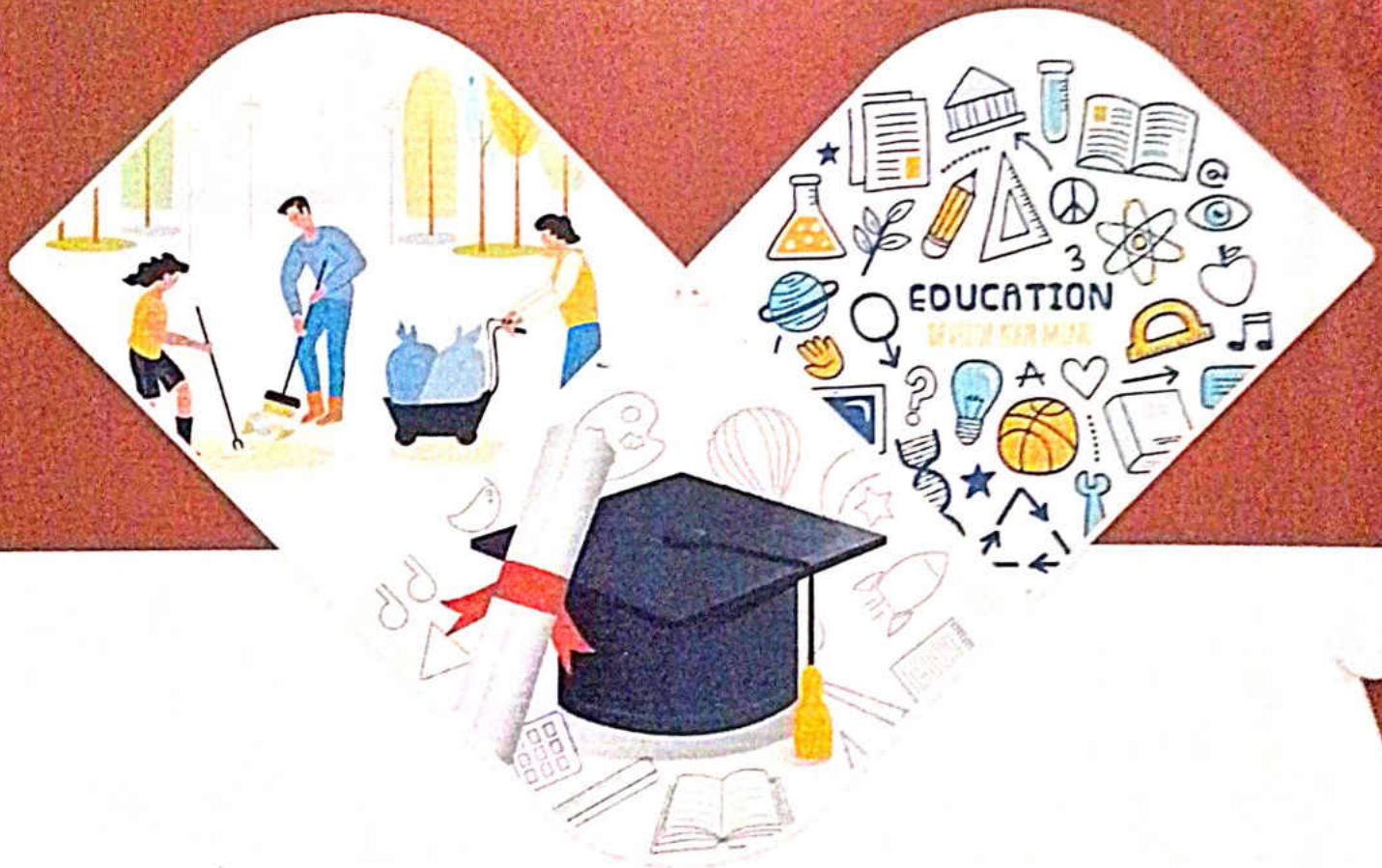


Model Program Book



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: LANKA. SURESH

Name of the College: GOVT DEGREE COLLEGE [MEN] SKM

Registration Number: 2022001052028

Period of Internship: 15 weeks from 07/12/22 to 13/03/23

Name & Address of the Intern Organization: Grama / ward sachivalayam
Indira Nagar colony SKM

DY. B. P. Ambekar University
2023 YEAR

An Internship Report on
GRAM / word Secretariat (Chapuram-2)

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
B.Sc (M.P.C)

Under the Faculty Guideship of

R. Chandrashekar

(Name of the Faculty Guide)

Department of

GOVT DEGREE COLLEGE (MEN) SKLM

(Name of the College)

Submitted by:

LANKA. SURESH

(Name of the Student)

Reg.No: 2022001052028

Department of Chemistry

Govt. Degree college (MEN) - Srikakulam.

(Name of the College)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: LANKA. SURESH

Programme of Study: WARD SECRETARIAT

Year of Study: 2020 to 2023

Group: M.P.C

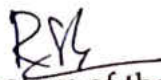
Register No/H.T. No: 2022001052028

Name of the College: GOVT DEGREE COLLEGE EMEND SKLM

University: DY. BY AMBEDKAR University, Sakakulam

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	08
2.	Internship Evaluation	30	29
3.	Oral Presentation	10	09
	GRAND TOTAL	50	46

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: LANKA. SURESH
 Programme of Study: WARD SECRETARIAT
 Year of Study: 2020 to 2023
 Group: BSC (mp.c)
 Register No/H.T. No: 2022001052028
 Name of the College: GOVT DEGREE COLLEGE(MENS) SKLM
 University: DR BT AMBEDKAR UNIVERSITY

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	75
2.	For the grading giving by the Supervisor of the Intern Organization	20	18
3.	Viva-Voce	50	43
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

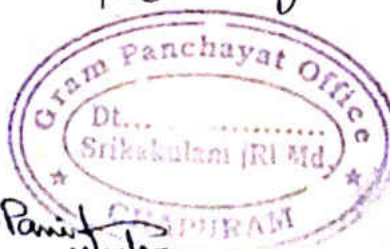
[Signature]

Signature of the Internal Expert

K. Sankar

Signature of the External Expert

A. Panik
11/01/27



Signature of the Principal with Seal

Certificate from Intern Organization

This is to certify that LANKA . SURESH (Name of the intern)
Reg. No 2022001052028 of Govt Degree College [MEN] ^{SKLM} (Name of the
College) underwent internship in Chapuram-2 se cadateria (Name of the
Intern Organization) from 12-12-2022 to 07-03-2023

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




Authorized Signatory with Date and Seal

Student's Declaration

I, LANKA. SURESH a student of 4 month Internship
Program, Reg. No. 2022001052028 of the Department of B.SC(M.P.C)
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 07-03-2023 in Chapuran-2 secretariat (Name of
the intern organization) under the Faculty Guideship of
R. Chandrasekar (Name of the Faculty Guide), Department of
Chemistry, Govt degree college (men) SKLn
(Name of the College)

L. Suresh
(Signature and Date)

Official Certification

This is to certify that Lanka. Suresh (Name of

the student) Reg. No. 2022001052028 has completed his/her Internship in

Chapuram-2 secretariat (Name of the Intern Organization) on

ward 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) ^{SKLM} (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

K. Sandhya

Endorsements



Faculty Guide

Head of the Department

Principal

→ Acknowledgements ←

- * 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 bureaucrats who work at the organization.
- * The still holds records for the fastest times in the Secretariat to people issues and problems.
- * 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 officer.
- * Govt schemes providing to people with close 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.
- * I am extremely and heartfull thanks to our gram/word sachivalayam in staff members we are journey in a friendly-respectively. such a great feelings, lot of time's 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 :- cat 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 and videos Link's.

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 organisation.
- * To develop skills in administrative and clerical tasks related to the day-to-day operations of the organisation.
- * To learn about the various government schemes and programmes implemented by the Grama sachivalayam for the benefit of the rural population.
- * To improve communications and interpersonal skills through interaction with villagers and other stakeholders.
- * To acquire knowledge of the legal and regulatory framework governing the activities of the Grama sachivalayam.

Outcomes achieved :-

- * Improved knowledge of the organisational structure, functions and responsibilities of the Grama Sachivalayam.
- * Enhanced administrative 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, officials and other stakeholders.
- * Understanding of the legal and regulatory framework governing the activities of the Grama Sachivalayam.

Brief description of The Grama Sachivalayam Organisation

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 healthcare, sanitation, education, housing and social welfare. The organisation has administrative and clerical staff and it also collaborates with various departments and agencies to achieve its objectives.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

A. - Introduction of the Organization

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 and transparent governance to rural communities by establishing a system of village secretariats in every part 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 certificates and licenses to providing information on government schemes and programs.

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

B. vision, mission and values of The Organization

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

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

Values:- The values of Grama Sachivalayam are aligned with the principles of good governance, transparency, and inclusivity. Accessibility, Accountability, efficiency, empathy etc.

C. Policy of The Organization, in relation to the Intern role :-

- * 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 audits, 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.

The Grama Sachivalayam is an organizational structure that is set up to ensure that governance reaches the grassroots 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 [VRO]
- ③ Mahila Police and women and child welfare Assistant.
- ④ Digital Assistant.

5) Engineering Assistant.

6) welfare and education Assistant

7) Agriculture Assistant (2) ANM (1) Surveyor

10) Energy Assistant.

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

E^c - Roles and Responsibilities of The employees in which the intern is placed :-

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, collections of taxes and fees, providing basic services, maintaining law and order, mobilizing resources, conducting surveys, organizing community events.

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

FP:- Performance of The Organization in terms of turnover, Profits, market reach and market value

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

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

GP:- Future Plans of The Organization :-

Looking to this 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 promote 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.

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 Late YSR Jagan Mohan Reddy started the 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 " types of the officer in secretariat - the village volunteer's system aims to bring govt services to people's door steps.
- ④ generally using of Technological skills and instrument mainly use just like bio - metres, 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 A 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
Monday 12-12-22 Day -1	I reported in the secretariat assigned to me	—	—
Tuesday 13-12-22 Day -2	The introduction of the secretariat was given by the welfare assistant.	Heard about the village secretariat.	
Wednesday 14-12-22 Day -3	The welfare assistant told about gram dashini	We are learned to the chapters of different types of problems	
Thursday 15-12-22 Day -4	Explained about employment roles and responsibilities	I know some types of duties about the employees.	R. Reddy
Friday 16-12-22 Day -5	Our staff members introduced with volunteers	I am daily take and looking towards volunteers working	R. Reddy
Saturday 17-12-22 Day -6	WEA said about the vision and mission of gram secretariat.	I learned why to organized sachivalayam.	

WEEKLY REPORT

WEEK - 1 (From Dt. 12-12-22 to Dt. 17-12-22)

Objective of the Activity Done:

Detailed Report: This week we are learning about village secretariat, why the secretariat system was established and then as

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 their services.

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

WEEKLY REPORT

WEEK - 2 (From Dt. 19-12-2022 to Dt. 24-12-22)

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 kankka, how many tepres. requireres document and eligibility criteria.

eligibility and Required documents for old age pension. widow pension, aisable pension, single women Pension, Traditional obbler 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 adnexable 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 26-12-22	The mahila Police in Sachavalayam she is inculcate her duties	I am full focus and learned out come information.	C. L. S.
Tuesday Day -2 27-12-22	The mahila Police officer taught sexual harassments in society	how to handal and how to build these types of harassments	C. L. S.
wednesday Day -3 28-12-22	The mahila Police officer . inculcate Anganwadi service	what are the corruption in Anganwadi services.	C. L. S.
Thursday Day -4 29-12-22	The mahila Police officer told about some important section and helpline number.	Any Accident and criminal case issue how to information	C. L. S.
Friday Day -5 30-12-22	The VRO sir explained local govt and main aim	secretariat one of the local govt late Portia - only use and goal	V. R. S.
Saturday Day -6 31-12-22	our VRO told . Today we are going to field work your chapuram-2.	which number's are eligible and not eligible for got scheme's	V. R. 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 2014 on the eve of Gandhi Jayanthi in AP of our Y.S.R. Jagan Mohan Reddy Sir.

- The duties of Co-man Police officer
- * immediate reporting officer: station house officer
 - * working in co-ordination with Dept: Home, Women, child welfare, crime Department, municipal.
 - * functions: law and order atrocities against woman and weaker sections, and Awareness
 - * monitor ensure Anganwadi Center be open in time on all working days
 - * disrespect and respected some Anganwadi Teacher's were without care and protection of pregnancy woman.
 - * Our chaparam - 2 secretariat so many young age student not registerate with vote card.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 02-01-23	The welfare Asst is explaining about his responsibilities and duties of in secretariat.	I can learned his great and responsibilities at secretariat.	AA
Tuesday Day - 2 03-01-23	The WEA is said by the Govt conducting to important schemes.	I have written in my class notes.	AA
Wednesday Day - 3 04-01-23	We are help to our secretariat some important duties, like election work.	We can do confidently there works	AA
Thursday Day - 4 05-01-23	The secretariat staff as like WEA, VRO, WPA telling about future plans to students.	We have learned how to maintain and set of future life	Glenn
Friday Day - 5 6-01-23	The village Revenue officer explained about the beneficiary lose search a issues like fire.	The society in the people how to intimate with VRO	HAIR
Saturday 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 govt property	HAIR

WEEKLY REPORT

WEEK - 4 (From Dt 02-01-23 to Dt 07-01-23)

Objective of the Activity Done:

Detailed Report: The general Duties of welfare Assistant

* generating awareness among The Public in the village secretariat Jurisdiction about the schemes meant for the weaker section of the society

* ensuring that all eligible students of weaker section of the village get the scholarships and colleges. Still they completed atleast intermediate.

* providing feedback to higher authority on the style of implementation of said schemes

* supervising over the work of all village Cadutans working under the village secretariat as far as their welfare duties are concerned.

* VRO sir providing intimation regarding fire accidenty floods, cyclone and orther accidenty calamintel to the higher officer's

* Conduct promptly to the higher officer's in respect of treasure found and keep Government attached property in safe custody.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 09-01-2023	The ANM madam was explain about general instructions	I can learned the general duties of ANM	K. Radhadevi
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	K. Radhadevi
Wednesday Day - 3 11-01-23	ANM madam explain about social services with awareness programs	I can learned some social services dentists physiotherapy	K. Radhadevi
Thursday Day - 4 12-01-23	She is teaching about health education is secretariat.	how to protect our body health fully	K. Radhadevi
Friday Day - 5 13-01-23	Today class is about nutrition	how many types of food habits can takes	K. Radhadevi
Saturday Day - 6 14-01-23	The class about communicable Disease	I can learned some types of Disease, chicken Pox, measles.	K. Radhadevi

WEEKLY REPORT

WEEK - 5 (From Dt 09-01-2023 to Dt 18-01-23)

Objective of the Activity Done:

Detailed Report:

General instructions

* she should work under the administrative control of medical officer Phc and guidance of the female health supervisor.

* she would stay at her official head quarters and available for all maternity care service.

* should be prepare map planning at her allocated area and population of people data was collected.

* All the ANMs way to discharge all the duties as assigned by the Phc.

* maternal and child health:-

Register pregnant woman with 12 weeks after baby health. she is full health care starting and ending position to heartfull Precaution the ANMs given the pregnancy woman.

* social awareness programs:-

Cancer, Diabetes, HIV, AIDS, heart attack with Cops, healthy food.

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		
Tuesday Day - 2 17-01-23	explained about Jagam ma vidhya dhivana	I Learned, Due to This scheme students are going to govt school	
wednesday Day - 3 18-01-23	He said about the YSR cheyutha scheme.	I Learned that woman are contin- uing their own bussiness. In this schemes	
Thursday Day - 4 19-01-23	He said about the YSR vahana mitra Schema.	we Learned this scheme is known to recieve financial assistance to drives	
Friday Day - 5 20-01-23	we went to the school and checked the food	I came to know that nutritious food is being served in the school	
saturday Day - 6 21-01-23	we went to the school and checked the cleanline- ss of the classs and toilets.	it is knowns that the school is kept clean every day.	K. Rajitha

WEEKLY REPORT

WEEK - 6 (From Dt. 16.01.2023 to Dt. 22.01.2023)

Objective of the Activity Done:

Detailed Report:

is launched by the Govt of A.P to provide free school kits to students in studying in Govt school in the state. The kit includes items such as school bag, books, Text books sheet and uniforms.

: Under the YSR Chayutha scheme financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are age between 45 years and 60 years.

: Provide financial assistance to self-employed drivers of auto, rickshaws, taxis and maxi 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 class rooms 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 free Reimbursement scheme	The Purpose of This scheme is known	AA
Tuesday Day - 2 24-01-23	explained about YSR Vidya Devena schema	it is known who is benefiting from this scheme	AA
wednesday Day - 3 25-01-23	explained about YSR vasathi Devena 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 manabadi, Naidu, Nedu Programs	The purpose of This scheme is known	Vacant
Saturday Day - 6 28-01-23	He said That the works of naidu nedu scheme should be examined	we observed the Naidu Nedu works.	post Vacant

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

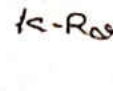
Aimed at providing financial assistance to students from economically weaker sections to pursue their higher education under this scheme. The government reimburses the tuition fee and other eligible students studying in various courses including engineering and medicine and MBA, MCA etc.

∴ it provides financial assistance to eligible students from economically weaker sections to pursue higher education in Govt and private colleges.

∴ it provides financial assist to eligible students from economically weaker sections to cover the hostel and mess expenses during their high education.

∴ The scheme focuses on in completed schools and class to develop the schools, provide toilets, drinking water and class rooms etc.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 30-1-23	The WEA officer is explained about YSR nava ratnalu	we know haps of this kind of scheme	
Tuesday Day - 2 31-01-23	explained about Amma vadi Scheme	The Purpose of This scheme is known	
wednesday Day - 3 01-02-23	explained about Rythu Bhaasa scheme	we know how much this scheme has benefited the farmers	
Thursday Day - 4 02-02-23	explained about Arogya Sri Scheme.	I came to know That this scheme provides + reemedia + treatment to poor people.	
Friday Day - 5 03-02-23	explained about Housing for all	The Purpose of This scheme is known	
Saturday Day - 6 04-02-23	explained about Jalayagnam scheme	I Learned That there will be no short tage of water due to this scheme.	 K-Rajenderan

WEEKLY REPORT

WEEK - 8 (From Dt 30-01-23 to Dt 04-02-23)

Objective of the Activity Done:

Detailed Report:

YSR Naraatnala is a welfare.

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

;- Under this scheme financial asst is provided to the mother or guardians of school-going children to support their education. The sum of asst is Rs 15,000 Per annum.

;- This scheme provides financial asst to farmers in the state the amount of asst is Rs 13,500 Per annum.

;- This scheme provides healthcare services to the people of AP. The scheme covers the cost of medical treatment and surgeries for a wide range of illnesses and ailments.

;- This scheme provides affordable housing to the people of AP.

;- Under this scheme, the AP Govt will go to improve the irrigation projects and complete 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
Monday Day -1 06-02-23	Fully explained about Dappu artist Pension & Anti-retrieval therapy (ARI) Pension (PL HIV) (HIV) Pension	we learned the required documents and eligible for this type of pensions	
Tuesday Day -2 07-02-23	explained about Transgender Pension & chronic kidney Disease of unknown etiology Pension	Learned the required documents and eligibility for this type of Pension	
wednesday Day -3 8-02-23	Today explain about YSR Kalyanamasthu and YSR Shaadi Tohta	The Purpose of this scheme is known	
Thursday Day -4 9-02-23	explain about mandatory validation documents for registration of YSR Kalyanamasthu.	we learned the required documents for this type of scheme.	
Friday Day -5 10-2-23	explaine about eligibilty criteria of YSR ' kalyanamasthu and YSR Tahta scheme	we knows who is eligible for this scheme.	
Saturday Day -6 11-2-23	Have to tell People about the YSR Kalyana masthu Schema.	we learned good presentation skills.	

WEEKLY REPORT

WEEK - 9 (From Dt 6-02-23 to Dt 11-2-23)

Objective of the Activity Done:

Detailed Report: Eligibility and required documents for Dappu artist pension, Anti-Retrial Therapy (ART) (HIV) Pension, Transgender pension and chronic kidney Disease of unknown etiology pension are given at the end.

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

⊛ The bride must be above 18 year's and groom must be above 21 year's as on the date of marriage

⊛ The Application registration for the scheme should be done within 60 day from date of marriage

⊛ Both bride and groom should have 10th class Pass Certificate.

⊛ The caste and income certificates must be bagged with Aadhar.

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	we can gain knowledge of Digital Asst duties	UP
Day - 2 14-2-23	The Digital Asst explained some polling station at chapuram-2 secretariat.	learned of important and required documents	UP
Day - 3 15-2-23	The general Application forms of caste Certificate	There are three polling stations like, 369, 364, 363	UP
Day - 4 16-2-23	we are going to field about eligibility candidates for voters ID	such a members are not Apply for voters ID	UP
Day - 5 17-2-23	He is how to Respect of benefices came to secretariat.	I can learned how to Respective talking with candidates	UP
Day - 6 18-2-23	→ mha shivaratri ←	—	—

WEEKLY REPORT

WEEK - 10 (From Dt. 13-2-23 to Dt. 18-2-23)

Objective of the Activity Done:

Detailed Report:

- ① Delivery of service / documents benefits to the beneficiaries
 - ② Awareness and providing to the govt schemes like navaratna.
 - ③ He intimated as well as application processes to citizens.
 - ④ digital services to the public effectively that are provided mandatorily by the local Govt like Birth and Death, properties valuation, Tax Demand etc
- ⇒ digital Assistant said. this system shall be for ensuring delivery of service on the principle of "first cum first serve" without any third-party agency ship.
- * Application from. ① caste certificate issued to the family member's ② SSC marks memo/Dob extract / transfer Certificate ③ 1 to 10 study Certificate ④ Dob issued by the GP/MA.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
mon Day Day - 1 20-02-23	The VRO sir explaining about his duties	I am knowing his duties in secretariat.	H. Zain
tuesday Day - 2 21-02-23	The VRO sir explained about panchayat secretary Administrative.	I am knowing his Administrative work.	H. Zain
wednesday Day - 3 22-02-23	The VRO sir explained about panchayat secretary with Community Welfare Devlop	I am knowing his community welfare work.	H. Zain
Thursday Day - 4 23-02-23	The VRO Sir said about Panchayat secretary co-ordinations duties	I can learned with same govt properties	H. Zain
Friday Day - 5 24-02-23	How to save and protect our govt Properties	I can learned with same govt properties	H. Zain
saturday Day - 6 25-02-23	Any Land issue to harassment for others	I can learned how solved of people problems	H. Zain

WEEKLY REPORT

WEEK - 11 (From Dt. 20-02-23 to Dt. 25-02-23)

Objective of the Activity Done:

Detailed Report:

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 Azmish 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

maintains registers, collects taxes, organize, sarva-samachar meetings protect panchayat lands, maintain, Births Death.

:- Assist Person Payments

Prepares list of BPL, conducts literary classes, implements schemes, Assists education Dept. en + all.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 26-02-23	what is the duties and Responsibilities of ward Volenter.	I am knowing the kindfull informat - tion	Gr Anantha Lakshmi
Tuesday Day - 2 27-02-23	The volenter was informe as to Scheme with awerness	He explained to the have a schemes. I learned about information	Gr Anantha Lakshmi
wednesday Day - 3 28-02-23	Require Skills and eligibilites of ward volenters	I Learned the valenter for kind full information.	Gr. Anantha Lakshmi
Thursday Day - 4 1-03-23	The volunter is monthly One Time supply to people with Pension.	I learned about which type of Pensions are Ther.	Gr. Anantha Lakshmi
Friday Day - 5 2-03-23	What are the duties and responsibilities of a line man in secretariate.	I gain about information of Linman.	Gr. Anantha Lakshmi
Saturday Day - 6 03-03-23	Requirement and Skills of Lineman in secretari - at	I gain about information of Linman.	Gr Anantha Lakshmi
04-03-23	how to maintaine is surrounding so houses	I gain how satisfi of people	Gr. Anantha Lakshmi
06-03-23	He is expain what is secretariat.	an knowing about sachivalayam	Gr. Anantha Lakshmi
07-03-23	which type of secretary duties	I Learned duties of secretary.	Gr. Anantha Lakshmi

WEEKLY REPORT

WEEK - 12 (From Dt 26-02-23 to Dt 07-03-23)

Objective of the Activity Done:

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

① On independence day 2019, Andhra Pradesh launched the village valuter system.

② The village valuter system aim to bring govt service to people's doorstep. On october-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 out line the govt scheme available to them.

WEEKLY REPORT
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ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 06-03-23	VRO Told about the certificate the issue.	certificates issued by VRO are known	Hain
Day -2 07-03-23	VRO is said that govt asserts with provide protection	certificates used and who protects govt	Hain
Day -3 08-03-23	VRO said about water tax collection.	it is known who collects the Taxes	Hain
Day -4 09-03-23	holiday of secretariat because of govt order	—	—
Day -5 10-03-23	VRO is explaining how to maintaining to village revenue records	I knowledgeable of certainties to village records	Hain
Day -6 11-03-23	Second Saturday holiday.	—	V

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

i) main tenure of village revenue record
and all village revenue Accounts promptly
and accurately.

ii) collection of Land Revenue cases, Taxes.

iii) Protection of public lands, public places,
free. effective measure will be taken for
the Protection of government assets.

The village Revenue officer's shall
be issue nativity certificate and saluency
certificate in their respective Jurisdiction
duly following the procedure for the
other certificate which have to be
issued by the revenue department, help
enquire and submit his report to the
competent authority.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 13-03-23	The Anna madam was explaining about health education	I learned health education	K. R. Ramesh
Day -2 14-03-23	explained about medical-termination of pregnancy.	hospital to visit for treatment of pregnancy women.	K. R. Ramesh
Day -3 15-03-23	explaining about general instruction.	I learned the general instructions	K. R. Ramesh
Day -4 16-03-23	The was madam was explained same social services.	Learned how many types of social service	K. R. Ramesh
Day -5 17-03-23	The MP madam was talked about the child marriages. prohibition	learned about child marriage prohibition.	K. R. Ramesh
Day -6 18-03-23	maahila police. madam explain about dowry cases.	Learned about women heers ments types.	K. R. Ramesh

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

General Instruction of ANM

* should work under the administrative control of the unedical officer PHC and guidance of the female health superivisee.
* should be in uniform with identity card social awareness programmes;- AIDS, HIV, health, foods etc

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 indian as it seek to prevent the exploitation of women and their family though the practice of dowry.

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	—	AA
Day -3 07-12-22	The welfare Asst was introduce to our total staff members	knowing about whic of member stand in secretariat	AA
Day -4 08-12-22	The WEA was explaining about what is secretariat.	under stand 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	—	AA

WEEKLY REPORT

WEEK - 15 (From Dt ~~05-13-22~~ to Dt ~~12-03-22~~..)

Objective of the Activity Done:

Detailed Report:

The maximum staff at Secretariat
1) Village Secretary ③ Engineering Assistant
2) Village Revenue Officer 7) ANM
3) Mahila Police 8) Supervisor of Village
4) Digital Asst 9) Agriculture Asst
5) Welfare Asst 10) Volunteers

What is Secretariat? The Secretariat
assist in decision making in Govt by
ensuring inter ministerial co-ordination, cut
differences, amongst ministries / 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 village level of Andhra Pradesh to
decentralize the administration by making
services and welfare services of all govern-
ment 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: 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 great full 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 may responsibilities. I can see their duties and teamwork.

* 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 of expertise.

Here are some examples of technical skills in various fields:-

- ① Application Programme → Digital Assistant.
- ② field verification → welfare
- ③ Third Party verification → Administrative staff work
- ④ Petfinal - Applied → V.R.O
- ⑤ final - Applied → MPDO/MRO

basic technical's equipment in secretariat:-

- ① Biometric Division
- ②. Android Smart Phones
- ③ IRTS scanners
- ④ face verification APP
- ⑤ Time - management and multi Tasking.
- ⑥ Computer and technicals skills.

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 their goal.
- ② Decision-making skills:- managers must make informed decision quickly and efficiently. They should be able to analyze data, evaluate options and choose the best course of action.
- ③ 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 and find innovative solutions to complex problems.
- ④ Goal setting:- we are learning about any target (or) goal much as to do first observe for thing and set the plan so confidently do that particularly action.
- ⑤ Interpersonal skills:- managers and person should be able to relation and confidently talking so when over we can again assimilated interpersonal skills.

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

we could be improve our communication skills with front of the higher officer doing and working.

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.

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
- ② Be Prepared, - Before joining group discussions or team activities, it's important to come prepared.
- ③ Communication Skills, - good communication skills are crucial for effective team participation, clearly speak but any miswords are taking. The listener can't observe speaker view of talking.
- ④ Any team member (or) team leader should be able to time punctuality 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 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 planning of job role with technological instrument in secretariat following on below.

- ① Computer system.
- ② internet connectivity
- ③ Telephone :- ~~multiple~~ multipine, phone system.
- ④ internet Phone system.
- ⑤ Photo copies, copying
- ⑥ Scanner's (I R S Scanner's)
- ⑦ Print's
- ⑧ Bio - metric Division
- ⑨ Face Authority Programme.

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

Student Self Evaluation of the Short-Term Internship

Student Name: LANKA. SURESH

Registration No: 2022001052028

Term of Internship: From: 12-12-2022 To: 07-03-2023

Date of Evaluation: 10-03-2023

Organization Name & Address: GRAMA / WARD SACHIVALAYAM
Indiranagar colony, Srikulam

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:

L. Suresh
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: LANKA. SURESH

Registration No: 2022007052028

Term of Internship:

From: 12-12-2022 To: 07-03-2023

Date of Evaluation:

Organization Name & Address: GRAMA / WARD Sachivalayam
Indiranagar colony, Sriakulam

Name & Address of the Supervisor with Mobile Number
A.V. Sudhakar, New Colony, Sriakulam
8978 227555

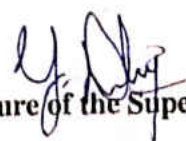
Please rate the student's performance in the following areas:

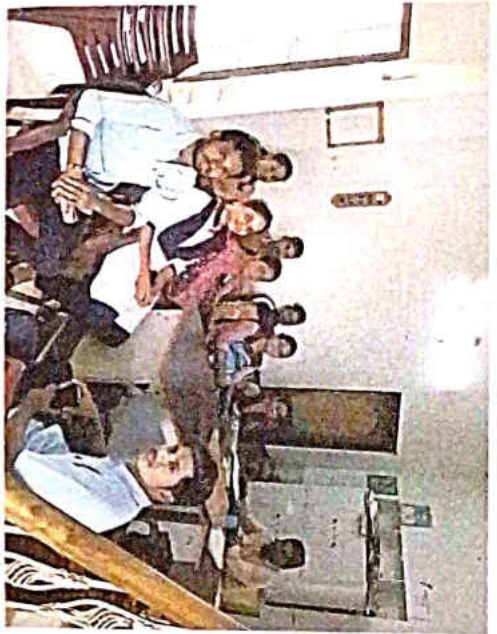
Please note that your evaluation shall be done independent of the Student's self-evaluation

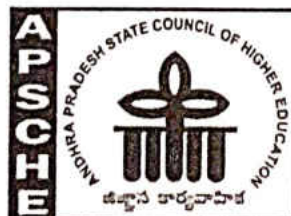
Rating Scale: 1 is lowest and 5 is highest rank

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15	OVERALL PERFORMANCE	1	2	3	4	5

Date:


Signature of the Supervisor





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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