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PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: KOTTA SAIKAM

Name of the College: GOVT DEGREE COLLEGE (MEN) SKLM

Registration Number: 2022001052027

Period of Internship: From: 07-12-22 To: 18-03-2023

Name & Address of the Intern Organization: GRAM/WARD SACHIVALAYAM
Indira Nagar Colony, SKLM

Dr. B. R. AMBEDKAR University
YEAR [2020-2023]

An Internship Report on

GIRAM / Ward Secretariat.

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
bsc

Under the Faculty Guideship of
R.chandra sekher

(Name of the Faculty Guide)

Department of

Govt DEGREE COLLEGE (MEN) SKLM

(Name of the College)

Submitted by:

KOTTA SAIRAM

(Name of the Student)

Reg.No: 2022001052027

Department of Govt DEGREE COLLEGE (MEN) (SKLM)

(Name of the College)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: KOTTA SAILRAM

Programme of Study: WARD SECRETARIAT

Year of Study: 2020 to 2023

Group: MOPG

Register No/H.T. No: 2022001052027

Name of the College: GOVT DEGREE COLLEGE (MEN) SRIKAKULAM

University: Dr. B. AMBEDKAR UNIVERSITY SRIKAKULAM

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	09
2.	Internship Evaluation	30	29
3.	Oral Presentation	10	10
	GRAND TOTAL	50	48

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: KOTTA SAIRAM
Programme of Study: WARD SECRETARIAT
Year of Study: 2020 to 2023
Group: MPC
Register No/H.T. No: 2022001052027
Name of the College: GOVT DEGREE COLLEGE (MEN) SRIKAKULAM
University: DR. B. AMBEDKAR UNIVERSITY SRIKAKULAM

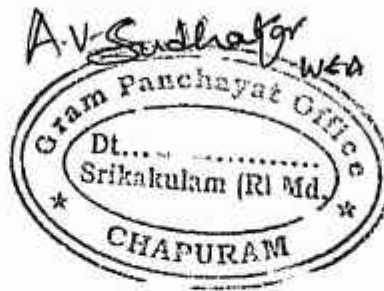
SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	79
2.	For the grading giving by the Supervisor of the Intern Organization	20	19
3.	Viva-Voce	50	46
	TOTAL	150	144
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	192

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal



Student's Declaration

I, Kotta Sai Ram a student of 4th Month Internship
Program, Reg. No. 2021SC1052027 of the Department of BSC (WOPC)
College do hereby declare that I have completed the mandatory internship
from 17-12-2022 to 18-03-2023 in Chappuram - 2 Secretariat (Name of
the intern organization) under the Faculty Guideship of
 (Name of the Faculty Guide), Department of
Chemistry, Gout Degree College (Women) SKln
(Name of the College)

K. Sivan.
(Signature and Date)

Official Certification

This is to certify that Kotta, SaiRam (Name of the student) Reg. No. 2022001052027- has completed his/her Internship in Chapuram-2-Secretarial (Name of the Intern Organization) on ward Sachivelayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC. (M.P.C.) in the Department of Govt Degree College (men) Srikalahasti (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 Ketta. Saikam (Name of the intern)
Reg. No 2022001052027 of govt degree dy (mem) SKM (Name of the
College) underwent internship in Chapuram-2 Secretariat (Name of the
Intern Organization) from 17-11-2022 to 18-03-2023

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



~~Acknowledge~~

1. The gram/ward sachivalayam is the administrative arm of an international organization, such as the United Nations. It is 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 bureaucrats who work for the organization.
2. The staff holds records for the fastest times in the Secretariat to people issues and problems, applications.
3. In govt, a secretariat may be a department (or) agency responsible for co-ordinating policy and providing administrative policy and providing administrative support to a minister (or) other - higher-ranking officers.
4. govt schemes providing to people with door to door step in simple way. 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 gram/ward sachivalayam in staff members, we are journey in a friendly-respectively. such a great feeling, lot of times thank's our college principal sir/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 Fifteenth week]
- 5 chapter 5 := out come's description.
 - describe the real time technical skills you have acquired
 - describe the managerial skills you have acquired
 - describe how you could improve your communication skills.
 - describe how could you could enhance your abilities.
 - 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 gram sachivalaya organisation.
- ↳ To develop skills in administration and clerical tasks related to the day-to-day operation of the organisation.
- ↳ To learn about the various government schemes and programmes implemented by the gram sachivalaya for the benefit of the rural population.
- ↳ To improve communication and interpersonal skills through interaction with villagers and other stakeholders.
- ↳ To acquire knowledge of the legal and regulatory framework governing the activities of the gram sachivalaya.

outcomes achieved
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- ↳ improved knowledge of its organisation structure, functions and responsibility of its grama sachivalayan
- ↳ enhanced administration and clerical skills such as maintaining records, data entry, and handling paperwork.
- ↳ understanding of its 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 its legal and regulatory framework governing its activities and of its grama - sachivalayan.

Brief description of its grama sachivalayan organization.  
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The grama sachivalayan 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 healthcare, sanitation, education, housing and social welfare. The organisation has administration and clerical staff, and it also collaborates with various departmental 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 communities. The word "grama sachivalayam" translates to village secretariat in English.

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

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

The grama sachivalayam system has been widely praised for its potential to improve access to government services and promote greater citizen participation in government at the grassroots level.

B. vision, mission and 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 areas, through the establishment of grama sachivalayam in every village.

Values :- The values of grama sachivalayam and transparent governance, services to the people of Andhra Pradesh particularly those living in rural areas, through the establishment of grama sachivalayam in every village. Transparency and inclusivity, Accessibility, Accountability, efficiency, empathy, integrity.

C. policy of the grama Sachivalayam.

- ↳ providing basic services like water, sanitation, health education, and social security to the rural population.
- ↳ promoting transparency and accountability in the functioning of the organization through various measures like social audit, grievance redressal mechanisms and feedback mechanisms.
- ↳ facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner.
- ↳ overall, the grama Sachivalayam organization is focused on improving the quality of life of the rural population by ensuring access to basic services and resources.

D. Grama Sachivalayam organization structure.

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

The following are the various Administrative posts that are present in the grama Sachivalayam

① village secretariat ② village ^{Revenue} officer (RO)

③ Mahila police & woman and child welfare Assistant.

- (4) digital Assistant, (5) engineering Assistant
- (6) welfare and education Assistant (7) Agriculture Asst
- (8) Ann (9) Surveyor of village
- (10) energy Assistant. (11) line man.

The grama sachivalayam is a decentralized administrative structure that is aimed at providing governance at the grassroots. The grama sachivalayam at the P level ensures that people have access to basic services and facilities in their villages.

E. Roles and responsibilities of the employees in grama sachivalayam.

The grama sachivalayam is headed by a village secretary who is responsible for managing the day-to-day affairs of the village.

The employees in grama sachivalayam are responsible for a wide range of tasks, including maintaining records, implementing government schemes, collection of taxes and fees, providing basic services, maintaining law and order, mobilizing basic services, conducting surveys, organizing community events.

In summary, the employees in grama sachivalayam play a crucial role in the development of rural areas by providing basic services implementing government schemes and maintaining law and order.

G. future plans of the grama Sachivalayam.

Looking to the future the grama Sachivalayam organization may focus on implementing more sustainable practices and technologies to address the growing environmental concerns in rural areas. They may also prioritise creating more job opportunities for the youth promoting entrepreneurship and improving access to digital technology.

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

F. performance of the grama Sachivalayam in terms of turnover profit market reach and market value.

As a government organization, the grama Sachivalayam organization is not profit-driven and does not have a market reach in the traditional sense. Its primary focus is to deliver government services to rural areas efficiently and effectively.

The grama Sachivalayam organization performance is evaluated based on its ability to deliver government services effectively to rural areas and improve the quality of life for people in those areas.

CHAPTER 3: INTERNSHIP PART

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

- ① panchayati Raj Act-1994 says that local govt in every village of the growth & development in a noticeable manner
- ② chief minister of Andhra Pradesh state. YSR Jagan Mohan Reddy started these secretariat at Vijawada, 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 officer in secretariat. the village volunteer's system aims to bring govt services to people's doorsteps.
- ④ generally using of technological skills and instrument mainly use just like bio-metrics, computer systems -
- ⑤ the internship part these kind of skills are very important, listening and speaking, confidence, leadership qualities, practical and time management.
- ⑥ objective of ward sachivalayam provide services and central level schemes.
- ⑦ outcomes of ward sachivalayam to
 - ① early solution to all problems.
 - ② All services of to no. stop.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 05-12-22	holiday	-	-
Day - 2 06-12-22	holiday.	-	-
Day - 3 07-12-22	The welfare list was introduced to our total staff members.	I know about which of members stand in Secretariat.	AA
Day - 4 08-12-22	The WEA was explaining about what is Secretariat.	I understand what is Secretariat.	AA
Day - 5 09-12-22	The use to the people about class his explained of secretariat.	I learned about uses of Secretariat.	AA
Day - 6 10-12-22	Second Saturday so holiday	-	-

WEEKLY REPORT

WEEK - 15 (From Dt. 07-11-22 to Dt. 11-11-22)

Objective of the Activity Done:

Detailed Report:

The maximum staff at Secretariat :-

- | | |
|----------------------------|-------------------------|
| ① Village Secretariat | ⑦ engineering Assistant |
| ② village Revenue Officer. | ⑧ AMN |
| ③ Mahila police | ⑨ Surveyor of village |
| ④ digital police asst | ⑩ Agriculture Asst |
| ⑤ welfare Asst. | ⑪ Volunteer's. |

What is Secretariat :- The Secretariat assists in decision making in Govt by ensuring inter-ministerial co-ordination, ironing out differences, amongst ministries/departments and evolving consensus through the instrumentality of the standing committees of Secretaries.

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

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 12-12-22	I reported in the secretariat was assigned to me	-	
Tuesday Day - 2 13-12-22	The introduction of the secretariat was given by the well assistant.	learned about the village secretariat	AA
Wednesday Day - 3 14-12-22	The welfare assistant told about gram darshoni	We were learned to the chauram-2 different type of problems.	AA
Thursday Day - 4 15-12-22	explain about employees roles and responsibilities	I know some type of duties about the employees	Samudra
Friday Day - 5 16-12-22	our staff members introduced with volunteers.	I am daily face and looking towards volunteers walking.	Samudra
Saturday Day - 6 17-12-22	WEA said about the vision and mission of gram secretariat.	I learned why to organized Sachivalayam.	AA

WEEKLY REPORT

WEEK - 1 (From Dt. 12-12-23 to Dt. 17-12-23)

Objective of the Activity Done:

Detailed Report: This week we are learning about village secretariat i.e. why the secretariat system was established and then uses.

We are also learned 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 and 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
Monday Day -1 19-12-22	The WEA officer explained the organization structure of the Sachivalayam.	I can take some knowledge	AA
Tuesday Day -2 20-12-22	Explained the future plans of the gram secretariat	we know the future plans of the secretariat	AA
Wednesday Day -3 21-12-22	About old age pension widow pension has been deeply explained.	we are analysis what type of document is required.	AA
Thursday Day -4 22-12-22	deeply explained about disable pension and single women pension	we are analysis and what is important document is required.	AA
Friday Day -5 23-12-22	explained about traditional cobbler pension of weaver pension.	we learned the required documents and eligibility	AA
Saturday Day -6 24-12-22	explained about toddy tappers pension and fishermen pension.	we learned the required documents and eligibility information.	AA

WEEKLY REPORT

WEEK - 2 (From Dt. 13.11.23 to Dt. 19.11.23)

Objective of the Activity Done:

Detailed Report: The organization structure and future plans of the village secretariat were discussed in detail. This week also told about YSR pension karnika, how many types, required documents and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, disable pension, single women pension, Traditional crabbles 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
Monday Day - 1 25-12-22	The mahila police in sachavalayam she is inculcate her duties	I am full-focus and learned outcome information.	B. V. S.
Tuesday Day - 2 26-12-22	The mahila police officers taught sexual harassment in society.	how to handle and how to build these type of harassment	B. V. S.
Wednesday Day - 3 27-12-22	The mahila police officers inculcate Anganwadi services.	what are the corruption in Anganwadi services.	B. V. S.
Thursday Day - 4 28-12-22	The mahila police officer told about some important section and helpline numbers.	Any accident and criminal case issues how to inform higher officers	B. V. S.
Friday Day - 5 29-12-22	The VRO sir explained local govt and main aim.	Secretariat one of the local govt that particularly use and goal.	W. S. S.
Saturday Day - 6 31-12-22	our VRO told. Today we are going to field work your cheapurn houses.	which numbers are eligible and not eligible for govt schemes.	W. S. S.

WEEKLY REPORT

WEEK - 3 (From Dt. 26.12.22 to Dt. 31.12.22)

Objective of the Activity Done:

Detailed Report: The village secretariat was first launched on 2 October 2011 on the eve of Ganesh Jayanti in Ap of our Y.S.R. Jagannathan Reddy Sir. The duties of woman police officer.

1. immediate reporting officer: station house officer
 2. working in co-ordination with dept: Home, women & child welfare, excise department & municipal.
 3. functions: law & order, Atrocities against women and weaker sections, and Awareness, programmes.
- * monitor, ensure Anganwadi center be opened in time on all working days.
 - * disrespect and respected some Anganwadi Teachers were without care and protection of pregnancy woman.
 - * woman police officer explain some help line number, for disha 100/112/181 and police number 100.
 - * our Chappuram-2 secretariat so many young age student not register with Voter.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 02-01-23	The welbano gert is explaining about his responsibilities and duties of in secretariat.	I can learned his great and responsibilities at secretariat	
Day -2 03-01-23	The WEA is said by the Govt conducting to important schemes.	I have written in my class notes.	
Day -3 04-01-23	We were help to our secretariat some important duties like, election work.	We can do confidently there works.	
Day -4 05-01-23	The secretariat staff as like WEA, VRO, WPO telling about future plans to students	We have learned how to maintain and set of future life.	
Day -5 06-01-23	The Village Revenue officer explained about the beneficiary lost such a issues like cyclone, fire	The society in the people had to intimate with VRO.	
Day -6 07-01-23	The VRO Sir was explaining Take charge of unclaimed property and send to the police station.	I can learned save and protect from got properties	

WEEKLY REPORT

WEEK - 4 (From DL02:01:23 to DL07:01:23)

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 or equivalent course.
- ③ providing feedback to higher authorities on the status of implementation of social schemes.
- ④ supervising over the work of all village kadasters working under the Village Secretariat as far as their welfare duties are concerned.
- ⑤ VRO Sir providing intimation regarding fire accident, floods, cyclone and other accidents calamity to the higher officers.
- ⑥ conduct promptly to the higher officer in respect of Treasure found and keep Government attached property in safe custody.
- ⑦ 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
Monday Day -1 09-01-23	The ANM madam was explain about general instructions.	I can learned the general duties of ANM	Sandhya MLHP
Tuesday Day -2 10-01-23	The madam was telling about maternal and child health.	I can learned the ANM madam has given precaution for pregnancy.	Sandhya MLHP
Wednesday Day -3 11-01-23	ANM madam explain about social services with awareness programmes	I can learned some social services, dentists, physiotherapy, AIDS etc.	Sandhya MLHP
Thursday Day -4 12-01-23	She is teaching about health education in secretariat.	how to protect our body healthfully.	Sandhya MLHP
Friday. Day -5 13-01-23	Today is class about nutrition	how many types of bad habits can takes.	Sandhya MLHP
14-01-23 Pongal holidays Day -6 17-01-23.	The Today of the class about communicable disease.	I can learned some type of diseases, chickenpox, measles, influenza.	Sandhya MLHP.

WEEKLY REPORT

WEEK - 5 (From Dt. 09.01.23 to Dt. 15.01.23)

Objective of the Activity Done:

general instructions:-

Detailed Report:

①. She should work under the administrative control of medical officer ptc and guidance of the female health supervisor.

②. She would stay at her official headquarters and available for all maternity care services.

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

④. All the time was to discharge all the duties as assigned by the ptc. medical officers.

* maternal and child health:- Register pregnant women with 12 weeks after baby health. She is the health care for starting and ending position to heartfull precaution the time given the pregnancy women.

* Social awareness programmes:- Cancer, diabetes, HIV, AIDS, heart attack with CPR, healthy food.

* health education:- participate in the local mahila meeting, spread the message on female age at marriage, co-ordinate programmes carefully. There are Anganwadi workers, gram sevak in promoting services to people.

* Communicable diseases:- chickenpox, measles, diphtheria, scarlet fever, pertussis, whooping cough.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 16-01/23	Pongal Holiday (Kamuma)	-	-
Tuesday Day -2 17-01/23	explained about Jaganna vidya Kamuka	I learned, due to this scheme students are going to govt school.	AA
Wednesday Day -3 18/01/23	He said about the YSR cheyutha scheme	I learned that women are continuing their own business because of this schemes.	AA
Thursday Day -4 19/01/23	He said about the YSR vahana mitra scheme.	I learned, this scheme is known to receive financial assistance to drivers	AA
Friday Day -5 20/01/23	We went to the school and checked the food.	Team. to know that nutritious food is being served in the school.	AA
Saturday Day -6 21/01/23	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.	Sandhya MLHP

WEEKLY REPORT

WEEK - 6 (From DL.16.01.23. to DL.21.01.23.)

Objective of the Activity Done:

Jagananna vidya karnika:- This scheme

Detailed Report:

is launched by the Govt of AP to provide free school kits to students studying in govt school in the state. The kit includes items such as school bags, notebooks, Text books, shoes and uniforms.

YSR cheyutha:- Under the YSR cheyutha scheme, financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are age between 45 and 60 years. The financial assistance of Rs. 18,750.

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

The schools was visited to inspect the quality of food served, cleanliness of classrooms and Toilets.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 23-01-23	Explained about - fee Reimbursement scheme	The purpose of this scheme is known.	AA
Tuesday Day - 2 24-01-23	Explained about YSR vidya deeksha scheme	It is known who is benefiting from this scheme	AA
Wednesday Day - 3 25-01-23	Explained about YSR vasathi deeksha scheme	It is known who is benefiting from this scheme.	AA
Thursday Day - 4 26-01-23	Republic day.	-	-
Friday Day - 5 27-01-23	Explained about mamabadi, nadu nedu scheme	The purpose of this scheme is known	DA
Saturday Day - 6 28-01-23	He said that the works of nadu nedu scheme should be examined	He observed the nadu nedu works.	DA

WEEKLY REPORT

WEEK - 7 (From Dt. 27-01-23 to Dt. 28-01-23)

Objective of the Activity Done:

Detailed Report: Fee reimbursement :- Aims at providing financial assistance to students from economically weaker sections to pursue their higher education under this scheme. The government reimburses the tuition fee and other expenses such as exam fees, library fee, etc, for eligible students studying in various courses including engineering, medicine, MBA, MCA, etc. YSR widya deewangi :- it provides financial assistance to eligible students from economically weaker sections to pursue higher education in govt and private colleges.

YSR vasathi deewangi :- it provides financial assistance to eligible students from economically weaker sections to cover the hostel and mess expenses during their high education.

Shalee shiksha :- The scheme focuses on improving the basic amenities including classrooms, furniture, toilets, drinking water and other infrastructure in govt schools.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day - 1 30-1-23	The WEA officer is explained about YSR narsarathalu	We know uses of this kind of schemes	AA
Tue Day - 2 31-01-23	Explained about Ammasodi scheme.	the purpose of this scheme is known	AA
wed Day - 3 01-02-23	Explained about Rythu Bharosa scheme	I know how much this scheme has benefited the farmers.	AA
Day - 4 02-02-23	Explained about Arogyasri scheme	I came to know that this scheme provides the medical treatment to poor people.	AA
Day - 5 03-02-23	Explained about Housing for all	The purpose of this scheme is known	y. Dlg
Day - 6 04-02-23.	Explained about Jalayagnam scheme	I learned that there will be no shortage of water due to this scheme.	y. Dlg

WEEKLY REPORT

WEEK - 8 (From Dt. 20.01.23 to Dt. 26.01.23)

Objective of the Activity Done:

YSR Abaratmalu is a welfare

Detailed Report:

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

Amma Vodi's - 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. 15,000 per annum.

Rythu Bharosa:- This scheme provides financial assist to farmers in the State. The amount of assistance is RS 13,500 per annum.

Arogyasri:- This scheme provides two health care services to the people of Ap. The scheme covers the cost of medical treatments and surgery for a wide range of illnesses and diseases.

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

Salayagaram:- 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 NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day -1 06-02-23	fully explained about sappu artist pension & anti-retroviral therapy pension (PLHIV) (HIV) pension	we learned the required documents and eligible for this type of pensions	AA
Tue Day -2 07-02-23	explaining about Transgender pension & chronic kidney disease of unknown etiology pension	learned the required documents and eligibility for this type of pension.	AA
wed Day -3 08-02-23	Today explain about YSR Kalyanamasthi YSR Shaadi Tahita	the purpose of this scheme is known.	AA
Thu Day -4 09-02-23	explain about mandatory validation documents for registration of YSR Kalyanamasthi	learned the required documents for this type of scheme	AA
FRI Day -5 10-02-23	explains about eligibility criteria of YSR Kalyanamasthi / YSR Shaadi Tahita scheme.	we know who is eligible for this scheme	AA
Sat Day -6 11-02-23	Have to tell people about the YSR Kalyanamasthi scheme	we learned good presentation skills.	AA

WEEKLY REPORT

WEEK - 9 (From Dt. 06.02.23 to Dt. 11.02.23)

Objective of the Activity Done:

Detailed Report:

eligibility and required documents for rapper artist pension, Anti-Retraction Therapy (ART) (+HIV) pension, Transgender pension and chronic kidney disease of unknown etiology pension are given at the end.

YSR Kalyanamasthu / YSR Shaadi Tolava.

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

- ① The bride must be above 18 years and groom must be above 21 years as on the date of marriage.
- ② The application registration for the scheme should be done within 60 days from date of marriage.
- ③ Both bride and groom should have 10th class pass certificate.
- ④ The caste and income certificates must be tagged with Aadhaar.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 13-02-23	explaining about the Responsibilities of digital Assistant.	I can gain knowledge of digital Asst duties.	Y. Dhy
Day -2 14-02-23	the general Application forms of caste certificate.	Learned of important and required documents	Y. Dhy
Day -3 15-02-23	the digital Asst explained some polling station at chaparam-2 Secretariat	there are three polling stations like, 364, 364, 363	Y. Dhy
Day -4 16-02-23	We are going to field about eligibility candidates for voter ID	such a members are not Apply for voter Id.	Y. Dhy
Day -5 17-02-23	He is how to Respect of beneficiaries came to Secretariat.	I can learned how to Respective talking with candidates	Y. Dhy
Day -6 18-02-23	→ upaha shivaratri ←	-	-

WEEKLY REPORT

WEEK - 10 (From Dt. 13-02-23. to Dt. 19-02-23.)

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 Navaratna. ③. He informed 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 member's ③ SSC marks memo / DOB extract / transfer Certificate ④ 1 to 10 study certificates (or) DOB issued by the GP/MA. ⑤ Ration card / Epic card / Aadhar card

⇒ Chaparam-2 secretariat in police station as 369, 364, 363.

⇒ so many citizens not applicable for voter ID in Chaparam-2 secretariat.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 20-02-23	The VRO sir explaining about his duties.	I am knowing his duties in secretariat.	H. R. R. R.
Day -2 21-02-23	The VRO sir explained about panchayat secretary Administratives.	I am knowing his Administrative work	H. R. R. R.
Day -3 22-02-23	The VRO sir explained about panchayat secretary with community work.	I am knowing his community welfare work	H. R. R. R.
Day -4 23-02-23	The VRO sir said about panchayat secretary co-ordinator duties.	I am knowing his co-ordinator duties.	H. R. R. R.
Day -5 24-02-23	How to save and protect our govt properties.	I was learned with some govt properties.	H. R. R. R.
Day -6 25-02-23	Any land issue to harassment for others.	I was learned how solved of people problems.	H. R. R. R.

WEEKLY REPORT

WEEK - 11 (From Dt. 22.02.23 to Dt. 25.02.23)

Objective of the Activity Done: Village Revenue Officer's (VRO)

Detailed Report: duties:- ① maintenance of village

Revenue record and all village Revenue Accounts.

② collection of Land Revenue, Cesses, Taxes and other
Sum pertaining to Revenue department.

③ Asmaish 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:- maintains
Registers, collects taxes, organizes Sarpanch meetings
protect panchayat lands, maintain Birta & wealth Reg.

↳ Community welfare develop:- Assist pension payments,
prepares list of BPL, conducts literary classes, implements
schemes, Assist education dept, entail.

↳ co-ordinator:- mobilize participation, community forest
discussions, facilitate ward sabhas and gram sabhas
submission of DRP plan to mppo.

↳ the VRO and panchayat secretary are ready to
stop harassment in land properties intimate above
the officers,

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 27-02-23	What is the duties and Responsibilities of ward volunteer.	I am knowing the kindful information.	A. V. S. S. S. S.
Day -2 28-02-23	The volunteer was informed as to scheme with awareness.	He explained to the national schemes. I learned about information.	A. V. S. S. S. S.
Day -3 01-03-23	Require skills and eligibilities of ward volunteers.	I learned the volunteer for kindful information.	A. V. S. S. S. S.
Day -4 02-03-23	The volunteer is monthly one time supply to people with pension.	I learned about which type of pensions are available.	A. V. S. S. S. S.
Day -5 03-03-23	What are the duties and responsibilities of a Lineman in Secretariat.	I gain about information of Lineman.	A. V. S. S. S. S.
Day -6 04-03-23	Requirements and skills of Lineman in Secretariat.	I gain about information of Lineman.	A. V. S. S. S. S.

WEEKLY REPORT

WEEK - 12 (From Dt. 27.01.23 to Dt. 02.02.23)

Objective of the Activity Done:

Secretariat duties and responsibilities

Detailed Report:

- ① Answering and directing phone calls.
- ② Organising and distributing messages
- ③ Maintaining company schedules
- ④ Organising 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 volunteers system aims to bring govt service to people's doorsteps. On October, 2, 2019, the 150th anniversary of Mahatma Gandhi's birth day.
- 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 Lineman

A lineman has many responsibilities, such as, working with heavy equipment to search power lines, 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 to people.

⇒ Required skills of volunteers: ① Uninterrupted experience.

- ② Perceptuality.
- 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 6-03-23	VRG told about the certificate the issue	certificates issued by VRG are known	Hain
Day - 2 07-03-23	VRG is said that government asserts will provide protection	certificates issued and who to protect govt properties, I learned.	Hain
Day - 3 08-03-23	VRG said about water tax collection.	It is known who collect the taxes.	Hain
Day - 4 09-03-23	holiday of secretarial Because of govt order	-	-
Day - 5 10-03-23	VRG is explain how to maintaining for village revenue records.	I knowledgeable of certain thing to village records	Hain
Day - 6 11-03-23	second saturday holiday	-	-

WEEKLY REPORT

WEEK - 13 (From Dt. 16-03-23 to Dt. 23-03-23)

Objective of the Activity Done:

Detailed Report:

- (i) maintenance of village revenue record and all village revenue accounts promptly and accurately
- (ii) collection of land revenue, cesses, taxes.
- * protection of public lands, public taxes, trees, effective measures will be taken for the protection of government assets.

The village Revenue officers shall be issued solatiny certificate and solatiny 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.

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

~~Fourth~~
ACTIVITY LOG FOR THE ~~THIRTEENTH~~ WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 13-03-23	1st ANM madam was explaining about health education.	I learned health education.	K. R. S. S. S. S.
Day - 2 14-03-23	explained about medical termination of pregnancy.	I know which hospital to visit for treatment of pregnant women.	K. R. S. S. S. S.
Day - 3 15-03-23	explaining about general instruction.	I learned the general their instructions.	K. R. S. S. S. S.
Day - 4 16-03-23	the madam explained some social services.	I knowing how many type of social services.	K. R. S. S. S. S.
Day - 5 17-03-23	1st MP madam was talked about the child marriage and dowry prohibition act.	learned about child marriage and dowry prohibition act.	G. V. S. S. S.
Day - 6 18-03-23	ma hila police explain about the domestic violence act.	learned about domestic violence act.	G. V. S. S. S.

WEEKLY REPORT

WEEK - 14 (From Dt 13-03-23 to Dt 18-03-23.)

Objective of the Activity Done:

Detailed Report:

general instruction of ANMs:-

* should work under the administrative control of the medical officer p/c and guidance of the female health supervisors.

* should be in uniform with identity card.

Social awareness programmes :- AIDS, HIV, healthy, foods, diabetes, heart attack in cps, medical kits, first aid,

medical termination of pregnancy :- identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest health facility for comprehensive abortion care.

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

domestic violence :- the domestic violence act is a law that ~~practice~~ seeks to protect individuals who are victims of domestic violence.

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 greatful 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 officer take a clarity of job roles and explain under the officer their many responsibilities. I can seen they duties, and teamwork, relationship, mutual support and socialization.
- * So overall, a secretary plays a critical role in ensuring that an organization runs smoothly and efficiently. They need to be highly organized, detail-oriented, and able to work well under pressure. Good communication and interpersonal 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 and achieving goals within a given area of expertise.

Here are some example of technical skills in various fields.

- ①. Application programme → digital Assistant.
- ②. field verification → welfare Assistant.
- ③. third party verification → administrative staff work.
- ④. 'pre-final - Applied' → BPO
- ⑤. final - Applied → VSPDO/MRO.

and basic technical equipment in secretariat.

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:- manager need to inspire and motivate their teams to achieve and their goal. they learn to achieve successfully complete anything.
2. Decision-making skills:- managers must make informed decisions quickly and efficiently. they should be able to analyze, select, evaluate options, and choose the best course of action.
3. problem-solving skills:- the staff members should be able to identify and solve problems quickly and effectively. they should be able to think creatively and find innovative solutions to complex problems.
4. goal setting:- we are learning about, any target (or) goal must 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 interpersonal skills.

these are just a few examples of the skills that managers and higher officers, professional careers. the specific skills are require for any where.

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

We could be improve our communication skills with

Trout of the higher officer doing and working,
explained for so many topics, that time we are
learned such a beautiful communication. These are

- ①. listen actively: effective communication is not just about speaking but also about listening. listening should be paying attention, asking questions, and providing feedback.
- ②. the listener able to speak clearly and confidently, use appropriate body language choose your 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 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 joining group discussions or team activities, it is important to come prepared.
- ③ Communication skills :- good communication skills are crucial for effective team participation. clearly speak but only miswords are talking, the listener can't observe speaker's view of talking.
- ④ Any Team member (or) team leader should be able to time punctuality and time management these are essential for any where.
- ⑤ Leadership skills :- if you are leading a team (or) activity, strong leadership skills are essential. this includes being able to

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

I can see by future planing of Job role with
- technological instrument in secretariat.
- following on below.

- ①. Computer systems
- ②. internet connectivity
- ③. Telephone: multipino, phone system, single line phone system
- ④. internet phone systems
- ⑤. photo copies, copying, binding, multiple packet copying
- ⑥. scanner's (IRIS scanner's)
- ⑦. printer's
- ⑧. Bio-metric division
- ⑨. face authority programme.

I will using in my future job role above
instruments. I am full focus on digital technologies
and relevant instruments.

Student Self Evaluation of the Short-Term Internship

Student Name: Kotta. SaiRam

Registration No: 2022001052027

Term of Internship: From: 7-12-2022 To: 18-03-2023

Date of Evaluation: 18-03-2023

Organization Name & Address: GIRAMA/WARD SACTHIVALAYAM
Indira Nagar, Colony Srikakulam

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. SaiRam.
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Kotta. SaiRam	Registration No: 2022001052027
Term of Internship: From: 7-11-2022 To: 18-03-2023	
Date of Evaluation: 18-03-2023	
Organization Name & Address: GRAMA/WARD SACHSVALAYAM Indranagar colony, Srikakulam.	digital Asst Silep Sir 9030095343.
Name & Address of the Supervisor with Mobile Number: AN Subhakar, 81cm New Colony, 8978227555	

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





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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