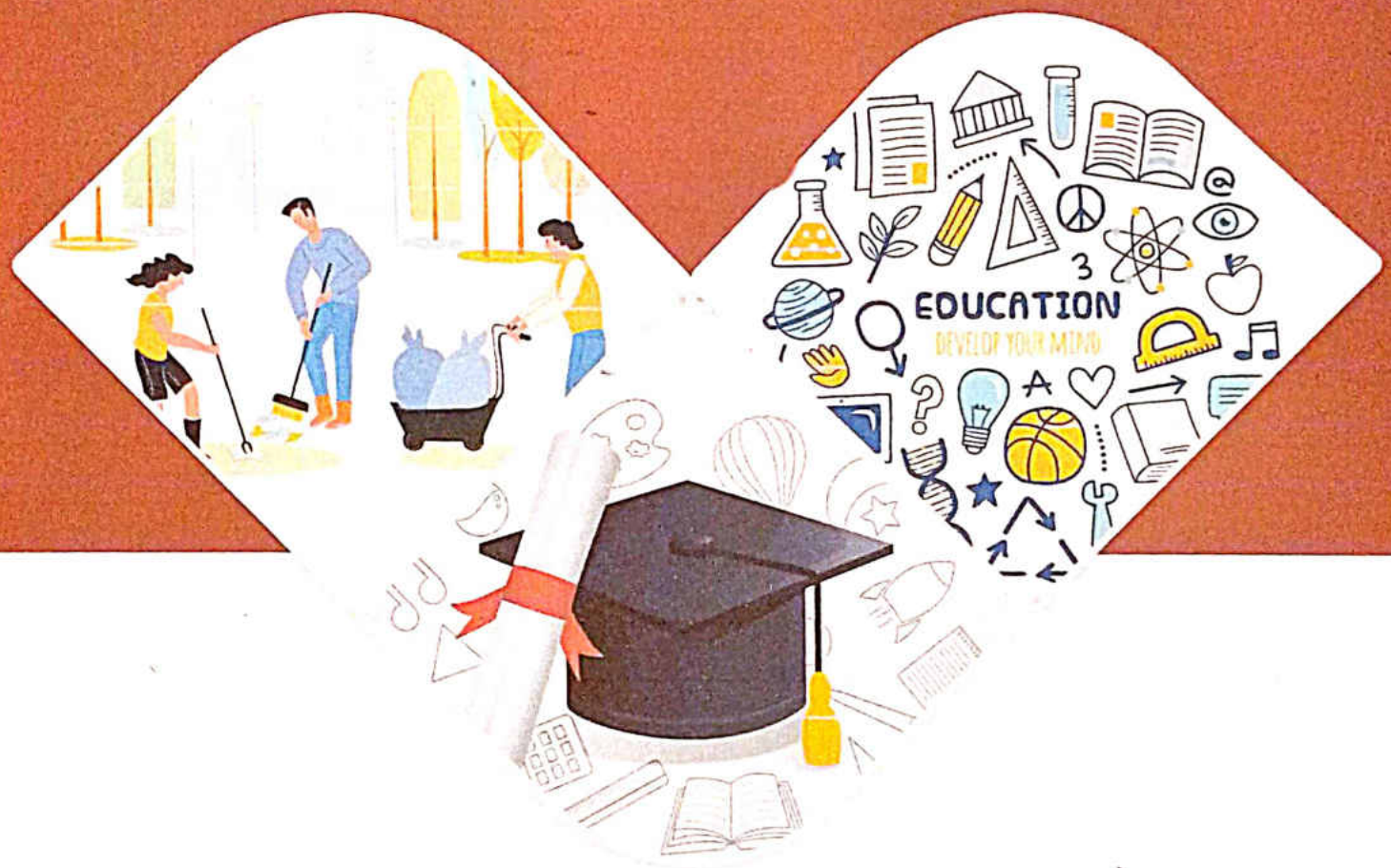


Program Book



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: SADI . BARIKAYYA

Name of the College: Govt Degree collage [MEN] SKLM

Registration Number: 2022001052039

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

Name & Address of the Intern Organization Grama/Ward Sachivalaym,
Indira nagar colony, SKLM

Dr. BRAMBEDKAR **University**
YEAR [2020-2023]

An Internship Report on

ward Secretarial

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

Govt Degree collage [MEN] Srikakulam

(Name of the College)

Submitted by:

S. Barikayya

(Name of the Student)

Reg.No: 2022001052039

Department of Govt Degree collage [MEN] Srikakulam

(Name of the College)

Official Certification

This is to certify that Sadi. Barikayya (Name of the student) Reg. No. 202200105203 has completed his/her Internship in Chapuram-2 secretariate (Name of the Intern Organization) on word sachiwalaym (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Bsc [Mpc] in the Department of Govt degree collage [MCN]^{SKLM} (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Sadi. Barikayya (Name of the intern)
Reg. No. 2022001052039 of Govt. Degree College [MGN] ^{SKLM} (Name of the
College) underwent internship in Chapuram-2 Secretariat (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, S. Barikayya a student of 4 month internship
Program, Reg. No. 2022001052039 of the Department of BSc [M.P.C]
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 07-03-2023 in Chapuram-2 (Name of
the intern organization) under the Faculty Guideship of
Chemistry (Name of the Faculty Guide), Department of
Govt degree collage [men] SKLM
(Name of the College)

S. Barikayya
(Signature and Date)

Acknowledgements

1. the gram/word sachivalaym is the administrative arm of an international organization, such as the United Nations. it's responsible for coming out the day-to-day work of the organization and supporting its decision-making bodies, in this sense, the secretariat is made up of staff and bureaucrats who work for the organization.
- 2) the still holds records for the fastest times and in the secretariat to people issues and problem applications
- 3) in govt, a secretariat may be a department (or) agency, responsible for co-ordinating policy and providing administrative policy and support to a ministry (or) other high-ranking officers

Contents

- 1) chapter-1 :- executive summary
- 2) chapter-2 :- over view of the organization
- 3) chapter-3 :- internship part
- 4) log books :- [first week to fifteen week]
- 5) chapter-5 :- out comes description

⇒ describe the real time technical / skill you have acquired

⇒ describe the managerial skills you have acquired

⇒ describe how you could improve your communication skills

⇒ describe how the technological development you have observed and relevant to the subject are affecting.

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 gram sachivalaym organization
- ↳ To develop skills in administration and clerical tasks related to the day-to-day operation of the organization
- ↳ To learn about the various government schemes and programs implemented by the gram sachivalaym for the benefit of the rural population
- ↳ To improve communication and interpersonal skills through interaction with village and other stakeholders
- ↳ To acquire knowledge of the legal and regulation and team work governing the activities of the gram sachivalaym

outcomes achieved:-

- ↳ improved knowledge of the organization structure functions and responsibility of the grama sachivalayam
- ↳ enhanced accountability of the grama sachivalayam 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 village offices and other stakeholders

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.

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 Sachivalaym is a government initiative in the Indian state of Andhra Pradesh aimed at decentralization, governance and bringing administration closer to rural to village secretariate in English

The Grama Sachivalaym system was launched in 2019 by the Andhra Pradesh government. The primary objective of the initiative is to provide efficient service by establishing a system of village secretariats in every village of the state.

The Grama Sachivalaym system has been widely praised for its potential to improve access to government service and citizen participation in government at the grassroots level.

⇒ Roles and responsibility of the employees in grama sachivalym:-

the grama sachivalym is headed by a village secretary who is responsible for managing the day-to-day office of the village

the employees in grama sachivalym are responsible for a wide range of tasks including records implementing government schemes, collections of taxes and fees, providing basic service law and order conducting service organizing community order events

⇒ future planes of the grama sachivalym:-

Looking to the future, the grama sachivalym organization may focus on implementing more sustainable practice and teaching to address the growing environmental concsance in rural area.

the future planes of the grama sachivalym organization will likely resolve around promoting sustainable development. and creating more economic opportunities for the rural population.

⇒ Vision union and values of the grama sachivalaym:-

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

Mission:- To provide effective and transparent governance service to the people of Andhra Pradesh particularly those living in rural areas through the establishment of grama sachivalaym in every village

Values:- the values of grama sachivalaym and transparent governance the transparency and inclusivity Assessability Accountability efficiency empathy integrity

CHAPTER 3: INTERNSHIP PART

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

- ⇒ Panchayati Raj Act - 1994 says that local govt in every village of the growth & Development in a notivahal manner
- ⇒ chief minister of Andhara pradesh state. YSR Jagan mohan Reddy started these secretariat at wigawada, the statement was made. on october 2, 2019, the 150th anniversary of mahatma gandhi's birth day
- ⇒ function of gram ward sachivalaym. it has mainly 11 types of the offices in secretariat the village volunteers system aims bring govt services to people door steps
- ⇒ objective of ward sachivalayam provide services and central level schemes
- ⇒ outcomes of ward sachivalayam to
 - 1) early solution to all problems
 - 2) all service ab to no stop

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day -1 12-12-22	I reported in the secretariat assigned to me	-	
Tues Day -2 13-12-22	the introduction of the secretariat was giving by the well Assistant	learned about the village secretariat	
wed Day -3 14-12-22	the welfare assistant told about grama darsani	we are learned to the chaparam-2 different types of problems	
Thurs Day -4 15-12-22	explain about employed roles and responsibility	I know same type of duties about the employees	
Fri Day -5 16-12-22	our staff member's introduced with volunteers	I am daily face and looking towards volunteers working	
Sat Day -6 17-12-22	WEA said about the vision and mission of grama secretariat	I learned why to organized saahivalayam	

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WEEKLY REPORT

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

Objective of the Activity Done:

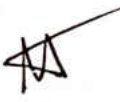
Detailed Report: This week we are learning about village secretariat why the secretariat system was established and then uses

we are also learned the benefits of the secretariat to the people of the village

we got to know the physical condition of the residential areas in the grama secretariat and the details of the employees in the grama secretariat system as well as the performance of the volunteers and their service

the welfare Assistant was fully informed about the vision, mission and values of the grama secretariat. why to creation for this govt to introduces in people of society

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 19-12-22	The WEA officer explained the organization structure of the Sachivalayam	I can take same knowledge	
Tuesday Day -2 20-12-22	Explained the future plans of the Grama secretariat	We know that future plans of the secretariat	
Wednesday Day -3 21-12-22	About old age pensions widow pensions has been deeply explained	We are analyzing what type of document is required	
Thursday Day -4 22-12-22	Deeply explained about disable pension and single women pension	We are analyzing and what is important-document is required	
Friday Day -5 23-12-22	Explained about traditional coir pension of weaver pension	We learned the required document and eligibility	
Saturday Day -6 24-12-22	Explained about today's pension and fisherman pensions	We learned the required documents and eligibility	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The organization structure and future plans of the village secretariat were discussed in details. They were also told about YSR Pension Kanuka, how many types, required documents, and eligibility criteria.

eligibility and required documents for old age pension, widow pension, disabled pension, single women pension, traditional laborer pension, weaver pension. Today toppers 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 life.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 26-12-22	the mahila police in sachivalaym she is inductate her duties	I am fully focus and learned out comes information on	G.V. [Signature]
Day -2 27-12-22	the mahila police office taught sexual harass merits in society	how to handel and how to build these type of harassments	G.V. [Signature]
Day -3 28-12-22	the mahila police office inductate Anganawadi services	what are the corruption in the Anganawadi services	G.V. [Signature]
Day -4 29-12-22	the mahila police office told about same important section and help line no.	any Acciedent and Criminal case issue how to informed	G.V. [Signature]
Day -5 30-12-22	The URO sir exploned local govt and main exam	seccratial one of the local govt that postcalay uses and goal	fixain
Day -6 31-12-22	our URO told. Today we are going to field work your chapuran-2 houses	which number's are eligible and not eligible for govt schemes	fixain

WEEKLY REPORT

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

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 at our Y.S.R Jagan Mohan Reddy sir

The duties of women police officer:-

- ⇒ immediate reporting officer: station house officer
- ⇒ working in co-ordination with Dept: Home women child welfare, excise Department & municipal
- ⇒ functions: law & order, atrocities, against women and weaker section and awareness programme
- ⇒ monitor ensure Angan wadi centre be opened in time on all working days
- ⇒ inspect and respected Angan wadi teachers were without care and protection of pregnancy
- ⇒ women police officer explain some help line number for disha 100/112/181 and police number 100

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 01-01-23	The welfare Asst is explaining about his responsibilities and duties	I can learned his great and responsibilities at secretariat	AA
Day -2 03-01-23	The WEA is said by ' the Govt conducting to important schemes	I have writeten in my classess nols	AA
Day -3 04-01-23	we are help to our secretariat some important duties	we can do confidently their works	AA
Day -4 05-01-23	The secretariat staff as like WEA, VRO, WPO telling about future	we have learned how to people to with vro	AA
Day -5 06-01-23	The village Revenue office explained about the cyclone, fire	the society in the people how mainta in and set a future with	AA
Day -6 07-01-23	the VRO sir was explaining take charge of undenied property	I can learned save and protect from govt properties	AA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The general duties of welfare
Assistant:-

⇒ generating awareness among the public village secretariat about the scheme meant for the weaker section of the society

⇒ ensuring that all eligible students of weaker section of the village get the scholarships and collages till they complete at least intermediate equivalent course

⇒ supervision over the work of all village duties working under the village secretariat as far as their welfare duties

⇒ URO sir providing intimation regarding fire accidents floods, cyclone other accidents cyclone to the higher offices

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day - 1 09-01-23	the ANM madam was explain about general instruction	I can learned the general duties of ANM	K Ravi Kumar
Tue Day - 2 10-01-23	the madam was telling about mater and child health	I can learned the ANM madam has given precaution of pregnant	K Ravi Kumar
Wed Day - 3 11-01-23	ANM madam explain about social services with awareness programme	I can learned some social services, dentist physical therapy	K Ravi Kumar
Thurs Day - 4 12-01-23	she is teaching about health education in school	how to protect our body health fully	K Ravi Kumar
Fri Day - 5 13-01-23	to day is classes about nutrition	how many types of food habits can takes	K Ravi Kumar
Sat Day - 6 14-01-23	the to day at the class about common diseases	I can learned some type of diseases, chicken pox	K Ravi Kumar

WEEKLY REPORT

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

Objective of the Activity Done: general instructions:-

Detailed Report:

=> she should work under administrative control of medical officer, PHC and guidance of the female health supervisor

=> she would stay at her official home quarters and available for all maternity care service

=> should be prepare map planing of her allocated area and population at people data was collected

* maternal and child health:- Register pregnant women with 12 weeks after baby health, she is full health are starting and ending position to heart full precection the ANM's given the pregnancy women

* social awareness programme:- Cancer, Diabetes HIV, Aids, heart attack with crop's healthy food

* health education:- participate in the local mahila meeting, spread the message on temple age of marriage co-ordinate programmes carefully these are Anganwadi workers.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day -1 16-01-23	ponal Halidays [kanuma]	—	—
Tue Day -2 17-01-23	explained about Tagamanna Widhy Konuka	I learned due to this scheme students are going to govt school	AA
Wed Day -3 18-01-23	He said about the YSR Vahana mitra scheme	I learned this scheme is known to receive finally to drivers	AA
Thurs Day -4 19-01-23	we went to the school and checked the food	I came to know that nutritious food is being served	AA
Fri Day -5 20-01-23	He said about the YSR cheyutha scheme	I learned that women are continuing their own business	G.V. [Signature]
Sat Day -6 21-01-23	we went to the school and checked the cleanliness of the class -rooms and toilets	it is known that the school is kept clean every day	K. Ravi [Signature]

WEEKLY REPORT

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

Objective of the Activity Done: Jagananna Vidhya Kanuka

Detailed Report: This scheme is launched by the Govt of AP to provide free school kits to students studying in govt school in the state. The kit includes items such as school bag, school bags, note books, text books, shoes and uniforms.

YSR cheyutha :- Under the YSR cheyutha scheme financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are age between 95 and 60 years. The financial assistance of Rs 18,750/-

YSR Bahana mitra :- Provide financial assistance to self-employed drivers of [auto-rickshaws, taxis, auto, rickshaws, motor cabs] under this scheme, eligible beneficiaries receive an annual financial assistance of Rs 10,000/-

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day -1 23-01-23	Explained about fee Reimbursement scheme	The purpose of this scheme is known	
Tues Day -2 24-01-23	Explained about YSR Bidhya Deewan scheme	it is known who is benefiting from the scheme	
wed Day -3 25-01-23	Explained about YSR Basathi Deewan scheme	it is known who is benefiting from the scheme	
Thurs Day -4 26-01-23	Republic Day	-	
Fri Day -5 27-01-23	Explained about mana - badi, Nadu Nedu scheme	the purpose of this scheme is known	 Digital Asst
Sat Day -6 28-01-23	He said that the works of nadu Nedu scheme should be examined	we observed the Nadu, Nedu works	 Digital Asst

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

YSR Vidhya Deevana? - it provides financial assistance to eligible students from economically weaker sections to pursue higher education in govt and private college

YSR Vasathi Deevana? - it provides financial assist to eligible students from economic-ally weaker sections to cover the hostel and mess expenses during their high education

Nadu-Nedu? - the scheme focus on improving the basic amenities including classrooms, furnishing toilets, drinking water and other govt schools

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day -1 30-1-23	The WGA office is explained about ysr novozatnalu	we know uses at this kind of schemes	AA
Tue Day -2 31-1-23	Explained about Amma badi scheme	the purpose of this scheme is known	AA
Wed Day -3 1-2-23	Explained about Rythu Bharosa scheme	I know much this scheme has benefited farmers	AA
Thurs Day -4 2-2-23	Explained about Arogyasri scheme	I know how (much) that this scheme proved to free medical	AA
Fri Day -5 3-2-23	Explained about learning for all		AA Digital Act
Sat Day -6 4-2-23	Explained about Jalayagrom scheme	I learned that there will be no shortage of water	AA Digital Act

WEEKLY REPORT

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

Objective of the Activity Done: YSR Nataratna is a welfare

Detailed Report: Scheme the scheme comprise nine different welfare programs of schemes each is aimed at improving the living condition at the AP

Ammala Vadi?- under this scheme financial assist in provided to the another of graduation of school-going children to support their education the some cost of cost is Rs 15000/- per annum

Rythu Bharosa?- this scheme provides financial assist to farmers in the state the amount of assistance is Rs 15,500/- per annum

Arogya Sakshi?- this scheme provides free health care service to the people of AP the scheme covers the cost of medical treatments

Housing for all?- this scheme aims to provide affordable housing to the people of AP

Jalayagranam?- under this scheme, the AP Govt will go to improve the complete the planes 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
Mon Day -1 06-02-2023	fully explained about Dappu artist pension & ART, PLHIV, HIV pension	we learned the required documents and eligible for this types	
Tue Day -2 07-02-23	explained about transgender pension & chronic kidney disease of unknown	learned the required documents and eligibility for this types pension	
Wed Day -3 08-02-23	to day explained about YSR kalyanamasthu / YSR Shadi thota	the purpose of this scheme is known	
Thu Day -4 08-02-23	explained about anundiy validation documents for registration of YSR kalyanamasthi	learned the required documents for this type of scheme	
Fri Day -5 09-02-23	explained about eligibility criteria of YSR kalyanamasthu	we know who is eligible for this scheme	
Sat Day -6 11-02-23	Have to tell people about the YSR kalyanamasthu scheme	we learned good presentation skills	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: eligibility and required documents for Nattu artist pension, Anti -restoral Therapy [ART], (H2V) pension, transgender pension give at the end

YSR Kalyanamasthu / YSR Shaadi ~~in~~ Tbf?

The objective of the schemes is to provide technical assistance to poor families belong to SC/ST/SC minorities differently abled / BOCWBR in conducting their daughter marriage in a deft and manner

=

⇒ the bride must be above 18 years and groom must be above 21 years as on the date of marriage

⇒ Both bride and groom should be have 10th class pass certificate

⇒ the cast and income certificate must be have tagged with dalhas.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 13-02-23	Explaining about the Responsibilities of Digital Assistant	I can join know -ledge of Digital Asst duties	 Digital Asst
Day -2 14-02-23	The general Application forms of caste certificate	Learned of important and required	 Digital Asst
Day -3 15-02-23	The Digital Asst explaining about Jaganna bhukta -kta scheme	I came to know about Jaganna bhutukta scheme	 "
Day -4 16-02-23	We are going to field to work for forming section	After we went to the field work, we learned that make service	 "
Day -5 17-02-23	He is how Respect of beneficiary come to secretariat	I can learn how to Respectively talking with conditions	 Digital Asst
Day -6 18-02-23	Shivaratri -1	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

Digital Assistant duties:-

Detailed Report:

⇒ delivery of service / documents benefits to the beneficiaries

⇒ Awareness and providing to the govt schemes like navasthalm

⇒ He informati as well as application process to citizen

⇒ digital service to the public effectively that are provide mandibility by the local govt like Birth & Death, Property valuations tax demand etc

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Required Documents to apply from cast certificate:-

⇒ application form

⇒ cast certificate issued to the family member

⇒ SSC marks memo / DOB entral / transtry certfical

⇒ 1 to 10 study certificate / Ration card / Epic card DOB issued

⇒ chapuram - 2 secretariat in Poling station as in chapuram - 2 secretariat

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 20-2-23	The URO sir explain about his duties	I am knowing his duties in secretariat	H. K. Jain
Day -2 21-2-23	the URO sir explained about panchayat secretariate Administratives	I am knowing his Administrative work	H. K. Jain
Day -3 22-2-23	the URO explained about panchayat secretariate with community W.E develop	I am knowing his community welfare work	H. K. Jain
Day -4 23-2-23	the URO sir said about panchayat secret co-ordinator duties	I am knowing his co-ordinator duties	H. K. Jain
Day -5 24-2-23	How to saved and protect our govt property	I can learned with some govt properties	H. K. Jain
Day -6 25-2-23	Any land issue to have soment for women's	I can learned how solved of people problems	H. K. Jain

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Village Revenue Officers [V.R.O.] Duties:-

=> maintenance of village revenue record and all village revenue Accounts

=> collection of land Revenue, cesses, taxes and other schemes relating to crops to Revenue department

=> A3maish of crops [100%] inclusive of inspection of survey stones

=> provide int. information regarding survey according to cyclone and other accidents claimers to the higher officer

L> Administrative of panchayat secretary:- maintains Registers, collect taxes, organization, samprach meetings protect panchayat lands

L> Community welfare develop:- Arishty pension payments prepare list of BPL, Conducts literary classes, implement schemes

L> Co-Ordination:- mobilize participation, community forest develop, The VRO and panchayat secretary are intment above the officers.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 26-02-23	what is the duties and Responsibilities of ward Volantree	I am knowing the kindful information	A. Vasanthakumari Volantree
Day - 2 27-02-23	the Volantree was informed as to scheme with awareness	He explained to the Navarathal schemes, learned	A. Vasanthakumari "
Day - 3 28-02-23	Require skills and eligibilities of ward Volanteers	I learned the Volantree for kind full information	A. Vasanthakumari "
Day - 4 1-3-23	the Volanteers in monthly one time supply to people with pension	I learned about which type of Pension are available	A. Vasanthakumari Volantree
Day - 5 2-3-23	what are the duties and responsibilities of a line man	I gain about information of line man	A. Vasanthakumari "
Day - 6 3-3-23	Requirement and skills of line man secretariat	I gain about information of line man	A. Vasanthakumari "
4-3-23	how to maintain is surrounding so houses	I am how soli free of people	A. Vasanthakumari Volantree
6-3-23	He is explain what is secretarial	I am knowing about sachivalayam	A. Vasanthakumari "
7-3-23	which type of secretary duties	I learned clues of secretary	A. Vasanthakumari "

WEEKLY REPORT

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

Objective of the Activity Done: Secretarial duties and

Detailed Report: responsibilities:-

- * Answering and directing phone calls
- * Organizing and distributing message
- * maintaining company schedules
- * organizing documents and files
- * Supervising staff and new employees

Duties and Responsibilities at Volontree:-

⇒ on independence day 2019, AP launched the village Volontree system

⇒ the village Volontrees system aim to bring govt service to people door steps on octobar-2

Duties and Responsibility at line man:-

A line man has many responsibilities such as working with heavy equipment to reach power lines

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	URO told about the certificate the issue	certificates issued by URO are known	
Day -2 07-03-23	URO is said that government asserts with provid protection	certificates issued and who to protects govt projects learned	
Day -3 08-03-23	URO said about water tax collection	it is known who collect the taxes	
Day -4 09-03-23	holiday at secretariat because of govt order	-	-
Day -5 10-03-23	URO is explaine how to mainting for village revenue records	I knowldgeble of certiaine thing to village	
Day -6 11-03-23	- second saturday - holiday	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- i) maintenance of village revenue record and all village revenue accounts promptly and accurately
- ii) collection of land Revenue, cesses, taxes
protection of public lands, Public taxes free.
collective of government assets

the village Revenue officers shall be ~~task~~ issue blankity certificate and solvency certificate in their respective Jurisdiction duly following in the procedure for the other certificate which have to be issued by the revenue department he/she enquire and submit his report to the complaint authority

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

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 ANM madam was explaining about health education	I learned health education	K. Ravi Kumar
Day -2 14-03-23	explained about medical termination dr pregnancy	I know which hospital to visit for treatment	K. Ravi Kumar
Day -3 15-03-23	explaining about general instruction	I learned the general instruction	K. Ravi Kumar
Day -4 16-03-23	the madam explained some social/service	I knowing how many types social services	K. Ravi Kumar
Day -5 17-03-23	the MP madam was talked about child marriage	learned about child marriage and dowry act.	G. Laxmi
Day -6 18-03-23	mahila police explain about the domestic violence act	Learned about domestic violence act	G. Laxmi

WEEKLY REPORT

WEEK - 14 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

3 general instruction to ANM:-

⇒ should work under the administrative control of the medical officer PHC and guidance of the female health supervisor

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

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

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

WEEKLY REPORT

WEEK - 14 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

3 general instruction to ANM:-

⇒ should work under the administrative control of the medical officer PHC and guidance of the female health supervisor

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

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

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

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 05-12-22	holi day	—	
Day - 2 06-12-22	holiday	—	
Day - 3 07-12-22	the welfare Asst was introduce to our total staff member	I knowing about which of member stand in secretari-at	
Day - 4 08-12-22	the USA to the people about class his explained of secretariat	I learned about uses of secretariat	
Day - 5 09-12-22	the WEA was explaing about what is seen Secretariat	I understand what is secret -ariat	
Day - 6 10-12-22	Second saturday so holiday	—	

WEEKLY REPORT

WEEK - 15 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

3 the maximum staff at secretariat:-

- | | |
|----------------------------|----------------------|
| 1) village secretariat | 6) engineering Asst |
| 2) Village Revenue Officer | 7) ANM |
| 3) Mahila Police | 8) Survey of Village |
| 4) Digital Asst | 9) Agriculture Asst |
| 5) welfare Asst | 10) Volunteers |

What is secretariat? - the secretariat Asst in decision making in Govt by ensuring inter ministerial co-ordination working out differences amongst ministries / dept and evolving consensus through the instrumentality of the standing / committees of secretaries

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

CHAPTER 5: OUTCOMES DESCRIPTION

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

* People interaction?- secretary is often responsible for interacting with people both inside and outside of their organization. They may be responsible for answering phone calls, responding to emails, and greeting visitors so good communication skills, gives a grateful success

* Facilities available and maintenance?- A secretary may be responsible for managing office facilities such as office equipment, supplies, and meeting rooms

⇒ So overall, a secretary plays a critical role in ensuring that an organization runs smoothly and efficiently that as they need to be highly organized, detail oriented and able to work well under pressure
good communication and interpersonal skills and also essential for success in the role

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 secretarial following on below

- 1) Computer system
- 2) Internet connectivity
- 3) Telephone: multi-line phone system, single line phone system.
- 4) Internet 2 phone system
- 5) photo copies, copying, binding, multiple pocket copying
- 6) scanners [IRIS scanners]
- 7) printers
- 8) Bio - metric Division
- 9) face Authority programme

I will seeing in my future Job role above instruments. I can full focus on Digital technologies and relevant instruments.

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 manage / skills are use ful our future

- 1) leadership skills? - manager need to insure and motivate their teams to achive and their goal. they terms to achive successful complet any thing
- 2) Decision making skills? - manager must informed decision quickly and efficiently. they should be cabel to anlyze data, evaluate captions, and choose the best course of action
- 3) Problems - solving skills? - the staff member should be able to identity and solve problems quickly and effectively they should be able to think oreatively and find imovative solutions to complex problems
- 4) goal setting? - we are learning about, any target (or) goal must as to do, just observe for thing and set the plane so Identdently do that Partcularly action.
- 5) inty personal skills? - managers and any Persons should be able to Realation and so when ody we can again Assimilated inty personal 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 obbices doing and working explained for so many topics, that time we are learned such a beautiful communication.

⇒ Listen activity :- effective communication not just about speaking but also about listening. listening should be paying attention, asking questions, and providing feedback

⇒ the listeners able to speak clearly and confidently use appropriate body language choose your words carefully, be aware of your audience these are communication could learn in secret it

⇒ I am going to field work purpose where 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 level 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 discussion contribution as a team member, leading a team or activities here are some suggestions

- 1) Respect for others is key to successful team member with respect regardless 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 effective team participation clearly speak but any mis words are talking the listening cost above speaking view of talking
- 4) Any team member or team leader should be able to time rectarity and time management these essential for any where

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 use of specified tools, software, or equipment and are essential for performing tasks and achieving goals within a given area 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) Personal Applied → VRO
- 5) Final Applied → MPDO/MRO

basic technical equipment in secretariat:-

- ⇒ Biometric Division
- ⇒ Android smart phones
- ⇒ IRIS scanners
- ⇒ Face verification
- ⇒ Time-management and multi tasking

Student Self Evaluation of the Short-Term Internship

Student Name: Sadi Barikayya

Registration No: 2022001052039

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

Date of Evaluation: 10-03-2023

Organization Name & Address: GRAMA/WARD SACHIVALAYAM
Indira Nagar colony, Srikakulam

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:

S. Barikayya

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Sadi. Bari kayya

Registration No: 2022001052039

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

Date of Evaluation: 10-03-2023

Organization Name & Address: GRAMA/ WARD SACHIVALAYAM

Name & Address of the Supervisor with Mobile Number
Indira Nagar colony, Sriakulam
A.V. Sudhakar, NEW colony, Sriakulam
8978227555

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

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

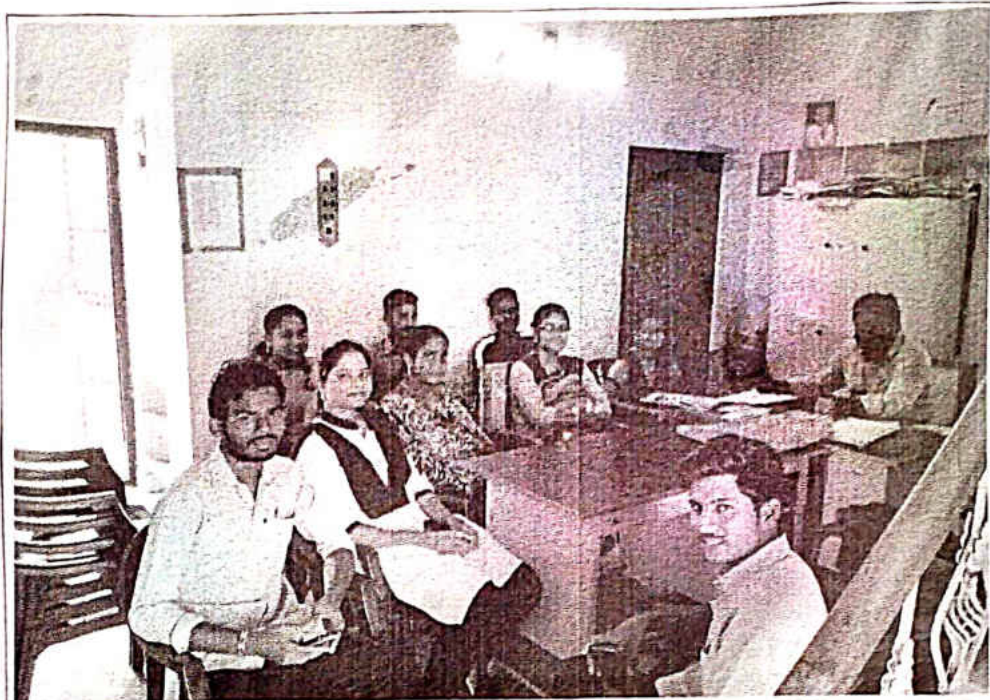
Rating Scale: 1 is lowest and 5 is highest rank

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

Signature of the Supervisor

PHOTOS & VIDEO LINKS





INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Sadi Barikayya*

Programme of Study: *WARD SECRETARIAT*

Year of Study: *2020 - 2023*

Group: *M.P.C*

Register No/H.T. No: *2022001052039*

Name of the College: *Govt Degree College [MEN] Srikokulam*

University: *Dr. B.V. AMBEDKAR UNIVERSITY SRIKAKULAM*

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

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Sadi Bari Kayya
Programme of Study: ward secretarial
Year of Study: 2020 to 2023
Group: BSC (mpc)
Register No/H.T. No: 2022001052039
Name of the College: Govt Degree college (men) (SKM)
University: Dr BR Ambedkar University (SKM)

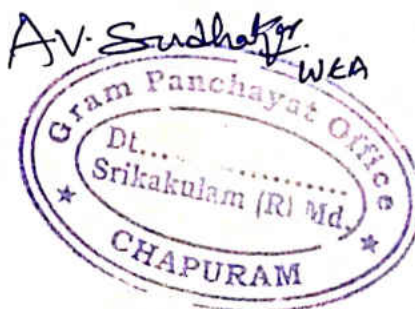
Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	79
2.	For the grading giving by the Supervisor of the Intern Organization	20	19
3.	Viva-Voce	50	.
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

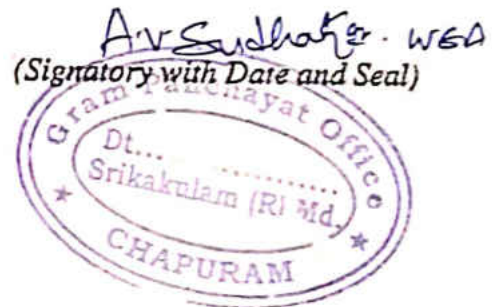
Signature of the Principal with Seal



Official Certification

This is to certify that Sadi Barikayya (Name of the student) Reg. No. 2022001052029 has completed his/her Internship in Chapuram-2 Secretariate (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 Bsc. (mpc) in the Department of Govt degree college, (men) (Name of the College).
Skkm)

This is accepted for evaluation.



Endorsements

Faculty Guide

Head of the Department

Principal

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Sadi Babukayy*

Programme of Study: *UAE SECRETARIAT*

Year of Study: *2020 - 2023*

Group: *19 PC*

Register No/H.T. No: *2021001052039*

Name of the College: *Govt Degree College (MCH) Srikantham*

University: *Dr. B. AMBEDKAR UNIVERSITY SRIRAKOLAM*

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

Date:

RSS
Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

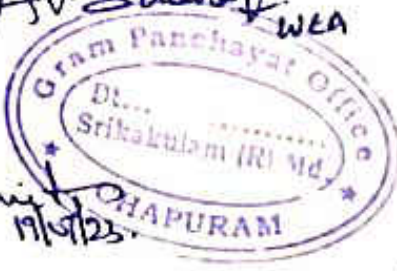
Name Of the Student: Sadi Barikayya
Programme of Study: ward secretariat
Year of Study: 2020 to 2023
Group: BSC (imp)
Register No/HLT. No: 2022001052039
Name of the College: Govt Degree college (univ) (skm)
University: Dr B Ambedkar University (skm)

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	79
2.	For the grading giving by the Supervisor of the Intern Organization	20	19
3.	Viva-Voce	50	43
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

PSA

Signature of the Internal Expert

AV. Sudhakar


Signature of the External Expert

A. Panik
 17/4/23

Signature of the Principal with Seal