name of the College: Govt Degree College (MEN) SICLM  
University: Pt. Ambedkar

| Sl.No | Evaluation Criterion  | Maximum Marks | Marks Awarded |
|-------|-----------------------|---------------|---------------|
| 1.    | Activity Log          | 10            | 09            |
| 2.    | Internship Evaluation | 30            | 25            |
| 3.    | Oral Presentation     | 10            | 06            |
|       | GRAND TOTAL           | 50            | 40            |

Date:

  
Signature of the Faculty Guide

## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: ~~70~~ Gondreti, Rambabu

Programme of Study: ~~Sec~~ Secretariat

Year of Study: 2021 to 2023

Group: BSC (MPI)

Register No/H.T. No: 2022001012015

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            | 71            |
| 2.                                  | For the grading giving by the Supervisor of the Intern Organization | 20            | 18            |
| 3.                                  | Viva-Voce                                                           | 50            | 42            |
|                                     | TOTAL                                                               | 150           |               |
| GRAND TOTAL (EXT. 50 M + INT. 100M) |                                                                     | 200           |               |

Signature of the Faculty Guide



Signature of the Internal Expert



Signature of the External Expert



Signature of the Principal with Seal



**ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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