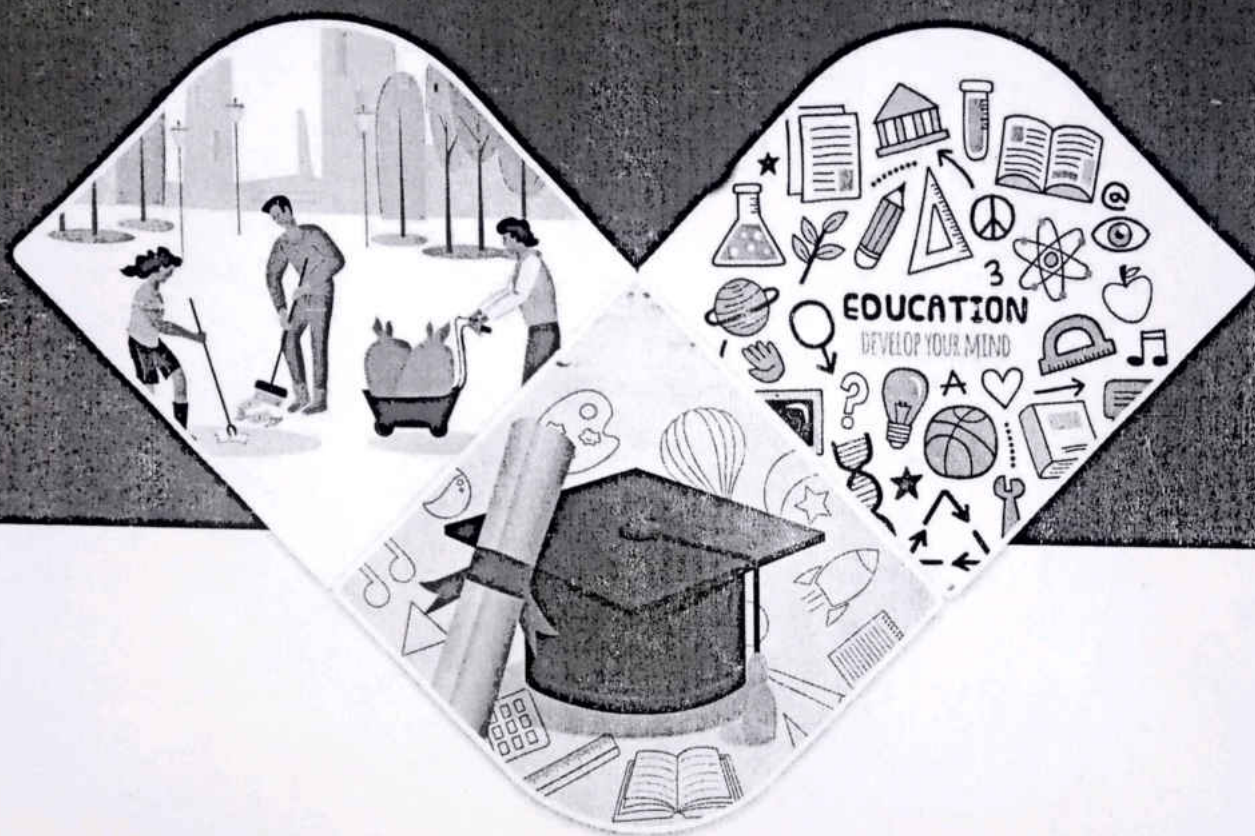


Program Book



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: M. MANOHAR KUMAR

Name of the College: GOVT. Degree College (MEN), Sivakulam

Registration Number: 2022001052031

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

Name & Address of the Intern Organization: Grama Sachivalayam
Santhakavithi

DV. BV. Ambedkar University

YEAR

An Internship Report on

Grama/ward Secretariat

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
BSC (MPC)

Under the Faculty Guideship of

R. Chandrasekhar

(Name of the Faculty Guide)

Department of

Gout Degree College (MEN) Sivakulam

(Name of the College)

Submitted by:

MUDIDANA, MANOHAR KUMAR

(Name of the Student)

Reg.No: 2022001052031

Department of chemistry

Gout Degree College (MEN) Sivakulam

(Name of the College)

Student's Declaration

I, MUDIDANA MANOHAR KUMAR a student of 4 month's internship
Program, Reg. No. 2022001052031 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 18-3-2023 in Gyan Ganga Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
R. Chandan Shekhar (Name of the Faculty Guide), Department of
chemistry, Govt Degree College (men) Srirangapatna
(Name of the College)

M. Manohar Kumar
(Signature and Date)

Instructions to Students

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

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

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

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EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: M. MANOHAR KUMAR

Programme of Study: Gram-ward Secretariat

Year of Study: IIIrd BSC

Group: MPC

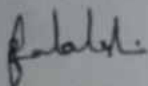
Register No/H.T. No: 2022001052031

Name of the College: Govt. Degree College (W), Sri Kalahasti

University: Dr. B.V. Ambedkar University

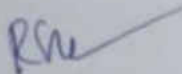
Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	78
2.	For the grading giving by the Supervisor of the Intern Organization	20	19
3.	Viva-Voce	50	42
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide



Signature of the Internal Expert

SECRETARY
Gram Panchayat
SANTHAKAVITI
Santhakaviti Mandat



Signature of the External Expert

Signature of the Principal with Seal

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: MUDIDANA MANOHAR KUMAR

Programme of Study: E-tanward Secretariat

Year of Study: 3rd Year

Group: MPC

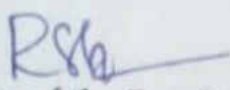
Register No/H.T. No: 2022001052031

Name of the College: Govt. Degree College (MEN) Srikantham

University: Dr. B.R. Ambedkar University.

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	09
2.	Internship Evaluation	30	29
3.	Oral Presentation	10	09
	GRAND TOTAL	50	47

Date: 19-7-2023


Signature of the Faculty Guide

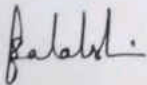
Official Certification

This is to certify that M. MANOHAR KUMAR (Name of the student) Reg. No. 2022001052031 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on ward sachivalayan (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc (MP) in the Department of Govt. Degree College (MEN) SKM (Name of the College).

This is accepted for evaluation.

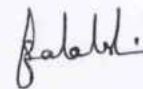
Endorsements

Faculty Guide



Head of the Department

SECRETARY
Gram Panchayat
SANTHAKAVITI
Santhakaviti Mandal
Principal



(Signatory with Date and Seal)

SECRETARY
Gram Panchayat
SANTHAKAVITI
Santhakaviti Mandal

Certificate from Intern Organization

This is to certify that M. MANOHAR KUMAR (Name of the intern)
Reg. No. 2022001052031 of Govt. Degree College, Sivakudi (Name of the
College) underwent internship in GRAMA SACHIVALAYAM (Name of the
Intern Organization) from 12-12-2022 to 18-03-2023

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

[Signature]

Authorized Signatory with Date and Seal

SECRETARY
Grama Sachivalayam
Sivakudi
Sankaravathi Mandal

-: Acknowledgement :-

- * the Grama/ward Sachivalayan is the administrative arm of 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 for the organization.
- * He still holds for the latest times in the Secretariat to people issues and problem. Applications
- * 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.
- * 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.
- * I am extremely heartfull thanku to our Grama/ward Sachivalayan in staff members we are journey in a friendly respecting such a great feeling (lot of time) thanku our college principle madam.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

Learning objectives:-

- * To gain an understanding of the functioning and structure of the Grama Sachivalayam organization
- * To develop skills in administrative and clerical tasks related to the day-to-day operations of the organization.
- * To learn about the various Government schemes and programmes implemented by the Grama Sachivalayam for the benefit of the rural population.
- * To improve communication and interpersonal skills through interaction with 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 organisation structure, functions and responsibilities of the Grama Sachivalayam.
- * enhanced administration and clerical skills such as maintaining records, date entry, and handling paperwork.
- * understanding of the various government schemes and programmes such as housing, sanitation, and education.
- * improved communication and interpersonal skills through interaction with villages, offices and other stakeholders.
- * understanding of the legal and regulatory framework governing the activities of the Grama - Sachivalayam.

Brief description of the Grama Sachivalayam organization:-

the Grama Sachivalayam is a Government organization that functions at the village level in India. its primary objective is to ensure the effective implementation of government schemes and programmes for the welfare of the rural population.

it is responsible for a wide range of activities such as Health care, sanitation, housing and social welfare. the organisation has administration and clerical staff, and it also collaborates with various departments and agencies to achieve its objectives.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

Introduction of the organization:-

Grama Sachivalayam is a government initiative in the 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 village of the state.

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 Sachivalayan and Transparent Governance Services to the people of Andhra Pradesh through the establishment of Grama Sachivalayan in every village Transparency and inclusion, Accessibility, accountability, efficiency, empathy, integrity.

C. Policy of the Grama Sachivalayam:-

- * providing basic services like water, sanitation, health, education and social service to the people.
- * promoting transparency and accountability in the functions of the organization through various measures like social auditing, grievance redress mechanism and feedback mechanism.
- * facilitating the delivery of Government schemes and programs to the eligible beneficiaries in a timely and efficient manner.
- * overall the Grama Sachivalayam organization is tasked on improving the quality of living of the rural population by ensuring access to basic services and resources.

D. Grama Sachivalayam organization structure:-

The Grama Sachivalayam is an organization as structure that is set up to ensure that governance reaches the grass roots level.

The Grama Sachivalayam comprises various administrative posts that are responsible for the smooth functioning of the panchayati raj institutions.

The following are the various administrative posts that are prepared in the Grama Sachivalayam.

- 1) Village Secretary
- 2) Village Revenue Officer
- 3) Mahila Panch.
- 4) Digital Assistant
- 5) Engineering Assistant.

- ⑥ welfare Assistant ⑦ Agriculture Assistant
⑧ ANM 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 grass roots.

The Grama Sachivalayam also 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 the village Secretary who is responsible for managing the day to day officers at 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, 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 provide or create more job opportunities for the youth promoting entrepreneurship and improving access to digital technology.

The future plans of Grama Sachivalayam organization will likely revolve around promoting sustainable development, improving education and health care 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 values.

As a Government organization the Grama Sachivalayam 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's performance is evaluated based on its ability to deliver government services effectively to rural areas and improve the quality of living in the 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.

- * Panchayat Raj Act - 1984 says local govt is every village of growth & development in a motivabile manner.
- * chief minister of Andhra Pradesh ~~protest~~ state VS Jagan Mohan Reddy then secretariat at vijayawada, the state meet was made. on October 2, 2019 the 100th anniversary of Mahatma Gandhi's birth day.
- * functions of Gram Ward Sachivalayam it has mainly 11 types of the officer in secretariat the village volunteers system aims to during govt schemes to people's door steps.
- * Generally using of technological skills and instruments mainly use just like bio-metric, computers system.
- * the internship part these kind of skills are very important; listening and speaking, confidence, leadership qualities, punctual and time management.
- * objective of ward Sachivalayam provide services and central level schemes.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I reported in the Secretariat assigned to me.		K. Suresh
Day -2	The introduction of the Secretariat was given by the welfare Assistant.	learned about the village Secretariat	K. Suresh WEA
Day -3	The welfare Assistant told about Grama darshini	To know the condition of Santhakaviti village.	K. Suresh
Day -4	WEA explain about employee's roles and responsibilities.	To know the duties of the employees.	K. Suresh
Day -5	WEA told about Grama Volunteers.	To know the duty of the volunteers.	K. Suresh
Day -6	WEA said about the vision and mission of Grama Secretariat.	I learned why Grama Secretariat was established.	K. Suresh

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

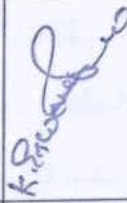
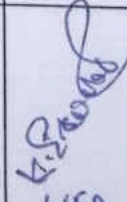
This week we learned about village Secretariat i.e. why the secretariat system was established and their uses.

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

We got to know the physical conditions of the residential areas in the Grama Secretariat and the duties of the employees in Grama 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 Grama Secretariat.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The WEA explained the organizational structure of the Secretariat	Learned about the organizational structure of the Secretariat.	
Day - 2	Explained the future plans of the Grama Secretariat	We know the future plans of the Secretariat.	
Day - 3	about old age pension widow pension has been fully explained.	We learned the required documents and eligibilities for this type of pension.	
Day - 4	explained about disable pension and single women pension.	We learned the required documents and eligibilities for this type of pension.	
Day - 5	Explained about Traditional cobbler pension weaver pension.	We learned the required documents and eligibilities for this type of pensions.	
Day - 6	Explained about Toddy Tappers pension and fisherman pension	We learned the required documents and eligibilities for this type of pension.	 K. Suresh

WEEKLY REPORT

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

Objective of the Activity Done:

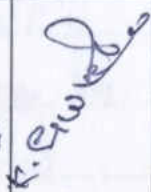
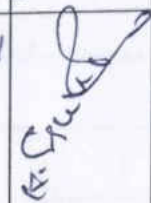
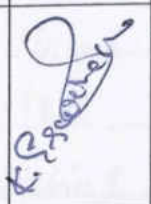
Detailed Report:

The organizational structure and future plans of the village Secretariat were discussed in detail this week. Also told about YSR Pension Kanuka, how many types, required documents and eligibility criteria.

Eligibility and required documents for old age pensions, widow pension, Disable pension, single women pension, Traditional Cobber pension, weaver pension, Toddy pension and fisherman pension are given at the end.

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

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Explained about Dattu Artist pension & Anti retrieval Teerapy (ART) Pension	We learned the required documents and eligibility for this type of pension.	
Day -2	Explained about Trans-gender pension & chronic kidney disease of unknown etiology pension	Learned the required documents and eligibility for this type of pension.	
Day -3	Explained about YSR Kalyanamastu YSR Shadhi Tithi	To purpose of this scheme is known.	
Day -4	Explained about mandatory validation documents for registration of YSR Kalyanamastu	Learned the required documents for this type of scheme.	
Day -5	Explained about eligibility criteria of YSR Kalyanamastu / YSR Shadhi Tithi scheme	We know who is eligible for this scheme.	
Day -6	Have to tell people about the YSR Kalyanamastu Scheme.	We learned Good presentations clearly.	 WFS

WEEKLY REPORT

WEEK - 3 (From Dt. 26-12-22 to Dt. 31-12-22)

Objective of the Activity Done:

Detailed Report:

Eligibility and required documents for Dappa Artist pension, Anti-retro viral 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/BC minorities / differently abled /ocwub in conducting their daughter's marriage in a dignified manner.

- * The bride must be above 18 years and Groom must be above 21 years as on the date of marriage.
- * The application registration for the scheme should be done within 60 days from date of marriage.
- * Both bride and Groom should have 10th class Pass Certificate.
- * The Caste and income Certificates must be tagged with Aadhar Card.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The WEA officer is Explained about YSR navaatralam	we know use of this kind of schemes.	K. Praveen
Day -2	Explained about Amravadi scheme	The purpose of this scheme is known.	K. Praveen
Day -3	Explained about Rythu Bhorasha scheme.	I know how much this scheme has benefited the farmers.	K. Praveen
Day -4	Explained about Arogyasri Card scheme.	I know this scheme provides free medical treatment to poor people	K. Praveen
Day -5	Explained about Housing for all.	The purpose of this scheme is known.	K. Praveen
Day -6	Explained about Jalayagrum scheme	I learned that there will be no shortage of water due to this scheme.	K. Praveen WEA

WEEKLY REPORT

WEEK - 4 (From Dt. 02-1-21 to Dt. 07-1-21)

Objective of the Activity Done:

Detailed Report:

YSR navaatma is a welfare scheme

The scheme comprises nine different welfare

programs of scheme, each aimed at improving the living conditions of the AP.

Amma Vodi:- Under this scheme financial assistance is provided to the mothers of guardians of school-going children to support their education. The amount of assistance is Rs. 15000/- per annum.

Rythu Bhavasha:- This scheme provides financial assistance to farmers in the state. The amount of assistance is Rs. 13,000/- per annum.

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

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

Talagatnam:- Under this scheme, the AP Government will go to improve the irrigation projects and complete the plans which are yet in progress.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained about fee Reimbursement Scheme	The purpose of this scheme is known.	K. Suresh
Day - 2	Explained about YSR vidhya deevana scheme	it is known who is benefiting from this scheme	K. Suresh
Day - 3	Explained about YSR vasathi deevana scheme.	it is known who is benefiting from this scheme	K. Suresh
Day - 4	Explained about manabadi, nadurudu scheme.	The purpose of this scheme is known.	K. Suresh
Day - 5	He said that the works of nadu nedu scheme should be examined	We observed the Nadurudu works	K. Suresh N.E.A
Day - 6	Pongal Holiday (Rishogi)	-	-

WEEKLY REPORT

WEEK - 5 (From Dt. 9-1-22 to Dt. 13-1-22)

Objective of the Activity Done:

Detailed Report:

Fee Reimbursement:- Aimed at providing financial assistance to student 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 fees etc. for eligible students studying in various courses including engineering, medical, MBA, MCA etc..

YSR vidya deevana:- It provides financial assistance to eligible students from economically weaker sections to pursue higher education in Government and Private Colleges.

YSR vasathi deevana:- It provides financial assistance to eligible students from economically weaker sections to cover their hostel and mess expenses during their higher education.

Nadu Nedu:- The scheme focuses on improving the basic amenities, including classrooms, furniture, toilets, drinking water and other infrastructure in Government schools.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Pongal Holiday [kanum]	—	—
Day - 2	Explained about Jagannath vidya kanuku	I learned due to this scheme students are going to Govt. schools.	K. Suresh
Day - 3	Explained about YSR Chyutha Scheme	I learned that women are continuing their own business because of this scheme.	K. Suresh
Day - 4	Explained about the YSR vahana mitra scheme	I learned this scheme is known to receive financial assistance to drivers.	K. Suresh
Day - 5	We went to the school and checked the food.	I come to know that nutritious food is being served in the school.	K. Suresh
Day - 6	We went to the schools and check the cleanliness of the classrooms and toilet.	it is known that the school is kept clean every day.	K. Suresh VER

WEEKLY REPORT

WEEK - 6 (From Dt. 16-1-22. to Dt. 21-1-22.)

Objective of the Activity Done:

Detailed Report:

Jagananna Vidya Kante:- This scheme is launched by the Government of Andhra Pradesh to provide free school kit to students studying in government schools in the state. The kit includes items such as school bags, notebooks, textbooks, 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 aged between 4 and 60 years. The financial assistance is given in the form of an annual allowance of Rs. 18750/-

YSR Vahana mitra:- 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 school was visited to inspect the quality of food served, cleanliness of classrooms and toilets.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The ANM madam was explain about their duties	To know the duties of ANM madam	K. Govindarajan
Day - 2	The ANM madam was explain about their general duties/instructions	I learned the general duties/instructions of ANM	K. Govindarajan
Day - 3	ANM madam explain about social services with awareness programme	I learned some social services.	K. Govindarajan
Day - 4	Explained about medical termination of pregnancy	I know which hospital to visit for treatment of pregnant women	K. Govindarajan
Day - 5	Republic day	-	
Day - 6	Explained about health education	I learned health education	K. Govindarajan ANM

WEEKLY REPORT

WEEK - 7 (From Dt. 21-1-22 to Dt. 27-1-22)

Objective of the Activity Done:

Detailed Report:

General instructions of ANM:-

- * She should work under the administrative control of the medical officer PHC and guidance of the female health supervisor.
- * Should be in uniform with identity card.
- * All the ANMs have to discharge all the duties as assigned by the PHC medical officers.
- * Social awareness programme:- AIDS, HIV, healthy food, Diabetes, heart attack.
- * Health education:- participate in the local mahila mandal meetings and spread the message on female age of marriage, spacing methods etc.
- * Coordinate with other department staff like Anganwadi Center workers, gram sevaks in promoting the services under the programme.
- * Educate mother regarding home management of diarrhoea with ORS and preparation.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The VRO was Explain about their duties	To know the duties of VRO Sir.	G. Barchhake
Day - 2	VRO told about the Certificates the issues.	Certificates issued by VRO are known.	G. Barchhake
Day - 3	VRO is said that Government Asset will providing protection.	It is known who protects Government Asset.	G. Barchhake
Day - 4	VRO said about the under tax collection	it is known who collect the taxes.	G. Barchhake VRO
Day - 5	The mahila police was explain about their duties.	To know the duties of mahila Police.	Y. Prad
Day - 6	He said the matters related to Peace and Security of the village	I learned that Women Police can bring peace and Security.	Y. Prad ms

WEEKLY REPORT

WEEK - 8 (From Dt. 28-1-21 to Dt. 03-02-21)

Objective of the Activity Done:

Detailed Report:

The village Revenue officer shall issue nativity Certificate and Solvency Certificate in their respective Jurisdiction duly following the procedure.

For the other Certificates which have to be issued by the revenue department he/she will enquire and submit his report to the competent authority.

* protection of public lands, public tanks, trees etc. effective measures will be taken for the protection of Government assets.

* collection of water tax, House taxes, Taxes and other sums pertaining to revenue department.

* The mahila police play an important role in ensuring that women in the village feel safe and secure. They work closely with local communities to identify potential risks and to take preventive measures to prevent crimes before they occur. They also respond quickly to incidents and provide support and assistance to victims and their families.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	she talked about the child marriage and dowry prohibition Act	learned about child marriage and dowry prohibition Act	Y. R. R.
Day - 2	Mahila Police explain about the domestic violence Act.	learned about domestic violence Act	Y. R. R. M.P.
Day - 3	Agriculture Assistant was explain about their duties.	To know The duties of Agriculture Assistant.	K. N. R.
Day - 4	Agriculture Assistant was explain paddy procurement system	It is known how the farmers are selling paddy to RDK.	K. N. R.
Day - 5	Agriculture Assistant was explain importance of RDK	I learned the benefits of RDK centers.	K. N. R.
Day - 6	she said about availability of seeds, Fertilizer and pesticides.	I learned that seeds, fertilizers and pesticides are available in RDK.	K. N. R. AA

WEEKLY REPORT

WEEK - 9 (From Dt. 04-12-22 to Dt. 10-12-22)

Objective of the Activity Done:

Detailed Report: The mahila police spoke about child marriages and created awareness programme among the villagers.

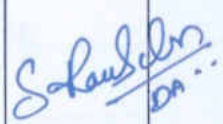
Dowry prohibition Act:- The Dowry prohibition Act is an important law in India as it seeks to prevent the exploitation of women and their families through the practice of dowry.

Domestic violence Act:- The domestic violence act is a law that seeks to protect individuals who are victims of domestic violence.

* The Paddy recruitment system in Rythu Bhaasikendram involves registering farmers and their land details on the RSC portal, after which the RSC team verifies the information and provides paddy seeds to the registered farmers.

* Some of the uses of Rythu Bhaasikendram include providing information on crop cultivation, soil testing, distribution of seeds and fertilizers, and access to agricultural equipment and machinery.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Explaining about the responsibilities of Digital Assistant	I Can gain some knowledge of Digital Assistant.	 DA
Day -2	The general application forms of caste Certificate	learned of important documents and required documents	 DA
Day -3	The Digital Ass explained some polling station of in Santhalewini	There are some polling stations in Santhalewini	 DA
Day -4	We are going to verify about eligibility condition for voter ID	see a some members are not applying for voter ID	 DA
Day -5	Digital Ass explained how to update aadhar card in aadhar center	I can learn how to update aadhar card	 DA
Day -6			

WEEKLY REPORT

WEEK - 10 (From Dt. 13-2-22 to Dt. 18-2-22)

Objective of the Activity Done:

Detailed Report:

Delivery of service / documents benefits to the beneficiaries. Awareness and providing to the Govt schemes like Navaratna, the initiatives as well as application process to citizens. Digital services to the public effectively that are provided unaided 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 to principle or "first come first serve" without any third-party agencyship.

Required documents to apply from Aadhar update.

Aadhar application form (2) 10th class mark memo

(3) Aadhar Card (4) photo these documents are required to Aadhar update.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	What is the duties and Responsibilities of Ward volunteers	I learned some kind full information and the responsibility	K. Harika
Day -2	The volunteers was informing as to scheme with awareness	We explained to some schemes and all some good intervention	K. Harika
Day -3	Require skills and eligibility of women volunteers	I learned the volunteers for kind full information	K. Harika
Day -4	We are going to give monthly pension to eligible people.	We are know how many pensioners in this village.	K. Harika
Day -5	We are going to field for biometrics for pension	I learned to how verify for biometric verification.	K. Harika
Day -6	We are going to verify to beneficiaries outreach people.	I learned how to verify beneficiaries outreach people.	K. Harika. Vol.

WEEKLY REPORT

WEEK - 11 (From Dt. 20-2-22 to Dt. 25-2-22)

Objective of the Activity Done:

Detailed Report:

duties and responsibilities of volunteers:-

on independence day 2019 Andhra Pradesh State launched to village volunteers system.

The village volunteers system aim to bring Govt Services to people's door step's. on october 2 2019 the 150th anniversary of mahatma Gandhi is birth day. We would be first to identify the beneficiaries learn about their difficulties and then out line the govt scheme available to them.

* we are going to give monthly pensions to eligible people. we know how many people are taken pension in my village.

* we are going to field to survey to verify to beneficiaries out reach survey people.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Engineering Assistant was explain about their duties	I learned engineering Assistant duties and responsibilities.	J. Chel Engg. Asst.
Day - 2	The Engineering Assistant was explain their general duties and instructions.	I learned their duties and their instructions.	J. Chel Engg. Asst.
Day - 3	Engineering Assistant tell about water supply for Santhal Kaviti village.	I learned about the water supply for village.	J. Chel Engg. Asst.
Day - 4	Engineering Assistant was explain about Jaganna colony Houses.	I learned about the Jaganna colony Houses.	J. Chel Engg. Asst.
Day - 5	engineering Assistant was explain village engineering works.	I learned village engineering works in Santhal Kaviti	J. Chel Engg. Asst.
Day - 6	We are going to field to verify new houses. to check the works.	I learned to how many works complete in MT village.	J. Chel Engg. Asst. FA.

WEEKLY REPORT

WEEK - 12 (From Dt. 27-2-22 to Dt. 04-3-22)

Objective of the Activity Done:

Detailed Report:

- Engineering Assistant duties and functions :-
- * She will identify the infrastructure amenities which are required in the jurisdiction of the village Secretariat
CC roads, Gravel roads, BT Roads construction of water Tanks, Drainage system, Rural water supply & Sanitation Irrigation tanks, irrigation system, P&D department Road & Buildings Housing etc.
 - * She shall ensure the incorporation of works identified in the village secretariat in to the Gram panchayat development plan
 - * Engineering Assistant is responsible for the preparation and submission of estimates for the works in approved GPDP under the supervision of the concerned mandal engineering officer or other supervisory engineers. Then the same has to be submitted to the concerned authority for Technical Sanction.
 - * We are going to field work to visit new House construction and new roads works How much are complete the works are in our village.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	fisheries Assistant was explain about their duties.	I learned about their duties.	<u>Ramanku</u>
Day -2	fisheries Assistant was explain about their General duties	I learned their duties and instructions.	<u>Ramanku</u>
Day -3	Holi	—	—
Day -4	fisheries Assistant was explain about animals.	I learned about the animals.	<u>Ramanku</u>
Day -5	fisheries Assistant was explain about Dairy farms and livestock.	I learned about Dairy farms.	<u>Ramanku</u>
Day -6	fisheries Assistant was explain about fishes and their live stock.	I learned about the fishes live stock.	<u>Ramanku</u> fa.

WEEKLY REPORT

WEEK - 12 (From Dt. 06-3-22 to Dt. 13-3-22.)

Objective of the Activity Done:

Detailed Report: fisheries Assistant duties and functions:-

- * Shall work under the direction & Technical control of concerned Veterinary Assistant Surgeon
- * First aid & Treatment to the sick animals and follow up under the guidance of concerned veterinarian.
- * Conduct prophylactic vaccinations, preventive Animal Health Care including de-worming and de-ticking
- * monitoring of reproductive cycle of all breedable bovines in the jurisdiction
- * Arrange Health & Valuation Certificate form Concerned authority
- * Tagging & Retagging of animals
- * issue of Health Card
- * facilitation for issue of panchanama report involving committee members in case of live stock
- * provide assistance for safe disposal of animal carcass

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Welfare Assistant was explain about DWKVR mhik Group).	I learned about DWAKARA MHILK group).	K. G. S. S.
Day - 2	Welfare Assistant was explain house construction monitoring	I learned about House construction monitoring.	K. G. S. S.
Day - 3	We are going to field to check schools about cleaning.	I learned how to check schools are cleaning not.	K. G. S. S. WEA.
Day - 4			
Day - 5	I Relieving in Sachindevu in Santhakaviti		PS.
Day - 6			

WEEKLY REPORT

WEEK - 12 (From Dt. 14-3-22, to Dt. 18-3-22)

Objective of the Activity Done:

Detailed Report:

* Welfare Assistant was explain about
Dwalcara mobile Groups. The Groups
are How to Run.

*

* Welfare Assistant was explain how
monitoring in our village.

* welfare Assistant and we are going to
schools to check to food and School
Grounds are clean are not.

* I Reliving in Sachivalayam in 18-03-2023.

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 email, meeting visitors so good communication skills gives a grateful success.
- * **facilities available and maintenance:-** A secretary may be responsible for managing office facilities such as office equipment, supplies and meeting rooms.
- * **The Secretariat in high officer take a clarity of job roles** and explain under the officer their many responsibilities (can see their duties, and teamwork, relationship mutual support and socialization).
- * **So overall a secretary plays a critical role in ensuring** that an organization runs smoothly and efficiently. They need to be highly organized, detail-oriented, and able to work well under pressure. Good communication 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 experience.

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

- 1) Application programme → Digital Assistant
- 2) Field verification → Welfare Assistant
- 3) Third party verification → Administrative Staffwork
- 4) Pre final - Applied → VRO
- 5) Final - Applied → MPDO/MRO

And Basic technical equipment in Secretariat.

1. Biometric Device.
2. Android Smartphones
3. IRIS Scanners.
4. Face verification Device
5. Computer and Printers.

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 managing skills are useful to our future

1. Leadership skills:- manager need to inspire and motivate their teams to achieve and their goal. They teams to achieve successfully complete anything.
2. Decision making skills:- manager must make informed decisions quickly and effectively. They should be able to analyze update evaluate options and choose to 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 crush as to do first observe for thing and set the plan so confidently do that particularly action.
5. Inter personal skills:- members and any persons should be able to relation and confidently taking. 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 fort of the higher officer doing and working explained to higher for so many topics, that Time we are learned such a beautiful communication These are.

- 1) listen activity : effective communication is not just about speaking but also about listening. listening should be paying Attention, asking questions and providing feedback.
- 2) the listener able to speak clearly and confidently also appropriate body language choose our words carefully be aware of your Audience These are communication could learn in secretariat.
- ③ I am Going to field work purpose after we are collect data, due to 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 abilities in group discussions, contribution as a team member, leading a team or activity here are some suggestions.

- 1) Respect 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's important to come prepared.
- 3) Communication skills: Good communication skills are crucial for efficient team participation, clearly speak but any unnecessary words are talking the listener can't absorb speaker's view of talking.
- 4) Any team member (or) team leader should be able to time punctuality and time management that's essential for any work.
- 5) Leadership skills if for you were leading a team (or) activity strong leadership skills are essential that 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) Tele phone : phone system, single line phone system
- 4) internet phone system
- 5) photo copies, copying, bonding, multiple Rocket Copying
- 6) photo Scanner's (IRIS Scanner's)
- 7) printer's
- 8) Bio-metric Division
- 9) face Authority programme.

I will seeing in my future job role above instrument. I can focus on digital technology and relevant instruments.

Student Self Evaluation of the Short-Term Internship

Student Name: MUDIDANA.MANDHAR KUMAR

Registration No: 2022001052031

Term of Internship: 4 months From: 12/12/2021

To: 18/3/2023

Date of Evaluation: 18/03/23

Organization Name & Address: SANTHAKAVITE HIZANIA SACHIVALAYALAM

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: 18/3/23

M. Mandhar Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: **M. MANOHAR KUMAR**

Registration No: **2022001052031**

Term of Internship: **4 months** From: **12-12-2022** To: **18-03-2023**

Date of Evaluation: **18/03/23**

Organization Name & Address: **GRAMA SACHIVALAYAM, SANTHAKAVITI**

Name & Address of the Supervisor **M. SAI LAXMI Madam**
with Mobile Number **Panchayat Secretary Santhakaviti Sachivalayam**

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



Signature of the Supervisor

SECRETARY
Grama Panchayat
SANTHAKAVITI
Santhakaviti Mandal





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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