

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Semester Internship

Name of the student : Jamma Sai Krishna

Name of the College : Govt Degree College (men). Srīkakulam

Registration Number : 2022001052021

Period of Internship : 4 months. From. 12/12/2022
To. 18/03/2023

Name & Address of Intern organization :

Grama ward Sachivalayam. pedda Kollivalasa.

Ambedkar University

2020-2023

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student:

Name of the College:

Registration Number:

Period of Internship:

Name & Address of:

University

An Internship Report on

Gurama Ward Sachivalayam Services

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor of degree in M.P.C

Under the Faculty Guideship of

R. chandna Sekhar

(Name of the Faculty Guide)

Department of

Gout. Degree College (MEN), SriKakulam

(Name of the College)

Submitted by:

Jammama. Sai Krishna

(Name of the Student)

Reg.No: 2022001052021

Department of

B.Sc - chemistry - MPC

(Name of the College)

Gout. Degree College (MEN), SKLM

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Jammanna Sai Krishna*

Programme of Study: *4 months Internship*

Year of Study: *2020 - 2023*

Group: *B. Sc - MPC*

Register No/H.T. No: *2022001052021*

Name of the College: *Govt. Degree College (M.L.V), Surikakulam*

University: *DR. B. R. Ambedkar University, Etcherla.*

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	29
3.	Oral Presentation	10	10
	GRAND TOTAL	50	49

Date:

Signature of the Faculty Guide

[Signature]
Panchayat Secretary
Grama Panchayat
PEDDAKOLLIVALASA
L.N. Peta Mandal

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Jammanna Sai Krishna*
Programme of Study: *2020 - 2023*
Year of Study: *4 Months Internship*
Group: *B.Sc - MPC*
Register No/H.T. No: *2022001052021*
Name of the College: *Govt. Degree College (MEN), Sri Kakulam*
University: *DR. B. R. Ambedkar University, Etcherla.*

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25/0	10
2.	Internship Evaluation	50/30	29
3.	Oral Presentation	25/10	10
	GRAND TOTAL	100	49

Date:

Rhu
Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

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 2 months (180 hours) of short-term internship either physically or virtually.
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, Jammama. Sai Krishna a student of Internship
Program, Reg. No. 2022001052021 of the Department of Govt. Degree
College do hereby declare that I have completed the mandatory internship
from 12/12/22 to 18/3/23 in P.K. Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
R. chandra Sekhar (Name of the Faculty Guide), Department of
Bsc- chemistry, Govt. Degree College (MEN), SKLM
(Name of the College)


(Signature and Date)

**Panchayat Secretary
Grama Panchayat
PEDDAKOLLIVALASA
L.N. Peta Mandal**

Official Certification



This is to certify that Jammaana Sai Krishna (Name of the student) Reg. No. 2022001052021 has completed his/her Internship in P.K. Sachivalayam (Name of the Intern Organization) on 4 months Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc - Chemistry in the Department of Govt. Degree College, MERV (Name of the College).

This is accepted for evaluation.


(Signatory ~~with Date and Seal~~)

**Panchayat Secretary
Grama Panchayat
PEDDAKOLLIVALASA
L.N. Peta Mandal**

Endorsements


Faculty Guide


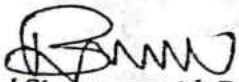
Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Jannana Sai Krishna (Name of the intern)
Reg. No 2022001052021 of GDJ - MEN, SKLM (Name of the
College) underwent internship in Grama Ward Sachivalayam (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).


Authorized Signatory with Date and Seal



Acknowledgements

I am deeply grateful to all staff members to the ~~Subh~~ Petha Kollivajasa Grama Sachivalayam and also my mentors and advisors during this internship for their valuable advice and guidance their industry experience and expertise helped me to better understand the company and the industry and allowed me to make the most of my internship.

Throughout the internship the ~~sub~~ Kollivajasa Grama Petha Sachivalayam provided me with valuable insights and guidance that helped me to navigate my responsibilities. They were always available to answer my questions and provide support and their wisdom and expertise helped me to grow as a professional. I am thankful for their time and support and for sharing their valuable insights with me.

I am grateful thanks for B. Kollivagasa Grama ward Sachivalayam support and the opportunity they have provided me. Their financial assistance allowed me to focus on my internship and my professional development and I am thankful for their commitment to helping me succeed. I hope to continue working with Sachivalayam in the future and to make the most of this incredible opportunity.

Finally, I would like to thank for providing the funding and support that enabled me to complete this internship with their assistance. I would not have been able to gain this valuable experience.

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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page 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.

An executive summary is a short document or section of a document produced for business purposes. It summarizes a longer report or proposal or a group of related reports in such a way that readers can rapidly become acquainted with a large body of material without having to read it all.

The activities I performed in the internship during the internship period of time the activities are detailed the all details and write the role of the all sachivalayam staff members.

In sachivalayam there are all staff members

* Panchayat secretary:

Grama panchayati sachivalaya convenor able to create the taxes and other welfare work under the grama sachivalayam area.

* VRO (village revenue offic^r):

should monitor the land and ration food supply in villages.

* survey assistants:

should survey of village lands.

* Ahms:

should be responsible for villagers health monitoring and scheduling health camps in the village

* veterinary & fishery assistants:-

livestock, dairy and fisheries.

* women police:

accumiling security and other important jobs in village

* Engineering Assistants:

water supply, barama sachivalayam & village engineering and production reports. works.

* Agriculture assistants:

monitoring agriculture works, suggestions marketing and production reports.

* Digital assistants:

monitoring the village in single window system.

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.

Grama sachivalayam is also known as village service societies set up in the Indian state of AP to decentralize the administration by making services and welfare services of all government departments available at one place. Andhra Pradesh was the first state in India to launch village societies to deliver services. It was launched on Gandhi Jayanti since the scheme was inspired by Mahatma Gandhi's concept of a Gram Swarajya that promotes villages becoming self-sufficient autonomous entities. Establishment of village societies was one of the promises made by J.S. Jagannathan Reddy in his Pancha Sankalpa Yatra.

- * It is used to making services and welfare services of all government departments available at one place
- * Andhra Pradesh was the first state in India to launch village secretariats
- * Government of AP appoints village volunteers to deliver services
- * It was launched on Gandhi Jayanthi
- * Since the scheme was inspired by Mahatma Gandhi
- * Establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy during his Praja Sanksha Yatra
- * Village secretariat was first launched on 2nd Oct, 2019 on the event of Gandhi Jayanthi
- * The notification for the village level secretariats has been released on 21st July 2019
- * The written exam was conducted between 1st Sep 2018 to 8th Sep 2019
- * It is used to provide to the public as conveniently

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.

An internship is a period of work experience offered by an organization for a limited period of time.

As an internship program organized by the government in order to select the students to aware and interact with the working of the departments they select.

Upsc sachivalayam was the organization which one I chose. The candidates between 16 to 42 years of age are eligible for UPSC sachivalayam exam. The required educational qualifications are different according to the different posts.

There were some schemes that are introduced in the government of Andhra Pradesh like JSP Karmachari, Abhimata scheme, JSP Rite care, JSP Kavayathra, JSP Vyathidheeta etc...

It helps the citizens of AP to survive and to have an basic education for the children. All these schemes are applied to the people belonging to below poverty line (BPL) in the state.

It provides you with experience, professional opportunity and personal growth. It will also make you more competitive when applying for jobs.

The internship goals are as an internship your main purpose in the work place is to gain knowledge and experience and you may also fulfill educational program requirements.

Internships are a great way to connect classroom knowledge to real-world experience. Learning is one thing but taking those skills into the work force.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Interaction with the staff co-internship student about Gramasachivalaya	Coordination b/w. employees interaction with people.	<i>Ch. R. G. Babu</i>
Day - 2	visit in sachivalayam about those village had about the villages	Pilgram places in the sachivalayam.	<i>Ch. R. G. Babu</i>
Day - 3	about resurvey theme about korada revenue village boundaries	Discuss about Resurvey Bring some people together.	<i>Ch. R. G. Babu</i>
Day - 4	Ahm says that she way to visit atleast 30 has hold in the area	she checks that what kind of problem.	<i>Ch. R. G. Babu</i>
Day - 5	Register pregnant women in 12 weeks & ensure care	she care in pregnancy and child birth.	<i>Ch. R. G. Babu</i>
Day - 6	Identify women is need of medical termination of pregnancy	she refer to nearest health facility and care.	<i>Ch. R. G. Babu</i>

WEEKLY REPORT

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

Objective of the Activity Done: About first day report

Detailed Report: I. Introduction.

- * The first day do the introduction with the staff and co-instructors students about Grama to Sachivalayam self introduction coordination b/w employees introduction with people administration work.
- * The second day villages in sachivalayam about the villages. statistics data to draw the village map
- * The third day about revenue theme about revenue village about revenue theme revenue village statistics.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	He undertake the applications / grievances from volunteers	maintain and update his reports	<i>Ch. R. Chakrabarti</i>
Day - 2	fill service application forms on behalf of citizens / volunteers	manage routine office activities such as file maintenance	<i>Ch. R. Chakrabarti</i>
Day - 3	Provide informations to citizens regarding application formation	upload the approved plan in urban parast development	<i>Ch. R. Chakrabarti</i>
Day - 4	DA submission of daily reports to Panchayat Secretary	Panchayat Sewerage Dept visit the daily reports of DA	<i>Ch. R. Chakrabarti</i>
Day - 5	DA explains that attend to duties as tested by the Panchayat	All employees work under the Panchayat - Sewerage.	<i>Ch. R. Chakrabarti</i>
Day - 6	DA explains that he attends Protoc. duties, Govt special program	He must attend the all Govt programs	<i>Ch. R. Chakrabarti</i>

WEEKLY REPORT

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

Objective of the Activity Done: About DA

Detailed Report: Digital Assistant

- * Act as service & information provider front office in-charge, to the public at village sewerage
- * Upload the approved plan in Gram panchayat development plan (GDP) in the plan ply soft ware
- * manage, maintain and update MIS containing the database of the village sewerage
- * ensure digital services to the public effectively that are provided mandatorily by the local government like birth & death property valuation, tax return etc..
- * Attend duties of other intional assistants as and when required.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Put as service information provide from office in-charge	Under the public at village search card	<i>[Signature]</i>
Day -2	DA shall provide information to the citizens on enquiry on application	Attend to SPandan and grievance redressal	<i>[Signature]</i>
Day -3	He says that headan is duty of other. FA as and when require	Remit would amounts in the respective county.	<i>[Signature]</i>
Day -4	operate as people friendly single window service delivery point	In follow first come first - serve basis.	<i>[Signature]</i>
Day -5	provide information to citizens to enquiry application formats.	He form filling procedure enclosure required etc..	<i>[Signature]</i>
Day -6	data entry and updating of records for bandicating	Delivery of sample documents and cards.	<i>[Signature]</i>

WEEKLY REPORT







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

Objective of the Activity Done: About DA

Detailed Report: Digital Assistant

- * Attending office and entering all the details related to communications / applications in the inward register and shall place it before panchayat secretary for initials and distribution.
- * Attend the duties as entrusted by the panchayat secretary.
- * updation of all the records maintained by the UP in cybing finances and related soft ware.
- * submission of daily reports to panchayat secretary
- * He shall attend the protocol duties, Government special programs and election duties.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	village surveyors measure land features, such as depth and shape	Attending of file registering day movement in register	
Day -2	They examine previous land records to get data from on-site surveys	collect land maps records and proceed filed for attend	
Day -3	surveyors also prepare maps and reports and present result to clients	Attending of record work and updating of survey data	
Day -4	village surveyors told that attending of record work and updating survey records	she upload the survey data on survey records	
Day -5	vs collect the land maps and records and proceed filed for attend survey	she has all village land maps and records	
Day -6	vs instructions to take action against unauthorized log cuts or construction	she take action against unauthorized construction	

WEEKLY REPORT

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

Objective of the Activity Done: About 6 VS

Detailed Report: village surveyor

* Attending office registering day movement in movement register, collect land maps/ records and proceed field for all survey petitions

* Inspection of lands proposed for layout ..

* Attending field survey







* Attending general duties and duties of other functional assistants as and when required.

* Any other duty entrusted by panchayat secretary of other higher authorities

* maintain the village maps, field measurement books, P.S.R.

(P.S.R. survey records) / stone survey registers, encroachment registers/ demarcation registers street survey records and town survey records in his jurisdiction

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Ahs says that she has to visit at least 30 households in her allotted area	she checks that what kind of problems faced by people	
Day - 2	Announcing of daily reports like HIVs & HIV suspect	she enter the daily health report in government records	
Day - 3	One of the daily activity of Ann is search the for NCD - diabetes, hypertension	she find the which diseases caused by people	
Day - 4	Register pregnant women in 12 weeks & ensure care	she care in pregnancy and childbirth	
Day - 5	She must participate the in immunization programme	she screen & read report for every case and give treatment	
Day - 6	Identify women in need of medical termination of pregnancy	she refer to nearest health facility and care	

WEEKLY REPORT

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

Objective of the Activity Done: About Ahm

Detailed Report:

~~At university~~ Auxiliary huge midwife (Ahm)

- * AS part of Ahm's routine daily activity she has to visit at 30 house hold in her allotted area to cover the following in her activities with the help of Ahm.ASHA's attached to her
- * ensure that all pregnant women get HBsAg ; HIV tests
- * family planning services of accompany sterilization cases
- * distribute iron and folic acid tablets to all pregnant women
- * fever survey and collection of blood & smears .
- * touch all pregnancies by name for scheduled Ahm
- * uploading of daily reports (HMIS, HRP- IDSP Aushadi) in central and state portals.
- * motivate all pregnant women for institutional deliveries
- * attend government special programmes.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	she should work under the administrative control of medical officer PHC	technical supervision and guidance of public health	L. Damayanti
Day - 2	she should stay at her official head quarters	she available for the community for all maternity	L. Damayanti
Day - 3	should be in uniform with identity card	maintain all the records and reports as per research	L. Damayanti
Day - 4	ANM should prepare map of her allocated area	records all the birth and deaths occurred in her area	L. Damayanti
Day - 5	she to collect data of all parameters and keep family health	Assist the medical supervisor and family health	L. Damayanti
Day - 6	All the ANMs have to discharge all the duties as assigned by PHC.	Attend to such other duties as entrusted by the	L. Damayanti

WEEKLY REPORT

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

Objective of the Activity Done: About Ahm

Detailed Report: An Auxiliary nurse midwife shall

- * work under the administrative control of the medical officer primary health centre (PHC) and technical supervision and guidance of the female health supervisor
- * stay at her official head quarters and available for the community for all maternity care services
- * discharge all the duties as assigned by the Primary Health Centre (PHC) medical officer.
- * provide immunization for pregnant women with Td (tetanus antiserum)
- * maintain all the records and reports as prescribed under reproductive and child health care (RCH)
- * prepare the action plan for her area with the help of female supervisor

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Identify eligible beneficiaries for schemes through volunteers	facilitate application process for eligible beneficiaries	<u>Rv</u>
Day - 2	with a flow pension amount from Bank and handle disbursement through	undertake pension applications	<u>Rv</u>
Day - 3	monitor implementation of pension amount in village volunteers	undertake verification and uploading data	<u>Rv</u>
Day - 4	monitor implementation of mid-day meal scheme in all govt schools.	Be a part of village schools	<u>Rv</u>
Day - 5	undertake registration and bio-metric authentication for fresh students.	Inanabumi student Biometric Authentication	<u>Rv</u>
Day - 6	monitor implementation of physical verification of new pensions.	YSR Pension karnataka urivane	<u>Rv</u>

WEEKLY REPORT

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

Objective of the Activity Done: About WEA

Detailed Report: welfare educational Assistant

→ field visits to village / schools / Hostels / SHG / meetings visits to self employment units etc.. for as per calendars of activities

* identify eligible beneficiaries for schemes through volunteers

* withdraw pension amounts from bank and hand over disbursement through volunteers

* monitor physical verification of new & live pensions through volunteers send proposals for new pensions to MPDOs

* coordinate with school education department for effective delivery of schemes / benefits its jaganna amavadi, jaganna bhakshana jaganna implementation of mid-day meal scheme in all the govt schools

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	coordinate with school education department for effective delivery scheme	i.e Amravadi jagananna gorum wdd a, jvk etc.	<u>Rk</u>
Day - 2	creating awareness on all government welfare schemes in SHG	Attending SHG/VO meetings along with VOA	<u>Rk</u>
Day - 3	visit schools for supply of mid-day meal wadu - pedu	the check regular attendance & presence of students	<u>Rk</u>
Day - 4	welfare assistant discuss about JVD Amravadi schemes	eligible and Ineligible process	<u>Rk</u>
Day - 5	conduct the field verification and update verified documents for SR	This scheme is used for life of a women	<u>Rk</u>
Day - 6	wa do the allowance of filu service in online manual	the clears the all files and documents	<u>Rk</u>

WEEKLY REPORT

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

Objective of the Activity Done: About WEA

Detailed Report: welfare educational Assistant

* visit schools for supervision of mid-day meal
Mady-medu regular attendance of performance stud-
ents as per schedule - twice in a month

* visit banks for SHG Bank linkage / Housing
loans as per schedule.

* Attend general duties and duties of other
functional assistants as and when required

* conduct field verifications and upload required
documents for YSR Pell - Kanuka str scheme

* YSR eazara scheme, create awareness on YSR.

AASARA scheme and distribution of certificates
along with Honble cm's letter addressed to
eligible for housing grant and their adoument
ation

* He upload jagahra vidy veevha cards and form
for Anna vadi scheme who take pension applicatio-
s

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	engineering Assistant says that he do the criminal inspection of building	He give the permissions of construction the government building	MTR
Day -2	EA prepare the construction bills and prepare the quality control reports	construction bills granted by the EA	MTR
Day -3	EA attending government special programmes general duties	The must attend all government programmes	MTR
Day -4	ASSISTS in planning and developing engineering design projects	making plans using detailed drawings	MTR
Day -5	He prepares engineering plans, follow specifications	preparing estimates and budgets	MTR
Day -6	completing regulatory documents regarding safety issues	creating technical reports for customers.	MTR

WEEKLY REPORT

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

Objective of the Activity Done: About EPA

Detailed Report: Engineering Assistant

* Attend & inspect all engineering and civil work under specified limits assigned by SSA Department

* identify and resolve pipeline leakage, observe valve pits to identify the leakage

* maintain good sanitation drinking water source public taps and hand pumps

* Test drinking water samples during supply hours

* create models on low cost and eco-friendly models and suggest models for housing beneficiaries and other line department

* prepare operation and maintenance plan for drinking water supply & sanitation works

* conduct inspection of public buildings and school building and prepare fitness certificate periodically and submit to the competent authority

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Attend & inspect all engineering and civil work. Under sewerage limits.	Identify the remove pipe leaks observe valve	WER
Day - 2	He assigned by rural water supply and sanitation department	ensure that no stagnation of water around the drinking water	WER
Day - 3	He take measures to correct the leakage and close the pit taps in the	Test the chemical quality of drinking water source.	WER
Day - 4	Test drinking water samples during hours	ensure upkeep of water supply pipelines.	WER
Day - 5	create awareness on low cost and eco-friendly models and suggest	reading measure book and submit bill for housing	WER
Day - 6	Conduct inspection of public building and school building	He prepare files, certificate and submit	WER

WEEKLY REPORT

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

Objective of the Activity Done: About ENA

Detailed Report: Engineering Assistant

* Engineering Assistant shall :- Be primary as possible to look into all engineering works pertaining to Panchayat raj engineering Rural development Rural water supply Irrigation Roads and buildings Housing Solar energy Agriculture etc...

* Monitor the supply of drinking water in the village quantitatively & qualitatively along with the regular chlorination

* Test the chemical quality of drinking water supply and sources by using the field test kits

* Raising indent for sand, steel cement for housing scheme beneficiaries

* Follow up action on the grievances received under ~~SPM~~ ~~SPNDA~~ and others at gram panchayat level and address all the grievances in appropriate manner.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Conduct field visits from noon onwards to the need of the farmers	Undertake crop booking of crops	P. Gov
Day - 2	Conduct field visits interaction with farmers etc.	Conduct field visits to ascertain the need of farmers	P. Gov
Day - 3	Monitor demand and availability of seeds fertilizers and pesticides	Conduct the survey on soil and water conservation activity	P. Gov
Day - 4	Mobilize farmers for gram sabha / Rythu Sudassey / Kisan Meas.	Maintain department records promptly and accurately	P. Gov
Day - 5	Identify beneficiaries assist departmental officers agriculture.	Assess agr. Input demand	P. Gov
Day - 6	Work under the administrative supervision of the agriculture department	He handled the Rythu Bhaasha kentan payment	P. Gov

WEEKLY REPORT

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

Objective of the Activity Done: About AA

Detailed Report: Agriculture Assistant

- * field visits and intiation with farmers.
- Polambadi seed, village programme e-coop booking
- * operationalization of Rythu Bhaasa Kendram
- processing of petitions receives
- * Attend general duties and duties of other functional assistants as and when required
- * Any other duty entrusted by panchayat secretary or other higher authorities
- * sensitization of farmers. YSR agri input testing labs receipt of agri input order from kiso kiosk.
- * identify beneficiaries assist departmental officials in implementing central & state schemes related to agriculture
- * undertake e-coop booking of coops.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Be answerable to village sewerage & Agriculture department	maintain departmental records promptly and accurately	Maul VAA
Day - 2	work under the legislative supervision of the ADO	people integrated village action plans for agriculture	Maul VAA
Day - 3	prepare integrated village action plan for agriculture and allied sectors	disseminate latest improved technologies to farmers	Maul VAA
Day - 4	AA says that he visits and interaction with farmers	he visits and interaction with farmers	Maul VAA
Day - 5	AA also organization of village knowledge centre and agricultural input	the explains about RBK to village people	Maul VAA
Day - 6	AA evaluates seed distribution programme at RBK on Rabi season.	In Rabi season seeds are distributed by AA	Maul VAA

WEEKLY REPORT

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

Objective of the Activity Done: About AA

Detailed Report: Agriculture Assistant

- * Attend general duties and other duties of fundamental assistants as and when required
- * Reside in the respective Head quarters of the village separately
- * Work under the administrative supervision of Patten sources of irrigation from equipment etc etc...etc...
- * Involve in distribution of available substance inputs to farmers through D-Kishik.
- * Prepare integrated village action plan for agriculture and allied sectors
- * Attend general duties and other duties of as and when required
- * He handled the Pythu Braosha kendaama payment and also D-Kishik subsidy seeds payment chawan print.

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.)

* Internships are generally thought of to be a source for college students looking to gain experience in a particular field. However, a wide array of people can benefit from training internships in order to get real world experience and develop their skills.

An objective for this position should emphasize the skills you already possess in the area and your interest in learning more. Internships are utilized in a number of different career fields including mechanical engineering, healthcare, economics, advertising and many more.

Some internships are used to allow individuals to perform scientific research while others are specifically designed to allow people to gain first-hand experience working

Utilizing internships is a great way to build your resume and develop skills that can be emphasized in your resume for future jobs when you are applying for a teaching internship make sure to highlight any special skills or talents that can make you stand apart from the rest of the applicants so that you have an improved chance of landing the job position

When you are applied for an internship to gain knowledge of an industry and professional experience but that doesn't mean you don't have anything to offer during your interview highlight instances where positivity affected change you potential employer will appreciate to change to bring someone on board who doesn't have to wait to receive direction for every task and who's willing to assist others with their work while taking initiative is important so is the ability to receive feedback

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

skill the ability to do something well many people claim that are skilled in a certain activity skill can be the deciding factor in whether you will be very successful or unsuccessful in certain activities in your life successful or not. I list the communication skill the combination occurs in a variety of ways but primarily interested in your ability to write to speak professionally

The second skill interpersonal - the ability to communicate effectively is often related to one's ability to relate well to others as people skills depend on clients and vendors as well as your co-workers and managers

As an intern you'll likely collaborate with other interns and company employees your ability to communicate and relate well to others is certainly important for collaboration as is the capacity to work ~~important~~ with others to work a common goal part of team you have to understand your own strengths and weaknesses.

If you've managed to successfully take a full course load every semester and meet assignment deadlines to some extent you've already demonstrated time management skills but as an Indian you're not going to have a syllabus to follow whom you're sending are it's up to you to organize your time and produce results

Today's work culture - whether you're hoping to join an organization for startups or well established - after regular hours even the most senior level executive to wear multiple hats supporting the sales team and the meet day performing customer service

Critical thinking refers to your ability to analyze and evaluate a situation or issue and form a judgment the tendency to think critically can be demonstrated and an issue from all possible angles and to pose of your problems have likely emphasized and is highly valued by employers.

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.

Management skills are the practice of understanding, developing and deploying people and their skills. Management skills are ability and traits needed to perform various jobs usually as it pertains to overseeing a team such as solving problems, communicating well and motivating employees.

* I can do manage the one skill that is bring some people together to explain the relation and causes and the about survey this is very useful to our real life that is firstly about survey

The survey project include properties in urban areas apart from rural areas. The ultimate goal of a survey is to create a database of all immovable properties preparation that serves as a conclusive record of things.

* An election is a formal group decision making process by which a population chooses an individual or multiple individuals to hold public office.

Electronic voting machine is voting using electronic means to either sit or take care of the chores of casting votes.

An EVM is designed with two units the control unit and the balloting the room which is called strong room is used to keep ballot boxes of polling on counting day in presence of controlling officer the seal of strong room open and the ballot box sealed open for counting in presence of who are participants in elections nominator after successful completion of counting officer announces election nominator is the winner.

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.,)

I can improve my communication skills as the part of about village and about jaghanna schemes

In the part of village. I think about how is life in the village and do you have enough resources and also is life easy here there are many questions raise in my mind so I can prepare a essay in my village.

My village namely Tungatampara It is situated near a seashore It is also a paradise of beauty, freshness, peace. The people of my village mostly like farming this village is also calm so silent and also called the rural part of the country it is called rural because it doesn't have modern facilities like cities.

There is a no pollution in the village and one can feel the freshness in the breeze there is a primary school in my village where the village kids study with a lots of enthusiasm

In my village my favorite spot is a small river I love going there and spending time because beyond the river there are acres of grasslands and hills the people in my village are very helpful and they live like one big family who always take care of each other

There is no pollution no noise and no rush I feel very excited when we prepare to go to our village but one defect of my village is there is no proper road in my village to reach their respective houses

Finally I conclude that my village is small but the people living here have big hearts means my village is very simple but happy life so please people should visit their village and enjoy its beauty

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

In the period of Internship I know about the civil supplies like in the part of Rice card services that it How to apply new Rice card Already having Rice card How memby addition in Rice card and by birth addition How to add memby below syecas also How to memby deletion in Rice card and required documents etc...

AP Government decided to issue new Rice card to all the eligible ~~poor~~ families of the state which the total income of family should ~~of the state which the~~ be less than Rs 10,000/- per month and Rs 12,000/- per month in rural and urban areas respectively. The Rice card application is visit nearest ration office means the applicant has to go to office to get the D, application form. A copy of the application form can also be download from the net next complete ration application form the applicant has to fill in all the details of the family.

Add child name in ration card in ap is
visit the nearest food and civil supplies department or any
ration card office Ask staff for the member addition form
fill in the details with appropriate information as mis
take in the application results in rejecting the application.
Attach a proper photograph to the application form.

delete name in ration card that is Application
shall obtain the form the respective office or a written
electronically typed application on A4 plain sheet as advised
shall be used or use the following link to download form
link use :

deletion of member in ration card Application form of
member addition . After amount level verification ration
card will be issued in 2-3 weeks as notified by the
department

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 observed the relevance to the subject area of training I learned about during the period of internship. SCOPC sheds are constructed for this purpose where segregated compostable and non-compostable waste segregated from house hold are collected and transported through green ambassadors engaged by the gram panchayat.

people of Andhra Pradesh were in for a surprise on the independence day of 2021 when flag hoisting events were held at the solid waste processing centers (SWPC) where the core sanitation activities have been taking place rather than at the usual venues such as gram panchayat office, educational institution or public spaces.

According to official data the 75th independence day were organizing in all the 13 districts of the state at SWPC sheds. Raj and rural development the events also promoted the ongoing jaganna swachh sankalpam.

which is the state's version of swachh Bharat mission Gramin phase. The campaign aims to ensure ODF sustainability and manage solid and liquid waste in such a manner that it would contribute to visual cleanliness of village.

Over the past few weeks the state run jagahanna swachh sankalpa campaign has proved to be the best platform to encourage village folk about the necessity of segregating waste at household level and making the village litter free and garbage free.

By making SWPC the centre of activities on independence day, the main concept of ~~self help~~ solution with people's participation has given home paving the way for behaviour and attitudinal change.

All the people who attended the programme in large numbers witnessed for themselves the procedures at SWPC where the second level of segregation takes place followed by preparation of vermicompost beds, plastic disposal and safe disposal of sanitary waste through incineration.

Student Self Evaluation of the Short-Term Internship

Student Name: *Jammuna Sai Krishna*

Registration No: *2022001052021*

Term of Internship: *4 mnts* From: *12/12/2022* To: *18/03/2023*

Date of Evaluation: *16/03/2023*

Organization Name & Address: *Grama Sachivalayam, pedda Kollivalasa*

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date: *18/03/2023*

J. Sai Krish
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: *Jammanna Sai Krishna* Registration No: *202200105 2021*
Term of Internship: *4 Mnth* From: *12/12/2022* To: *18/03/2023*
Date of Evaluation: *17/03/2023*
Organization Name & Address: *Grama Sachivalayam, Pedda Kollivalasa.*
Name & Address of the Supervisor with Mobile Number *B. Venkateswaramma, Secretary.*
ph: 8340 823 733. Sachivalayam, P.K.

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

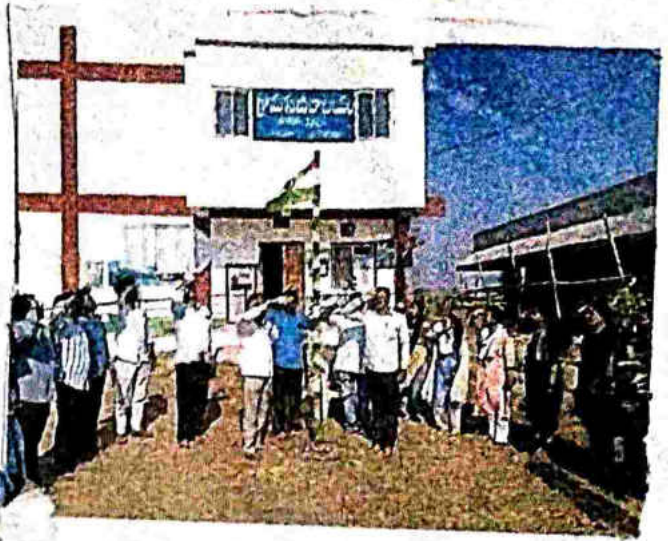
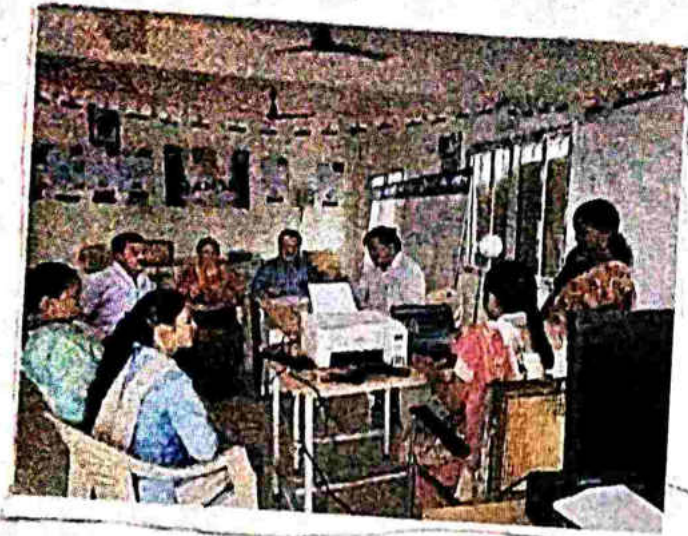
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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: *17/03/2023*


Signature of the Supervisor

Panchayat Secretary
Grama Panchayat
PEDDAKOLLIVALASA
LN. Peta Mandal

PHOTOS & VIDEO LINKS





EVALUATION

* This evaluation form is to be completed by the supervisor at the end of the semester. The purpose of this evaluation is to assess the overall performance of the intern and to provide guidance to the intern in terms of professionalism and workplace readiness.

The intern's evaluation should focus on their time with company, how valuable they felt the internship was, and what they learned. Good things to touch on are: process in the internship, onboarding, offboarding, etc., as well as mentorship and the work they assigned.

- b. Real Time Technical Skills acquired.**
- c. Managerial Skills acquired.**
- d. Improvement of Communication Skills.**
- e. Team Dynamics**
- f. Technological Developments recorded.**

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Jammanna Sai Krishna*

Programme of Study: *2020 - 2023*

Year of Study: *4 Months Internship*

Group: *B.Sc - MPC*

Register No/H.T. No: *2022001052021*

Name of the College: *Govt. Degree College (MEN), Sri Kakulam*

University: *DR. B. R. Ambedkar University, Etcherla.*

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Jammanna Sai Krishna*

Programme of Study: *4 Months Internship*

Year of Study: *2020 - 2023*

Group: *B. Sc - MPC*


Register No/H.T. No: *2022001052021*

Name of the College: *Govt. Degree College (Men), SriKakulam*

University: *DR. B. R. Ambedkar University, Etcherla.*

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:


Signature of the Faculty Guide

Panchayat Secretary
Grama Panchayat
PEDDAKOLLIVALASA
L.N. Peta Mandal

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Jamma Sai Krishna*
Programme of Study: *4 Months Internship programme*
Year of Study: *2020-2023*
Group: *B.sc- MPC*
Register No/H.T. No: *2022001052021*
Name of the College: *Govt. Degree College (MEN), Srikakulam*
University: *DR. B. R. Ambedkar University, Etchurda.*

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	79
2.	For the grading giving by the Supervisor of the Intern Organization	20	19
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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