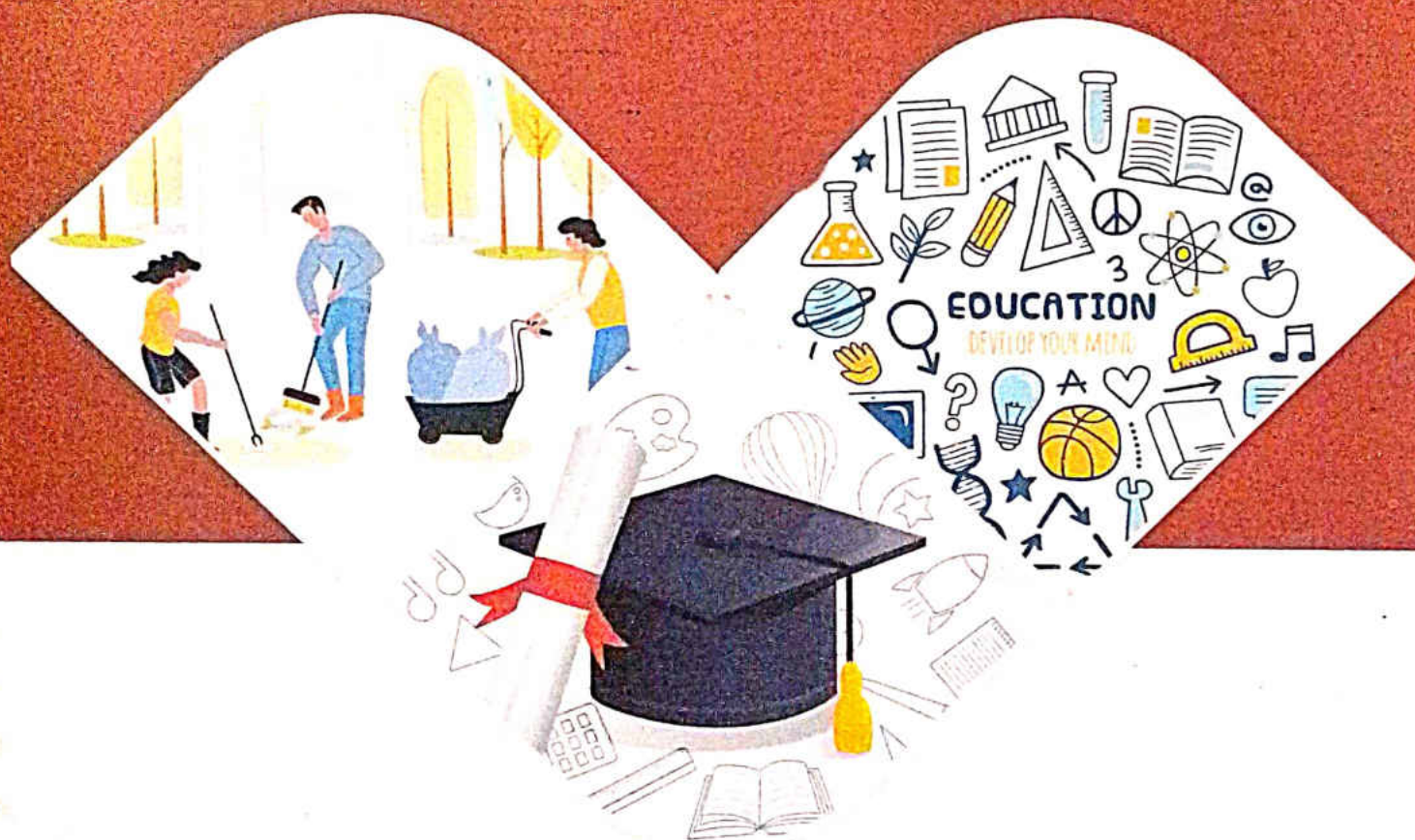


Program Book



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 Sekhar

Name of the College: Govt Degree college [Men] SKLM

Registration Number: 2022001052043

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

Name & Address of the Intern Organization: Grama/ward sachivalayam
Satyavaram (Rural), Narasannapeta

Dr. B. R. AMBEDKAR **University**
YEAR [2020-2023]

An Internship Report on

URAM/ward Secretariat

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.Sc (MPC)

Under the Faculty Guideship of

R. CHANDRA SEKHAR

(Name of the Faculty Guide)

Department of

Govt Degree College (men) Sriakulam

(Name of the College)

Submitted by:

Tatta. Sekhar

(Name of the Student)

Reg.No: 2022001052043

Department of Govt Degree college (men) Sriakulam

(Name of the College)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Tatta. selkhar

Programme of Study: WARD secretiat

Year of Study: 2020 to 2023

Group: M.p.c

Register No/H.T. No: 2022001052043

Name of the College: Govt Degree College (MEN) SRIKAKULAM

University: Dr. BR 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	09
	GRAND TOTAL	50	48

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Tatta. Sekhar

Programme of Study: WARD secretariat

Year of Study: 2020 to 2023

Group: M.P.C

Register No/H.T. No: 2022001052043

Name of the College: Govt Degree college for men Srikakulam

University: Dr. B.R. Ambedkar University Srikakulam

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	76
2.	For the grading giving by the Supervisor of the Intern Organization	20	17
3.	Viva-Voce	50	44
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide




Panchayat Secretary
Grama Panchayat
Satyavaram (Rural)
Narasannapeta Mandal

Signature of the External Expert

A. Panigrahi
19/07/23.

Signature of the Principal with Seal

Student's Declaration

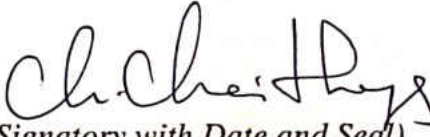
I, Tatta. Sekhar a student of 4 month internship
Program, Reg. No. 20220010520430 of the Department of BSD (M.P.C)
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 07-03-2023 in Satyavaram (Rural) (Name of
the intern organization) under the Faculty Guideship of
R. Chandrasekhar (Name of the Faculty Guide), Department of
chemistry, govt degree college (men) Sri Karulam.
(Name of the College)

T. Sekhar
(Signature and Date)

Official Certification

This is to certify that Tatta Sekhar (Name of the student) Reg. No. 2022001052043 has completed his/her Internship in Satyavaram (Rural) Sachivalayam (Name of the Intern Organization) on ward sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc(M.P.C) in the Department of govt Degree college (mm) sklm (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
Panchayat Secretary
Grama Panchayat
Satyavaram (Rural)
Narasannapeta Mandal

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Tatta . Sekhar (Name of the intern)
Reg. No 2022001052043 of govt degree college (men) skm (Name of the
College) underwent internship in Satyavaram Rural Sachivaya of the
Intern Organization) from 12-12-2022 to 07-03-2023

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


Authorized Signatory with Date and Seal

Panchayat Secretary
Grama Panchayat
Satyavaram (Rural)
Narasannapeta Mandal

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 educational tasks related to the day-to-day operation of the organization.
- To learn about the various government schemes and programmes implemented by the gram 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 gram sachivalayam.

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 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. These include everything from issuing certification and licenses to providing information on government schemes and programs.

CHAPTER 3: INTERNSHIP PART

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

- ① Panchayati Raj Act - 1994 says that local govt in every village of the growth & development in a notifiable manner.
- ② Chief minister of Andhra Pradesh state YSR Jagan Mohan Reddy started these secretariats at Vijayawada, the statement was made on October 2, 2014, the 150th anniversary of Mahatma Gandhi's birthday.
- ③ Function of Grama Ward Sachivalayam it has mainly 11 types of the officer in secretariat. The village volunteer's system aims to bring govt services to people's doorsteps.
- ④ Generally using of technological skills and instrument mainly use just like bio-metric, 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 problem.
 - ② 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
Day - 1	I reported in the secretariat assigned to me	—	Ch. Chaitanya
Day - 2	the introduction of the secretariat was giving by the welfare assistant.	Learned about the village secretariat.	Ch. Chaitanya
Day - 3	the welfare assistant told about grama danashini.	we are learned to the Chaapuram - 2 different type of problems.	Ch. Chaitanya
Day - 4	explain about employee roles and responsibilities.	I know same type of duties about the employees.	Ch. Chaitanya
Day - 5	our staff members introduced with volunteers.	I am daily face and looking towards volunteers walking.	Ch. Chaitanya
Day - 6	WEA said about the vision and mission of gram secretariat.	I learned why to organized sachivalaya.	Ch. Chaitanya

WEEKLY REPORT

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

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 used.

we are also learned the benefits of the secretariat to the people of 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 grama secretariat. why to creation for this govt to introduces in people of society.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	the WEA officer explained the organization structure of the saehivalayam.	I can take some knowledge.	M. A. S. S.
Day -2	Explained the future plans of the grama secretariat.	we know the future plans of the secretariat.	M. A. S. S.
Day -3	About old age pension widow pension has been deeply explained.	we are analysing and what is type of document as required.	M. A. S. S.
Day -4	deeply explained about disable pension and single women pension.	we are analysing and what is important document is required.	M. A. S. S.
Day -5	Explained about Traditional cobbler pension of Weaver pension.	We learned the required documents and eligibility.	M. A. S. S.
Day -6	Explained about topers Pension and fisherman Pension.	We learned the required documents eligibility information.	M. A. S. S.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The organization structure and future plans of the village secretariat were discussed in details their work also total about YSR pension kanuka, how many types required document and eligibility criteria.

eligibility and required documents for old age Pension, widow Pension, available pension, single women Pension, Traditional cobbler Pension, weaver Pension, today, tappers Pension and fisherman Pension are given at the end. The YSR pension scheme 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
Day - 1	the mahila police in sachivalayam she is inculcate her duties	I am full focus and learned out come information	
Day - 2	the mahila police officer taught sexual harassment in society.	how to handle and how to build these type of harassment.	
Day - 3	the mahila police officer inculcate AnganWadi Services.	what are the corruption in AnganWadi services.	
Day - 4	the mahila police officer told about some important section and helpline number.	Any accident and criminal case issue has to inform higher officers	
Day - 5	the VRO sir explained local govt and main aim.	Secretariat one of the local govt that particularly use and goal.	
Day - 6	Our VRO told today we are going to field work your chauram-2 houses.	which numbers are eligible and not eligible for govt. Scheme.	

WEEKLY REPORT

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

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 Tapan Mohan Reddy sir.

The duties of Woman police officer.

1. Immediate reporting officer: Station house officer.
 2. Working in co-ordination with dept. Home, Women's child welfare, excise department & municipal.
 3. Functions: Law & order, Atrocities against women and weaker sections, and Awareness programmes.
- * Monitor, ensure Anganwadi centre be opened in time on all working days.
 - * Respect and protected Anganwadi teachers were without care and protection of pregnancy woman.
 - * Woman police officer explain some helpline number, -far disha 100/42/181 and police number 100.
 - * our chappuram-2 secretariat so many young age student not register with vote card.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	the welfare Assistant is explaining about his responsibilities and duties of in secretariat.	I can learned his great and responsibilities at secretariat.	M. Abdul
Day -2	the WEA is said by the Govt conducting to important schemes.	I have written in my class notes.	M. Abdul
Day -3	We are help to our secretariat some important duties like, election work.	We can do confidently there works.	M. Abdul
Day -4	the secretariat staff as like WEA, VRO, WPO telling about future names to students.	we have learned how to maintain and set of future life.	M. Abdul
Day -5	the village Revenue officer explained about the beneficiary lose such a issues like cyclone, fire.	the society in the people how to intimate with VRO.	M. Abdul
Day -6	the VRO sir was explaining Take charge of unclaimed property and send to the police station	I can learned save and protect from govt properties.	M. Abdul

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The general duties of welfare Assistant.

- ①. generating awareness, among the public in the village secretariat jurisdiction about the schemes meant for the weaker section of the society.
- ②. Ensuring that all eligible students of weaker section of the village get the scholarships and colleges till they complete atleast intermediate equivalent course.
- ③. providing feed back to higher authorities on the of implementation of said schemes.
- ④. supervising over the work of all village volunteers working under the village secretariat as far as their welfare duties are concerned.
- ⑤. VRO sir providing intimating regarding fire accidents floods, cyclone and other accidents calamities to the higher officers.
- ⑥. conduct promptly to the higher officer irrespective of treasure and keep government attached property in safe custody.
- ⑦. Future Planings important for 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
Day -1	the ANM madam was explain about general instruction.	I can learned the general duties of ANM.	H. B. R. <u>ANM</u>
Day -2	the madam was Telling about material and child health.	I can learned the ANM madam has given precaution for pregnancy.	H. B. R. <u>ANM</u>
Day -3	ANM madam explain about social services with awareness programme	I can learned some social services, den -sists physiotherapy	H. B. R. <u>ANM</u>
Day -4	she is teaching about health education in secretial.	how to protect our body health fully.	H. B. R. <u>ANM</u>
Day -5	Today is class about Nutrition.	how many types of food habits can take.	H. B. R. <u>ANM</u>
Day -6	The today of the class about communicable Disease.	I can learned some types of disease chicken pox, un easles, influenza	H. B. R. <u>ANM</u>

WEEKLY REPORT

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

Objective of the Activity Done:

general instructions

Detailed Report:

- ① she should work under the administrative control of medical officer PHC and guidance of the female health superior.
 - ② she would stay at her official head quarters and available for all maternity care services.
 - ③ should be prepare map planning at her allocated are and population of people data was collected
 - ④ All the ANMS was to discharge all the duties as assigned by the PHC medical officers.
- * maternal and child health:- Register pregnant women with 12 weeks after baby health - she is full health care starting and ending position to heartful precaution the ANMS given the pregnancy women.
 - * social awareness programmes:- cancer, diabetes, HIV, AIDS, heart attack with crp's, healthy food.
 - * health education:- participate in the local mobila meeting spread to message on female age at marriage.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Tongal Holiday (kanuma)	—	—
Day - 2	Explained about jaganna vidya deevena kanuka	I learned care to this scheme students are going to govt. school.	m. Abil
Day - 3	He said about YSR cheyutha scheme	I learned that women are continuing their own business because scheme.	m. Abil
Day - 4	He said about the YSR Vahana mitra scheme.	I learned, this scheme is known to receive financial assistance to drivers	m. Abil
Day - 5	we went to the school and checked the food.	I came to know that nutritious food is being served in the school.	m. Abil
Day - 6	we went to the school and checked the cleanliness of the classroom and Toilets.	It is known that the school is kept clean every day.	m. Abil

WEEKLY REPORT

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

Objective of the Activity Done:

Jagananna vidya kanya :- This

Detailed Report:

scheme is launched by the Govt of AP to provide free school kits to students studying in govt school in the state the kit includes items such as school bags, note books, Text books, shoes and uniforms.

YSR cheyutha :- under the YSR cheyutha scheme, financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are age between 45 and 60 years the financial assistance of Rs. 18,750.

YSR vahana mitra :- provide financial assistance to self-employed drivers of auto rickshaws, taxis and maxi-cabs under this scheme, eligible beneficiaries receive an annual financial assistance of Rs. 10,000.

the schools was united to intercept 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	Explained about fee Reimbursement scheme	the purpose of this scheme is known.	M. Thil
Day -2	explained about YSR vidya Deevana scheme	It is known who is benefiting from this scheme	M. Thil
Day -3	explained about YSR Vasathi Deevana scheme	It is known who is benefiting from this scheme.	M. Thil
Day -4	Republic day	—	—
Day -5	Explained about mana badi, nadu Nedu Scheme.	the purpose of this scheme is known	M. Thil
Day -6	He said that the works of nadu Nedu Scheme should be examined.	we observed the nadu Nedu works.	M. Thil

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Fee Reimbursement:- Aimed at providing financial assistance to students from economically weaker sections to pursue their higher education. Under this scheme the government reimburses the tuition fee and other expense such as exam fees, 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 colleges.

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

Nadu nedu:- the scheme focuses on improving the basic amenities including classrooms, furniture, toilets, 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
Day -1	the WEA officer is explained about YSR navarathalu	we know use of this kind of schemes.	M. Ashish
Day -2	explained about Amma vadu scheme.	the purpose of this scheme is known	M. Ashish
Day -3	explained about Rythu Bharosa scheme	I know how much this scheme has benefited the farmers.	P. Ashish
Day -4	explained about Arogya sri scheme	I came to know that this scheme provides free medical treatment to poor people	S
Day -5	explained about housing for all	the purpose of this scheme is known	M. Ashish
Day -6	explained about Jalayagnam scheme.	I learned that there will be no shortage of water due to this scheme.	M

WEEKLY REPORT

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

Objective of the Activity Done:

YSR Navaratna is a welfare

Detailed Report:

scheme the scheme comprises nine different welfare programme or schemes each aimed at improving the living condition of the Ap.

Amma vodi:- under this scheme financial asset is provided to the mother or guardian of school-going children to support their education the amount of asset is Rs. 15,000 per annum.

Rythubharosha:- This scheme provides financial asset to farmers in the state the amount of assistance is Rs 13,500 per annum.

Arogya se:- 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.

Jala Yagnam:- 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
Day - 1	Fully explained about Dopper artist pensions Anti-retrotherapy pension (PLHIV/HIV) Pension	we learned the required documents and eligible for this type of pension.	m. Al ^o h
Day - 2	Explained about Transgender Pension & chronic kidney Disease of unknown etiology Pension	learned the required documents and eligibility for this type of Pension	m. Al ^o h
Day - 3	Today explain about YSR Kalyanamasthi the YSR Shadi tohta.	the purpose of this scheme is known	m. Al ^o h
Day - 4	Explain about mandatory validation documents for registration of the of YSR kalyanamasthi	learned the required documents for this type of scheme	m. Al ^o h
Day - 5	Explain about eligibility criteria of YSR Kalyanamasthi/YSR Shadi Thatha Scheme.	We know who is eligible for this scheme	m. Al ^o h
Day - 6	Have to tell people about the YSR Kalyanamasthi Scheme.	we learned good presentation skills.	m. Al ^o h

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

eligibility and required documents for Dappu artist pension. Anti-retroval Therapy (ART) (HIV) pension, Transgender pension and Chronic kidney Disease of unknown etiology Pension are given at the end.

YSR Kalyanamasthu/YSR Shaadi Taha

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/SC/minorities and differently abled/Bowwors in conducting their daughter's marriage in a dignified manner:

- ⊗ The bride must be above 18 years and 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 cast and income certificates must be tagged with Aadhar.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explaining about the responsibilities of Digital Assistant	I can gain knowledge of Digital Asst duties.	
Day - 2	the general Application forms of caste certificate	learned of Important and required documents	
Day - 3	the Digital Asst explained some polling station at Champarem-2 Secretariat.	there are three polling stations like. 369, 364, 363	
Day - 4	we are going to field about eligibility candidate for voter's ID.	such a member's are not apply for voter ID.	
Day - 5	He is how to respect of beneficer come to Secretariat.	I can learned how to Respective talking with candidate.	
Day - 6	→ masha shivaratri	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

Digital Assistant duties:-

Detailed Report:

①. Delivery of service/document's benefits to the beneficiaries ②. Awareness and providing to the govt schemes like Navaratna. ③. He intimated as well as application process to citizens.

④. Digital services to the public effectively that are provided mandatorily by the local govt like Birth & Death, Properties valuation, Tax Demand etc.

⇒ digital assistant said this system shall be for ensuring delivery of service on the principle of "first come first serve" without any third-party agency ship.

⇒ required documents to apply from caste certificate.
① Application form ② caste certificate issued to the family members ③ SSC Marks memo/DOB certificate / transfer certificate ④ 1 to 10 study certificate (or) DOB issued by the Up/MA. ⑤ Ration card / EPIC card / Adhar card

⇒ Chhaparam-2 secretariat in polling station as

369, 364, 363
⇒ So many citizens not applicable for voter ID in Chhaparam-2 secretariat.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	the VRO sir explaining about his duties	I am knowing his duties in secretariat.	
Day - 2	the VRO sir explained about panchayat secretariat Administrative	I am knowing his administrative work	
Day - 3	the VRO sir explained about panchayat secretariat with community we develop	I am knowing his community welfare work.	
Day - 4	the VRO sir said about Panchayat Secretary co-ordination duties.	I am knowing his coordinator duties	
Day - 5	How to save and protect our govt properties.	I can learned with some govt properties	
Day - 6	Any land issue to harass ment for women's.	I can learned how solved of people problems.	

WEEKLY REPORT

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

Objective of the Activity Done:

Village Revenue officer [VRO]

Detailed Report:

Duties:- ① maintenance of village revenue record

send all village revenue. Accounts. ② collection of land revenue, cess, taxes and other fees pertaining to Revenue department.

③ Assessment of crops (100%) inclusive of inspection of survey stones. ④ provide intimation regarding fire accidents floods cyclone and other accidents and calamities to the higher officers.

→ Administrative of panchayati secretary:- maintain, collect taxes, organize sarpanch meetings protect panchayat lands, maintain Birth & Death Recd.

→ Community welfare develop:- Assists pension payments, Prepares list of BPL, conducts literacy classes implements schemes, Assists education Dept. enroll.

→ Co-ordinator:- mobilize participation, community forestry discussions facilitate ward sabhas and gram sabhas submission of DRP plan to MPDA.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	what is the Duties and Responsibilities of ward volunteer.	I am knowing the kindful information	M. Kavya
Day - 2	the volunteer was inform as to scheme with awareness.	He explained to the Navarathalu Schemes I learned about Information	P. Suden
Day - 3	Require skills and eligibilities of ward volunteers	I learned the volunteer for kindful Information.	P. Varalakshmi
Day - 4	the volunteer is monthly one time supply to People with pension	I learned about which type of pensions are available.	P. Varalakshmi
Day - 5	What all the duties and responsibilities of a Lineman in secretial.	I gain about information of Lineman	T. Jara
Day - 6	Requirments and skills of Lineman in a secretial	I gain about information of Lineman.	B. E. Manu
	how to maintaince is surrounding 50 houses.	I gain how satisfies of People	
	He is explain what is secretial.	I am knowing about sachivalaya.	
	which type of secretial duties.	I learned duties of Secretary	

WEEKLY REPORT

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

Objective of the Activity Done: secretariat duties and responsibilities

Detailed Report: ① Answering and directly phone calls.

② organizing and distributing messages ③ maintaining company schedules ④ organizing documents and files. ⑤ supervising staff and new employees.

Duties and Responsibilities of volunteers

① on independence day 2019, Andhra Pradesh launched the village volunteer system ② the village volunteer system aim to bring govt service to peoples doorsteps. on october, 2, 2019. the 150th anniversary of mahatma gandhi birthday.

⑤ It would be first to identify to beneficiaries learn about their difficulties, and then outline the govt scheme available to them.

duties and responsibilities of lineman

A lineman has many responsibilities, such as working with heavy equipment to reach power line, and using various tools to repair (or) replace power lines.

CHAPTER 5: OUTCOMES DESCRIPTION

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

- * People interaction:- A secretary is often responsible for interacting with people both inside and outside of their organization. They may be responsible for answering phone calls, responding to emails, and greeting visitors so good communication skills gives a 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 role and explain under the officer their may responsibilities
I can seen their duties, and teamwork, relation ship, mutual support and socialization.
- * so overall, a secretary plays a critical role in ensuring that an organization such's smoothly and efficiently. they need to be highly organized, detail/ oriented, and able to work well under pressure.
good communication and interpersonal skills are also essential for success in the role.

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

Technical skills are specific abilities and knowledge related to a particular field or profession. They often involve the use of specialized tools, software or equipment and are essential for performing tasks and achieving goals within a given area of expertise.

Here are some example of technical skills in various fields.

- 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. Biometric discussion
2. Android smart phone
3. IRTS scanners
4. face verification app.
5. Time management and multi tasking
6. computer and technical skills.

So can learning same 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. the leadership skills:- manager need to inspire and motivate their teams to achieve and their goal. they teams to achieve successfully complete anything.
2. Decision-making skills:- 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 complete 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. inter personal skills:- managers and any person should be able to relation and confidently talking. so when over we can again. Assimilated interpersonal skills.

these are just a few example of the skills that manager and higher officers professional carries. the specific skills are acquire 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.

Explained for so many topics, that time we are 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 audience
- ③. I am going to field work purpose, after we are collect data due the time learn about people ways of talking, how could be responded that place improve our written communication, conversational abilities confidence levels etc. . . .

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

To enhance your ability in group discussions, contribution as a team member leading a team or activities here are some suggestions.

- ① Respect for other's 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 any miswords 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 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 seen by future planing of Job rde with technological instrument in secretiat.

following on below.

- ① computer system
- ② internet connectively
- ③ Telephone: multiplex, phone system, single line phone system
- ④ internet phone system
- ⑤ photo, copies, copying, binding, multiple pocket copying
- ⑥ scanners (ERIS scanners)
- ⑦ printers
- ⑧ Bio-metric discussion
- ⑨ face authority programme

I will sesing 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 . sekhar

Registration No: 2022001052043

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

Date of Evaluation: 10-03-2023

Organization Name & Address: GIRAMA/WARD Sachivalayam
Duku lapadu

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:

T. Sekhar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Tatta. Sekhar

Registration No: 2022001052043

Term of Internship: ~~02~~ From: 12-12-2022 To: 07-03-2023

Date of Evaluation: 10-03-2023

Organization Name & Address: Grama/ward Sachivalayam
Dukulapadu

Name & Address of the Supervisor
with Mobile Number

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
Grama Panchayat
Satyavaram (Rural)
Narasannapeta Mandal