

# 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

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

## **An Internship Report on**

GRAM/ward Secretariat

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

BSC (MPL)

Under the Faculty Guideship of

R. Chandra Sekhar

(Name of the Faculty Guide)

Department of

Govt Degree Collage (MEN) SKLM

(Name of the College)

Submitted by:

JADA . NANI

(Name of the Student)

Reg.No: 2022001052020

Department of Govt Degree Collage (MEN) SKLM

(Name of the College)

## Instructions to Students

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

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

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up *in your own* handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.



## Student's Declaration

I, Jayla Nani a student of 4<sup>th</sup> sem internship  
Program, Reg. No. 2012001072023 of the Department of BSc (HPC)  
College do hereby declare that I have completed the mandatory internship  
from 12-12-2022 to 02-01-2023 in Chaporam - 2 secretariat (Name of  
the intern organization) under the Faculty Guideship of  
R. Chandrasekhar (Name of the Faculty Guide), Department of  
Chemistry, govt Degree college (MEN) DCLM  
(Name of the College)

J. Nani

(Signature and Date)

## Official Certification

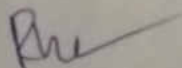
This is to certify that Jada. P Nani (Name of the student) Reg. No. 2011001071020 has completed his/her Internship in Chapuram - 2 Secretariat (Name of the Intern Organization) on Word Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc. (HPC) in the Department of Govt Degree College (new) (Name of the College).

This is accepted for evaluation.

K. Samudra  
(Signatory with Date and Seal)

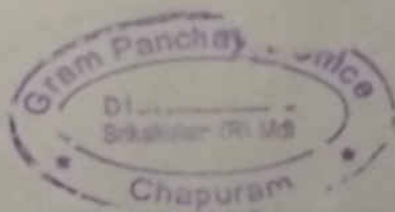
Endorsements

Faculty Guide



Head of the Department

Principal

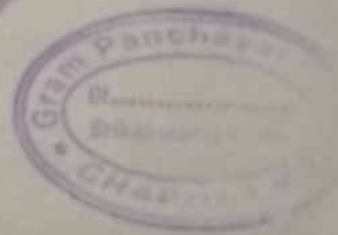


## Certificate from Intern Organization

This is to certify that J. Nani (Name of the intern)  
Reg. No. 2022001052020 of Govt Degree College <sup>Sri Kalyan</sup> (Name of the  
College) underwent internship in Chapuram-2 Sachinwajan (Name of the  
Intern Organization) from 12/12/2022 to 18/03/2023

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

A. V. Senthil  
Authorized Signatory with Date and Seal



## Acknowledgements

First I would like to thank Sachivalayam team for giving me the opportunity to do on for giving within the organization.

The success and orderful of this contership project requires a lot of guidance and condorment for many people in the eduskills organization.

I also would like all the people that along within me and Sachivalayam with their and openess they created an enjoyed working environment.

I am highly indibled to director and principle the facilities provided to accomplished this Intership.

The Internship oppoortunity I had with Sachivalayam was a great chance for learning.

I perceive as this opportunity as a big milestone in my career development all the Secretariat staff are friendly with me and also their teaching.

everything like Schemes Agriculture classes are very good and simple way of teaching skills.

I express my sincere are very good impact of me they should be very impossible and very duty mind on all the Internship students.

for permitting staff members (or) weakness giving variable evidence to complete the project successfully.

my Sachivalayam staff me to do the project work to successfully

I am extremely grateful to my Sachivalayam (or) staff members and friends who helped me in successful completion of this Internship.

## Contents

1. CHAPTER 1 : Executive Summary.
2. CHAPTER 2 : Overview of the Organization.
3. CHAPTER 3 : Internship part.
4. LOG BOOK [First week to Fifteenth week]
5. CHAPTER 5 : Outcomes description.
  - Describe the real time technical skills you have acquired.
  - Describe be the managerial skills you acquired
  - Describe how you could improve your communication skills.
  - Describe how could you could enhance your.
  - Describe the technical developments you have observed and relevant to the subject area of training.

Student Self Evaluation of the short term Internship  
evaluation by the Supervisor of the intern organization  
PHOTOS & video links.

## 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 objectives:-

- \* To gain an understanding of the functioning and structure of the Grama Sachivalayam organization
- \* To Develop skills in administrative and clerical tasks related to the day-to-day operations of the organizations.
- \* To learn about the various government schemes and programmes implemented by the Grama Sachivalayam for the benefits 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.

## Outcomes achieved:

- \* Improved Knowledge of the organizational structure, functions and responsibilities of the Grama Sachivalayam.
- \* enhanced administration and clerical skills such as maintaining records, data entry and data handling paperwork.
- \* Understanding of the various government schemes and programmes such as housing, sanitation and education.
- \* Improved communication and interpersonal skills through interaction with villagers of panchayats and other stakeholders.
- \* Understanding of activities of the Grama Panchayat and regulatory framework governing the activities of the Grama Sachivalayam.

## Brief description of the Grama Sachivalayam organization:-

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

## CHAPTER 2: OVERVIEW OF THE ORGANIZATION

### Suggestive contents

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

### Introduction of the organization:

The Grama Sachivalayam system was launched in 2019 by the Andhra Pradesh government under the leadership of chief minister Y. S. Jagan Mohan Reddy. The primary objective of the initiative is to provide efficient and transparent government to rural communities by establishing a system of villagers secretariats in every village of the state.

Grama Sachivalayam is a government initiative in the Indian state of Andhra Pradesh aimed at decentralizing governance by bringing administration closer to rural communities. The word 'Grama Sachivalayam' translates to 'villagers secretariat' in English. Under the Grama Sachivalayam system, each village secretariat is staffed with a village secretary and several other officers who are responsible for delivering a range of government

→ Services include everything from issues certificates and to providing informations 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 government at the grass roots level.

### B Vision, mission and values of the Grama Sachivalayam:

Vision: To Create Vibrant and Self-sustaining rural communities in Andhra Pradesh, where every citizen has access to basic amenities, opportunities and a high quality of life.

Mission: To provide efficient, effective and transforming government 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 and inclusivity, integrity.

### C Policy of the Grama Sachivalayam:

\* providing basic services like water, sanitation, health education and Social Security to the rural population.

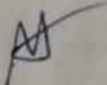
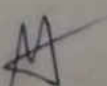
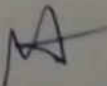
\* promoting transparency and accountability in the functioning of the organization through redressing mechanisms and feed back mechanisms.

### 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 says that local govt in every village of the growth & Development in a noticeable manner.
- 2) Chief Minister of Andhra Pradesh State YSR Jagan Mohan Reddy started these Secretariat at Vijayawada the statement was made.
- 3) On October 2, 2019, the 150<sup>th</sup> anniversary of Mahatma Gandhi's birth.
- 4) function of gram ward Sachivalayam. It has mainly 11 types of the officer in Secretariat. the village volunteers system aims to bring govt services to people door steps.
- 5) Generally using of technological skills and instrument mainly base just like bio-metries, computer system.
- 6) The internship part these kind of skills are very important listening and speaking, confidence, leadership qualities, punctual and time management.
- 7) Outcomes of gram ward Sachivalayam To
  - 1) Early solution to all problem.
  - 2) All services of to no stop.

# ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity                                | Learning Outcome                                     | Person In-Charge Signature                                                            |     |
|------------|------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------|-----|
| Day - 1    | I departed in the Secretariat assigned to me                           | -                                                    | -                                                                                     |     |
| Day - 2    | The introduction of the Secretariat was given by the welfare Assistant | Learned about the village Secretariat                |    | WEA |
| Day - 3    | The welfare assignment total about Grama darshini.                     | To know the condition of <del>Shankar</del> village. |   | WEA |
| Day - 4    | Explain about employee is rules and responsibilities                   | To know the duties of the employees.                 |  | stf |
| Day - 5    | was been telling about volunteers.                                     | To know the duties of the volunteers                 |  | stf |
| Day - 6    | WEA said about the vision and mission of Grama Secretariat             | I learned why Grama Secretariat was established.     |  | WEA |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

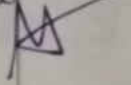
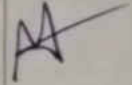
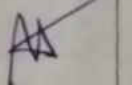
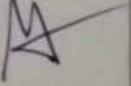
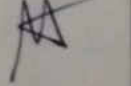
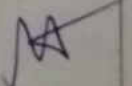
This week we learned about village secretariat i.e. why the secretariat system was established and their uses.

We also learned the benefits of the secretariat to the people of the village.

We get to know the physical conditions of the residential areas in the Grama Secretariat and the duties of the employees in the Grama Sachivabhyas system as well as the performance of the volunteers and their services.

The welfare Assistant was fully informed about vision, mission and values of the Grama Secretariat.

# 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 window pension has been fully explained.            | We learned the required documents and eligibility for this pension.            |   |
| Day - 4    | Fully explained about disable pension and Single women pension            | We learned the required documents and eligibilities for this type of pensions  |  |
| Day - 5    | Explained about trafficnal cobbler pension to weaver pension              | We learned the required documents and eligibility for this type of pensions.   |  |
| Day - 6    | Explained about today toppers pension and fisherman pension.              | We learned the required documents and eligibilities for this type of pensions. |  |

WFA

## 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 detail this week. Also told about YSR pension Kanuka, how many types required documents and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, Disable pension, Single women pension, Traditional cobber pension, weaver pension, Today Tappers pension and Fisherman pension are given at the end.

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



## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: the village Secretariat was first launched on 2 October 2014 on the eve of Gandhi Jayanti in AP of our YSR Tapan Mohan Reddy Sir.  
The duties of common police officers.

\* Immediate reporting officer: Station house officer

\* Working in co-ordination with dept: Home women's child welfare exise department.

\* functions: I am a order atrocities against women and weakers Sections and Awareness, programmers.

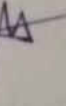
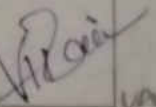
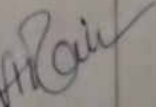
\* Maintain ensure Anganwadi Center be Copener in time on all working days.

\* Respect are respected Some Anganwadi teachers were without care and protection of pregnancy women

\* Women police officer explain some helpline Number for disha 100/112/181 and police Number 100.

\* our chaparam-2 Secretariat So many young Age student not registerate with vatercard.

# ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity                                                  | Learning Outcome                                           | Person In-Charge Signature                                                                |
|------------|------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Day - 1    | the welfare Asst is explaining about his responsibility and duties of in Secretariat.    | I can learned his great and Responsibility at Secretariat. |  WEA   |
| Day - 2    | The WEA is said by the Govt conducting to important Schemes.                             | I have written in my class notes.                          |  WEA   |
| Day - 3    | we are help to our Secretariat some important duties like election work.                 | we can do confidently theres works.                        |  WEA |
| Day - 4    | The Secretariat staffes like WEA, VRO, who telling about plans to students.              | we have learned how to maintain and set of future life.    |  WEA |
| Day - 5    | The village Revenue officer explained about the benificiary case such like cyclone, Fire | The Society in the people how to intimate with VRO         |  VRO |
| Day - 6    | The VRO Sir was explain take charge of unclaimed and to the police station               | a can learned save and protect from govt properties        |  VRO |

## 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 secretarial jurisdiction about the schemes meant for the weaker section of the society.
- 2) ensuring that all eligible student of weaker section of the village get the scholarships and colleges till they complete atleast intermediate (or) equivalent course.
- 3) providing feed back to higher authority on to sorry of implementation of said schemes.
- 4) Supervising over the work of all village cadre working under the village Secretarial as their welfare duties are concerned.
- 5) VRO Sir providing intimation regarding fire accidently floods cyclone and other accidently calamity to the higher officers.
- 6) Conduct promptly to the higher officer in respect of treasure form and keep government attached property in safe custody.
- 7) future plainings important for all families thinking about the future can be chobing 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 ANM.                   | Sandhya MLHP               |
| Day - 2    | The madam was telling about maternal and child health              | I can learned the ANM madam protection pregnancy.       | Sandhya                    |
| Day - 3    | ANM madam explain about Social Services with awarenness programers | I can learned Some social services dentist's a therapy. | Sandhya                    |
| Day - 4    | she is teaching about health education in secretariat.             | how to protect our body health fully.                   | Sandhya                    |
| Day - 5    | today is class about writtion                                      | how many types of food habits can takes.                | Sandhya                    |
| Day - 6    | Today of the class about communication di'sease.                   | I can learned some type of Diseases chicken in-twenly.  | Sandhya                    |

ANM

ANM

"

"

"

## WEEKLY REPORT

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

Objective of the Activity Done:

General Instructions

Detailed Report:

- 1) She should work under the administrative control of medicine officer PHC and guidance of the female health supervisor.
  - 2) She would stay at her official head quarters and available for all maternity case services.
  - 3) should be prepare map phasing of her allotted area and population of people data was collected.
  - 4) All the Anm's was to discharge all the duties as assigned by the PHC Medical effects.
  - 5) Maternal and child health :- Register pregnant women 12 weeks after baby health full persolation the Anm's given the pregnancy women.
- \* Social Awareness programers :- Cancer, Diabetes, HIV, AIDS, heart Attack with crops, health food.
- \* health education :- participial in the local welfare meeting, spread then massage on female age at marriage co-ordinal programers carefully theres are Anganwadi workers, gram swaks in promoting services to pepols.
- communicable disease :- chicken for measles Diphtheria pertesis 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<br>(Karnuma)                                                    | -                                                                             | -                          |
| Day - 2    | Explained about jaganna vidya karnuka                                          | I learned due to this Scheme students are going to govt school                | WCF                        |
| Day - 3    | He said about the YSR cheyathe Scheme                                          | I learned that women are continuing their own business because of this scheme | WCF                        |
| Day - 4    | He said about the YSR vanhana mitra Scheme                                     | I learned this scheme is known to receive financial assistance to drivers     | WCF                        |
| Day - 5    | We went to the Scheme and checked the food.                                    | I came to know that nutritious food is being served in the school.            | WFO                        |
| Day - 6    | We went to the school and checked the cleanliness of the classroom and toilets | It is known that the school is kept clean every day                           | Sudya meep                 |

## WEEKLY REPORT

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

Objective of the Activity Done: Tagananna vidya karkata: This

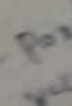
Detailed Report: Scheme is launched by the govt of AP to provide free scheme kits to students studying in govt school in the staff the kit includes items as School bags notebooks Textbooks share and uniforms.

YSR Chayutha: - Under the YSR Chayutha Schemes financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are age years the financial assistance of RS 18,750.

YSR Vahanavitha: - provide financial assistance to self-employed drivers of auto rickshaws, taxis and maxi cabs under this scheme eligible beneficiaries Service an annual financial assistant of RS 10,000.

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

# ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date | Brief description of the daily activity                        | Learning Outcome                                | Person In-Charge Signature                                                            |
|------------|----------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | Explained about the Reimbursement Scheme                       | The purpose of this scheme is known             |    |
| Day - 2    | Explained about YSR Vidya Deevena Scheme                       | It is known who is benefiting from this scheme. |    |
| Day - 3    | Explained about YSR Vasathi Deevena Scheme                     | It is known who is benefiting from this scheme  |   |
| Day - 4    | Republic day                                                   | -                                               | -                                                                                     |
| Day - 5    | Explained about Marabadi Nodu-Nodu Scheme                      | The purpose of this scheme is known             |  |
| Day - 6    | He said that the works of nodu-nodu Scheme should be explained | We observed the nodu-nodu works                 |  |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

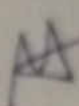
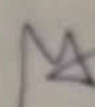
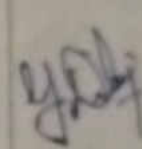
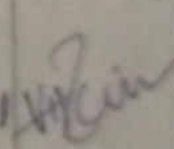
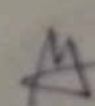
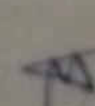
Fee Reimbursement: Aimed at providing financial assistance to students from economically weaker sections to pursue their higher education under this Scheme the government reimbursement the tuition fee and other expense such as exam fees library fees etc for eligible students studying in various courses including Medical MBA, MCA etc.

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

YSR Vasoorthi Deevana: It provides financial assistance to eligible students from economy weaker section to cover their hostel and mess expense during their high education.

Nadu Nedu: Scheme focuses on providing the basic amenities including classrooms, furniture Toilets drinking water and other infrastructure in govt schools.

# ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date | Brief description of the daily activity            | Learning Outcome                                                       | Person In-Charge Signature                                                            |
|------------|----------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | The WEA officer is explaining about YSR navaatralu | we know uses of this kind of Scheme                                    |    |
| Day - 2    | Explained about Ammaavadi Scheme                   | The propose of this Scheme is known                                    |    |
| Day - 3    | explained about Aragya Sri Scheme                  | I know how much this Scheme was benefited the farmers.                 |   |
| Day - 4    | Explained about + Lousing for all                  | I can to know that this scheme provides free medical treatment people. |  |
| Day - 5    | Explained about Talayagnam Scheme                  | The propose of this Scheme is known                                    |  |
| Day - 6    | Explained about Bytha Bharata Scheme               | I learned that there will be no shortage of water Scheme               |  |

WEA

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## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Scheme - the scheme comprises nine different welfare programs or schemes each aimed at improving the living condition of the Ap.

Amma Vadi: under this scheme financial aid is provided to the mother or guardians of school-going children to support their education the sanction of asst is RS 15,000 per annum.

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

Arogya Sri: This scheme provides free healthcare service to the people of Ap. The scheme covers the cost of medical treatments and surgery for a wide range of illnesses and diseases.

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

Todayaaganu: 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    | Fully explained about Pappu outlist pension pension (HIV) pension                 | we learned the required documents and eligible for this type of pension  |  WLA |
| Day - 2    | Explained about transgender pension re chronic kidney Disease of unknown etiology | learned the required documents and eligibility for this type of pension. |  WLA |
| Day - 3    | Today explain about YSR Kalyanamastu YSR shadi thohda                             | The propose of this scheme is known                                      |  "  |
| Day - 4    | explained about mandatory validation documents for registration of YSR Kalyan     | learned the required documents for this type scheme.                     |  " |
| Day - 5    | explains About eligibility criteria of YSR Kalyana YSR shadi thohda               | we know who is eligible for this scheme.                                 |  " |
| Day - 6    | Have to tell people about the YSR Kalyana mastu scheme                            | we learned good presentation skills.                                     |  " |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Eligibility and required documents for Dimple artist pension, Anti-retroviral therapy (ART) (HIV) pension, Transgender pension and chronic/diseases of unknown etiology pension are given the end.

YSR Kalyanamastu / YSR Shadi tohfa

The objective of the Scheme is to provide financial assistance to belonging to SC/ST/BC /min Differently able ol/BocumB in conducting their drough unmarriage is a dignified manner.

- \* The bride lessure be above 15 years old must be above 21 years as on the date of unmarriage.
- \* The Application registration for the Scheme should be done with 60 days form data of marriage.
- \* Both side and gram should have 10th class pass Certificate.
- \* The Caste and income certificates must be tagged with Aadhar.

# 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 Asst duties.            | y. D. Singh                |
| Day - 2    | The general application forms of Caste Certificate.                       | learned of important and required documents.            | y. D. Singh                |
| Day - 3    | The Digital Asst explained some polling station at Chaparam-2 Secretariat | There are three polling stations                        | y. D. Singh                |
| Day - 4    | We are going to field about eligibility candidates for Voter ID           | Such a members are not Apply for Voter ID               | y. D. Singh                |
| Day - 5    | He is now to respect of beneficiary came to Secretariat                   | I can learned how to Respective talking with Candidates | y. D. Singh                |
| Day - 6    | → Maha Shivaratri ←                                                       | —                                                       | —                          |

## WEEKLY REPORT

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

Objective of the Activity Done:

Digital Assistant duties

Detailed Report:

\* Delivery of Service / Documents benefit to the beneficiaries  
② Awareness and providing to the Govt. Schools like Navodaya  
③ The information as well as application process to citizen.

4) Digital Service to the public effectively that are provided unadvisedly by the local Govt. like Birth or Death proposing valuation Tax Demand etc...

⇒ Digital Assistant Social this system shall be for answering delivery of service on the principle of "first come first service" without any third party agency ship.

⇒ Required Documents to apply from caste certificate

1) Application form ② Caste certificate issued to the family members ③ Ration card / EPIC card / Aadhar card

⇒ Chapram-2 Secretariat in polling station as 367, 364, 363

⇒ So many citizens not applicable for other ID in Chapram-2 Secretariat.

# ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date | Brief description of the daily activity                                     | Learning Outcome                            | Person In-Charge Signature |
|------------|-----------------------------------------------------------------------------|---------------------------------------------|----------------------------|
| Day - 1    | The VRO Sir explaining about his duties                                     | I am knowing his duties in Secretariat      | VRO Sir VRO                |
| Day - 2    | The VRO Sir explained about panchayat secretary Administrative              | I am knowing his Administrative work        | VRO Sir "                  |
| Day - 3    | The VRO Sir explained about panchayat secretary with community welfare work | I am knowing his community welfare work     | VRO Sir "                  |
| Day - 4    | The VRO Sir said about panchayat secretary co-ordination duties.            | I am knowing his co-ordination duties       | VRO Sir "                  |
| Day - 5    | How to save and protect our govt properties                                 | I am learned with some govt properties      | VRO Sir "                  |
| Day - 6    | Any land issue to harassment for other's                                    | I can learned how saved of people problems. | VRO Sir "                  |

## WEEKLY REPORT

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

Objective of the Activity Done: Village Revenue Officers (VRO)

Detailed Report: Duty:- ① Maintenance of Village revenue record and send are village revenue account.

② Collection of Land Revenue (asestous and other sum) parting to Revenue department.

3) Azmaire of crops (100%) includes of inspection of Survey stones 4) provide intimation regarding indirectly breads cycle and other accidently and calamities to the higher others.

→ Administrative of panchayati Secretary: maintains assistance collect forms, organize, Seperable, meetings protect panchayat maintain Birth a Death rate.

=> Community welfare develop: Assisty pension passenents prepare list of conducts and gram schools submission of DRP plan to MPNO

→ the VRO and panchayat Secretary are ready to any harrgmen is 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    | What is the duties and responsibilities of ward volunteer            | I am knowing the kindful information.                          | V. Sudha                   |
| Day - 2    | The volunteer was in frame as to Scheme with awareness.              | He explained to the navigational schemes is about information. | V. Sudha                   |
| Day - 3    | Require skills and eligibilities of ward volunteers                  | I learned about which for the kindful information.             | V. Sudha                   |
| Day - 4    | The volunteer is mostly one time supply to people with pension       | I learned about which type of pension are available.           | V. Sudha                   |
| Day - 5    | What are the duties and responsibilities of a lineman in Secretariat | I gain about information of lineman.                           | V. Sudha                   |
| Day - 6    | Requirements and skills of lineman in Secretariat                    | I gain about information of lineman.                           | V. Sudha                   |

## WEEKLY REPORT

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

Objective of the Activity Done: Secretary duties and responsibilities

Detailed Report: ① Answering and discussing message and maintaining company schedules ② organizing documents and files ③ supervising staff and new employees.

duties and Responsibility of volunteers.

① On independence day 2019 Andhra Pradesh launched the village volunteers system ② The village volunteers system aim to bring govt service to people doorsteps on october 2 2019 to 150<sup>th</sup> anniversary of mahatma gandhi's birthday 3) He would be first to identify the beneficiaries least govt scheme available there.

duties and responsibilities of lineman:-

\* Lineman has many responsibilities, such as working with heavy equipment to reach power line and unity various tools to repair (or) Replace lines

⇒ Required Skills of volunteers:-

- 1) Linetate - talking experience.
- 2) be punctuality ③ good communication and inter personal skills.

# ACTIVITY LOG FOR THE THIRTEENTH WEEK

| Day & Date | Brief description of the daily activity                       | Learning Outcome                                       | Person In-Charge Signature |
|------------|---------------------------------------------------------------|--------------------------------------------------------|----------------------------|
| Day - 1    | VRD told about the certificate the issue                      | Certificates issued by VRD are known                   | VRD                        |
| Day - 2    | VRD is said that government asserts with provide protection.  | certificate issued and who to protect govt learned     | VRD                        |
| Day - 3    | VRD said about water tax collection                           | It is known who collects the taxes                     | VRD                        |
| Day - 4    | VRD is explain how to maintaining for village revenue records | I knowledgeable off certain thing to village recording | VRD                        |
| Day - 5    | holi day of Secretariat because of govt order                 | -                                                      | -                          |
| Day - 6    | Second Saturday holiday                                       | -                                                      | -                          |

## WEEKLY REPORT

WEEK - 13 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

- i) Maintenance of village revenue records and all village revenue accounts and accounts.
- ii) collection of land revenue and taxes.
- \* protection of public lands public taxes effective measure will be taken for the protection of assensy

The village revenue officers shall be issue and Salvency Certificate in respective daily following the proced for castes certificates be issued by the revenue department and Submit to the Complet authority.

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

# ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date | Brief description of the daily activity                    | Learning Outcome                                           | Person In-Charge Signature |
|------------|------------------------------------------------------------|------------------------------------------------------------|----------------------------|
| Day - 1    | The ANM madam was explaining about health education        | I learned health education                                 | Sundhya                    |
| Day - 2    | explained about medical termination of pregnancy.          | I knew which hospital to visit treatment of pregnant women | Sundhya                    |
| Day - 3    | explaining about general instruction                       | I learned the general instruction                          | Sundhya                    |
| Day - 4    | the madam explain some social services.                    | I knowing how many type of social services                 | Sundhya                    |
| Day - 5    | The MP madam was tasked about the child marriage daily act | learned about child marriage and daily act                 | Sundhya                    |
| Day - 6    | Mahila police explain the about domestic violence act.     | learned about domestic violence act.                       | S                          |

## WEEKLY REPORT

WEEK - 14 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

### General instructions of ANM:

\* should work under the administrative constant the medical officer PHC and guidance of the female health supervisor

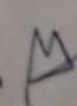
\* should be in uniform with identity card  
social awareness programmers: Aids Hiv healthy foods food diabetes heart attack in cps, medical first Aids.

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 that practice seeks to protect individual who are victims of domestic violence.

# ACTIVITY LOG FOR THE FIFTEENTH WEEK

| Day & Date | Brief description of the daily activity                         | Learning Outcome                                     | Person In-Charge Signature                                                               |
|------------|-----------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------------------------|
| Day - 1    | holiday                                                         | -                                                    | -                                                                                        |
| Day - 2    | holiday                                                         | -                                                    | -                                                                                        |
| Day - 3    | the welfare Asst was introduce to our total staff members.      | I knowing about which of member stand is Secretariat | WFA  |
| Day - 4    | the WFA was explaining about what is Secretariat                | I understand was is Secretariat.                     |     |
| Day - 5    | the use to the people about class his explained of Secretariat. | I learned about Use of Secretariat.                  |     |
| 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 Asst           | 9) Agriculture Asst      |
| 5) Welfare Asst           | 10) Volunteers.          |

What is Secretariat:- The Secretariat assistant is decision making in Govt by ensuring interministrate co-ordination issuing out differences 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 services and welfare services of our government department 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: Secretary is often responsible for interacting with people both side and out side of their organizations. They may be responsible for answering phone calls, responding to emails and greeting visitor so good communication skills gives a great fall success.

\* Facilities available and maintain:

A Secretary may be responsible for managing office facilities such as office equipment supplies and meeting rooms.

\* The Secretariat in higher officer take a clarity of job-roles and explain under the officers.

\* Their may responsibilities. I can seen they duties and learn work, relationship, mutual-support and socialization.

\* So overall a secretary plays a crucial role in ensuring that an organization runs smoothly and efficiently

the need to be highly organized role in able to work well under pressure good communication and inter personal skills are also essential for success for the day to day.

\* The digital aids used for helping us in secretarial are appreciable and we are these all for their extended operation and co-operation for our programmers.

So the presence and accountability which the system trust worthy.

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 and equipment and are essential for performing tasks and achieving goals within a given area of expertise.

Here are some examples of technical skills in various fields:

- 1) Application programmer → Digital assistant
- 2) Field verification → Welfare assistant
- 3) Third party verification → Administrative staff work
- 4) Proofreading - Applied → CRO
- 5) Final - Applied → MPPD/MRO

\* and basic technical equipment in secretariat.

- 1) Diplomatic division.
- 2) Android Smart phones.
- 3) IRTS Scanners
- 4) Face verification on App
- 5) Time-management and  
Multi Tasking.
- 6) Computer and teaching skills

So, com learning some technical at secretariat.

- 7) Biometric division
- 8) Android Smart phones
- 9) IRTS Scanners
- 10) Face automation.

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.

I learned above some manager skills are useful  
our future.

- 1) Leadership skills:- Manager need to inspire and maintain their teams to achieve and their goal they learn to achieve successfully complete anything.
- 2) Decision making skills:- managers must make informed decision quickly and efficiently they should be able to analyze data, evaluate options and choose the best course of action.
- 3) Problems-solving skills:- The staff members are should able to identify and solve problems quickly and effectively. They should be able to think creatively and find innovative solutions to complex problems.

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 working  
explained for so many topics that time we are learned  
Such a beautiful communication these are

1) Listen activity:- effective communication is not just  
about speaking but also about listening should be  
paying attention.

- \* asking questions.
- \* providing
- \* Feed back

2) The listener able to clearly and Confidence are appropriate body language choose over words carefully  
Be aware of your audience these are Communication could learn in secretariat.

3) I am going to field work purpose after we are collect data, due to the time learn about people way of talking how could be responded that place & improve our written Communication Conversation abilities Confidence levels etc.

- 4)
- 1) Paying attention
  - 2) Asking questions
  - 3) Providing
  - 4) Feed back

I always grand very me when I see the abilities is need role and will be improved by Communication skills.

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

The entrance your abilities in group discussions  
Contribution as a team member: leading a team or  
activities here are some questions.

1) Respect for other is very to successful team members  
with these qualities.

1) Respect

2) Regardness

3) position

(or)

Back ground

2) Be prepared: Before joining group discussions (or)  
team activities. it's important to come prepared.

Communication Skills: Good communication skills are  
essential for effective team participation. clearly speak.

4) Any team member (or) leader should be able to time perfectly and time management there extensive to any where.

#### 5) Leadership skills:-

If you are leading a team (or) activity strong leadership skills are essential their includes being able.

- 1) participation
- 2) Communication skills
- 3) crucial role
- 4) clearly speak
- 5) The way of talking

6) I also encourage often to participate in the describe to choose their leaves.

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

It can be seen by future planning of job role with technological instrument in secretariat following in below

- 1) Computer System
- 2) Internal connectivity.
- 3) Telephone
  - \* Multipair
  - \* phone System
  - \* Single line
  - \* phone System
- 4) Internet phone System.
- 5)
  - 1) photo copies
  - 2) copying
  - 3) Binding
  - 4) multiple pocket copying.

4) Scanner (Means IRTS Scanner)

8) printers  
(Branded)

9) Bio-metric division

10) face authority programme

So, I will using in my future for job related instructions. I am full focus on digital technology and some relevant instruments.

→ Using copies and even in should Re-named for programed programme.

→ Using phones is identify of mark in land alignment programme.

# Student Self Evaluation of the Short-Term Internship

Student Name: Jyoti Nani

Registration No: 1011001011040

Term of Internship: From: 12-11-2022 To: 07-02-2023

Date of Evaluation: 08-02-2023

Organization Name & Address: G. RAMA/WARD SAKHIVALAYAM  
Indiranagar Colony, Saket, New Delhi

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✓ |

Jyoti Nani  
Signature of the Student

Date:

# Student Self Evaluation of the Short-Term Internship

Student Name: Jada Nani

Registration No: 2011001071010

Term of Internship: From: 12-11-2011 To: 07-03-2012

Date of Evaluation: 10-03-2012

Organization Name & Address: GIRANA WARD JAKHIVALAYAN  
Indiranagar Colony Sitkalum

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:

J Nani  
Signature of the Student

# Evaluation by the Supervisor of the Intern Organization

|                                                                                                 |                                |
|-------------------------------------------------------------------------------------------------|--------------------------------|
| Student Name: Jack Nani                                                                         | Registration No: 2011001052020 |
| Term of Internship: From: 12-12-2022 To: 07-03-2023                                             |                                |
| Date of Evaluation: 10-03-2023                                                                  |                                |
| Organization Name & Address: GRAMA/WARD JACHIVALAYAM,<br>Indiranagar colony nri kakulam         |                                |
| Name & Address of the Supervisor with Mobile Number: A V Sushakar<br>New colony JRLH 8999223555 |                                |

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:

A V Sushakar  
Signature of the Supervisor



## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Jada Nani

Programme of Study: WALD SECRETARIAT

Year of Study: 2020 to 2021

Group: M.P.C

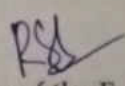
Register No/H.T. No: 2021001072020

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

University: O.R. B. AMBEDKAR UNIVERSITY SRIKAKULAM

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

Date:

  
Signature of the Faculty Guide

## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Jada Nani  
 Programme of Study: WARD SECRETARIAT  
 Year of Study: 2020 to 2021  
 Group: M.P.C  
 Register No/H.T. No: 2020001052020  
 Name of the College: Govt Degree College (MEN) Sirikakulam  
 University: Dr. B. Ambedkar University Sirikakulam

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

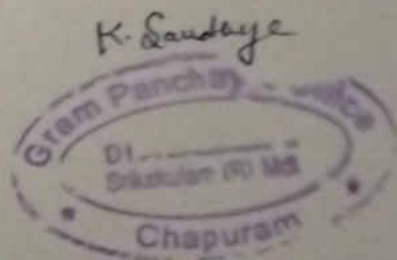
Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

*[Handwritten Signature]*



*[Handwritten Signature]*