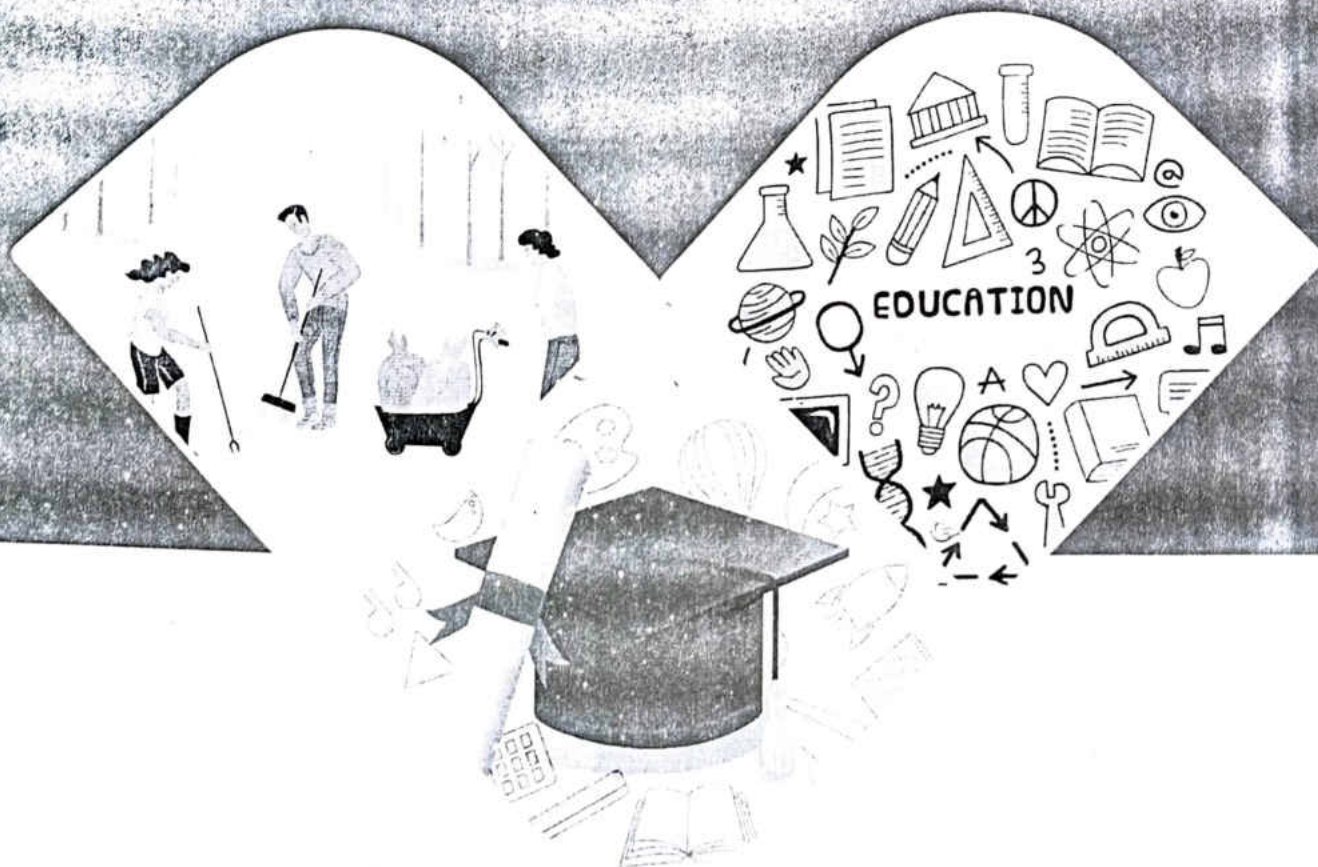


Model Program Book



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: Kola. Venkata Rao

Name of the College: GOVT. Degree college men [skm]

Registration Number: 2022001052023

Period of Internship: 4 months From 07-12-22 To 18-03-23

Name & Address of the Intern Organization

Dr. B.R. Ambedkar University

YEAR [2020-2023]

An Internship Report on Govt. ward secretariat

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of
Govt. Degree college for [men] skm

(Name of the College)

Submitted by:

Kala. Venkata Rao

(Name of the Student)

Reg.No: 2022001052023

Department of Govt. Degree college [men] skm

(Name of the College)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: KOLA VENKATA RAO
Programme of Study: GRAM / WARD SECRETARIAT
Year of Study: 2020 to 2023
Group: B.Sc [M.P.C]
Register No/H.T. No: 2022001052023
Name of the College: GOVT. DEGREE COLLEGE FOR [MEN] SKLM.
University: DR. BR. AMBEDKAR UNIVERSITY SRIKARULAM

SLNo	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: KOLA VENKATA RAO
Programme of Study: WARD SECRETARAT
Year of Study: 2020 TO 2023
Group: BSc [MPC]
Register No/H.T. No: 2022001052023
Name of the College: GOVT. DEGREE COLLEGE [MEN] SRIRAKULAM.
University: Dr. B. AMBEDKAR UNIVERSITY SRIRAKULAM.

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	43
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

RSL

Welfare Officer
Signature of the Internal Expert
Laveru 18 Sachivalayam
LAVERU

Signature of the External Expert

A. Panik 19/07/23.

Signature of the Principal with 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 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, Kola. Venkata Rao a student of 4 months Internship
Program, Reg. No. 2022001052023 of the Department of B.Sc [M.P.C]
College do hereby declare that I have completed the mandatory internship
from 07-12-22 to 18-03-23 in Lavesur-secetariate (Name of
the intern organization) under the Faculty Guideship of
chemistry (Name of the Faculty Guide), Department of
Govt Degree college [men] skm
(Name of the College)

K. Venkata Rao
(Signature and Date)

Official Certification

This is to certify that Kola. Venkata Rao (Name of the student) Reg. No. 2022001052023 has completed his/her Internship in Lavasa-1 secretariate (Name of the Intern Organization) on waste sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc [M.P.C] in the Department of Govt. Degree college (men) Skun (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Kola. venkata Rao (Name of the intern)
Reg. No 2022001052023 of Govt degree college (men) ^{SKM} (Name of the
College) underwent internship in Laveru-1 secretariate (Name of the
Intern Organization) from 07-12-2022 to 18-03-2023

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



Authorized Signatory with Date and Seal

Panchayat Secretary Gr-VI
Laveru Gram Panchyat
LAVERU

Acknowledgements

1. The gram / word sachivalayam is the administrative arm of an international organization, such as the United Nations. It's responsible for carrying out the day-to-day work of the organization and supporting its decision-making bodies. In this sense, the secretariat is made up of the staff and bureaucratic who work for organization.
2. The still holds records for the fastest things in the secretariate responsible for co-ordinating policy and people issues and problem application.
3. In govt, a secretariate may be a department (or) agency responsible for co-ordinating policy and providing administrative policy and providing administrative support to a minister (or) draws others - highest ranking officials.
4. Govt draws providing to people with close to close step in simple away.

may refer to a team (or) department responsible
for managing administrative tasks, such as
records - keeping scheduling and correspondence.

5. I am extremely and heartfelt thanks to our
groom / ~~with~~ sachivalay members - we are journey
in a friendly respectively - such a great feeling
lot of times thanks our college principal, ~~gita~~ / madam

Contents

1. chapter-1 :- Executive summary
2. chapter-2 :- overview of the organization
3. chapter-3 :- Internship part
4. Log books [First ~~week~~ ~~to~~ week to Fifteenth week]
5. chapter-5 :- Out comes descriptions
 - * Describe the real time technical skills you have acquired
 - * Describe the managing skills you have acquired
 - * Describe how you could improve your communication skills.
 - * Describe the technological developments you have observed and relevant to the subject area of training.
6. student self evaluation of the short-term internship.
7. evaluation by the supervision of the inter organization.
8. photos & videos 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 objective:-

- To gain an understanding of the functioning and structure of the grama sachivalayam organization
- To develop skills in administration and clerical tasks related to the day-to-day operation of the organization.
- To learn about the various government schemes and programmes implemented by the grama sachivalayam for the benefit of the rural population.
- To improve communication and interpersonal skills through interaction with villages & other stakeholders.
- To acquire knowledge of the legal & regulatory framework governing the activities of the grama sachivalayam.

Outcomes achieved :-

- Improved knowledge of the organization structure, functions & responsibility of the grama sachivalayam.
- enhanced administration and clerical skills such as maintaining records, data entry, and handling paperwork.
- understanding of the various government schemes and programmes such as housing, sanitation and education.
- Improved communication and interpersonal skills through interaction with villages, offices and other stakeholders.
- understanding of the legal and regulatory framework governing the activities and of the grama sachivalayam.

Brief description of the grama sachivalayam organization:-

The grama sachivalayam is a government organisation 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 health care, sanitation, reeducation, housing and social welfare. the organisation has administration and clerical staff, and it also collaborates with various departments and agencies to achieve its objectives.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

A. Introduction of the organisation:-

Grama Sachivalayam is a government initiative in the Indian state of Andhra Pradesh aimed at decentralizing governance and bringing administration closer to rural community. The word "grama sachivalayam" translates to village secretariat in English.

The grama Sachivalayam system was launched in 2019 by the Andhra Pradesh government under the leadership of chief minister Y.S. Jagan Mohan Reddy. The primary objective of the initiative is to provide efficient by establishing a system of village secretariates in every village of the state.

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

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 gramotee level.

B. Vision, Mission & values of The grama sachivalayam:-

Vision:- To create vibrant and self-sustaining rural communication in Andhra Pradesh, where every citizen has access to basic amenities, opportunities and a high quality of life.

Mission:- To provide efficient, effective and transparent governance services to the people of Andhra Pradesh particularly those living in rural area, through the establishment of grama sachivalayam in every village.

values:- The values of grama sachivalayam and transparent governance to the people of Andhra Pradesh. particularly those living in rural areas. Through the establishment of grama sachivalayam in every village.

Transparency and integrity : Accessibility
Accountability efficiency empathy, integrity.

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 motivable manner.
- ② Chief minister of Andhra Pradesh State YSR Jagan Mohan Reddy started these secretariat at Vijayawada. The statement was made on October 2, 2019 the 150th anniversary of Mahatma Gandhi's Birth day.
- ③ function of gram ward sachivalayam. it has mainly 11 types of the officers in secretariat. the village volunteeris system aims to bring govt services to people's door steps.
- ④ generally using of technological skills and instrument mainly used just like bio-metric computer system.
- ⑤ The Internship part these kind of skills are very important, listening & speaking, confidence, leadership qualities, punctual and time management.
- ⑥ objective of ward sachivalayam provide services and central level schemes.
- ⑦ out comes of 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 05-12-22	I reported in the secretariat assigned to me.	-	
Day - 2 06-12-22	The introduction of the secretariat was giving by the welf assistant.	Learned about the village secretariat	
Day - 3 07-12-22	The welfare assistant told about gramadashini.	we are learned to the chakrasam-2 Different type of problems.	
Day - 4 08-12-22	explain about employees roles and responsibilities.	I know some type of duties about the employees	
Day - 5 09-12-22	our staff member's introduced with volunteers.	I am daily face and looking towards volunteers walking.	
Day - 6 10-12-22	WEA skill about the vision and mission of gram secretariat	I learned why to organized Sachivalayam	

WEEKLY REPORT

WEEK - 1 (From Dt. 05-12-22 to Dt. 10-12-22..)

Objective of the Activity Done:

Detailed Report:

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

We are also learning the benefits of the secretariat to the people of the village.

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

The welfare assistant was fully informed about the vision, mission & values of the gram secretariat. Why to creation for this Govt to introduces in people of society.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 12-12-22	The WEA officer explained the organization structure of the Sachivalayam.	I can take some knowledge.	
Day - 2 13-12-22	Explained the future plans of the grama secretariat	We know the future plans of the secretariat	
Day - 3 14-12-22	About old age pension widow pension has been deeply explained.	I Learned about the old age & widow pensions.	
Day - 4 15-12-22	deeply explained about disable pension and single women pension.	We are analysis and what is important document is required.	
Day - 5 16-12-22	explained about traditional cobblers pension & weaver pension.	We learned the required documents and eligibility.	
Day - 6 17-12-22	explained about toddy tappers pension and fishermen pension	We learned the required documents and eligibility information.	

WEEKLY REPORT

WEEK - 2 (From Dt. 12-12-22 to Dt. 17-12-22)

Objective of the Activity Done:

Detailed Report:

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

Eligibility and required documents for old age pension, widow pension, disable pension, single women pension. Traditional cobbler pension, weaver pension, toddy tappers pension and fisherman pension are given at the end, the YSR pension scheme is designed to provide a safety net for vulnerable section of society and enable them to meet their basic needs and improve their quality of life.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 19-12-22	The mahila police in Sachivalayam she is inculcate her duties.	I am full focus and learned out come information.	
Day - 2 20-12-22	The mahila police officer taught sexual harassments in society.	how to handle and how to Build This type of harassments.	
Day - 3 21-12-22	The mahila police officer inculcate Anganwadi services.	what are the corruption on Anganwadi services	
Day - 4 22-12-22	The mahila police officer told about some important section and helpline numbers.	Any Accident and Criminal case issues how to inform higher officers.	
Day - 5 23-12-22	The VRO sir explained Local govt and main aim.	secretariat one of the local govt that particularly use and goal.	
Day - 6 24-12-22	Our VRO told Today we are going to field work your Chappuam houses.	which number's are eligible and not eligible for govt schemes.	

WEEKLY REPORT

WEEK - 3 (From Dt. 19-12-22 to Dt. 24-12-22)

Objective of the Activity Done:

Detailed Report:

The village secretariat was first launched on 2 October 2019 on the event of Gandhi Jayanthi in AP & our Y.S.R Jagan Mohan Reddy sir.

The duties of common police officer:-

1. Immediate reporting officer; Station house officer.
2. Working in co-ordination with Dept^t Home, Women & Child welfare, crime department & Municipal.

3. Functions:- Law & order, Atrocities against women and weaker sections, and awareness, programmes.

* monitor, ensure Anganwadi center be opened in time of all working days

* Inspect and respected Some Anganwadi Teachers, were without care and protection of Pragenency woman.

* women police officer explain some help line.

number for disha 100/112/181 and police number 100.

* our Chapram-2 secretariat so many young age student not registerate with Voto card.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 26-12-22	The Welfare Asst is explaining about his responsibilities and duties of in Secretariat	I can learned his great and responsibilities at Secretariat	
Day - 2 27-12-22	The NEA is said by the Govt conducting to important schemes.	I have written in my class notes.	
Day - 3 28-12-22	We are help to our Secretariat some important duties like election work.	we can do confidently their works.	
Day - 4 29-12-22	The Secretariat staff as like WEA, URO, WPO-telling about future plans to students.	We have learned how to maintain and set of future life.	
Day - 5 30-12-22	The village Revenue officer explained about the beneficiary like such a issues like cyclone, fire.	The society in the people how to intimate with URO	
Day - 6 31-12-22	The URO sir was explaining take charge of unclaimed property and send to the police station.	I can learned save and protect from govt properties.	

WEEKLY REPORT

WEEK - 4 (From Dt. 26-12-22 to Dt. 31-12-22)

Objective of the Activity Done:

Detailed Report:

The General Duties of welfare Assistant:-

- ① Generating awareness among the public in the village secretariat jurisdiction about the schemes meant for the weaker section of the society.
 - ② ensuring that all eligible students of weaker section of the village get the scholarships and colleges till they complete atleast intermediate @ equivalent course.
 - ③ providing feedback to higher authority on the status of implementation of said schemes.
 - ④ supervising over the work of all village volunteers working, under the village secretariat as far as their welfare duties are concerned.
- * URO s/o providing intimation regarding fire accidents floods, cyclone and other accidents calamity to the higher officers.
 - * conduct promptly to the higher officers in respect of tenure from and keep Govt authority property in safe custody.
 - * Future planning is important for all families. Thinking about the future can be challenging and emotional.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 02-01-23	The ANM Madam was explain about general instructions	I can learned the general duties of ANM	
Day - 2 03-01-23	The Madam was telling about Maternal & Child health	I can learned The ANM madam has given pre caution for pregnancy.	
Day - 3 04-01-23	ANM Madam explain about Social Services with awareness Programmes	I can learned Some social services like Physiotherapy, AIDS & HIV	
Day - 4 05-01-23	She is talking about health education in Secretariat	how to protect our Body healthfully.	
Day - 5 06-01-23	Today is class about Nutrition.	how many types of food habits can take	
Day - 6 07-01-23	The Today of the class about communicable Disease.	I can learned some type of Disease like chicken pox, measles, influenza.	

WEEKLY REPORT

WEEK - 5 (From Dt. 02-01-23 to Dt. 07-01-23)

Objective of the Activity Done: General Instructions:-

Detailed Report: ① She should work under the administrative control of medical officer PHC and guidance of the female health supervisor.

② She would stay at her official head quarters & available for all maternity care services.

③ Should be prepare map planning of her allocated area and population of people data cases collected.

④ All the ANMS was to discharge all the duties as assigned by the PHC medical officers.

* Maternal & Child health: Register pregnant women with 12 weeks after Baby Health. She is full health care first starting & ending position to heartfull precaution. The ANMS given to the pregnancy women.

* Social awareness programmes: Cancer, Diabetes, HIV, AIDS heart attack with CRPS, health food.

* Health Education: Participate in the local mohila meeting, spread the message on female at marriage co-ordinate programmes carefully there are Anganwadi workers, gram samaks in promoting services to peoples.

* Communicable disease: Chicken Pox, Measles, Diphtheria, Gais, Pertussis, Whooping cough.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 09-01-23	Pongal Holiday (Kannur)	-	
Day - 2 10-01-23	explains about jagannath vithya kannur.	I learned due to this scheme students are going to govt school.	
Day - 3 11-01-23	He said about the YSR Cheyatha scheme.	I learned that women are continuing their own business because of this schemes.	
Day - 4 12-01-23	He said about the YSR vahana mitra scheme.	I learned this scheme is known to receive financial assistance to drivers.	
Day - 5 13-01-23	We went to the school & checked the food.	I came to know that nutritious food is being served in the school.	
Day - 6 14-01-23	We went to the school and checked the cleanliness of the classrooms and toilets.	it is known that the school is kept clean every day.	

WEEKLY REPORT

WEEK - 6 (From Dt. 09-01-23 to Dt. 14-01-23)

Objective of the Activity Done: Jagananna vidhya karnata :- This scheme

Detailed Report: is launched by the Govt of A.P to provide free school kits to students studying in Govt school in the state. The kit includes items such as school bags, notes, Books, Text Books, shoes and uniforms.

YSR Cheyutha :- under the YSR Cheyutha - Scheme, financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are age B/w 45 & 60 years. The financial assistance of Rs 18,750.

YSR vahana mitra :- provide financial assistance to self-employed drivers of auto-rickshaws, taxis and mini cabs. Under this scheme, eligible beneficiaries receive an annual financial assistance of Rs 10,000.

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

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 16-01-23	Explained about the Reimbursement scheme	The purpose of This scheme is known.	
Day -2 17-01-23	Explained about YSR vidya peevana scheme.	It is known who is benefiting from this scheme.	
Day -3 18-01-23	explained about YSR varathi peevana scheme.	It is known who is benefitting from this scheme.	
Day -4 19-01-23	Republic day.	-	
Day -5 20-01-23	Explained about Mana-Badi, Nadu Nedu scheme.	The purpose of This scheme is known.	
Day -6 21-01-23	He said that the works of Nadu Nedu Scheme should be examined	We observed The Nadu Nedu works.	

WEEKLY REPORT

WEEK - 7 (From Dt. 16-01-23 to Dt. 21-01-23.)

Objective of the Activity Done:

Detailed Report:

Fee reimbursement:- aimed at providing financial assistance to students from economically weaker sections to pursue their higher education under this scheme. The govt reimburses the tuition fee and other expense such as exam fees, library fee etc. for eligible students studying in various courses including engineering, medicine, MBA, MCA etc.

YSR Vidya Deevana:- it provides financial assistance to eligible students from economically weaker sections to purchase higher education in govt & private colleges.

YSR Varathi Deevana:- it provides financial aid to eligible students from economically weaker sections to cover their hotel and mess expense during their high education.

Hadu - Nedu:- The scheme focuses on improving the basic amenities including class rooms, 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 23-01-23	The WEA officer is explained about YSR Nava ratnalu.	we knows uses of this kind of schemes.	
Day -2 24-01-23	Explained about ammaVodi scheme.	The purpose of this scheme is known.	
Day -3 25-01-23	Explained about Rythu Bharosa scheme.	I know how much this scheme has benefited the farmers.	
Day -4 26-01-23	Explained about arogyasri scheme.	I come to know that this scheme provides free medical treatment to poor people.	
Day -5 27-01-23	Explained about Housing for all	The purpose of this scheme is known.	
Day -6 28-01-23	Explained about Jalayagnam scheme.	I learned that there will be no shortage of water due to this scheme.	

WEEKLY REPORT

WEEK - 8 (From Dt: 23-01-23 to Dt: 28-01-23)

Objective of the Activity Done:

YSR Nannarathalu is a welfare scheme. The scheme comprises nine

Detailed Report:

different welfare programs or schemes each aimed at improving the living condition of the AP. Amma Vadi:- under this scheme financial assist is provided to the mother (or) guardians of school going children to support their education. The amount of assist is Rs 15000 per annum.

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

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

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

Jalayagnam:- under this scheme, the AP Govt will go to improve the irrigation projects and complete the plans which are yet in progress.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 30-01-23	Fully explained about Dappu artist pension & Anti-retreval Therapy (ART) pension (PLHIV) (HIV) pension.	we learned the required documents and eligible for this type of pensions	
Day - 2 31-01-23	explaining about transgender pension & Chronic kidney Disease of unknown etiology pension	Learned the required documents and eligibility for this type of Pension	
Day - 3 01-02-23	Today explain about YSR Kalyanamasthu YSR Shaadi tohfa.	The purpose of This Scheme is known	
Day - 4 02-02-23	explain about mandatory validation documents for registration of YSR Kalyana masthu	Learned The required documents for this type of Scheme.	
Day - 5 03-02-23	explain about eligibility criteria of YSR kalyana masthu / YSR Shaadi Tohfa Scheme	we knows who is eligible for This scheme.	
Day - 6 04-02-23	Have to tell pepole about The YSR Kalyana masthu scheme.	we learned good presentation skills	

WEEKLY REPORT

WEEK - 9 (From Dt. ~~30-01-23~~ to Dt. ~~04-01-23~~)

Objective of the Activity Done:

Detailed Report: Eligibility and required documents for Dappu artist pension, Anti retrieval therapy (ART) (HIV) pension, Transgender pension and Chronic kidney Disease of unknown etiology pension are given at the end.

YSR Kalyanamasthu / YSR Shaadi tohfa:-

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST BC/Minorities Differently abled / BPL in conducting their daughter's marriage in a dignified manner.

- * The bride must be above 18 years and groom must be above 21 years as on the date of marriage
- * The application registration for the scheme should be done within 60 days from date of marriage
- * Both Bride & groom 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 06-02-23	Explaining about the Responsibilities of Digital Assistant	I can gain knowledge of Digital Asst duties.	
Day -2 07-02-23	The general Application forms of caste certificate.	Learned of important and required documents.	
Day -3 08-02-23	The Digital Asst explained some polling station at Chaparam - 2 secretariat	There are three polling stations like 269, 364, 363.	
Day -4 09-02-23	We are going to field about eligibility candidates for voter's ID.	Such as members are not apply for voter ID.	
Day -5 10-02-23	He is how to respect of beneficiary come to secretariat.	I can learn how to respect talking with candidates	
Day -6 11-02-23	→ Maha Sivaratri ←	-	

WEEKLY REPORT
WEEK - 10 (From Dt. 06-02-23 to Dt. 11-02-23)

Objective of the Activity Done: Digital Assistant Duties:-

Detailed Report: ① delivery of service / documents benefits to the

beneficiaries ② Awareness and providing to the govt schemes like Nava ratnala ③ He intimate as well as application processes to citizens.

④ digital services to the public effectively that are provided mandatorily by the local Govt like Birth & Death, properties valuation, tax demand etc. ---

⇒ Digital Assistant said. This system shall be for ensuring delivery of service on the principle of "first come first serve" without any third party agency ship.

⇒ Required documents to apply for caste certificate:-

① Application form ② caste certificate issued to the family members ③ SSC marks memo / DOB extract / transfer certificate ④ 1 to 10 study certificates ⑤ DOB issued by the GP/MA ⑥ Ration card / Epic card / Aadhar card

⇒ Choparam - 2 secretariat in polling station as 369, 364, 363.

⇒ So many citizens not applicable for voter Id in choparam - 2 secretariat.

WEEKLY REPORT

WEEK - 11 (From Dt. 13-02-23 to Dt. 18-02-23)

Objective of the Activity Done: Village Revenue Officer's (V.R.O)

Detailed Report: Duties:- ① maintenance of village revenue records and all village revenue accounts

② collection of Land Revenue, Cess, taxes and other fees pertaining to revenue department.

③ Assessment of crops (100%) inclusive of inspection of survey stones ④ provide intimation regarding fire accidents, floods, cyclone and other accidents and calamities to the higher officers.

↳ Administrative of Panchayat Secretary: Maintenance Registers, collects taxes, Organize, Sarpanch meetings, protect panchayat lands, maintain Birth & Death Reg.

↳ community welfare develop: Assists pension payments, prepares list of BPL, conducts Literacy classes, implements schemes, Assists education Dept enroll.

↳ Co-ordinator: Mobilize participation, community forest discussions, facilitate ward sabhas and gram sabhas submission of DRP plan to MPDO.

↳ The VRO and Panchayat Secretary are ready to stop harassment in land properties intimate about the officers.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 20-02-23	what is the duties and responsibilities of ward volunteer	Learn knowing the kindful Information.	MS
Day - 2 21-02-23	The volunteer was inform us to scheme with awareness	He explained to the Nauratnala Scheme. I learned about Information.	MS
Day - 3 22-02-23	Require skills and eligibilities of ward volunteers.	I learned the volunteer for kind information	MS
Day - 4 23-02-23	The volunteer is monthly one time supply to people with pension.	I learned about which type of pensions are available.	MS
Day - 5 24-02-23	what are the duties and responsibilities of a lineman in secretariat	I gain about information of lineman.	MS
Day - 6 25-02-23	Requirements and skills of lineman in secretariat	I gain about information of lineman.	MS

WEEKLY REPORT

WEEK - 12 (From Dt 20-02-23 to Dt 25-02-23)

Objective of the Activity Done: Secretariat duties & Responsibilities:-

Detailed Report: ① Answering and directing phone calls
② Organizing and distributing messages ③ Maintaining company schedules ④ Organizing documents and files
⑤ Supervising staff and new employees.

duties and responsibilities of volunteers:-

① On independence day 2019 Andhra Pradesh launched the village volunteer system ② The village volunteer system aim to bring govt service to people's door steps. On Oct 2 2019. The 150th anniversary of Mahatma Gandhi's Birthday
③ He would be first to identify the beneficiaries learn about their difficulties and then outline the govt scheme available to them.

duties and Responsibilities of line man:-

A line man has many responsibilities such as working with heavy equipment to reach power line, and using various tools to repair (or) replace power lines.

⇒ The secretariat role is to facilitate the govt conduct management and control of the university by co-ordinating the exchange of information people.

⇒ Required skills of Voluntary:- ① Durance talking experience
② Personality ③ good communication and interpersonal skills.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 27-02-23	URO told about the certificate the issue	Certificates issued by URO are known.	
Day - 2 28-02-23	URO is said that government assents with provide protection	Certificates issued and who to protect govt properties learned	
Day - 3 01-03-23	URO said about water tax collection.	It is known who collects the taxes.	
Day - 4 02-03-23	Holiday of Secretariat Because of Govt Order.	-	
Day - 5 03-03-23	URO is explain how to maintaining for village revenue records	↑ knowledgeable of certain thing to village records	
Day - 6 04-03-23	Second Saturday holiday.	-	

WEEKLY REPORT

WEEK - 13 (From Dt. 27-02-23 to Dt. 04-03-23.)

Objective of the Activity Done:

Detailed Report:

(i) Maintenance of village revenue record & all village revenue accounts promptly & accurately

(ii) collection of land revenue cesses, taxes

→ protection of public lands public taxes & tree...

effective measure will be taken for the

protection of government assets.

The village Revenue officers shall be issue clarity certificate and Solvency certificate in their respective jurisdiction duly following the procedure for the other Certificate which have to be issued by the revenue department, he/she enquire and submit his report to the competent authority.

He was a great job in secretariat because his response to his surrounding village lands & taxes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 06-03-23	The ANM Madam was explaining about health education	I Learned health education	
Day - 2 07-03-23	Explained about medical termination of pregnancy	I know which Hospital to visit for treatment of pregnant women	
Day - 3 08-03-23	explaining about general Instruction	I learned the general Instructions	
Day - 4 09-03-23	The madam explained some social services	I knowing how many type of social services	
Day - 5 10-03-23	The MP madam was talked about the child marriage and Dowry prohibition act.	Learned about child marriage and Dowry prohibition act.	
Day - 6 11-03-23	madam police explains about the Domestic violence act.	Learning about Domestic violence act	

WEEKLY REPORT
WEEK - 14 (From Dt. 06-03-23 to Dt. 11-03-23)

Objective of the Activity Done:

Detailed Report:

General Instruction of ANM:-

→ Should work under the administrative control of the medical officer PHC & guidance of the female health supervisor.

→ Should be in uniform with Identity Card social awareness programmes :- AIDS, HIV, Healthy foods, Diabetes, Heart attack in CPS, medical kits, First Aids

Medical termination of pregnancy:- Identify women of need of medical termination of pregnancy (MTP) & refer them to the nearest health facility for comprehensive Abortion care.

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

Domestic violence:- The Domestic violence act is a law that seeks to protect individuals 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 13-03-23	holiday	—	—
Day - 2 14-03-23	holiday	—	—
Day - 3 15-03-23	The welfare Art was Introduces to our total staff members.	I knowing about which of member stand in secretariat	<u>Y</u>
Day - 4 16-03-23	The WEA was explaining about what is secretariat	I understand what is secretariat	<u>Ab</u>
Day - 5 17-03-23	Then use to the people about class his explained of secretariat	I learned about use of secretariat.	<u>Y</u>
Day - 6 18-03-23	second saturday so holiday.	—	—

WEEKLY REPORT

WEEK - 15 (From Dt. ¹³⁻⁰³⁻²³ to Dt. ¹⁸⁻⁰³⁻²³)

Objective of the Activity Done:

Detailed Report:

∴ The maximum staff at secretariat:-

- | | |
|---------------------------|-------------------------|
| ① village secretariat | ⑦ engineering Assistant |
| ② village revenue officer | ⑧ ANMI |
| ③ mohila police | ⑨ surveyor of village |
| ④ Digital Asst | ⑩ Agriculture Asst |
| ⑤ welfare Asst | ⑪ volunteers |

What is Secretariat? The Secretariat assists in decision making in Govt by ensuring inter-ministrial co-ordination, ironing out differences amongst ministering / Department and evolving consensus through the instrumentality of the standing / committees of secretaries.

→ grama sachivalayam also known as village secretariats) are secretariats set up in the India State of Andhra Pradesh to decentralize the administration by making services and welfare services of AP Government departments available at one place.

CHAPTER 5: OUTCOMES DESCRIPTION

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

- * People Interaction:- A Secretary is often responsible for interacting with people both inside and outside of their organization. They may be responsible for answering phone calls, responding to emails, and greeting visitors so good communication skills gives a grateful success.
- * Facilities available and maintenance:- A secretary may be responsible for managing office - facilities such as office equipment, supplies and meeting rooms.
- * The secretariat in high offices take a clarity of job roles and explain under the officer their many responsibilities I can see their duties and teamwork, relationship mutual support and socialization.
- * so, overall a secretary plays a critical role in ensuring that an organization runs smoothly and efficiently. They need to be highly organized, detail oriented and able to work well under pressure. good communication & Inter personal skills are also essential for success in the role.

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

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

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

- | | |
|----------------------------|-----------------------------|
| ① Application programme | → Digital Assistant |
| ② Field Identification | → Welfare Assistant |
| ③ Third party Verification | → Administrative staff work |
| ④ Prefinal applied | → URO |
| ⑤ Final applied | → MPDO / MRO. |

And Basic technical equipment is secretarial:-

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

so can learning some technical at secretariat.

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

I learned above some managerial skills are useful our future.

1. Leadership skills:- managers need to inspire and motivate their teams to achieve and their goal. They need to achieve successfully complete anything.
2. Decision-making skills:- managers must make informed decisions quickly & efficiently. They should be able to analyze data, evaluate options, and choose the best course of action.
3. Problem solving skills:- The staff members are should be able to identify and solve problems quickly and effectively. They should be able to think creatively & find innovative solutions to complex problems.
4. Goal setting:- we are learning about any target (B) goal such as to do first observe for thing and set the plan so confidently do that particularly action.
5. Interpersonal skills:- managers and any person should be able to relation and confidently talking. so when over we can again assimilated interperson skills.

These are just a few examples of the skills that manager's and higher officer's professional careers. The specific skills are required for any where.

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

We could be improve our communication skills with front of the higher officer doing & working, explained for so many topics, that time, we are learned such a beautiful communication. Therefore

- ① Listen actively:- effective communication is not just about speaking but also about listening should be paying attention, asking questions and providing feedback.
- ② The listener able to speak clearly and confidently use appropriate body language chooses one 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 conversational abilities, confidence levels etc.

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

To enhance your ability in group discussions contribution as a team member, leading a team or activities here are some suggestions.

- ① Respect for others is key to successful team members with respect, regardless of their position or background.
- ② Be prepared: Before going group discussions or team activities it's important to well prepared.
- ③ Communication skills: good communication skills are crucial for effective team participation, clearly speak but any miswords are talking, the listener can't observe speaker view of talking.
- ④ Any team member or team leader should be able to time pectatority and time management these essential for any where.
- ⑤ Leadership skills if you are leading a team or activity, strong leadership skills are essential this includes being able too.

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

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

- ① computer system.
- ② Internet connectivity
- ③ telephones: multiplex, phone system, single line phone system
- ④ Internet phone system
- ⑤ photo copies, copying, binding, multiple pocket copying
- ⑥ scanner's (IRIS Scanners)
- ⑦ printers
- ⑧ Bio-metric device
- ⑨ face Authority programme.

I will seeing in & my future job role above Instruments. I can full focus on Digital technologies and relevant Instruments.

Student Self Evaluation of the Short-Term Internship

Student Name:	kola.venkata Rao	Registration No:	2022001052023
Term of Internship:	From: 7-12-2022	To:	18-03-2023
Date of Evaluation:	18-03-2023		
Organization Name & Address:	Gitan/ward sachivalayam Gandhi naga colony, Lavasa (V.M.), Surikakulam.		

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

k.venkata Rao.
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Self Evaluation of the Short-Term Internship

Student Name: kola. venkatarao

Registration No: 2022001052023

Term of Internship:

From: 7-12-2022

To: 18-03-2023

Date of Evaluation:

18-03-2023

Organization Name & Address:

Gitan/ward sachivalayam
Gandhi naga colony, Lavasa (M), Solikakulam.

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

k.venkatarao.

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: kola. venkata Rao

Registration No: 2029001052023

Term of Internship: 4 months From: 07-02-2022 To: 18-03-2023

Date of Evaluation: 18-03-2023

Organization Name & Address: Gram/ward socharalayan, Laveru-1

Name & Address of the Supervisor D. Revanth Kumar C PS GVI, LAVERU)
with Mobile Number 9303255036 (MURAPAKA)

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✓

D. Revanth Kumar
Signature of the Supervisor

Date:

Panchayat Secretary Gr-VI
Laveru Gram Panchayat
LAVERU

Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

