

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



ANDHRA PRADESH

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: Jayagulla Meghana

Name of the College: Government degree college (men)

Registration Number: 2022001053007

Period of Internship: From: 109/12/22 To: 108/03/23

Name & Address of the Intern Organization :- Sachivalayam,
Etcherai, Srikakulam

D.B.R. Ambedkar **University**
YEAR

An Internship Report on

Govt. Sachivalayam Echthela, Srikakulam

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

BSC (Maths, Physics, electronics) MPE

Under the Faculty Guideship of

M.V. Satya. Narayana Garu B. Mohan Rao sir

(Name of the Faculty Guide)

Department of

PHYSICS

(Name of the College)

Submitted by:

Jirugulla. Meghana

(Name of the Student)

Reg.No: 2022001053007

Department of Physics

Govt. Degree College for (men), Srikakulam.

(Name of the College)

Instructions to Students

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

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

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

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Student's Declaration

I, Jayagulla. Meghana a student of Govt. Degree College (men) ^{Internship}
Program, Reg. No. 2022001053007 of the Department of Physics
College do hereby declare that I have completed the mandatory internship
from 19-12-2022 to 18-03-2023 in ward. Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
M.V. Satya Narayana ^{B. Mohan Rao} (Name of the Faculty Guide), Department of
Physics Govt. Degree College (men).
(Name of the College)

J. Meghana
(Signature and Date)

Official Certification

This is to certify that Jayagulla Meghana (Name of the student) Reg. No. 2022001053007 has completed ~~his~~ her Internship in School Secretary P.V. Murali Siva (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 Bachelor of Science in the Department of Govt. degree college (men) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

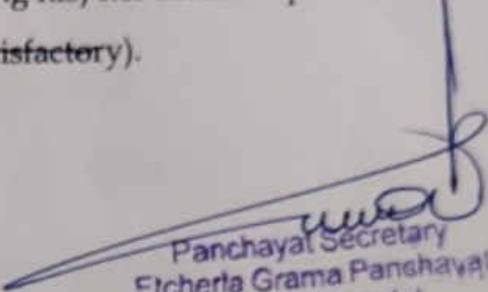
Principal

Page No

Certificate from Intern Organization

This is to certify that Jayugulla Meghana (Name of the intern)
Reg. No. 2022001053007 of Govt. degree college (Name of the
College) underwent internship in Etcherla Secretary P.V. Rundi (Name of the
Intern Organization) from 19/12/2022 to 18/03/2023

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


Panchayat Secretary
Etcherla Grama Panchayat
Etcherla Mandal
Srikakulam Dist
Authorized Signatory with Date and Seal

Acknowledgement

- 28th December payments acknowledgement dashboard.
- Payment status check for 28th december.
- List of Aadhaar payment failure cases for 28th december.
- Dashboard for aadhaar-Bank account linkage status, for 28th december failed cases.
- Payment status check for EBC Nestam.
- EBC Nestam acknowledgement.
- Payment status check for Chedodum.
- Chedodum new applications report.
- Dashboard for aadhaar-Bank account linkage status, for 28th december failed cases.
- List of aadhaar payment failure cases for 28th december.

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.

This report is result of 12 weeks internship during the internship. It is required to study the organization department of the organization and critically analyze the theoretical aspects of the organization in the practical situation. I get an opportunity to getting practical knowledge about the village secretariates in andhra pradesh. So to Quench the thirst of practical exposure and to getting practical knowledge about I joined ~~Penapadu~~ Etcherla, Sachivalayam during this time period. I gather all necessary information about village secretariates.

Effort have been made to compile this report in such away that activities it's silent features not only for students but also for the layman. I divide this report into different aspects.

In this part all government related services are not utilized by people in fruitful manner, that is the main reason to establishment of grama Sachivalayam in andhra pradesh.

In the date of Oct 2, 2019 Government started Grama Sachivalayam across the Andhra Pradesh. During this 3 years period nearly they give 5 Crores services to the People across Andhra Pradesh. Total 12 functionaries are there in Sachivalayam to serve the people in their respective disciplinary.

At last I must say that their report is desired so curiously about Grama Sachivalayam work in Andhra Pradesh. During this time period I learn so many things related to time management, team work, leadership qualities, those qualities so many helpful to me to service in an organization.

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.

Grama Sachivalayam are Secretariat set up in the Indian state of andhra pradesh to decentralize the administration by making services and welfare services of all government department available at one place. andhra pradesh was the first stc in India to launch village volunteers to deliver service. It was launched on "gandhi Jayanthi", since the scheme was inspired by mahatma gandhi's concept of "Grama Swarajya" that promotes village becoming self sufficient, autonomy utilities establishment of villages Secretariats was one of the Promise made by Y.S. Jagan Mohan Reddy during his pava sankalpa yatra.

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.

As the internship program organized by the government in order to select the students to aware and interact with working of departments they selected.

Grama Sachivalayam was the organized which I choose the candidates between 18 to 42 years of age are eligible for AP Grama Sachivalayam exam. They require educational Qualifications are different, according to the different Posts.

There were some schemes that are introduced in the government of AP like YSR Anna vadi Scheme. YSR rice Card, YSR Navarathalu Scheme. YSR Vasathi Devena etc....., which helps the citizens of Andhra Pradesh and to have an basic education for the children. These schemes are applied to the People belonging to below poverty line families in the state.

ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|---|
| Day - 1 | Introduction class about sachivalayam department and staff. | Grama Sachivalayam is also known as village secretariates. |  |
| Day - 2 | Introduction class about Brief description of staff numbers. | Having in the Sachivalayam all the secretariat setup. |  |
| Day - 3 | Introduction class about details of the sachivalayam. | Government of andhra Pradesh appointed the village volunteers. |  |
| Day - 4 | Grama Sachivalayam total staff details. | Complete details about staff. |  |
| Day - 5 | Explain the total functionaries and their respective work. | Knowing the staff details from top to bottom. |  |
| Day - 6 | Explain the formation of grama sachivalayam. | All the government department are having in one place. |  |

WEEKLY REPORT

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







Objective of the Activity Done: Village Secretariat

Detailed Report: Functionaries Activity Calendar.

Grama Sachivalayam is [Also known as village secretariats] a secretariats setup in the Indian state of Andhra Pradesh to decentralize the administration by making services and welfare services of all government department available at one place. Andhra Pradesh was the first state in India to launch village secretariats. Government of Andhra Pradesh appointed village volunteers to deliver services. And Also in Grama Sachivalayam Set up are:-

- * Panchayat Secretary
- * VRO [Village Revenue Officer]
- * Survey Assistant
- * ANM
- * Veterinary & Fishery Assistant
- * Women Police
- * Engineering Assistant
- * Electrical Assistant
- * Agriculture MPEO's
- * Digital Assistant
- * Welfare Assistant

ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|---|
| Day - 1 | Panchayat Secretary | Grama Sachivalayam convenor, able to collect the taxes, & other welfare work under the G.S area. |  |
| Day - 2 | Panchayat Secretary | collection, generation and spending daily reports to higher authorities. |  |
| Day - 3 | Panchayat Secretary | shall ensure that officer's promise are met and duty Panchayat authority |  |
| Day - 4 | VRO village Revenue officer. | VRO should monitor the land and Ration food supply in villages. |  |
| Day - 5 | VRO village Revenue officer. | services of notices summons/orders under various acts/laws. |  |
| Day - 6 | VRO village Revenue officer. | Identification of Beneficiaries under various acts / schemes. |  |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Panchayat Secretary.

- Collecting of Property Tax, water charges, other non-taxes.
- Attending RTI, Court cases, SC/ST/HRC / legal issues by maintaining registers.
- Allotment of turn duties to village secretariat functional Assistants.
- Must follow Panchayat Raj Higher authorities during field visit.
- He shall attend Betsad duties, government special Programs, Election duties and other important duties, when ever ordered by the higher authorities.

VRO (village Revenue officer)

- * VRO should monitor the land and Ration food supply in villages.
- * Reporting violations under land Ceiling Act, IRC Act, POF act, LTR in agency areas, Assignment rules and conditions and mines and mineral rules.
- * Reporting on Inclusion, deletion and modifications in electoral rolls.
- * Any other work entrusted by the superior officers / Panchayat Secretary.

ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day -1 | Survey Assistant | should survey of village lands. | J. Jany |
| Day -2 | Survey Assistant | Field inspection to take action against unauthorized layouts/ constructions. | J. Jany |
| Day -3 | Survey Assistant | Inspection of lands Proposed for layouts. | J. Jany |
| Day -4 | Mid wife ANM Auxiliary Nurse | should be responsible for village health monitoring. | P. Anu -ANM |
| Day -5 | ANM Auxiliary Nurse & Mid wife | should be responsible for villages scheduling health camps in the village. | P. Anu -ANM |
| Day -6 | ANM Auxiliary Nurse and midwife. | should be responsible for maternal child health. | P. Anu -ANM |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Village Surveyor

- * Attending office Registering day movement in movement Register, collect land maps / Records and Proceed field for attend Survey Petitions.
- * Protection of Panchayat Properties.
- * Attending spandara grievances, Preparation of note on necessary issues in village and submit to the reporting officers Panchayat secretary and redressal of grievances.
- * Attending general duties and duties of other functional Assistants as and when required, and also attending government special Program.

ANM

- * As a Part of ANMS routine daily activity she has to visit at least 30 household in her allotted are and covers the maternal & Child health.
- * ANM should be responsible for villagers health monitoring and scheduling health camps in the village.
- * uploading of daily reports [HMIS & DHQP - IDSP EAushadi] in central and state Portals.

Page No

ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day - 1 | veterinary & Fishery assistant. | live stock, dairy and fisheries. | <u>LB</u> |
| Day - 2 | veterinary & Fishery assistant. | The flag of veterinary is white. | <u>LB</u> |
| Day - 3 | veterinary & Fishery assistant. | The flag of fisheries assistant and agriculture is Blue. | <u>LB</u> |
| Day - 4 | Agriculture MPEO'S | Monitoring agriculture works and suggestions. | <u>S. Ravi</u> |
| Day - 5 | Agriculture MPEO'S | Monitoring agriculture Production reports. | <u>S. Ravi</u> |
| Day - 6 | Agriculture MPEO'S | Operationalized of Rythu Bhaasa kendham. | <u>S. Ravi</u> |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Agriculture, Veterinary & Fishery Assistant.

- * The Flag of Agriculture is green, fishery & Agriculture is Blue. Veterinary is white and Agriculture is Red.
- * Veterinary :- Animal husbandry is the branch of agriculture concerned with animals that are raised for meat, fibre, milk and other products. includes day to day care, selective breeding and first domesticated around 13000 BC farming of the crops.
- * Fishery :- Fish farming or Pisciculture involves commercial breeding of fish usually for food, in fish tanks (a) artificial such as Ponds.
- * Agriculture :- Field visits and interaction with farmers [Polambadi, seed village Program e-Crop booking etc..]
- * Operationalization of Rythu bazar Kendram Processing of Petitions received.
- * Organization of village knowledge centre and Agri Input Shop in Rythu bazar Kendram.
- * Sensitization of farmers YSR Agri input testing labs receipt of Agri input orders from Kiosk.

ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|----------------------------|
| Day - 1 | Women Police [Grama Mahila Samrakshana karyadarsi] | Counselling, security and other important roles in villages. | P.ana |
| Day - 2 | Women Police [Grama Mahila Samrakshana karyadarsi] | visit to anganwadi Centre to ensure timely operating for school attendance. | P.ana |
| Day - 3 | Women Police [Grama Mahila Samrakshana karyadarsi] | and quality of food provided. And Prevent child marriage by issue eligibility. | P.ana |
| Day - 4 | Engineering Assistant | village engineering works & water supply, Gas. | Adarsh |
| Day - 5 | Engineering Assistant | Field visit covering all the engineering activities of quality work execution. | Adarsh |
| Day - 6 | Engineering Assistant | Technical inspection of Building Permission applications. | Adarsh |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

WOMEN POLICE

Women Police is also known as Grama Mahila Samrakshana Kayadarsi. She gives Counsellings security and other important role in village. Present Child marriages by issuing eligibility certification to the couple after through verification of their age Proof.

visit to school/college/Girls Hostel/KGBVS/working compass on crime against women and children, Drug and sexual abuse.

ENGINEERING ASSISTANT

Field visit covering all the engineering activity of the Quality work execution & identifying the Problems related to sanitation/water supply etc... and report to concerned Engineering departments.

Attending execution of all works including housing conducting Quality Control tests during execution of work and maintaining standards as per IS codes identification of roads maintenance work such as Pot holes etc., and Preparation of estimate Proposals.

ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day -1 | Electrical Assistant | Electricity supply and street lights and monitoring | P. Madhusudan |
| Day -2 | Electrical Assistant | Switch off street lights in the Secretariat area before sunrise. | P. Madhusudan |
| Day -3 | Electrical Assistant | Switch on street lights after the sunset. | P. Madhusudan |
| Day -4 | Digital Assistant | Monitoring the village in single window system. | Ch. Sudhakar Reddy |
| Day -5 | Digital Assistant | Entering all the details related to Grievance/communications/Applications. | Ch. Sudhakar Reddy |
| Day -6 | Digital Assistant | Attend the duties as entrusted by the Panchayat Secretary. | Ch. Sudhakar Reddy |

WEEKLY REPORT

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

Objective of the Activity Done: ELECTRICAL ASSISTANT

Detailed Report: * Electrical Assistant is known as Energy Assistant.

- * Electrical supply and street lights and maintaining
- * visiting ward / Area / colony in the GP area and identify the Problem related meters, releasing new electrical connection and attending fuse off calls monitoring and identification of Problem related to street lights and water supply scheme.
- * Attending LE/HI line maintenance, OTR and the replacement of DTR sections.

Digital Assistant

- * Monitoring the village in single window system and attending office and entering all the details related to tipples grievances / communication / Applications in the inward register and shall place it before Panchayat secretary for initials and distribution.
- * uploading / updating date of beneficiaries & eligible beneficiaries list under Naxatralu and different Schemes.

ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day - 1 | Welfare Assistant | Tension distribution dualasa mahila house construction monitoring. | P. Jagan |
| Day - 2 | Welfare Assistant | Visit to banks for SHG bank linkage housing loans as per schedule. | P. Jagan |
| Day - 3 | Welfare Assistant | Clearance of files services in online / manual. | P. Jagan |
| Day - 4 | About Schemes | Navaratrialu | P. Jagan |
| Day - 5 | About Schemes | The nine navaratri welfare schemes | P. Jagan |
| Day - 6 | About Schemes | The nine navaratri welfare schemes. | P. Jagan |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: WELFARE ASSISTANT

- * Pension distribution, Duakra mobile, house construction monitoring.
- * Interacting with the other functional assistant to exchanges to information related to grievances in spontana to ensure quality disposal and development activities of their seek solution.
- * Field visits to village / schools / Hostels / SHG / VO meeting visits to self employment units.

NAVARATNALU

Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of andhra Pradesh has come up with an elaborate model of government Compaised of welfare schemes which are based on Navaratnalu.

→ The 9 Navaratna welfare schemes are :-

- | | |
|---------------------|-------------------------|
| * YSR Baitu bhavasa | * Ban of AlCotel |
| * Fee reimbursement | * Amma Vodi |
| youth employment | * YSR Asara, Cheyutha |
| * Aarogya Sri | * Housing for all Poor |
| * YSR Jalayagaram | * Pensions enhancement. |

ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day - 1 | YSR Raithu Bhavasa | Every farmer to be provided Rs 50,000 financial assistance. | <u>CS</u> |
| Day - 2 | YSR Raithu Bhavasa | For CoSP saving farmers to get Rs 12,500 during may itself. | <u>CS</u> |
| Day - 3 | YSR Raithu Bhavasa | Farmers need not worry about CoSP insurance. | <u>CS</u> |
| Day - 4 | Fee reimbursement, Youth Employment & Job Creation. | Fee reimbursement youth youth employment. | <u>P. Jagad</u> |
| Day - 5 | Fee reimbursement, Youth Employment & Job Creation. | Education expenditure will be born for poor. | <u>P. Jagad</u> |
| Day - 6 | Fee reimbursement youth employment & Job Creation. | Rs 20,000 Per std. Per annum to be provided in addition to fees reimbursement. | <u>P. Jagad</u> |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR Raithu Bharosa

- * Every farmer to be Provided Rs. 50,000 financial assistance for Coop saving farmers to get Rs 12,500 during my self.
- * Farmers need not worry about Coop insurance govt to Pay insurance Premium on behalf of farmer
- * Interest free Coop loans to be Provided to farmers.
- * Free bore-wells to be Provided to farmers.
- * 9 hours free electricity during day time for agriculture Process.
- * Rs 4000 Crores allotted for Natural disasters relief fund.

All reimbursement, youth

Employment of Job Creation.

- * Education expenditure will be born for Poor.
- * Rs 20,000 Per student Per annum to be Provided addition to fees reimbursement housing and lodging.

ACTIVITY LOG FOR THE NINETH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day - 1 | Arogya Sri | Free medical treatment through arogya Sri. | P. Anu -ANN |
| Day - 2 | Arogya Sri | All diseases and operations to be covered under arogya Sri. | P. Anu -ANN |
| Day - 3 | Arogya Sri | Financial assistance to the family of PWS on during rest after operation. | P. Anu -ANN |
| Day - 4 | YSR Jalayagnam | Jalayagnam dream Projects of late Pz. YSR to be Completed. | P. Jagath |
| Day - 5 | YSR Jalayagnam | Polavaram, Poola Subbayya, velligonda. | P. Jagath |
| Day - 6 | YSR Jalayagnam | Other Projects to be completed in war footing bases. | P. Jagath |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR AROGYASRI

- * YSR Arogya Sri cover for all categories with annual income less than Rs. 5 lakhs.
- * Arogya Sri applicable for all medical expenses above Rs. 1000 /-
- * Free medical treatment through Arogya Sri
- * Arogya Sri treatment applicable throughout Country.
- * Rs 10,000 /- Pension Per month to be Provided to the Persons suffering with kidney, thalasemia and Perineal diseases.

YSR Jalayagaram

- * Jalayagaram dream Projects of late Dr. YSR to be completed.
- * Polavaram, Polasubbayya, veligonda and other Projects to be completed in war footing bases.
- * Safe water for drinking and water for irrigation to be Provided Ponds to be modernized to improve water tables.

ACTIVITY LOG FOR THE TENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day - 1 | Ban on Alcohol | liquor is one of the main reason for dispute in families. | P. Uma |
| Day - 2 | Ban on Alcohol | Human relations are collapsing | P. Uma |
| Day - 3 | Ban on Alcohol | Ban on alcohol will be used for every family | P. Uma |
| Day - 4 | YSR Aasara YSR Cheyutha | loans of women cooperative societies should be paid | P. Jagadev |
| Day - 5 | YSR Aasara, Cheyutha | them direct in four installment YSR Cheyutha to | P. Jagadev |
| Day - 6 | YSR Aasara, Cheyutha | be provide to B.C., S.C., ST minority women. | P. Jagadev |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Ban of Alcohol

- * Liquor is one of the main reasons for dispute in families.
- * Human relations are collapsing
- * Ban on Alcohol will be implemented in three stages. Alcohol will be limited to 5 star hotels.

YSR ASARA, AND YSR CHEYUTA

- * Loans of women cooperative societies would be paid to them directly in four installments.
- * 0% interest loans will be issued to the women and the interest will be borne by the government to be the bankers.
- * Present corporations system will be revamped and transparent system would be put in place.
- * YSR Cheyuta to be provided to BC, SC, ST minority women.

ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day - 1 | Housing for all poor families | Housing for all home less poor families. | Kalyani (Vot) |
| Day - 2 | Housing for all poor families | Registration to be done in the name of female persons in the house at time | Kalyani (Vot) |
| Day - 3 | Pensions Enhancement | Pension age limit to be decreased to be 60 from 65 years. | Kalyani (Vot) |
| Day - 4 | Pension Enhancement | Rs 3000/- Pensions for differently abled persons | Usha (Vot) |
| Day - 5 | Gadapa Gadapa Mana Prabhuatam | Seek feed back / suggestions from the Public. | Usha (Vot) |
| Day - 6 | Gadapa Gadapa mana Prabhuatam | Schedule finalised by district collector. | Usha (Vot) |

WEEKLY REPORT

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

Objective of the Activity Done:

Housing for all Poor families

Detailed Report:

- * Housing for all home less Poor families irrespective of Parties, caste, religion, category.
- * 25 lakhs houses to be constructed in 5 years
- * House sites to be provided to house less Poor People along with registration and construction.
- * Tie-up with banks for loans @ 2.5 Paise against the newly constructed house.

Pensions - Enhancement

- * Pensions age limit to be decreased to 60 from 65 years.
- * Senior Citizens Pensions to be gradually increased to Rs. 3000/-
- * Rs 3000/- Pensions for differently abled Persons.

Gadapa, Gadapa

nama Prabhuvaru

→ The Gadapa Gadapa nama Prabhuvaru is must seek feed back / suggestion from the Public.

ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day - 1 | Godapa Godapa mana Prabhutvam | Must attend the government Program notice the problem | Ramana |
| Day - 2 | Godapa Godapa mana Prabhutvam | The godapa godapa delivery and awareness among the Public about the schemes. | Ramana |
| Day - 3 | Godapa Godapa mana Prabhutvam | Suggestions from the Public to the Process improvement and further delivery. | Ramana |
| Day - 4 | Godapa Godapa mana Prabhutvam. | The MLA's would make visits to the household in their Jurisdiction. | Ramana |
| Day - 5 | Godapa Godapa mana Prabhutvam | Seeks feed back suggestion from the Public. | Ramana |
| Day - 6 | Godapa Godapa mana Prabhutvam | Schedule finalized by district collector. | Ramana |

WEEKLY REPORT

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

Objective of the Activity Done:

Gadapa Gadapa Mana Prabhutvam

Detailed Report:

The gadapa gadapa mana Prabhutvam is said to be Great awareness among the Public about the schemes and Programmes of the government to ensure that the benefits reach the last mile beneficiary conveying all the eligible beneficiaries and seek feed back / suggestions from the Public for Process improvement and further improve the service delivery. The MUA's would make visits to the household in their jurisdiction as Per the schedule finalised by respectively district collector within the limits of Grama/ward Sachivalayam now that the benefit distribution Process has been implemented through district benefit transfer (DBT) made especially with the introduction of the Annual welfare Calendar. The state government has on the occasion of completion of its three-year term.

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.)

Context :- This first day on my internship was the day that I will never forget in my life. And this is because of experience I acquired which enables me to learn more about the working environment instaurated us how we started here during of our internship Period. My Supervisor told me how to behave and to be confident I was oriented very well because I had to start working the next day.

MY ROLE :- My self I was considered as a new commmer in the organization. I had to first introduce myself to fellow workmates which I did out any problems my responsibility. I was trained by my supervisor and other staff depending on task to be performed.

PERFORMANCE :- The working environment was so exciting my friends helped me to cope-well with all challenges at work and they are always there for me. Total 12 functionaries are there in sachivalayam. These very help-ful to improve my communication skills in real life environment.

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.

- know how to handle the village peoples in different attitude and behaviour.
- working spirit.
- Create the good relationships with people.
- Good communication skills.
- Ethical behaviour in working area.

* Socializing :- The help and assistance rendered to intern by supervisor and others colleagues the power of friendship.

* Confidence :- A trainee got used with the external environment of schools and a trainee has to be confident especially on work field.

* Punctuality :- This is the most important and emphasized thing which help in fulfilling their goals and objectives.

→ As a result of internship a trainee learnt how to perform different responsibility in short time.

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.,)

In this organization so many different types of people are coming. Now this organization works are deals with them, they are very well in communication. So I know learn so many things related to the communication skills and I was improved in ethical behaviour in work area. And know how to handle customers with different attitude and behaviour, work spirit.

- + Learn to control emotions, when speaking with others
- observe other people and interact with each other and develop communication and practice our communication.
- + Be an active listener and avoid distracting others.
- + Time management skills.
- Leadership qualities.
- Communicating with higher officials.

Student Self Evaluation of the Short-Term Internship

Student Name: Jayagulla Meghana

Registration No: 2522001053007

Term of Internship: From: 19/12/2023 To: 18/03/2023

Date of Evaluation:

Organization Name & Address: ward. Sachivalaya, Githala, Saikabulani.

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:

J. Meghana.
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No

Student Name: Janyulka. Meghara

Registration No: 2022001053007

Term of Internship:

From: 19/11/2022 To: 18/02/2023

Date of Evaluation:

Organization Name & Address: Grama/ward Sachinbaram, Etcherla,
Srikakulam.

Name & Address of the Supervisor P. Venkata murali sir.
with Mobile Number 9866159850

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

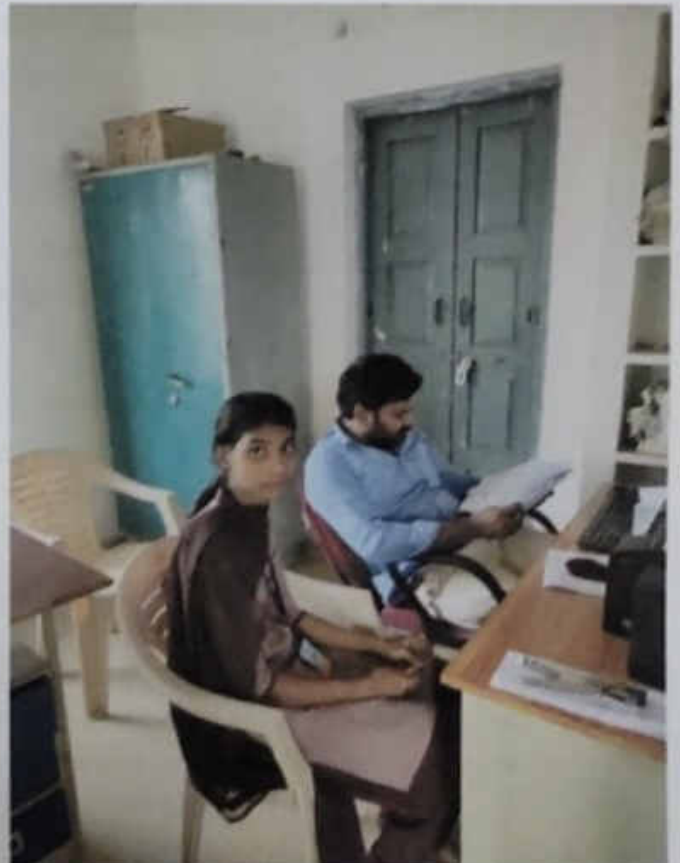
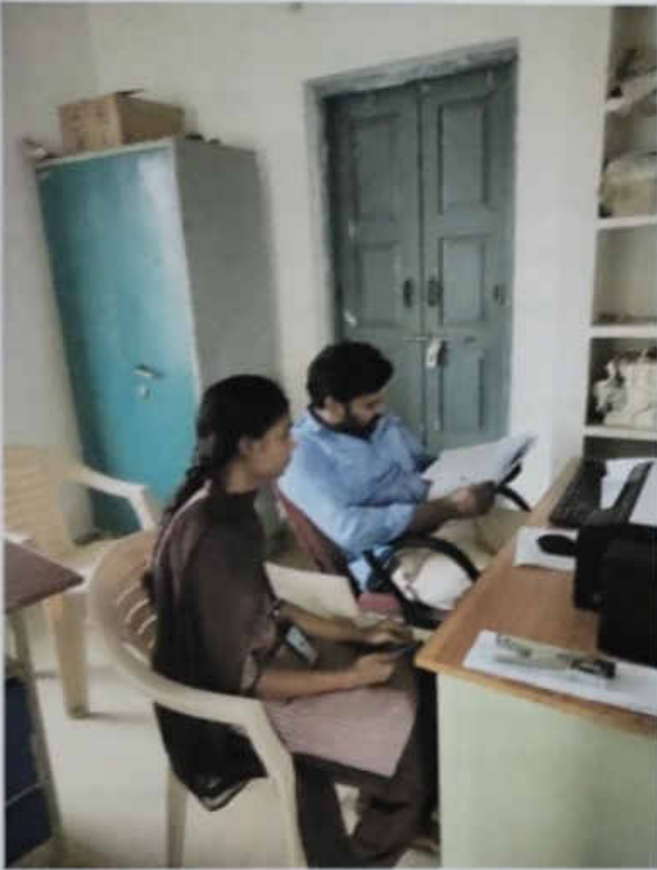
Please note that your evaluation shall be done independent of the Student's self-evaluation

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:

Panchayat Secretary
Etcherla Mandal
Srikakulam Dist



Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Jayakulka Meghana*

Programme of Study:

Year of Study: *3rd year*

Group: *B.Sc [MPE]*

Register No/H.T. No: *2022001053007*

Name of the College: *Govt. Degree College [men] Srikakulam*

University: *Dr. B.R. Ambedkar University Etcherla, Srikakulam.*

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

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Jayagulla meghana*

Programme of Study:

Year of Study: *3rd year*

Group: *B.SC [MPE]*

Register No/H.T. No: *2022001053007*

Name of the College: *Govt. Degree college [Men] Saitakulam.*

University: *Dr. B.R. Ambedkar university Etcherla, Saitakulam.*

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

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal