

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: Savara. Someswararao

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

Registration Number: 202200105204-1

Period of Internship: From: 07-12-2022 To: 18-03-2023

Name & Address of the Intern Organization GRAM/WARD SACHIVALAYAM
BUDARASINGI

D8-B8 AMBEDKAR University
YEAR [2020-2023]

An Internship Report on

GRAM/ward Secretariat

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

Government Degree colleg (MEN) SKLM

(Name of the College)

Submitted by:

Savara Someswara Rao

(Name of the Student)

Reg.No: 2022001052041

Department of Government degree college (men) SKLM

(Name of the College)

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Savara Someswara rao
Programme of Study: Ward secretariat
Year of Study: 2020 to 2023
Group: M.P.C
Register No/ILT. No: 202200052041
Name of the College: Govt degree college (Men) Srikakulam
University: Dr. B. Ambedkar University Srikakulam

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	18
3.	Viva-Voce	50	43.
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

RS

Signature of the Internal Expert

M. M. M. M. M.
Panchayat Secretary
Budarasingi Panchayat
Mandasa (M) Sklm Dt

Signature of the External Expert

A. Panit
19/07/23.

Signature of the Principal with Seal

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Savara Someswara Rao
Programme of Study: WARD SECRETARIAT
Year of Study: 2020 to 2023
Group: M.P.C
Register No/H.T. No: 2022001052041
Name of the College: GOVT DEGREE COLLEGE (MEM) SRIKAKULAM
University: Dr. B. AMBEDKAR UNIVERSITY SRIKAKULAM

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	29
3.	Oral Presentation	10	10
	GRAND TOTAL	50	49

Date:


Signature of the Faculty Guide

Student's Declaration

I, Savara. Someswararao a student of 4 month internship
Program, Reg. No. _____ of the Department of BSC (M.P.C)

College do hereby declare that I have completed the mandatory internship
from 07-12-2022 to 18-03-2023 in Budanasingi - Secoundary (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
chemistry, Govt degree college (men) SKLM
(Name of the College)

S. Someswararao
(Signature and Date)

Official Certification

This is to certify that Savara. Sureswararao (Name of the student) Reg. No. 2022001052041 has completed his/her Internship in Budarasingi Secretariate (Name of the Intern Organization) on Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (MPC) in the Department of Govt degree college (men) sklm (Name of the College).

This is accepted for evaluation.



Endorsements

(Signatory with Date and Seal)

Panchayat Secretary
Budarasingi Panchayat
Mandasa (M) Sklm Dt

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Savara Someswararao (Name of the intern)
Reg. No 2022001052041 of Govt degree college (men) SKLM (Name of the
College) underwent internship in Budarasingi Secowabate (Name of the
Intern Organization) from 07-12-2022 to 10-03-2023

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




Authorized Signatory with Date and Seal
Panchayat Secretary
Budarasingi Panchayat
Mandasa (M) SKLM Dt

Acknowledge :-

1. The gramprasad Sachivalayam is the administrative arm of an international organization, such as the United Nations. It is responsible for carrying out the day-to-day work of the organization and supporting its decision-making bodies, in this sense, the Secretariat is made up of the staff and bureaucrats who work for the organization.
2. It still holds records for the farthest and times in the Secretariat to people issues and problems, applications
3. In govt, a secretariat may be a department (or) agency responsible for co-ordination, policy and providing administrative policy and providing administrative support to a minister (or) other higher-ranking officers.
4. Govt schemes providing to people with door-to-door step in simple way. may refer to a team (or) department responsible for managing administrative tasks, such as records keeping, scheduling, and correspondence
5. I am extremely and heartfelt thanks to our gramprasad Sachivalayam in staff members, we are journey in a friendly respectively such a great feeling. Let's times thanks our college principal sir/madam.

Contents

1. Chapter 1 := executive Summary
2. Chapter 2 := overview of the organization
3. Chapter 3 := internship part
4. Log books [first week to fifteenth week]
5. Chapter 5 := outcome's description
 - Describe the real time technical skills you have required
 - Describe the managerial skills you have acquired
 - Describe how could you could enhance your abilities.
 - Describe the technological developments you have observed and relevant to the subject area of training.
6. student self evaluation of the short-term internship
7. evaluation by the supervision of the inter organization
8. photos & videos links

CHAPTER 1: EXECUTIVE SUMMARY

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

Learning objective

- To gain an understanding of the functioning and structure of the gram Sachivalayam Organisation
- To develop skills in administration and clerical tasks related to the day - to - day operations of the Organisation
- To learn about the various government schemes and program implemented by the gram sachivalayan 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.

Outcome's achieved

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

Brief description of the grama schivalayam Organisation

The grama schivalayam is a government Organisation that functions at the village level in India. its primary objective is to ensure the effective implementation of government schemes and programmes for the welfare of the rural population.

it is responsible for a wide range of activities such as health care, sanitation education housing social welfare, the Organisation has administrative clerical staff, and it also collaborates with other departments and agencies to achieve its objectives.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

A introduction of the Organisation

Grama schivalayam is a Government initiative in the Indian state of Andhra Pradesh aimed at decentralizing governance and bringing administration closer to rural communities. The word "grama schivalayam" translates to village Secretariat in English.

The grama schivalayam system was launched in 2019 by the Andhra Pradesh government under the leadership of chief minister Y.S. Jagan Mohan Reddy. The primary objective of the initiative is to provide efficient by establishing a system of village Secretariats in every village of the state. Under the grama schivalayam system, each village Secretariat is staffed with a Village Secretary and several other officials who are responsible for developing a range of government services including everything from issuing certification and licenses to providing information on government schemes.

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 communities in Andhra Pradesh where every citizen has access to basic amenities, opportunities and a high quality of life.

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

Values:- The values of Grama Sachivalayam are Transparency, Accountability, Inclusivity, Accessibility, Efficiency, Empathy, Integrity.

c. policy of the grama Sachivalayam

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

D. Grama Sachivalayam Organization structure

The grama Sachivalayam is an Organizational structure that is set up to ensure that governance reaches the grass roots level. The grama Sachivalayam comprises various administrative posts that are responsible for the smooth of the panchayat Raj in (tributions RRIS).

The following are the various administrative posts that

- ① village secretariat
- ② Village officer (VRO)
- ③ Mahila police & woman and Revenue Assistant. child welfare

- (1) Digital Assistant
- (2) Welfare and education assistant
- (3) Ann
- (4) Energy Assistant
- (5) Engineering Assistant
- (6) Agriculture Assistant
- (7) Scribes of village
- (8) Line man

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

E. Role and responsibility of the employees in grama Sachivalayam.

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

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

ii. 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 growing environmental concerns in rural areas. They may also prioritize creating more job opportunities for the youth promoting entrepreneurship and improving access to digital technology.

The future plans of the grama sachivalayam organization will likely revolve around promoting sustainable and creating more economic opportunities for the rural population.

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

CHAPTER 3: INTERNSHIP PART

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

- ① panchayati raj Act-1994 says that local govt in every village of the growth & Developments in a native manner.
- ② Chief minister of Andhra Pradesh state, YSR Jagan Mohan Reddy started the secretariat at Vijayawada, the statement was made on October 21, 2019, the 150th anniversary of Mahatma Gandhi's birth day.
- ③ Function of gram ward sachivalayam it has mainly 11 types of the officers in secretariat. The village volunteer's system aims to bring govt services to people doorsteps.
- ④ The inter generally using of technological skills and instrument mainly use just like bio-mechanical computer system.
- ⑤ The internship part these kind of skills are very important, listening and speaking, confidence, leadership qualities, punctual and time management.
- ⑥ Objective of ward sachivalayam provide service and central level scheme.
- ⑦ Outcomes of ward sachivalayam to
 - ① early solution to all problems.
 - ② All services of govt to no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 05-12-22	holiday	-	-
Day -2 06-12-22	holiday	-	-
Day -3 07-12-22	The welfare Assistant was introduce our total staff members	① knowing about which of stand member in Secretariat	<i>Santol</i>
Day -4 08-12-22	The WEA was explaining about what is Secretariat.	① understanding what is Secretariat	<i>Santol</i>
Day -5 09-12-22	The use to the people about class his explained secretariat	① Learned about uses of Secretariat	<i>Santol</i>
Day -6 10-12-22	Second Saturday So holiday	-	-

WEA

WEA

WEA

WEEKLY REPORT

WEEK - 1 (From Dt. 07-12-22 to Dt. 10-12-23)

Objective of the Activity Done:

Detailed Report:

The maximum staff of Secretariat:

- | | |
|---------------------------|-------------------------|
| ① Village Secretariat | ④ engineering Assistant |
| ② village Revenue offices | ⑤ ANM |
| ③ mahila police | ⑥ Surveyor of village |
| ④ Digital | ⑦ Agriculture Art |
| ⑤ welfare Assistant | ⑧ volunteers. |

what is Secretariat :- The Secretariat assistant in decision in Govt by ensuring inter-universal co-ordination, ironing out difference amongst ministries / Department and evolving consensus through the instrumentality of the standing / Committee of Secretaries.

* Grama Sachivalayam also know as village Secretariats are secretariats self 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.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 12-12-22	The WEA officer explained the Organization structure of the Sachivalayam	I Can take some knowledge	
Tuesday Day - 2 13-12-22	Explained the future plans of the gram Secretariat	We know the future plan of the Secretariat	
Wednesday Day - 3 14-12-22	About old age pension window pension has been deeply explained	We are analyzing what type of documents are required	
Thursday Day - 4 15-12-22	explained deeply explained about disable pension and single women pension	we are analyzing and what is important documents important is required	
Friday Day - 5 16-12-22	Explained about traditional cobblers pension of weaver pension	we learned the required documents and eligibility	
Saturday Day - 6 17-12-22	Explained about today Topper pension and fishermen pension	we learned the required documents and eligibility information	

WEEKLY REPORT

WEEK - 2 (From Dt 12-12-22 to Dt 14-12-2022)

Objective of the Activity Done:

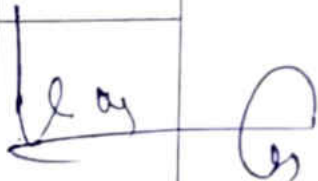
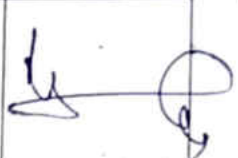
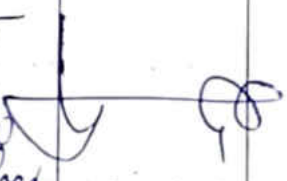
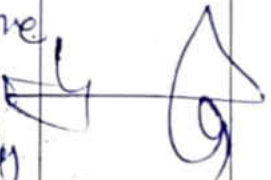
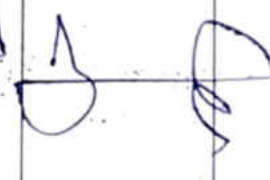
Detailed Report:

The Organization structure and future plans of the village Secretariat were discussed in details. They were also told about ysr pension, Kanika, How many types required documents, and eligibility criteria.

Eligibility, and required documents for old age pension, widow pension, disabled pension, single women pension, Traditional Dholer pension, weaver pension, toddy tapper pension and fisherman pension are given at the end.

The ysr pension schemes is designed to provide a safety net for vulnerable section of society and enable them to meet their basic needs and improve their quality of life.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 19-12-22	The mahila police in Sachivalayam she is inculcate her duties	I am full focus and learned outcomes informatives	 WPO
Tuesday Day - 2 20-12-22	The mahila police officer taught Sexual harassment in society	how to handle and how to build these type of harassment	 "
Wednesday Day - 3 21-12-22	The mahila police officer inculcate Angamawadi Services.	what are the corruption in Angamawadi Services	 "
Thursday Day - 4 22-12-22	The mahila police officer told about some important section and helpline numbers	Any Accident and Criminal case issues how to inform higher officers	 "
Friday Day - 5 23-12-22	The VRO sir explained Local govt and main aim.	Secretariat one of the Local govt that particularly use and goal	 VRO
Saturday Day - 6 24-12-22	our VRO told Today we are going to field work your budanasing house	which numbers are eligible and not eligible for govt schemes	 VRO

WEEKLY REPORT

WEEK - 3 (From Dt ~~29-12-22~~ to Dt ~~29-12-22~~)

Objective of the Activity Done:

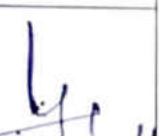
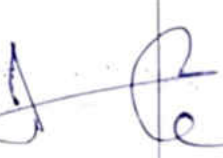
Detailed Report:

The Village Secretariat was first launched on 2 October 2019 on the eve of Gandhi Jayanti in AP of our Y.S.R. Jagan Mohan Reddy Sir.

The duties of women police officer

1. immediate reporting officer: station house officer
 2. working in co-ordination with depts: Home, women child welfare, excise department & municipal.
 3. Function: Law and order and atrocities against women and weaker section, and Awareness programs
- * Monitor, ensure Anganwadi Centre be opened in time on all working days.
 - * Inspect and respected some Anganwadi teacher's were without care and protection of pregnancy Women.
 - * women police officer explain some helpline number, for disha 100/112/181 and police number 100.
 - * our Sudarasingi Secretariat so many young age student not registered with voter card

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 26-01-23	The welfare Assistant is explained about his responsibilities and duties of in Secretariat	I can Learned his great and responsibilities at Secretariat	 WEA
Day - 2 27-01-23	The WEA is said by the Govt conducting to	I have written in my class notes.	 WEA
Day - 3 28-01-23	We are help to our Secretariat duties like, some important duties like election work	we can do confidently there works	 WEA
Day - 4 29-01-23	The Secretariat staff as like WEA, VRO wpo telling about future plans to students	we have learned how to maintain and set of future life	 staff
Day - 5 30-01-23	The village Revenue Officer explained about the beneficiary lose such a issue like cyclone, fire	The Society in the people how to intimal with VRO	 VRO
Day - 6 31-01-23	The VRO sir was explaining take charge of unclaimed property and send to the police station	I can Learned save and protect from govt property	 VRO

WEEKLY REPORT

WEEK - 4 (From Dt. 26-01-23 to Dt. 31-01-23)

Objective of the Activity Done:

Detailed Report: The general duties of welfare Assistant.

- ① generating awareness among the public in the village Secretariat towards about the schemes meant for the weaker section of the society.
- ② ensuring that all eligible student of weaker section of the village get the scholarship (or) equivalent course and college till they complete at least intermediate equivalent course.
- ③ providing feedback to higher authorities on the implementation of said scheme.
- ④ Supervising over the work of all village representatives working under the village secretariat as far as their welfare duties are concerned.
- * VRO sir providing information regarding fire accidents, floods, cyclone and other accidents & calamities to the higher officers.
- * Conduct promptly to the higher officer in respect of treasure found and keep it attached properly in state custody.
- * future planning is important all families thinking about the future can be challenging and emotional.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 01-01-23	The ANM madam was explain about general instructions.	I can Learned The general duties of ANM	m. hu ANM
Tuesday Day - 2 02-01-23	The madam was telling about maternal and child health	I can Learned the ANM madam has given precaution for pregnancy	m. hu (ANM)
wednesday Day - 3 03-01-23	ANM madam explain about social services with awareness programme	I can Learned some social services, dental physiotherapy, etc.	m. hu ANM
Thursday Day - 4 04-01-23	she is teaching about health education in secretariats	how to protect our body healthfully.	m. hu
Friday Day - 5 05-01-23	Today is class about nutrition	How many types of food habits can takes	m. hu
Saturday Day - 6 06-01-23	The today of the class about communicable disease.	I can Learned some type of disease, chicken pox, etc. influence.	m. hu

WEEKLY REPORT

WEEK - 5 (From Dt. 02-01-23 to Dt. 09-01-23)

Objective of the Activity Done: General instructions:-

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

② She would stay at her official head quarters and available for all maternal care services.

③ Should be prepare map planning at her collected and record population of people data was collected.

④ All the ANMs was to discharge all the duties as assigned by the pbc medical officers.

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

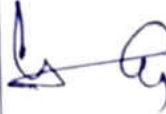
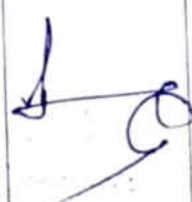
* Social awareness programmes:- cancer, diabetes, HIV, AIDS, heart attack with GPs, health - food,

* Health education:- participate in the local mahila meeting, spread the message on temple age of marriage co-elderly programmes carefully these are Anganwadi workers, gram sevaks in providing services to people

* Communicable disease:- chickenpox, measles.

pneumonia, scabies, pertussis, whooping cough

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Monday Day - 1 01-01-23	Pongal Holiday	—	—	
Tuesday Day - 2 02-01-23	explained about jagmanna Vidya Kanuka	I Learned due to this scheme students are going to govt school		WEA
Wednesday Day - 3 03-01-23	He said about the ysr Cheyath scheme	I Learned that women are continuing their own business because of this schemes		WEA
Thursday Day - 4 04-01-23	he said about the ysr Vahan a mitra Scheme	Learned, this scheme is know to receive financial assistance to drivers		WEA
Friday Day - 5 05-01-23	We went to the school and checked the food	I came to know that nutritious food is being served in the school		WPO
Saturday Day - 6 06-01-23	we went to the school and checked the cleanliness of the classrooms and toilets	its is know that the school is kept clean every day		Anm

WEEKLY REPORT

WEEK - 6 (From Dt. 19-01-23 to Dt. 24-01-23)

Objective of the Activity Done:

Jagananna Vidya Sanksha

Detailed Report:

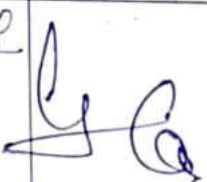
is Launched by the Govt of AP to provide school kits to students, studying in govt school in the state. Kit includes items such as school bags, notebook, textbook, shoes and uniforms.

YSR cheyutha:- under the YSR cheyutha scheme financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are age between 45 and 60 years the financial assistance of Rs. 450.

YSR vahanamitra:- provide financial assistance to self-employed drivers of autorickshaws, taxis, and maxi cabs under this scheme, eligible beneficiaries receive an annual 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
Monday Day - 1 16-01-23	Explained about fee Reimbursement scheme	The purpose of this scheme is known,	 WEA
Tuesday Day - 2 17-01-23	Explained about ysr vidya Devena scheme	it is known who is benefiting from this scheme	 WEA
wednesday Day - 3 18-01-23	explained about ysr vashis Devena scheme	it is known who is benefiting from this scheme	 WEA
Thursday Day - 4 19-01-23	Republic day	—	 WEA
Friday Day - 5 20-01-23	explained about manabade, xladu Nedu scheme	The purpose of this scheme is known	 VRO
Saturday Day - 6 21-01-23	He said that the works of nadu nedu scheme should be examined	we checked the xladu nedu works	 VRO

WEEKLY REPORT

WEEK - 7 (From Dt. ~~16-01-23~~ to Dt. ~~24-01-23~~)³

Objective of the Activity Done:

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

YSR Vidya Deevena - it provides financial assistance to eligible students from economically weaker sections to pursue higher education in Govt and private college.

YSR Vasathi Deevena : it provides financial asst to eligible students, from economically weaker sections to cover their hostel and mess expense during their high education.

Nadu Nedu & the scheme focuses on improving the basic amenities including class rooms, furniture toilet toilet, drinking water and other infrastructure in govt schools.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
monday Day - 1 23 01-23	The WEA officer is explained about YSR navaatmak	we know uses of this kind of scheme	
Tuesday Day - 2 24-01-23	Explained about Ammawaki scheme	The purpose of this scheme is known	
wed Day - 3 25-02-23	Explained about Rythu bhavisa scheme	I know much this scheme has benefited the farmers	
Thursday Day - 4 26-2-23	Explained about Arogyasu scheme	I come to know that this scheme provides free medical treatment to poor people	
Friday Day - 5 27-02-23	Explained about Housing for all	The purpose of this scheme is known	 (1/1)
Saturday Day - 6 28-02-23	Explained about Jalayugnam scheme	I learned that there will be no shortage of water due to this scheme	 (ad)

WEEKLY REPORT

WEEK - 8 (From Dt: 01-23 to Dt: 02-23)

Objective of the Activity Done:

YSR Navaratnam is a welfare

Detailed Report:

Scheme: the scheme comprises nine different welfare programs of scheme each aimed at improving the living condition of the AP. Amma Vadi: Under this scheme financial assistance is provided to the mother or guardians of school-going children to support their education. The amount of Assistance is Rs 15000 annum. Rythu Bhavani: This scheme provides financial assistance to farmers in the state amount of assistance is Rs 13500 per annum.

Arogya Saksham: This scheme provides free health care services to the people of AP the scheme covers the cost of medical treatments and surgeries for a wide range of illness and disease.

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

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

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
monday Day - 1 30-02-23	fully explained about dappa-arbit pension & mb - web level therapy pension (PLIV) (ILIV) pension	we Learned the required documents and eligible for this type of pension	
tue Day - 2 31-02-23	explained about transgender pension & chronic kidney disease of unknown etiology pension	Learned the required documents and eligibility for this type of pension	
wed Day - 3 01-02-23	Today explain about YSR Kalyanamasthi YSR Shakti Tahita	The purpose of The scheme is known	
Thur Day - 4 02-02-23	explain about mandatory Validation documents for registration of YSR Kalyanamasthi	Learned the required documents for this type of scheme	
Fri Day - 5 03-02-23	explain about eligibility criteria of YSR Kalyanamasthi YSR about Kalyanamasthi	we know who is eligible for this scheme	
Sat Day - 6 04-02-23	Have to tell people about the YSR Kalyanamasthi scheme	we Learned good presentation skills	

WEEKLY REPORT

WEEK - 9 (From Dt ~~30~~ - 02 - 23 to Dt ~~01~~ - 02 - 23)

Objective of the Activity Done:

Detailed Report: Eligibility and required documents for Dapu antisepsism, Anti-retroviral therapy (ART) (HIV) pension, Transgender pension and chronic, Kidney Disease of unknown etiology pension are given at the end

YSR Kalyanamasthi / YSR Shaadi Tohfa
The objective of the scheme is to provide financial assistance to poor families belonging to SC / ST / BC / minorities Differently abled (PwD) in conducting their daughter's marriage in a dignified manner

④ The bride must be above 18 years and groom must be above 21 year 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 stamp

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 06-02-23	explaining about the Responsibilities of Digital Assistant	I can gain Knowledge of digital assistance required documents	Santa
Day - 2 07-02-23	The general Application forms of Casebe Certificate	Learned of important and required documents	Santa
Day - 3 08-02-23	we are going to field about eligibility Candidates for voter ID	There are those polling stations like, 369, 362	Santa
Day - 4 09-02-23	we are going to field about eligibility Candidates for voter ID	Such a members are not apply for voter ID	Santa
Day - 5 10-02-23	He is how to respect of beneficer come to Secretariat	I can Learn how to Respective talking with Candidates	Santa
Day - 6 11-02-23	→ Shivaratri ←		Santa

WEEKLY REPORT

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

Objective of the Activity Done: Digital Assistants Subiers

Detailed Report: ① delivery of service / document benefit to the beneficiaries ② Awareness and providing to the Govt scheme like navaatna. ③ + the intimated as well as application process to citizens.

④ digital services to the public effectively there are provided transactions by the local Govt public like Birth & Death valuation, Tax Demand etc

⇒ digital Assistants said: the system shall be for ensuring delivery of service on the principle of first-cum-first-service without any third-party agency ship.

⇒ Required Documents to apply form caste certificate

① application form ② caste certificate issued to the family members ③ SSC marks memo / DOB extract / transfer certificate ④ 1 to 10 ^{study} certificates ⑤ DOB issued by the GP/MN.

⑥ Ration Card / EPIC card / Aadhar card

⇒ Budarasingi Secretariat in police station at 369, 364, 363.

⇒ So many citizens not applicable for voter ID in Budarasingi Secretariate

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 13-02-23	The VRO sir explaining about his duties	I am knowing his duties in secretariat.	
Day - 2 14-02-23	The VRO sir explained about panchayat secretariat work Administratives	I am knowing his Administrative work	
Day - 3 15-02-23	The VRO sir said about panchayat security co-ord	I am knowing his community welfare work	
Day - 4 16-02-23	The VRO sir said about panchayat	I am learned with some govt properties	
Day - 5 17-02-23	How to save and protect our govt properties	I am Learned with some govt properties	
Day - 6 18-02-23	Any Land issue to harassment for others	I am Learned how solved of people problems	

- record send all village revenue Accounts
- ② Collection Land Revenue, cesses, taxes and other sum pertaining to Revenue, department.
- ③ Azmush to Revenue Gops (100%) inclusive of inspection of survey stones & provide intimation regarding fire Accidents, floods cyclone and other accidents calamities to the higher officers
- Administrative of panchayat secretary:-
Registers, collect taxes, Organize Sarpanch meetings protect panchayat lands, maintain Birth Death Reg.
- Community welfare Develops Assistants pension payments, prepares List of BPL, conducts literacy classes, implements scheme, assists education Dept, etc.
- Co-ordinators- mobilize participation, Community forest dev discussions, facilitate ward Sabhas and gram sabhas Submission of DRP plan to mpro
- The VRO and panchayat secretary are ready to any transaction in land properties intimate above the officers

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 20-02-23	what is the duties and responsibilities of ward volunteer	I am knowing the kindful information	S. Maheswari
Day - 2 21-02-23	The volunteer was informed of the scheme with awareness	He explained to the new members schemes learned about information	S. Maheswari
Day - 3 22-02-23	Require skills and eligibilities of ward volunteer	I learned the volunteer for kindful information	S. Maheswari
Day - 4 23-03-23	The volunteer is monthly one time supply to people with pension	I learned about which type of pension are available	S. Maheswari
Day - 5 24-03-23	what are the duties and responsibilities of a Lineman in Secorifariab	I gain about information of Linemen	S. Maheswari
Day - 6 25-03-23	Requirement and skills of Lineman in Secorifariab	I gain about information of Lineman	

WEEKLY REPORT

WEEK - 12 (From Dt. 20.02.23 to Dt. 25.02.23)

Objective of the Activity Done: Securing duties and responsibilities

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

Duties and Responsibilities of volunteers

① on independence day 2019 Andhra Pradesh launch a village volunteer system ② The Village volunteer system aim to bring govt service to peoples door step on october, 2019, the 150th anniversary of mahatma gandhi birthday. ③ the would first to identify the beneficiary learn about their difficulties and then outline the govt scheme available to them

Duties and Responsibilities of Lineman

A Lineman has many responsibility, such as, working with heavy equipment to reach power line, and using various tools to repair (or) replace power conductors management and control of the university by co-ordinating the exchange of information people.

Required skill of volunteer: ① must-taking experience
② be personality ③ good communication and interpersonal skill

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signatur
Day - 1 17-03-23	VRO told about the	Certificates issued by VRO are known	Smaheswar
Day - 2 28-03-23	VRO is said that government assets with provide protection	Certificates issued and who to protect govt property Leoland	Smaheswar
Day - 3 09-03-23	VRO said about water tax collection	if a Khar who collects the taxes	Smaheswar
Day - 4 02-03-23	holiday of secretary because of govt order	-	-
Day - 5 03-03-23	VRO is explain how to maintain for village revenue record	I knowable of certificate thing to village record	Smaheswar
Day - 6 04-03-23	Second Saturday holiday	-	-

WEEKLY REPORT

WEEK - 13 (From Dt. ²⁷03-23 to Dt. ⁰⁴03-23)

Objective of the Activity Done:

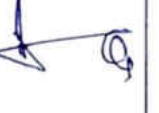
Detailed Report:

- (i) maintenance of village revenue record and all village revenue Accounts promptly and accurately
 - ii) collection of Land Revenue, cesses taxes.
- * protection of public land/ public taxes tree effective measure will be taken for the protection of government assets.

The village Revenue officers shall be issue Nativty certificate and salwenay certificate in their respective Jurisdiction. duly following the procedure for the other certificate which have to be issued by the revenue department he/she enquire and submit his report to the complot authority.

He was a good 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 06-03-23	The Arin madam was explaining about health education	I Learned health education	
Day -2 07-03-23	explained about medical termination of pregnancy	I Know which hospital to visit for treatment of pregnant women	
Day -3 08-03-23	explaining about	I Learned the general instructions.	
Day -4 09-03-23	The madam explained some social services	I Know how many type of social service	
Day -5 10-03-23	The my madam was talked about the child marriage and dowry prohibition act	Learned about child marriage and dowry prohibition act	
Day -6 11-03-23	ma hila police explain about the Domestic violence act	Learned about Domestic violence act.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

General instruction of ANM

* Should work under the administrative control of the medical officer p.t.c and guidance of the female health supervisor.

* should be in uniform with identifie and social awareness programming is Aids, HIV health food, diabetes, heart attack to c.p.s, medical kits first aid medical termination of pregnancy - identify women in need of medical termination of pregnancy (M.T.O) and refer them to the nearest health facility for comprehensive Abortion care.

Dowry prohibition act is an important law in India as it seek to prevent the exploitation of women and their families through the practice of dowry. Domestic violence - the Domestic violence act is a law that seeks to protect individuals who are victims of domestic violence.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 13-03-23	I respected in the secretariat assigned to me	I gain about information of	
Day -2 14-03-23	how to maintain the surrounding so how	I gain how staffs about sachivalayam	
Day -3 15-03-23	He is explain what is secretariat	I am knowing about sachivalayam	
Day -4 16-03-23	which type of secretary duties	I learned duties of secretaries	
Day -5 17-03-23	our staff members introduced with members	I am daily face and looking towards members working	
Day -6 18-03-23	WEA said about the vision and mission of gram secretariate	I learned what to organized with sachivalayam	

WEEKLY REPORT

WEEK - 15 (From Dt. 08-03-23 to Dt. 10-03-23)

Objective of the Activity Done:

Detailed Report:

This week we are Learning about village Secretariat i.e why the Secretariat system was established and then, areas.

we are also Learned the benefits of the Secretariate to the people of the Village

we get to know the physical condition of the residential areas in the gram Secretariate and the duties of the employees in the gram 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 gram, secretariat, why to Creation for this govt to introduces in people of society.

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 interactions:- A secretariat officer responsible for interacting with people both inside and outside of their organization. They may be responsible for answering phone calls, responding to emails, and greeting visitors so good communication skills gives a greatful success
- * facilities available and maintenance:- A Secretary may be responsible for managing office facilities such as office equipment, supplies, and meeting rooms.
- * The Secretariat, in high officer take a clarity of job roles and explain under the officers their may responsibilities I can seen they duties, and teamwork, relationship mutual support and socialization.
- * So overall, a secretariat plays a critical in ensuring that an organization runs smooth and efficient. They need to be highly trained, 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 and achieving goals within a given area of expertise.

Here are some example of technical skills in

- ① Application programme → Digital Assistant
- ② field verification → welfare Assistant
- ③ Third party verification → Administrative staff work
- ④ prefinal - Applied → VRO
- ⑤ final - Applied → MPDO / MRO

and basic technical equipment in secretariat

1. Biomatrowc Division
2. Android smart phone
3. IRTS Scanners
4. face scan verification app
5. Time-management multitasking
6. Computer and technical skills.

so can Learning some technical at secretariat

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

I Learned above some managerial / skills are useful our future.

1. Leadership skills : Managers need to inspire and motivate their teams to achieve and their goal. They learn to achieve successfully complete anything.
2. Decision making skills : Managers must make informed decisions quickly and efficiently. They should be able to analyze data, evaluate options, and choose the best course of action.
3. problem - solving skills : The staff members should be able to identify and solve problems quickly and effectively they should be able to think creatively and find innovative solutions to complex problem.
4. Goal Setting : we are Learning about, any thing of goal much as to do, first observe for thing and set the plan so confidently so that particularly action.
5. interpersonal skills managers and any person should be able to Relation and Confidently talking so when ever we can again Assimilated interpersonal skills.

These are just a few example of the skills that managers and higher officers, professional covering the specific skills are learning for any where.

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

- we could be improve our communication skills with
front of the higher officer doing and working
Learned such a beautiful communication, these are
- ① Listen actively: effective communication is not just about speaking but also about listening. Listening should be paying attention, asking questions, and providing feedback.
 - ② The listener able to speak clearly and confidently, are appropriate body language choose your words carefully, be aware of your audience.
these are communication could learn in secretariat
 - ③ I am going to field work purpose officer 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 abilities in group discussions, contribution as a team member leading a team or activities here are some suggestions.

- ① Respect for Others is key to successful team members with respect, regardless of their position (or) background.
- ② Be prepared :- before joining group discussions or team activities, it's important to come prepared.
- ③ Communication skills :- good communication skills are crucial for effective team participation, clearly speak but only misheard are talking, the listener can't observe speaker view of talking.
- ④ Any Team member (or) team leader should be able to time, punctuality and time management these essential for any where.
- ⑤ Leadership skills :- if you are leading a team (or) activity, strong leadership skills are essential 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)

① I can see by future planning of job role with technological instrument in secretariat following on below.

- ① Computer system
- ② internet system connectivity
- ③ Telephone: multifunction, phone system single line phone system
- ④ internet phone system
- ⑤ photo copies, copying, binding multiple pocket copying
- ⑥ Scanners (IRIS scanners)
- ⑦ printers
- ⑧ Bio-metric Division
- ⑩ Face Authentication programme.

I will using in my future job role above instrument. I can full focus on Digital technologies and relevant instruments.



Student Self Evaluation of the Short-Term Internship

Student Name: Savara Sommeswara Rao Registration No: 2022001052041

Term of Internship: From: 07-12-2022 To: 18-03-2023

Date of Evaluation: 18-03-2023

Organization Name & Address: BUDARASINCHI SACHNALAYAM
MAWDASA MANDAL

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date: 18-03-2023

S. Sommeswara Rao
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Suvara. Someswararao Registration No: 202200105201
Term of Internship: From: 07-12-2022 To: 18-03-2023
Date of Evaluation: 18-03-2023
Organization Name & Address: BUDARASINGI SACHIVALAYAM
Name & Address of the Supervisor with Mobile Number: G. MURALI (P.S) BUDARASINGI
9703966311

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:



Signature of the Supervisor
Panchayat Secretary
Budarasingi Panchayat
Mandasa (M) Sklm Dt



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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