

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: Tatta Minna Sankara Rao

Name of the College: Govt. Degree College (Men) - Srikakulam

Registration Number: 2022001052042

Period of Internship: 15 Weeks From: 07/12/22 To: 18/03/23

Name & Address of the Intern Organization

Grihama Sachivalayam (vasapa)

Dr. B. R. Ambedkar University

2023 YEAR

An Internship Report on
Gnamma Sachivalayam-(Vasapa)

(Title of the Semester Internship Program)

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

Under the Faculty Guideship of
R. Chandna Sekhar

(Name of the Faculty Guide)

Department of
Government Degree College[Men]-Srikakulam.

(Name of the College)

Submitted by:
Tatta. Minna Sankara Rao

(Name of the Student)

Reg.No: 2022001052042

Department of Chemistry,
Govt. Degree College[Men]-Srikakulam.

(Name of the College)

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Tatta. Minna Sankaranarad.

Programme of Study: B.Sc [M.P.C]

Year of Study: 2022-2023

Group: MPC

Register No/H.T. No: 2022001052042

Name of the College: Government degree college (men) - Srikakulam

University: DR.B.R. Ambedkar university

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	46
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide



D. Gopal das naidu

Signature of the Internal Expert

Dr. G. Sankararaman
19/07/23

Signature of the External Expert

A. Panik
19/07/23.

Signature of the Principal with Seal

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Tatta Minna Sankaranarao

Programme of Study: B.Sc [MPC]

Year of Study: 2022 - 2023

Group: MPC

Register No./H.T. No: 2022001052042

Name of the College: Government degree college (Men) - Srikakulam

University: DR. B. R. Ambedkar University

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

Date:


Signature of the Faculty Guide

Instructions to Students

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

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

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

-----<<@>>-----

Student's Declaration

I, Tatta Minna Sankara Rao a student of B.Sc (MPC)

[Men]-SKM Program, Reg. No. 2022001052042 of the Department of Chemistry, Govt. Degree college

College do hereby declare that I have completed the mandatory internship

from 07/12/2022 to 18/03/2023 in Grama Sachivalayam ^(Vasapa) (Name of

the intern organization) under the Faculty Guideship of

R. Chandra Sekhar (Name of the Faculty Guide), Department of

Chemistry, Govt. Degree College (Men) - Srikakulam.

(Name of the College)

T. Minna Sankara Rao
(Signature and Date)

Official Certification

This is to certify that Tatta. Minna Sankara nao (Name of the student) Reg. No. 2022001052042 has completed his/her Internship in Grama Sachivalayam (Name) of the Intern Organization) on Grama Sachivalayam (vasara) (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), SKM (Name of the College).

This is accepted for evaluation.

D. Gopikrishnaiah

(Signatory with Date and Seal)

Education Assistant
10190541
Dist.

Endorsements

Faculty Guide

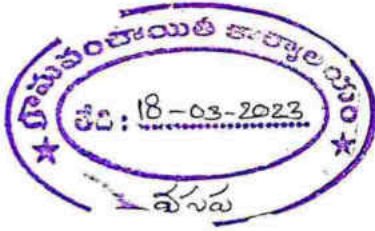
Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Tatta Minna Sankara Rao (Name of the intern)
Reg. No. 2022001052042 of Govt. Degree College (men) ^{SKLM} (Name of the
College) underwent internship in Vasapa Gramasachivalayam (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
Satisfactory (Satisfactory/Not Satisfactory).



D. Gopalswamy WEA
Vasapa

Authorized Signatory with Date and Seal

Welfare & Education Assistant
Vasapa Secretariat (10190541)
Kotturu (M), Srikakulam Dist.

Acknowledgements

First i would like to thank Sachivalayam team for giving me the opportunity to do an internship for giving internship within the organization.

The Success and orderful of this internship project requires a lot of guidance and endowment from many people in the eduskills organization.

I also would like all the people that worked along with me and Sachivalayam with their patience and openness they created an enjoyable working environment.

I am highly indebted to director and principal. for the facilities provided to accomplish this internship.

The internship opportunity I had with Sachivalayam was a great chance for learning Communicational Skills.

I Perceive us this opportunity as a big milestone in my career development. All the secretariat staff are friendly with me and also their teaching everything like schemes, Agriculture classes are very good and simple way of teaching Skills.

I express my Sincere thanks to all Sachivalayam Staff members and volunteers.

Their classes are very good impact of me they should very responsible and very duty mairnd on all the internship students.

For Permitting me to do the Project work to Successfully.

My Sachivalayam Staff members (on) workers giving valuable guidance to complete the project Successfully.

I am extremely greatful to my Sachivalayam Staff members and friends who helped me in Successful Completion of this internship.

Contents

Sl.NO.	Content	Page No.
01.	<u>Chapter 1</u> : Executive Summary of intern organization.	10 - 11
02.	<u>Chapter 2</u> : Overview of the organization	12 - 16
03.	<u>Chapter 3</u> : Internship post	17 -
04.	Log book (First week to Fifteenth week).	18 - 47
05.	<u>Chapter 5</u> : Outcomes description.	48 - 53
06.	Student Self Evaluation of the short-Term Internship	54
07.	Evaluation by the supervisor of the Intern organization.	55
08.	Photos.	56 - 59
09.	Griham darshini (2022-2023)	60 - 62
10.	YSR Pension Schemes, Qualifications and Required documents.	63 - 67
11.	Evaluation	68 - 69

CHAPTER 1: EXECUTIVE SUMMARY

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

Learning objectives:

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

outcomes achieved:

- * Improved knowledge of the organisational structure, functions and responsibilities of the Grama Sachivalayam.
- * Enhanced administrative and clerical skills such as maintaining records, data entry, and handling paperwork.
- * understanding of the various government schemes and programmes such as housing, sanitation, and education.
- * Improved communication and interpersonal skills through interaction with villagers, officials and other stakeholders.
- * understanding of the legal and regulatory frameworks governing the activities of the Grama Sachivalayam.

Brief description of the Grama Sachivalayam organisation:

The Grama Sachivalayam is a government organisation that functions at the village level in India. Its primary objective is to ensure the effective implementation of government schemes and programmes for the welfare of the rural population. It is responsible for a wide range of activities such as healthcare, sanitation, education, housing and social welfare. The organisation has administrative and clerical staff, and it also collaborates with various departments and agencies to achieve its objectives.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

A. Introduction of the organization

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

The Grama Sachivalayam system was launched in 2019 by the Andhra Pradesh government under the leadership of chief minister Y.S. Jagan Mohan Reddy. The primary objective of the initiative is to provide efficient and transparent governance to rural communities by establishing a system of Village Secretariats in every village of the state.

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

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

B. Vision, Mission and Values of the 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, particularly those living in rural areas, through the establishment of Grama Sachivalayam in every village.

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

C. Policy of the Grama Sachivalayam

- * Providing basic services like water, sanitation, health, education, and social security to the rural population.
- * Promoting transparency and accountability in the functioning of the organization through various measures like social audits, grievance redressal mechanisms, and feedback mechanisms.
- * Facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner.
- * Overall, the Grama Sachivalayam organization is focused on improving the quality of life of the rural population by ensuring access to basic services and resources.

D. Grama Sachivalayam organizational structure:

The Grama Sachivalayam is an organizational structure that is set up to ensure that governance reaches the grassroots level. The Grama Sachivalayam comprises various administrative posts that are responsible for the smooth functioning of the panchayati Raj Institutions (PRIs).

The following are the various administrative posts that are present in the Grama Sachivalayam:

- ① Village secretariat, ② Village Revenue Officer (VRO)
- ③ Mahila police and women & child welfare Assistant.

- ④ Digital Assistant, ⑤ Engineering Assistant,
- ⑥ welfare and Education Assistant,
- ⑦ Agriculture Assistant, ⑧ ANM, ⑨ Surveyor
- ⑩ Energy Assistant.

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

E. Roles and responsibilities of the employees in Grama Sachivalayam.

The Grama Sachivalayam is headed by a Village Secretary who is responsible for managing the day-to-day affairs of the village.

The employees in grama Sachivalayam are responsible for a wide range of tasks, including, Maintaining records, Implementing government schemes, Collection of taxes and fees, providing basic services, Maintaining law and order, Mobilizing resources, Conducting surveys, organizing community events.

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

F. Performance of the Grama Sachivalayam in terms of turnover, profits, market reach and market value.

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

The Grama Sachivalayam organization's 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.

G. Future Plans of the Grama Sachivalayam.

Looking to the future, the Grama Sachivalayam organization may focus on implementing more sustainable practices and technologies to address the growing environmental concerns in rural areas. They may also 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 development, improving education and healthcare services and creating more economic opportunities for the rural population.

CHAPTER 3: INTERNSHIP PART

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

* Panchayati Raj Act -1994 says that local govt. in every village of the growth & Development in a ratifiable manner.

* Chief minister of Andhra Pradesh State YSR Jagan Mohan Reddy started these Secretariat at Vijawada, the statement was made on October 2, 2019, the 150th anniversary of Mahatma Gandhi's birth day.

* function of Grama Sachivalayam, it has mainly 11 types of the officers in Secretariat. The village volunteer's system aims to bring govt services to people's door steps.

* Generally using of technological skills and instrument mainly use just like bio-metries, Computer System.

* The internship part these kind of skills are very important, listening and speaking, confidence, leadership qualities, punctual and time management.

* Objective of Grama Sachivalayam provide Services and Central level schemes.

* outcomes of ward/Grama Sachivalayam to
a, early solution to all problems
b, All Services of to no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 12/12/2022	I reported in the Secretariat assigned to me	-	CTM
Tuesday Day - 2 13/12/2022	The introduction of the Secretariat was given by the Welfare Assistant.	Learned about the village Secretariat.	D. Gera
Wednesday Day - 3 14/12/2022	The welfare assistant told about Grama darshini	To know the condition of vasapa village.	D. Gera
Thursday Day - 4 15/12/2022	Explain about employees roles and responsibilities.	To know the duties of the employees	CTM
Friday Day - 5 16/12/2022	Was been telling about volunteers	To know the duties of the volunteers.	CTM
Saturday Day - 6 17/12/2022	WEA said about the vision and mission of Gram Secretariat.	I learned why Gram Secretariat was established.	D. Gera

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

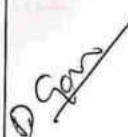
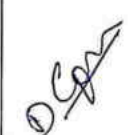
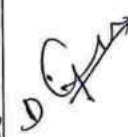
This week we learned about village Secretariat i.e. why the Secretariat system was established and their uses.

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

We got to know the physical conditions of the residential areas in the Gram Secretariat and the duties of the employees in the Gram Secretariat system as well as the performance of the volunteers and their services.

The welfare Assistant was fully informed about the vision, mission and values of the Gram Secretariat.

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 organizational structure of the Secretariat	Learned about the organizational structure of the Secretariat.	
Tuesday Day - 2 20/12/22	Explained the Future plans of the Gram Secretariat.	We know the future plans of the Secretariat.	
Wednesday Day - 3 21/12/22	About old age Pension, widow pension has been fully explained.	We learned the required documents and eligibility for this type of pensions.	
Thursday Day - 4 22/12/22	Fully explained about disable pension and single women pension.	We learned the required documents and eligibility for this type of pensions.	
Friday Day - 5 23/12/22	Explained about Traditional cobbler Pension & weaver pension.	We learned the required documents and eligibility for this type of Pensions.	
Saturday Day - 6 24/12/22	Explained about Toddy Tappers pension and Fishermen pension.	We learned the required documents and eligibility for this type of pensions.	

WEEKLY REPORT

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

Objective of the Activity Done:

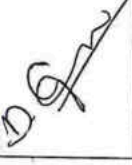
Detailed Report:

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

Eligibility and required documents for old age Pension, Widow Pension, Disable Pension, Single Women Pension, Traditional Cobbler Pension, Weaver Pension, Toddy Tappers Pension and Fishermen 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
Monday Day - 1 26/12/22	Fully explained about Dappu Artist pension & Anti-retroviral Therapy (ART) Pension (PLHIV) (HIV Pension)	We learned the required documents and eligibility for this type of pensions.	
Tuesday Day - 2 27/12/22	Explained about Transgender pension & Chronic Kidney Disease of unknown etiology Pension	Learned the required documents and eligibility for this type of pensions	
Wednesday Day - 3 28/12/22	Today explain about YSR Kalyanamasthu / YSR Shaadi Tohfa.	The purpose of this Scheme is known.	
Thursday Day - 4 29/12/22	Explain about mandatory validation documents for registration of YSR Kalyanamasthu.	Learned the required documents for this type of Scheme	
Friday Day - 5 30/12/22	Explain about eligibility criteria of YSR Kalyanamasthu / YSR Shaadi Tohfa Scheme.	We know who is eligible for this Scheme.	
Saturday Day - 6 31/12/22	Have to tell people about the YSR Kalyanamasthu Scheme.	We learned good presentation skills.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Eligibility and required documents for Dappu Artist pension, Anti-retrieval Therapy (ART) [HIV] Pension, Transgender pension and chronic kidney disease of unknown etiology pension are given at the end.

YSR Kalyanamasthu / YSR Shaadi Tohfa

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/BC/ Minorities / Differently abled / BOC/WWS in conducting their daughter's marriage in a dignified manner.

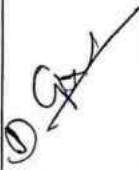
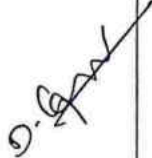
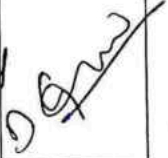
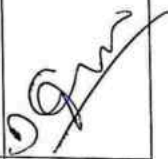
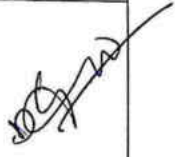
* The bride must be above 18 years and Groom must be above 21 years as on the date of marriage.

* The application registration for the scheme should be done within 60 days from date of marriage.

* Both Bride and Groom should have 10th class pass certificate.

* The caste and Income certificates must be tagged with Aadhaar.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 02/01/23	The WEA officer is explained about YSR nava ratnalu.	we know uses of this kind of schemes.	
Tuesday Day -2 03/01/23	Explained about Amma Vodi Scheme.	The purpose of this scheme is known.	
wednesday Day -3 04/01/23	Explained about Rythu Bharosa Scheme.	I know how much this scheme has benefited the farmers.	
Thursday Day -4 05/01/23	Explained about Arogya Sri Scheme.	I came to know that this scheme provides free medical treatment to poor people.	
Friday Day -5 06/01/23	Explained about Housing for all.	The purpose of this scheme is known.	
Saturday Day -6 07/01/23	Explained about Jalayagnam Scheme.	I learned that there will be no shortage of water due to this scheme	

WEEKLY REPORT
WEEK - 4 (From Dt. 02/01/23. to Dt. 07/01/23.)

Objective of the Activity Done:

Detailed Report: YSR Navarathna is a welfare scheme. The scheme comprises nine different welfare programs or schemes, each aimed at improving the living conditions of the AP.

Amma Vodi:- Under this scheme, financial assistance is provided to the mothers or guardians of school-going children to support their education. The amount of assistance is RS. 15,000 per annum.

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

Arogyasri:- This scheme provides free healthcare services to the people of AP. The scheme covers the cost of medical treatments and surgeries for a wide range of illnesses and diseases.

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

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

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 09/01/23	Explained about Fee Reimbursement. Scheme	The purpose of this scheme is known.	
Tuesday Day - 2 10/01/23	Explained about YSR Vidya Deevena Scheme	It is known who is benefiting from this scheme.	
wednesday Day - 3 11/01/23	Explained about YSR Vasathi Deevena. Scheme	It is known who is benefiting from this scheme.	
Thursday Day - 4 12/01/23	Explained about Manabadi, Nadu Nedu. Scheme	The purpose of this scheme is known.	
Friday Day - 5 13/01/23	He said that the works of nadu Nedu Scheme should be examined.	We observed the nadu Nedu works.	
Saturday Day - 6 14/01/23	Pongal Holiday [Bhogi]	-	-

WEEKLY REPORT
WEEK - 5 (From Dt. 09/01/23 to Dt. 13/01/23)

Objective of the Activity Done:

Detailed Report:

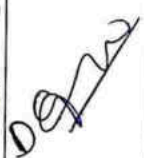
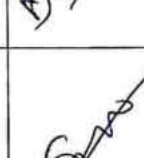
Fee Reimbursement:- Ained at providing financial assistance to student from economically weaker sections to pursue their higher education. under this scheme, the government reimburses the tuition fee and other expenses such as exam fees, library fees, etc., for eligible students studying in various courses including engineering, medicine, MBA, MCA, etc.

YSR vidya Deevana:- It provides financial assistance to eligible students from economically weaker sections to pursue higher education in government and private colleges.

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

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

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 16/01/23	Pongal Holiday [Kanuma]	—	—
Tuesday Day -2 17/01/23	Explained about jagananna vidya Kanuka.	I learned, Due to this scheme students are going to Govt. School.	
Wednesday Day -3 18/01/23	He said about the YSR cheyutha scheme.	I learned that women are continuing their own business because of this scheme.	
Thursday Day -4 19/01/23	He said about the YSR Vahana Mitra scheme.	I learned, this scheme is known to receive financial assistance to drivers.	
Friday Day -5 20/01/23	We went to the school and checked the food.	I came to know that nutritious food is being served in the school.	
Saturday Day -6 21/01/23	We went to the school and checked the cleanliness of the classrooms and toilets.	It is known that the school is kept clean every day.	

WEEKLY REPORT

WEEK - 6 (From Dt. 16/01/23 to Dt. 21/01/23)

Objective of the Activity Done:

Detailed Report: Jagananna vidya Kanuka:- This scheme is launched by the Government of Andhra Pradesh to provide free school kits to students studying in government schools in the state. The kit includes items such as school bags, notebooks, textbooks, shoes and uniforms.

YSR cheyutha:- under the YSR cheyutha scheme, financial assistance is provided to women belonging to the SC, ST, BC, and minority communities who are aged between 45 and 60 years. The financial assistance is given in the form of an annual allowance of Rs. 18,750.

YSR vahana Mitra:- Provide financial assistance to self-employed drivers of autorickshaws, taxis and maxi cabs. Under this scheme, eligible beneficiaries receive an annual financial assistance of Rs. 10,000.

The school was visited to inspect the quality of food served, cleanliness of classrooms and toilets.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 22/01/23	The ANM madam was explain about ex their duties	To know the duties of ANM madam.	GA
Day -2 23/01/23	The ANM madam was explain about ^{their} general duties/instructions.	I can learned the general duties/instructions of ANM.	GA
Day -3 24/01/23	ANM madam explain about social services with awareness programme.	I can learned some social services. [AIDS & HIV, physiotherapy].	GA
Day -4 25/01/23	Explained about medical termination of pregnancy.	I know which hospital to visit for treatment of pregnant women.	GA
Day -5 26/01/23	Republic day	-	-
Day -6 27/01/23	Explained about Health education.	I learned health education.	GA

WEEKLY REPORT
WEEK - 7 (From Dt. 22/01/23 to Dt. 27/01/23)

Objective of the Activity Done:

Detailed Report: General instructions of ANM:-

- * she should work under the administrative control of the medical officer PHC and guidance of the Female health supervisor.
- * Should be in uniform with identity card.
- * All the ANMs have to discharge all the duties as assigned by the PHC medical officers.
- * Social awareness programme:- AIDS, HIV, healthy foods, Diabetes, heart attack.
- * Medical termination of pregnancy:- Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest health facility for Comprehensive Abortion care.
- * Health Education:- Participate in the local mahila mandal meetings, and spread the message on female age at marriage, spacing methods etc.
- * Coordinate with other departmental staff like Anganwadi workers, gram Sevakas in promoting the services under the programme.
- * Educate mothers regarding home management of diarrhoea with ORS and preparation.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 30/01/23	The VRO was explain about their duties.	to know the duties of VRO sir.	G. Jeyaraj
Day -2 31/01/23	VRO told about the certificates he issues	Certificates issued by VRO are known	G. Jeyaraj
Day -3 01/02/23	VRO is said that government assets will provide protection.	It is known who protects government assets.	G. Jeyaraj
Day -4 02/02/23	VRO said about water tax collection.	It is known who collects the taxes.	G. Jeyaraj
Day -5 03/02/23	The Mahila police was explain about their duties.	To know the duties of Mahila police.	Albouni
Day -6 04/02/23	He said the matters related to peace and security of the village	I learned that women police can bring peace and security	Albouni

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The village Revenue officers shall issue Nativity certificate and Solvency certificate in their respective jurisdiction duly following the procedure.

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

* Protection of public lands, public tanks, trees etc... Effective measures will be taken for the protection of government assets.

* Collection of water Tax, cesses, House Tax, Taxes and other sums pertaining to Revenue department.

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

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 06/02/23	She talked about the child marriage and Dowry prohibition Act.	Learned about child Marriage and Dowry prohibition Act.	<i>H. Lounika</i>
Tuesday Day - 2 07/02/23	Mahila Police explain about the Domestic violence Act.	Learned about Domestic violence Act.	<i>H. Lounika</i>
Wednesday Day - 3 08/02/23	Agriculture assistant was explain about their duties.	To know the duties of Agriculture assistant.	<i>L. Southe</i>
Thursday Day - 4 09/02/23	Agriculture assistant (w) was explain paddy procurement system.	It is known how the farmers are selling paddy to RBK.	<i>L. Southe</i>
Friday Day - 5 10/02/23	Agriculture assistant was explain Important uses of R.B.K.	I learned the benefits of RBK Center.	<i>L. Southe</i>
Saturday Day - 6 11/02/23	She said about availability of seeds, fertilizers and pesticides.	I learned that Seeds, fertilizers and pesticides are available in RBK.	<i>L. Southe</i>

WEEKLY REPORT
WEEK - 9 (From Dt. 06/02/23 to Dt. 11/02/23)

Objective of the Activity Done:

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

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

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

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

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

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 13/02/23	Digital assistant was explain about their duties.	To know the duties of digital assistant.	R. Suresh
Tuesday Day -2 14/02/23	DA told about updating all the information in the village secretariat & maintaining the database.	It is learned that the DA will computerize all the information in the secretariat.	R. Suresh.
Wednesday Day -3 15/02/23	DA said about Front Office Incharge (CSC, Meesera).	It was learned that all kinds of online services are done in the secretariat.	R. Suresh
Thursday Day -4 16/02/23	Village Surveyor was explain about their duties	To know the duties of Village Surveyor.	G. Minnaro
Friday Day -5 17/02/23	The registration and equipment related to the survey were informed.	Registration of the survey, learned about the equipment.	G. Minnaro
Saturday Day -6 18/02/23	Maha Shivaratri	—	—

WEEKLY REPORT
WEEK - 10 (From Dt. 13/02/23 to Dt. 17/02/23)

Objective of the Activity Done:

Detailed Report:

Digital assistants can computerize tasks in a Secretariat by using natural language processing to understand commands and automate tasks such as scheduling meetings, sending emails, managing files and providing information. This reduces manual labor and increases efficiency.

All the online services available at Meesava Center and CSC Center are done at the Secretariat, said the digital assistant.

The village surveyor said how the survey of the land is done and how the details are submitted online.

The village surveyor told about the re-survey of lands and the benefits of the re-survey to the farmers.

The village surveyor informed how to use land surveying equipment.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 20/02/23	Engineering assistant was explain about their duties.	To know the duties of engineer ing assistant.	
Tuesday Day -2 21/02/23	He told about the responsibilities of building construction inspection, technical advice and construction verification	I learned who is responsible for government building.	
wednesday Day -3 22/02/23	He said about drinking water supply, quality, proper chlorination.	I learned who is responsible for drinking water supply.	
Thursday Day -4 23/02/23	Energy assistant was explain about their duties	To know the duties of Energy assistant.	K. Innes
Friday Day -5 24/02/23	Energy assistan told about power supply problems and solutions.	I learned about the power supply issues & solutions.	K. Innes
Saturday Day -6 25/02/23	He said about avoiding illegal use of electricity.	I learned that electricity should not be used illegally.	K. Innes

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Engineering Assistants help engineers in planning and managing various projects. They assist in creating project plans, tracking progress, and ensuring that projects are completed on time and within budget.

Engineering Assistants may be required to conduct inspections and surveys to gather data and assess the condition of infrastructure, buildings and equipment.

Engineering Assistants are responsible for preparing reports on various projects and activities. and He is responsible for proper chlorination of drinking water supply.

The energy assistant talked about the problems of electricity and the ways to solve them and explained the dangers of illegal use of electricity.

He said that electricity should not be used unnecessarily and excessively.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 27/02/23	He said about creating awareness on electricity consumption methods.	I learned the methods of electricity consumption.	K. Girees
Tuesday Day -2 28/02/23	It is said about preventing power interruption from tree branches.	I learned that energy Assistant prevents power outages from tree branches.	K. Girees
wednesday Day -3 01/03/23	Panchayat Secretary was explain about their duties	To know the duties of panchayat Secretary.	TM
Thursday Day -4 02/03/23	The Panchayat Secretary said about birth and death registration certificates.	It is known who issues birth and death certificates.	TM
Friday Day -5 03/03/23	Panchayat Secretary said about conservation of panchayat property.	I learned about the preservation of Panchayat properties.	TM
Saturday Day -6 04/03/23	Panchayat Secretary told about Gram Panchayat meetings and Gram Sabhas.	I learned that people's problems are solved by Grama Panchayat meetings & Grama Sabha.	TM

WEEKLY REPORT

WEEK - 12 (From Dt. 27/02/23 to Dt. 04/03/23)

Objective of the Activity Done:

Detailed Report:

The energy assistant imparted awareness on power consumption practices and explained how to eliminate power interruption due to tree branches.

Birth and death registration certification is the official process of recording the birth or death of an individual. A birth certificate is a legal document that records the birth of a child, including their name, date of birth, place of birth and parents' names.

A death certificate is a legal document that records the death of an individual, including their name, date and place of death, cause of death and other relevant information. These certificates are essential for various legal and administrative purposes, such as obtaining a passport, enrolling in school or settling an estate.

The Panchayat Secretary said how the panchayat properties will be protected and informed about the benefits of organizing gram sabhas.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 06/03/23	The village volunteer said that government schemes and benefits will be delivered door to door.	I learned that Govt. schemes & benefits are easily delivered to every household by volunteers.	P. Hareesh.
Tuesday Day - 2 07/03/23	Volunteers help in accessing government services like ration cards, Pension schemes & health services.	It is known that govt. services are easily accessible to people because of volunteers.	P. Hareesh.
Wednesday Day - 3 08/03/23	Holi	-	-
Thursday Day - 4 09/03/23	Volunteers said they would identify local problems such as water scarcity, Sanitation & health problems and report them to the concerned authorities.	It is learned that the volunteers will identify the local problems in the village & inform the concerned authorities.	P. Hareesh.
Friday Day - 5 10/03/23	Volunteers are conducting surveys and collecting information from people, he said.	I learned that the complete information of the village people is with the volunteers.	P. Hareesh.
Saturday Day - 6 11/03/23	second Saturday	-	-

WEEKLY REPORT

WEEK - 13 (From Dt. 06/03/23 to Dt. 10/03/23)

Objective of the Activity Done:

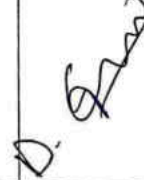
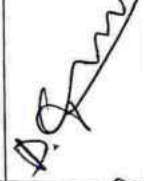
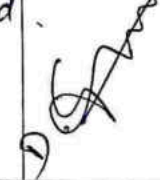
Detailed Report:

Gram volunteers are local individuals who are selected by the village administration to act as a liaison between the government and the local people. They are responsible for providing information to the villagers about government schemes and programs, and also assist in the implementation of these programs.

Some of the responsibilities of a Gram volunteer include identifying the needs of the village and informing the government officials about them, organizing health camps and awareness programs, facilitating the construction of toilets and other basic amenities, and mobilizing the community for development activities.

Gram volunteers are considered the backbone of the government's rural development program, and they play a crucial role in the implementation of various schemes and programs aimed at improving the lives of people in rural areas.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 13/03/23	WEA asked to conduct a survey on what kind of govt. welfare schemes are being received by the people of the village.	I learned to do village survey.	
Tuesday Day -2 14/03/23	WEA asked to conduct a survey on what kind of govt. welfare schemes are being received by the people of the village.	I learned to do village survey.	
Wednesday Day -3 15/03/23	WEA asked to conduct a survey on what kind of govt welfare schemes are being received by the people of the village.	I learned to do village survey.	
Thursday Day -4 16/03/23	WEA asked to conduct a survey on what kind of govt welfare schemes are being received by the people of the village.	I learned to do village survey.	
Friday Day -5 17/03/23	WEA asked to conduct a survey on what kind of govt welfare schemes are being received by the people of the village.	I learned to do village survey.	
Saturday Day -6 18/03/23	Mentioned about the things that have been said and. The program book was evaluated.	I have submitted the survey in Secretary.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, Each house in the village was asked to survey and report on the government welfare schemes, how many people are living in the family and their Aadhaar numbers and their phone numbers. He asked to know how much financial assistance each household will get due to these welfare schemes.

I have submitted the report of the survey to the Secretariat late this week. Also I got to know how much financial assistance each household gets due to government welfare schemes.

The program book was evaluated by welfare and education assistant at the end of this week.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Wednesday Day - 1 07/12/22	WEA asked to inspect the work done in the Secretariat.	I got to know how things are done in the Secretariat.	
Thursday Day - 2 08/12/22	Told about toll free numbers to remember.	Learned the use of toll free numbers.	
Friday Day - 3 09/12/22	He said about the holistic nutrition plan.	I learned the benefits of a holistic nutrition plan for children.	
Saturday Day - 4 10/12/22	Second Saturday	—	—
Sunday Day - 5 11/12/22	Sunday	—	—
Day - 6			

WEEKLY REPORT

WEEK - 15 (From Dt. 07/12/22 to Dt. 09/12/22)

Objective of the Activity Done:

Detailed Report: A Secretariat is a government office comprising various departments and branches responsible for performing administrative and executive functions. I learned that the nature of work in a Secretariat varies with a particular department or department.

A state we should remember Govt. Help line no.

Numbers to call for complaints, suggestions,

Polish - 100, Health and Medicine - 104

Fire station - 101, Telemedicine - 14410.

Govt. Ambulance - 108., Prevention of corruption - 14400

Electrical Problems - 1912, Public Issues - 1902.

Disha - 100/112/181

Eligible beneficiaries are provided with a balanced and nutritious meal consisting of rice, dal, vegetables, and eggs. The scheme aims to address malnutrition among vulnerable sections of society by providing them with a balanced diet.

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.)

The work environment in the Gram Secretariat is expected to be professional, disciplined and focused on providing quality services to the public.

Interpersonal interactions within the organization and with the public are courteous, respectful and helpful.

Clarity of job roles includes clearly defined protocols, procedures and processes to ensure work is performed efficiently and effectively. Time management is very important, and employees are punctual and complete their work within specified deadlines.

Harmonious relationships, socialization, mutual support and teamwork are encouraged to foster a conducive work environment.

There is space and ventilation for employee comfort and well-being. The work environment in the Gram Secretariat is professional, disciplined and focused on providing quality services to the public.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

- * Proficiency in using computers, basic software applications and the internet for communication, data entry and record-keeping.
- * The ability to write clear, concise, and accurate reports, memos, and other documents that convey complex technical information to a non-technical audience.
- * The ability to communicate effectively with the public, handle inquiries and complaints and provide high quality customer service.
- * we learned how to communicate with colleagues and clients through various digital channels such as email, chat and video conferencing.
- * The ability to organize, analyze and interpret data using tools such as spreadsheets, databases and data visualization software.
- * we are learned Basic computer skills, Database management and typing speed.

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

I learned above some managerial skills are useful our future.

- 1, Leadership Skills:- Manager need to inspire and motivate their teams to achieve their goal. They teams 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 are should be able to identify and solve problems quickly and effectively they should be able to think creatively and find innovative solutions to complex problems.
- 4, Goal Setting:- we are learning about, any target (or) goal must as to do, first observe for thing and set the plan so confidently do that particularly action.
- 5, Interpersonal Skills:- Managers and any person should be able to relation and confidently talking. So when over we can again assimilated interpersonal skills.

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.,)

My communication skills are modife and in improve myself with communication different people in different places.

My written communication in per. i improve if by writing say evolution scription / thoughts.

My confidence lovely are very high and i will continue with the name.

My Anxiety level are very low, i am very patient and listen to manik whenever i feel anything and i learn more anxiety mangement techlogyes.

My speech ability in mederote and if will be improved by communication skills.

I always greet every one when i see them and those then whenever they do good things.

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.

- * Respect for others is key to successful team member's with respect, regardless of their position (or) background.
- * Be prepared:- Before joining group discussions or team activities it's important to come prepared.
- * Communication Skills:- Good Communication Skills are crucial for effective team participation. clearly speak but any miswords are talking. the listener can't observe speaker's view of talking.
- * Any team member (or) team leader should be able to time punctuality and time management these essential for any where.
- * leadership skills if you are leading a team (or) activity strong leadership skills are essential this includes being able to.

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

I can see by future planning of job role with technological instrument in Secretariat.

following on below.

- * Computer system
- * internet connectivity
- * Telephone: phone system, single line phone system.
- * internet phone system
- * photo copies, copying, binding, multiple pocket copying
- * Scanner's (IRIS Scanner's)
- * Printer's
- * Bio-metric division
- * face Authority programme.

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

Student Self Evaluation of the Short-Term Internship

Student Name: Tatta Minna Sankaranarad. Registration No: 2022001052042

Term of Internship: 15 Weeks From: 07/12/2022 To: 18/03/2023

Date of Evaluation: 18/03/2023

Organization Name & Address: Gnama Sachivalayam - Vasapa

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

T. Minna Sankaranarad.
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Tatta Minna Sankaranarao Registration No: 2022001052042

Term of Internship: 15 weeks From: 07/12/2022 To: 18/03/2023

Date of Evaluation: 18/03/2023

Organization Name & Address: Grama Sachivalayam - vasapa

Name & Address of the Supervisor D. Gopal Das Naidu, Welfare & Education
with Mobile Number Assistant, Vasapa Secretariat, 8897166681

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

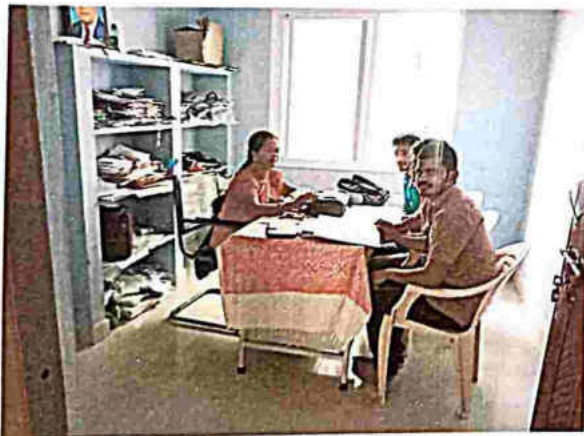
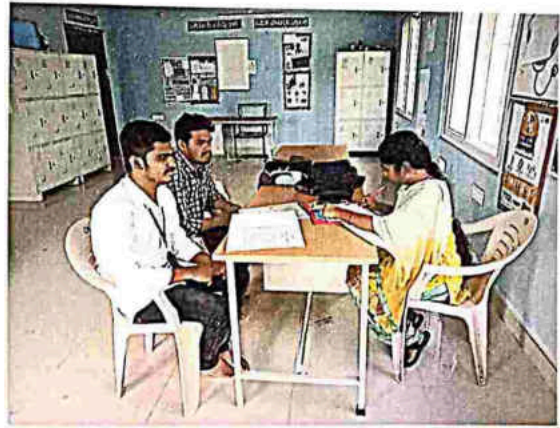
Rating Scale: 1 is lowest and 5 is highest rank

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

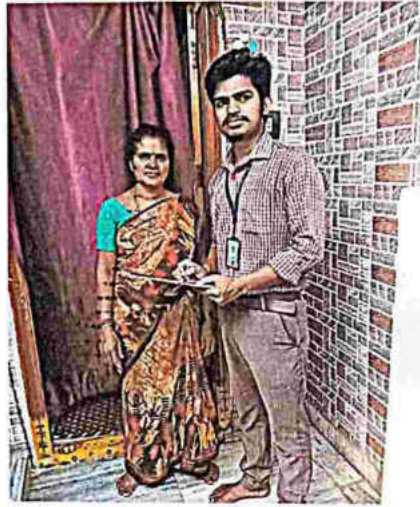
Date: 18/03/2023

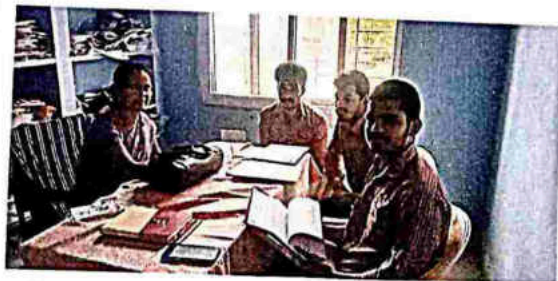
D. Gopal Das Naidu .. was
Signature of the Supervisor
Welfare & Education Assistant
Vasapa Secretariat (10190541)
Kotturu (Md), Srikakulam Dist

PHOTOS & VIDEO LINKS









Gram Darshini (2022-2023)

Gram Secretariat [Vasapa]

Name of gram panchayats : [01] Vasapa

Secretariat, secretary : Vasapa, Janni Chandramma

Village revenue officer : Girish Kumar Patnaik

Number of wards : 10

Panchayat Special Officer : Krishna Rao (EOPRD)

Information of Secretariat Employees:

SINO	Name of the employee	Employee status
01.	Janni Chandramma	The Panchayat Secretary
02.	Girish Kumar Patnaik	The Revenue officer.
03.	Rada Suresh	Panchayat Secretary Grade - VI (DA)
04.	D. Gopal Das naidu	welfare & Educational Assistant.
05.	Sativada Nageswara Rao	Engineering Assistant.
06.	Limmla. Sruthi	Agriculture Assistant
07.	Godaba. Minnarao	Village Surveyor Assistant
08.	Darla. Mounika	Mahila Police
09.	Gudesa Sandya Rani	ANM
10.	Kolla. Sai Varun Shankar	Lineman

Vasapa Village volunteers Names:

- 1, K. Tirupathi Rao
- 2, Palla. Jagadeesh
- 3, Palla. Hareesh
- 4, Kanithi prasanna Rani
- 5, Dasari Sridevi
- 6, Chorrebanda Hari
- 7, Meesala. Priskilla
- 8, Kalagati uma
- 9, valurathu Thirupathi Rao.
- 10, Malagana Kalyani.

Total residential areas : 1, Vasapa

2, Ram Nagar

3, Vasapa Colony.

Geography : 695.23

Pallam land : 352.46

Metla land : 232.05

To Porambo : 110.72

Details of Anganubdi workers : 1, Allam pushpa Kumari

2, Kalaghati. Sitaratnam.

Details of Asha workers : 1, Rada varalakshmi

2, Kalagati Roja

Details of primary Health Centre:

① P.H.C : Kurigam

② Sub-center : Nivagam.

* Population : 1900

Men : 977

women : 923

* Details of voters : 1416

Men : 736

women : 680

* Total number of houses : 469

* Details of Ration Cards : 582

* Arogya Shree Cards : 588.

* Total employment guarantee job cards : 607

Educational Information :

Mandal Parishad Primary School : 02

Drinking water information

Protected water schemes : 02

street faucets : 29

Drinking water bores : 11

Drinking water wells : 04

Irrigation ponds : 06

Information on self-governing Communities :

Number of self-governing societies : 39

Number of Members : 450

Groups benefited from zero interest scheme : 35

* Public distribution system : 02.

* social security pensions : 256

YSR Pension so that the plans of the variety of Pension, qualifications and desired documents

OLD AGE PENSION (elderly Pension)

- * Should be filled with at least 60 years.
- * Candidates belonging to ST Category should have at least 50 years of experience.
- * In rural areas, however, the monthly income of a householder should not exceed RS. 10,000/-
- * In urban areas, however, the monthly income of a family is RS 12,000/-
- * Power consumption; The monthly electricity consumption of the family is 300 units.
- * Must not be a permanent employee or a pensioner (Sanitary health insurance).
- * The total land per family is 3 acres if it is wet Land and 10 acres if it is Dry Land. 10 Acres of Good undaradya in Total Tri and plateau is good undaradya.
- * Each family should not own a four-wheeler vehicle (not suitable for taxis, tractors, autos).
- * No income tax should be levied on family members.
- * The property should not exceed 1000 square feet in total urban area of the family.
- * old age pension amount - RS. 2750/-.
- * Required documents :- Application form, Aadhar card, Aadhar update history, Caste Certificate, income Certificate, Rice Card.

Widow Pension

- * Must have at least 18 years.
- * only for females.
- * In rural areas, however, the monthly income of a householder should not exceed RS. 10,000/-
- * In urban areas, however, the monthly income of a family is RS. 12,000/-
- * Power Consumption: The monthly electricity consumption of the family is 300 units.
- * Must not be a permanent employee or a pensioner (sanitary health insurance).
- * Widow Pension amount - RS. 2,750/-
- * Required document: Application form, Aadhar card, Husband death certificate, Aadhar update Certificate (History), Caste certificate, Income certificate, Rice card.

Disable Pension

- * No correlation with age.
- * In rural areas, however, the monthly income of a householder should not exceed RS. 10,000/-
- * In urban areas, however, the monthly income of a family is RS. 12,000/-
- * No income tax should be levied on family members.
- * Power Consumption: The monthly electricity consumption of the family is 300 units.
- * Disable Pension amount - 3,000/-
- * Required document: Application form, Aadhar card, Sadarem certificate, Aadhar update History, Caste certificate, Income certificate, Rice card.
- * Must have 40% and above marks in SADAREM Certificate.

Important information for all types of Pension Schemes:

- * In rural areas, however, the monthly income of a householder should not exceed RS. 10,000/-
- * In urban areas, however, the monthly income of a family is RS 12,000/-
- * Power Consumption: The monthly electricity consumption of the family is 300 units.
- * Must not be a permanent employee or a pensioner (sanitary health insurance).
- * Each family should not own a four-wheeler vehicle (not suitable for taxis, tractors, autos).
- * No income tax should be levied on family members.
- * The property should not exceed 1000 square feet in total urban area of the family.
- * Total land of one family, wet land - not above 3 acres, dry land - not above 10 acres, in rural areas. In urban areas not above 10 acres among wet land and dry land.
- * Mainly Required documents: Application form, Aadhar card, Aadhar update history, Caste certificate, Income certificate, Rice card.
- * There is no more than one pension in a family.

Single Women Pension

- * should be filled with at least 50 years.
- * Single women Pension amount - 2,750/- RS.
- * Married single women - must be divorce copy by court or must be divorce copy by Adalat.
- * Unmarried single women - unmarried certificate from the Tahsildar.

Dappu Aast Pension

- * should be filled with at least 50 years.
- * Dappu Aast pension amount - RS. 3,000/-
- * self declaration certificate.

Traditional Cobbler Pension

- * should be filled with at least 40 years
- * Traditional Cobbler Pension amount - RS. 2,750/-
- * self declaration certificate.

Weaver Pension

- * should be filled with at least 50 years.
- * weaver pension amount - RS. 2,750/-
- * Certificate from Handloom department.

Toddy Tappers Pension

- * should be filled with at least 50 years.
- * Toddy Tappers Pension amount - RS. 2,750/-
- * Certificate from Excise department.
- * Toddy should be a member of co-operative societies

Fishermen Pension

- * should be filled with at least 50 years.
- * Fisherman Pension amount - RS. 2,750/-
- * Certificate from Fisheries Department.

Anti-retroviral Therapy (ART) Pension (PLHIV) (HIV)

- * The Pension amount - RS. 2,750/-
- * Apply in ART (Anti-Retroviral Therapy) Center.
- * ART should take treatment as 6 months continue.

Transgender Pension

- * Must have at least 18 years.
- * Transgender Pension amount - RS. 3,000/-
- * Certificate from Competent Medical Authority.

Chronic Kidney Disease of unknown etiology (CKDU) Pension

- * The Pension amount - RS. 10,000/-
- * District Hospital should be apply to put on Distificate on District Medical Board.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sai Ram Nagar, 6th Battalion Road,
Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503
www.apshce.ap.gov.in