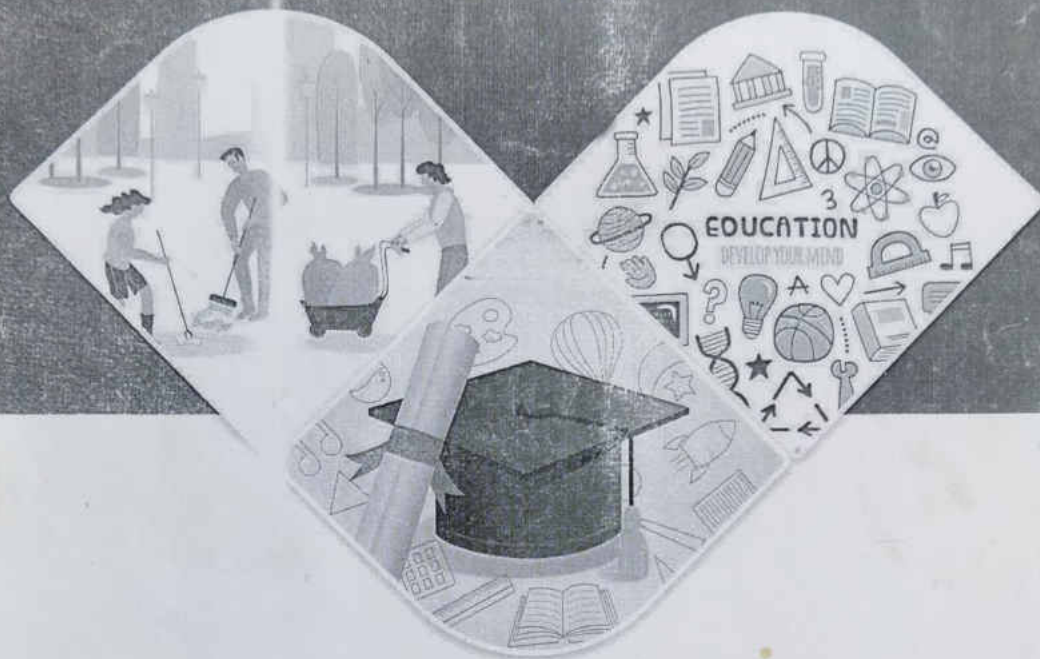


Program Book



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: Guruvelli. Santhosh

Name of the College: Government Degree College - MEN

Registration Number: 2022001052019

Period of Internship:

From: 12/12/2022 To: 7/3/2023

Name & Address of the Intern Organization

Mahasahebpetta
grama Sachivalayam

B. V. Ambedkar University

YEAR

An Internship Report on

GRAMA / WARD SACHIVALAYAM

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

GOVT DEGREE COLLEGE (MEN) SRIPERAKULAM

(Name of the College)

Submitted by:

GURUVELLU SANTHOSH

(Name of the Student)

Reg.No: 2022001052019.

Department of _____

(Name of the College)

Student's Declaration

I, GURUVELLI SANTHOSH a student of 4 MONTHS INTERNSHIP
Program, Reg. No. 2022001053019 of the Department of B-8C (M.P.C)
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 02-03-2023 in MASABEPPETA SECRETARIATE (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
CHEMISTRY, GOVT DEGREE COLLEGE
(Name of the College)

G. Santhosh
(Signature and Date) 02/03/2023

Official Certification

This is to certify that GURUVELLI SANTHOSH (Name of the student) Reg. No. 2022001052019 has completed his/her Internship in MAHASABPETA SECRETERATE (Name of the Intern Organization) on WARD SACHEVALAYAM (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BAC (M.P.C) in the Department of GOVT DEGREE COLLEGE (MEN) ^{SKLM} (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
Panchayati Secretary
MAHASABPETA
Kotabommali (Mandal)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

GURUVELUR SANTHOSH

This is to certify that MAHASABPETA GRAMA SACHIVALAYAM (Name of the intern)

Reg. No 2022001052019 of GDC MEN SREERAKULAM (Name of the College) underwent internship in MAHASABPETA SACHIVALAYAM (Name of the Intern Organization) from 12/02/2022 to 07/03/2023

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

P. Jothi

Authorized Signatory with Date and Seal
Panchayati Secretary
MAHASABPETA
Kotabommali (Mandal)

CHAPTER 1: EXECUTIVE SUMMARY

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

Learning objective:-

- * TO gain An understanding of the functioning And structure of the Grama Sachivalayam organization.
- * TO develop skills-in Administration And clerical tasks Related to the day to day operations of the organisation.
- * TO learn about the various government schemes and programmes Implemented by the Grama Sachivalayam for the benefit of Rural population.
- * TO improve communication And interpersonal skill through interaction with villagers And other stakeholders.
- * TO acquire knowledge of the legal And Regulatory frame work 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.

*Introduction of the organization:-

Grama Sachivalayam is a government initiative in the Indian state of Andhra Pradesh aimed at decentralization 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 2009 by the Andhra Pradesh government under the leadership of chief ministers Y.S. Jagan Mohan Reddy. The primary objective of the initiative is to provide efficient and transparent governance to Rural communities by establishing a system of village secretariats in every village of the state.

under the Grama Ward Sachivalayam system each village secretariat is staffed with a village secretariat

is staffed with a village secretariate and several other officials who are responsible for delivering a range of government services. These include everything from issuing certificates and licenses to providing information on 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 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 organisation through various measures like social audits, grievance redressal mechanisms, and feed back mechanisms.
- * facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner
- * overall the Grama ward 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 structure:-

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

The following are the various Administrative posts that are present in the Grama Sachivalayam.

- * Mahila
- * Village Secretariat
- * Village Revenue Officer
- * Mahila Arogya and Women Child Welfare Assistant
- * Digital Assistant
- * Engineering Assistant
- * Welfare and Education Assistant
- * Agriculture Assistant
- * ANM
- * Surveyor
- *

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

E. Roles and Responsibilities of the employee in Grama Sachivalayam:-

The Grama Sachivalayam is headed by a Village Secretariat 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 collections 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 those areas.

G. future plans of the Grama Sachivalayam:-

Looking to the future, the Grama Sachivalayam organization may focus on implementing more sustainable practices and technologies to address the growing environmental concerns in Rural areas they may also prioritize

- creating more job opportunities for the youth, promoting entrepreneurship and improving access to digital technology.

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

CHAPTER 3: INTERNSHIP PART

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

- * Panchayati Raj Act 1993 says that local government in every village of the growth & development in a retrievable manner.
- * Chief minister of Andhra Pradesh state YSR Jagan Mohan Reddy sir was started these secretariat at Vijayawada the statement was made on October 2/2019. The 150th anniversary of Mahatma Gandhi's birth days.
- * Function of Grama and Sachivalayam it has mainly 11 types of the officer in secretariat the village volunteers system aims to bring govt services to people's doorsteps.
- * Generally using of technological skills and statement mainly use just like bio-metres, computer system.
- * The internship part and these kind of skills are very important listening and speaking, confidence, leadership, qualities, festival and time management.
- * Objective of ward Sachivalayam provide services and control local schemes
- * Outcomes of ward Sachivalayam to
 - * early solution to all problem.
 - * All services of to no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	HOLIDAY	-	-
Day - 2	HOLIDAY	-	-
Day - 3	The welfare Asst was introduced to our total staff members.	Planning about which of member stand on secretariat	R. J.
Day - 4	the WEA was explain under stand about what is secretariat	what is secretariat	R. J.
Day - 5	The use to the people about class his explained of secretariat	I learned about uses of secretariat.	R. J.
Day - 6	Second Saturday, 280 HOLIDAY	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: THE MAXIMUM STAFF AT SECRETARIAT:-

- | | |
|---------------------------|----------------------------|
| * Village secretary | * vi engineering Assistant |
| * village Revenue officer | * ANM |
| * Mahila police | * surveyor of village |
| * Digital Asst | * Agriculture Asstunt |
| * welfare Asst | * volunteers. |

what is secretariat :- The secretariat assists in decision making in Govt by ensuring inter ministerial coordination, resolving out differences, amongst ministries / department and evoking consensus through the instrumentality of the standing committees of secretaries.

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

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	-the WEA officer explained the organizational structure of the secretariat	learned about the organizational structure of the secretariat	✓
Day -2	explained the future plans of the grama secretariat	we know the future plans of the secretariat	✓
Day -3	About old age pension, widows pension has been fully explained.	we learned the required document and eligibility for this type of pension.	✓
Day -4	fully explained about disable pension and single women pension	we learned the required documents and eligibility for this type of pensions	✓
Day -5	explained about traffic police pension . women pension.	we learned the required document and eligibility for this type of pension's	✓
Day -6	explained about today's pensioners and fisherman pensions	we learned the required documents and eligibility for this type of pensions	✓

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The organizational structure and future plans of the village secretariat were discussed in details this week also told about YSR pension karnika have many types, Required documents and eligibility criteria

eligibility and Required documents for old age pension widows pension, disable pension single women pension traditional cobbler pension weaver pension toddy toppers pension and fisherman pension are given at the end.

The YSR pension scheme is designed to provide a safety net for vulnerable sections of society and enable them to meet their basic needs and improve their quality of life.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The mahila police officer Sachinabagam she is enunciate her duties	I am full focus and learned out some information.	R. D.
Day - 2	the mahila police officer taught sexual harassment in society	how to handle and how to filed these type of harassments	R. D.
Day - 3	the mahila police officer total enunciate angamudi services	what are the corruption in angamudi services	R. D.
Day - 4	the mahila police officer total about some important section and helpline no.	secretariat one of the local govt that particularly use and	R. D.
Day - 5	the v. hour explained local govt. and main aim	secretariat one of the criminal case issue how to inform	R. D.
Day - 6	our v. total today we are going to field work your houses	which numbers are eligible and not eligible for govt schemes	R. D.

WEEKLY REPORT

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

Objective of the Activity Done:

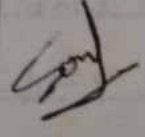
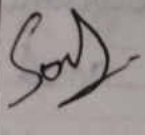
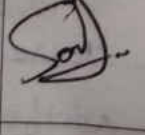
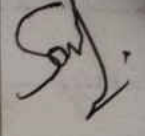
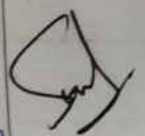
Detailed Report:

The village secretariat was first launched on 2 October 2019 on the eve of Gandhi Jayanti in ap of our y.s. Jagan Mohan Reddy sir.

The duties of woman police officer:-

- * Immediate Reporting officer station house officer
- * Working in co-ordination with dept homes, child welfare, excise departments & municipal.
- * functions law & order, atrocities against women and women reactions, and awareness programmes
- * Monitor ensure Anganwadi center be opened on time on all working days.
- * respect and Respect Anganwadi Teacher's were without care and protection for pregnancy women
- * our s.s. Maheshwari beta secretariat so many young age student not Registerate with certificate.

ACTIVITY LOG FOR THE MONTH

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	the welfare Aet is explaining about his responsibilities and duties	can learned his great and responsibilities at secretariat.	
Day -2	the WEA is said by the Govt conducting to important schemes	have written in my class notes	
Day -3	we are help to out secretariat some important duties like, election, work.	we can do independently there works	
Day -4	the secretariate staff as like WEA, VRO, WPA telling about future plans.	we have learned how to maintain and set of future life	
Day -5	the village revenue officer explained about the tenancy issue such as issue like	the society in the people how to deal with VRO	
Day -6	the VRO. Madam was explaining take charge of abandoned properties	a can learned how and protect throughout properties	

WEEKLY REPORT

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

Objective of the Activity Done: General instruction:-

Detailed Report: Duties of Welfare Assistant:-

- * generating awareness among the public in the village secretariate jurisdiction about the schemes meant for the weaker section of the society.
- * ensuring that all eligible students of weaker sections of the village get the scholarship and collages till they complete at least intermediate or equivalent course.
- * providing feedback to higher authority on to finally of implementation of said scheme
- * supervising over the work of all village volunteers working under the village secretariat as far as their welfare duties are concerned.
- * v. no. medam providing information regarding fire accidents floods cyclone and the accidents calamities to the higher officers
- * future planning is important for all families. Thinking about the future can be challenging and emotional.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The ANM madam was explain about general instructions	I can learned the general duties of ANM	<i>[Signature]</i>
Day - 2	The madam was telling about maternal and child health	can learned the ANM madam has given preaction	<i>[Signature]</i>
Day - 3	ANM madam explain about social services with awareness programmes	can learned some social services and its physical therapy	<i>[Signature]</i>
Day - 4	she is teaching about health education in secretariat	how to protect our body health fully	<i>[Signature]</i>
Day - 5	Today is class about nutrition.	how many types of food habits can takes.	<i>[Signature]</i>
Day - 6	the today of the class about commonable is ease	I can learned some types of disease chicken pox	<i>[Signature]</i>

WEEKLY REPORT

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

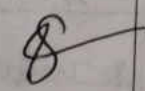
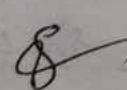
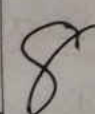
Objective of the Activity Done:

General instructions:-

Detailed Report:

- * she should work under the administration central of medical officer and guidance of the female health supervisor
- * she would stay at her official headquarters and available for all maternity care services.
- * should be prepare map planning of her allocated area and population of people data was collected.
- * All the ANMs was to discharge all the duties as assigned by the PHC medical officer
- * under maternal and child health register pregnant women with 12 weeks officer baby health she is full health course starting ending position two heart full precaution the ANMs given the pregnancy woman.
- * Social awareness programme:- cancer, diabetes, HIV AIDS, heart attacks with CRP's, healthy food.
- * communicable disease:- chicken pox, measles, diphtheria, SARS, pertussis; whooping cough

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Pongal Holiday (KANUMA)		
Day - 2	explained about jaganna midhya kanuka	learned due to this schemes students are going	
Day - 3	He said about the YSR cherytha scheme	learned that women are continuing their own business because of this	
Day - 4	He said about the YSR Nahanu mitra scheme	learned this scheme is known to services financial assistance to ladies	
Day - 5	We went to the school and checked the food	I came to know that nutritious food is being served in the school.	
Day - 6	We went to the school and checked the cleaning nees of the classrooms and toilets.	It is known that the school is kept clean every day	

WEEKLY REPORT

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

Objective of the Activity Done: Jagananna Vidya Deevena:- scheme

Detailed Report: 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, notebooks, text books, shoes and uniforms.

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

JSR Vahanamitra:- provide financial assistance to self employed drivers of auto-rickshaws, taxis and motorbikes under this scheme, eligible beneficiaries receive an annual financial assistance of Rs 10,000/-

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

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	explained about the Reimbursement scheme	the purpose of this scheme is known	R D
Day - 2	explained about Y&B vidya deevana scheme	it is known who is benefiting from this scheme.	R D
Day - 3	explained about Y&R vasathi deevana scheme	it is known who is benefiting from this scheme	R D
Day - 4	Republic Day	-	R D
Day - 5	explained about manabadi, nadu-nadu scheme	the purpose of this scheme is known	R D
Day - 6	He said that the works of nadu-nadu scheme should be examined	we observed the nadu-nadu works	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. M.B.A, M.C.A, etc.

Y.S.R Vidya Deenana :- it provides financial assistance to eligible students from economically weaker sections cover this hostel and mess expense. higher education and private colleges.

Y.S.R Vasathi Deenana :- it provides financial assist to eligible students from economically, weaker sections to cover this hostel and mess expense cheering their high education

Nadu - Nadu :- the scheme focuses on improving the basic Amenities including class rooms, furniture, toilets, drinking water and other infrastructure in government schools.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The WEA officer is explained about Y-SR Navarathalu	we know uses of this kind of schemes	P. Sathir
Day -2	explained about Ammadi scheme	the purpose of this scheme has benefited the farmers	P. Sathir
Day -3	explained about Pythu tharosa scheme	I know how much this schemes has benefited the farmers	P. Sathir
Day -4	explained about ari-gyani scheme	I came to know that this scheme provides free medical treatment	P. Sathir
Day -5	explained about tilowing for all of pythu tharosa scheme	the purpose of this scheme is known	P. Sathir
Day -6	explained about Jolayagaram scheme	I learned that there will be no shortage of water due to this scheme	P. Sathir

WEEKLY REPORT

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

Objective of the Activity Done: YSR Nava Rathalu is a welfare

Detailed Report: scheme. the scheme comprises nine different welfare programs or schemes each aimed at improving the living condition of the AP. Amma Badi:- under this scheme financial aid is provided to the mother or guardians of school going children to support their education the amount of aid is Rs 15000/- per annum.

Pythu Bhara:- this scheme provides financial aid to farmers in the state. the amount of aid is Rs 13,500 per annum.

Arogyashri:- this scheme provides free health care services to the people of AP. the scheme covers the cost of medical treatments and surgeries of a lot of wide range of endless and disease.

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

Talasaigram:- under this scheme the AP unit will go to improve the irrigation projects and complete the plans which are yet in programs.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	fully explained about Daffu artist pensional Anti - Retrenal these pension (PLHU) (HEV)	we learned the Required documents and eligible for this type of pensions	R
Day - 2	explains about transgender pension scheme kidney Disease of unknown etiology pension	learned the required documents and eligiblets for this type of pensions	R
Day - 3	Today explain about YSR kalyanamasthu YSR shaadi thota	the purpose of this scheme is know	R
Day - 4	explain about mandatory validation documents for registration of YSR kalyanamasthu.	learned the required documents for this type of scheme.	R
Day - 5	explain about mandatory validation documents for registration of YSR kalyanamasthu	we know who is eligible for this scheme	R
Day - 6	Have to tell people about the YSR kalyana masthu scheme	we learned good presentation skills	R

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Eligibility and Required documents for
paper artist pension and Astrological therapy (Art)
(chi) pension, transgender pension and chronic kidney
disease of unknown etiology pension are given at the end.

* Y&R Kalyanamasthu / Y&R Shadi Shafa :-

The objective of the scheme is to provide financial
assistance to poor family belonging to SC/ST/SC/
minorities differently abled / persons in condition
their daughter 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 both class
pass certificates

* 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	explaining about the responsibilities of digital Assistant	I can now know about digital Assistant duties	
Day - 2	the general Application forms of caste certificate	learned of important and required documents	
Day - 3	the digital Asst explained about saganna bhukhale scheme	I can now know about saganna bhukhale scheme	
Day - 4	we are going to field work for forming section.	after we went to the field work we learned that we have	
Day - 5	He is how to respect of Beneficee come to secretariat	I can learn how to respect talking with Beneficee	
Day - 6	-> shikha Patni <-	-	-

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

Objective of the Activity Done:

Detailed Report:

Digital Assistant duties :-

- * delivery of service/documents benefits to the beneficiaries @ awareness and providing to the govt schemes like Namahatals @ the estimated as well as application processes to citizens
- * digital services to the public effectively that are mandated by the local govt like birth & death; properties valuation tax demand etc
- * Digital Assistant said this system shall be for ensuring delivery of service on the principle of "first come first serve" without any third-party agency ship.
- * Required documents to apply from caste certificate
- * Application form @ caste certificate issued to the man family member & * SSC marks memo / DOB extract / transfer certificate * + 10 study certificate (or) DOB issued by the (wp) MA * ration card / EPIC card / Aadhaar card => ~~xxxxxx~~ mahasahelpeta secretariate in holding stations as Jagannanna scheme
- * so many citizens not applicable for work Del in mahasahelpeta secretariate

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 learning his duties as secretariat	P. Sahni
Day - 2	the VRO sir explained about panchayat secretariat administrative	I am knowing his administrative work.	P. Sahni
Day - 3	The VRO sir explained about panchayat secretariat with community work	I am knowing his co-ordinator duties	P. Sahni
Day - 4	How to save and protect outgout properties	I am learned with somegout properties	P. Sahni
Day - 5	How to save and protect outgout properties	I am learned with somegout properties	P. Sahni
Day - 6	Any land issue to harassment for other's	I am learned how solved of people problems	P. Sahni

WEEKLY REPORT

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

Objective of the Activity Done:

Village Revenue Officer (V.R.O.) :-

Detailed Report:

Duties :- maintenance of village Revenue Record and all village Revenue Accounts.

* collection of land Revenue, issue, tickets and stops sorm proceeding to Revenue department.

* mark of corns (100%) inclusion of inspection of survey stones * provide intimation regarding fire accidents (loads) cyclone and other accidents committees to the higher officers.

* Administrative of Panchayathi Secretary :- maintain Registers collect, taxes, organize, sarpanch meeting protect Panchayat lands. maintain Birth

* Community Welfare develop :- Assist pension payments prepares, list of RPL conduct literacy classes implements schemes Assist education dept, entral

* Co-ordinator :- Mobilize participation community forest discussions, facilitate ward sabhas and gram sabha's submission of DRP plan to MPDn.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What is the duties and responsibilities of ward volunteers	I am knowing the kind of information	Sol
Day - 2	the volunteer was introduced to scheme with awareness	he explained to the navaatnalu schemes learned about information	Sol
Day - 3	Require skills and eligibilities of ward volunteers	I learned the volunteer for kind full information	Sol
Day - 4	the volunteer completely one time supply to people with pension.	I learned about which type of pensions are available	Sol
Day - 5	what are the duties and responsibilities of a line man in secretariat	I gain about information of line man.	Sol
Day - 6	Requirements and skills of line man in secretariat	I gain about information of line man.	Sol

WEEKLY REPORT

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

Objective of the Activity Done:-

Secretariat duties and Responsibilities:-

Detailed Report:

- * Answering and directing phone calls
- * organizing and distributing messages maintaining company schedules
- * organizing documents and files
- * Supervising staff and new employees.

Duties and Responsibilities of volunteers:-

- * on independence day 2019 Anshu Pradesh launched the village volunteer system * the village volunteers system aim to bring govt services to people's doorsteps on October-2, 2019 the 150th anniversary of Mahatma Gandhi's birthday * the would be first to identify the beneficiaries learn about their difficulties and then outline the govt scheme available to them.

Duties and Responsibilities of line man:-

- * A line man has many Responsibilities, such as walking with heavy equipment to reach power line and using various tools to repair

Required Skills of volunteers:- * minute-talking experience * be factuality * good communication and enter personal skills.

CHAPTER 5: OUTCOMES DESCRIPTION

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

people interaction:- A secretary is often responsible for interacting with people both inside and outside of their organizations they may be responsible for answering phone calls, responding to emails and greeting visitors so good communication skills gives a greater success.

* facility available and maintenance:- A secretary may be responsible for ensuring office facilities such as office equipment supplies and meeting rooms.

* the secretariat in high officers take a clarity of job roles and explain under the officer their many responsibilities & can seen their duties and team work relationship mutual support and socialization.

* so overall a secretary plays a critical role in engineering that an organization runs smoothly and efficiently they need to be highly organized detail-oriented and able to work well under pressure. good communication and other personal skills are 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 equipments and are essential for performing tasks and achieving goals within a given area of expertise.

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

- * application programme → digital Assistant
- * field verification → welfare Assistant
- * third party verification → Administrative office work.
- * prefinal applied → VAO
- * final applied → SMDO/MRO.

and basic technical equipment in secretariat

- * Biometric division
 - * Android smart phones
 - * ERTS scanners
 - * face verification APP
 - * time-management and multi tasking
 - * computers and technical skills
- so can learning same technical of 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 about some managerial skills are useful for future.

- * Leadership skills:- manager need to inspire and motivate their teams to achieve and their goal they learn to achieve success fully complete anything
- * Decision making skills:- managers must make informed decisions quickly and efficiently they should be able to analyze 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
- * Goal setting:- we are learning about any together target (or) goal much as to do first observe for thing and set the frame to confidently do that particular action
- * Interpersonal skills:- managers and any person should be able to relation and confidently talking. so when over we can again assimilated interpersonal skills these are just a few example of the skills that managers and higher officers is professional carries the specific skills as regular for any where.

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

We could be improve our communication skills with front of the higher officer doing and coming explained for so many topics that time we are learned such a beautiful communication those are

* Listen actively :- effective communication is not just about speaking but also about listening listening should be paying attention asking questions and providing feedback.

* the listener able to speak clearly and confidently use appropriate body language choose your words carefully be aware of your audience those are communication could learn in secretariat

* I am going to field work purpose after we are collect data due the time leave about people every of talking how will be responded that place improve our written communication, conversational abilities, confidence levels etc

Consider how could you build a team that is going to give the best performance
in terms of productivity and team member satisfaction - simultaneously

to achieve your objectives are group characteristics such as:
as a team member, looking a team of individuals that are team
members

* Task - to share ways to succeed team members with proper
regardless of their position in the team.

* Self - before joining group determine if team member
is important to team purpose.

* communication skills - good communication skills also ensure
an effective team participation. Clearly, speak and say
the words and listening the others. Don't interrupt others
when they are speaking.

* Any team member (or team leader) should be able to
time effectively and time management must be made
at any time.

* Under the table - if you are leading a team (or
individual) strong under the table and leadership
has included being able to

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.

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

* Be prepared:- Before joining group discussions or team activities it's important to come prepared.

* Communication skills:- good communications skills are crucial for effective team participation clearly speak but any mis words are talking the listener can't observe speaker view of talking.

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

* Leadership skills:- If you are leading a team (or) activities strong leadership skills are essential this includes being able to

Student Self Evaluation of the Short-Term Internship

Student Name: GURUVELL SANTHOSH Registration No: 2022001052019
 Term of Internship: From: 12-12-2023 To: 07-03-2023
 Date of Evaluation:
 Organization Name & Address: MASAREPETA GRAMA/CARD SAKREVALAYAM

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:

Signature of the Student
G. Santhosh

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

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

- * computer system
- * internet connectivity
- * telephone : multi-phone, phone system, single line phone system
- * internet phone system
- * photo copies, copying, binding, multiple pocket copying.
- * printers
- * Bio-metric division
- * face authority programme

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

Evaluation by the Supervisor of the Intern Organization

Student Name: GURUNELI SANTHOSH	Registration No: 2022001052019
Term of Internship: From: 12/12/2023	To: 07/03/2023
Date of Evaluation:	
Organization Name & Address: MASAHEBPETA GRAMA / WARD SACHIVALAYAM	
Name & Address of the Supervisor with Mobile Number	

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


Signature of the Supervisor

Date:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: GURUVELU SANTHOSH

Programme of Study: MAHASHEBPETA GRAMA WARD SACHAVALAYAM

Year of Study: 2021-2023

Group: MPC

Register No/H.T. No: 2022001052019

Name of the College: G.D.C. MEN SAKKAKULAM

University: DR.B.R. AMBEDKAR UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	09
2.	Internship Evaluation	30	26
3.	Oral Presentation	10	08
	GRAND TOTAL	50	43

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: GURUVELLUR SANT HOSH

Programme of Study:

Year of Study: 2022-2023

Group: MPC

Register No/H.T. No: 202200105 2019

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN) SRIRAKULAM

University: DR. B.A. AMBEDKAR UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Mark	Marks Awarded
1.	Internship Evaluation	80	79
2.	For the grading giving by the Supervisor of the Intern Organization	20	19
3.	Viva-Voce	50	43
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

RSU

Signature of the Internal Expert

P. Suba

Signature of the External Expert

A. Parvath
19/07/23

Signature of the Principal with Seal