

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: Koye Siveji

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

Registration Number: 2022001053010

Period of Internship: 4 months From: 1st Dec 2022 To: 1st March 2023

Name & Address of the Intern Organization: Sachinologam.

Dr. G. Anandhan.

University

YEAR

An Internship Report on

Long-term Internship Program in Fine Department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.Sc (H.P.E)

Under the Faculty Guideship of

B. Mahesh Rao.

(Name of the Faculty Guide)

Department of Physic

Govt. Degree College (m)

(Name of the College)

Submitted by:

Kaya. Sravji

(Name of the Student)

Reg.No: 2022001053010

Department of Physic

Govt. Degree College (m)

(Name of the College)

Student's Declaration

I, KAYA SIVAJI a student of Long term Internship
Program, Reg. No. 9022001053010 of the Department of Physics
College do hereby declare that I have completed the mandatory internship
from 7th Dec 2022 to 17th March 2023 in _____ (Name of
the intern organization) under the Faculty Guideship of
B. Mohan Rao (Name of the Faculty Guide), Department of
Physics, Govt. Degree College (M)
(Name of the College)

Kaya Sivaji

(Signature and Date)

Official Certification

This is to certify that KAYA SIVASI (Name of the student) Reg. No. 2022001052010 has completed his/her Internship in Sachivalayam Department (Name of the Intern Organization) on Semester Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Physics in the Department of Govt. Degree College (M) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Kaya. Sivaji (Name of the intern)
Reg. No 2022001053010 of G.D.C (Men) Sri Kaperlam (Name of the
College) underwent internship in Kolluru Sachivalayam (Name of the
Intern Organization) from 7 Dec 2022 to 17th March 2023

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

T. Gurusu Murthy
Authorized Signatory with Date and Seal
KOLLURU
Kanchili (M), SKLM Di

Acknowledgements

First of all the department grama sachivalayam are Secretariats setup in the Indian state of Andrapradesh to decentralize the administration by making services and welfare services of all government departments available at one place.

I would like to acknowledge mandal parishad development officer of Kanchili mandal. Sri Challa Srinivasa Reddy to be a part of this Internship programme and also I would like to acknowledge panchayat secretary of Kolluru. Mr. T. Guruswamy village revenue officer Ms. G. Jayalaxmi, village agricultural Assistant Mr. B. Vidya Sagar, welfare, and educational assistant Mr. Venkata Rao. Women police Ms. Padmavathi, survey U. Siva, Auxiliary nurse and midwife Ms. Kumari. Dig Assistant Mr. J. Santosh, engineering assistant Mr. M. Tanakeswar, wonderful information and

trained in a good manner supported very well.

I also thankful to all Sachivalayam volunteers.

to gave information about this department in goodmanner.

the people that worked along with me with the patience

and happiness they created an enjoyable working

environment. I have taken efforts in this project. however

it would not have been possible without the kind support

and help of many individuals. I would like to extend

sincere thanks to my collage department.

To all the dedicated individuals who do this.

Import work every day.

We give you special thanks.....

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.

The departments grama sachivalayam are secretariats set up in the Indian state of Andrapradesh to decentralize the administration of making services and welfare services of all government departments available at one place. Andrapradesh was the first state in India to launch village secretariats government of Andrapradesh appointed village volunteers in deliver services since the grama swarajya that promotes village becoming self sufficient, autonomous entities.

the secretariat system with the main objective that there should be no room for corruption or discrimination and that the administration should reach out to village and ward secretariats for about 35 government departments.

the learning outcomes that I acquired in this department are:

- Intellectual skills:

this learning outcome is used to Gaining knowledge from the specific department.

- Cognitive skills development:

it encourages to think analyze and understand in the depth the value of certain concept.

- Knowledge sharing:

In this learning outcome, I supposed to create a value system of knowledge by first gaining it and sharing it with the world.

- Motor skill development:-

it deals with Improving a student's ability to plan and take appropriate actions.

- Individual's personal growth:-

It measures personal generalization in terms of knowledge, skill, and ability to create solution for society.

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.

the government of Andhra Pradesh has introduced to system of village and ward secretariats which has never existed before.

- * construction and maintenance of public facilities
- * collecting local taxes
- * executing government scheme related to generating employment in the village

the Andhra Pradesh government has launched its Ambitious village secretariat system on the occasion of 150th birth anniversary of Mahatma Gandhi chief minister Ys Jagan.

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.

the daily activities that are doing by employees are very interesting and concentrates the main duties of the panchayat secretary is to maintainance of public walls. village sanitation, collect taxes on behalf of the governments and maintain village records. the village accounts promptly and accurately. the details of the village revenue officers of Koluru are to assist the revenue functionalities is discharging the executive magisterial functions and who is responsible for the assinnment and prompt collection of all municipal taxes and under the control of the commissions.

the responsibilities of village agricultural Assinnments are to collect soil samples and distribute soil health cards to the farmers and motivate the farmers to apply measure and fertilizers based on the the soil.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Interaction with staff	oral communication	[P-S] 
Day -2	visited school during mid day meals	cleanliness and discipline maintained by children	 [WEA]
Day -3	system work in the presence of digital Assistant	MS word	 [DA]
Day -4	Record work	Ap paddy procurement details	 [VAA]
Day -5	surety and its importance	known about surety records settlement records	C. Sin [VS]
Day -6	classification of engineering department	panchayat raj Rws, Housing and others	M. J. [ENA]

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The description of the daily activities in first week are interacted with the staff and communicated with each other. I learned about the

total departments present in grama sachivalayam on next day we visited school during mid day meals. At there we observed cleanliness and discipline maintained by children on third

we did system work learned about ms word. on fourth day we wrote record work about Andrapradesh paddy procurement silk explained about survey and its important procurement activities.

on next day surveyor sir explained about survey and its improvement. we learned about survey records and settlement records and on sixth day engineering sir taught about classification of Engineering department we learned about housing and others like Nadu-nedu schemes.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	visited Anganwadi centres	Awareness among pregnant women children etc	[MP] P. Padmanabhan
Day -2	health camp in Kollur village	physical examination of the patients	[T. J. Ti] [ANM]
Day -3	power supply establishment	maintenance, Installation in Households	[FA]
Day -4	collection of Municipal taxes by VRO	explained about Revenue taxes	[VRO]
Day -5	IVD Acknowledgements Taken from Beneficiary	It is prove to whether the great Benefet received by	[VRO] [NIA]
Day -6	uploaded crop Bookings	work done in system	[VAA]

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In second week. we visited Anganwadi Centers with mahila police and learned about Awareness among pregnant women and children on next day we participated in health camp. managed in Kolluru village. At there we observed physical examination of the patient, on third day energy assistant sir explained about power supply establishment we learned maintenance and. Installation in households. on next day municipal Taxes collected by VSO and explained about revenue taxes.

on next day. welfare sir explained about JVD acknowledgements and how to taken from Beneficiary and learned that it is pure to whether the real benefit received by Beneficiary and on sixth day upload bookings in the system

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	units in land Surveying	Area measurements	C. Sin [VS]
Day - 2	Land classification	Known about patta forest from lands etc.	C. Sin [VS]
Day - 3	Explained about housing department	Bills produced by government	M. J. [CENA]
Day - 4	Explained about village sanitation	Awareness on cleanliness	[PS] Hme
Day - 5	Types of Surveying modern Instructions	Important terminology	C. Sin [VS]
Day - 6	SDBC Survey.	Known about the details of childrens	V. [CWEA]

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The description of the daily activities in third are Surveyor sir explained about the units in Land Surveying and we learned about are measurement on the next day Survey sir explained about Land classification and known about patta forest-cilling & aramke endowment lands.

on this day engineering sir explained about housing department we learned about Bills produced by government. story. the day Secretary sir explained about village Sanitation and known about Awareness on cleanliness on fifth day and conventional and modern Interventions we known about Important terminology based on land. on this day we participated in Situations development Survey and known about the details of children pregnant women etc..

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained about Jagananna Visi Suktam	Known about Benefits of applications	Venkat [WEA]
Day - 2	Explained about YSR Arogyasri	Learned about better and quality facilities	Jyothi [ANM]
Day - 3	Explained about YSR Rythu Bhogasa	Known about required of classification	A. J. Jyothi [VAA]
Day - 4	Explained about Jagananna Aamavadi	Reduce drop out Rate scheme	[WEA] Venkat
Day - 5	YSR Grama Nismana Pathakam	Feature and to construct by force house	M. S. D. [FNA]
Day - 6	Explained about Jagananna Jyothi scheme	providing up to 200 units power	[FA] D

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In fourth week welfare sir explained about jagananna vidyadurana scheme and known about benefits. Eligibility and mode of application. The main theme of the scheme is to give a helping hand for the students for higher education. On second day ANM Madam explained about YSR asugga medical facilities. On the next day Agriculture Sir explained about YSR Khythu Bhasara Scheme and known about fourth day welfare sir explained about ridluu drop out rate and benefits. On next day energy sir explained about jagananna jivisanjyothi scheme. We learned about providing up to 200 units of free power consumption.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained about r.p Survey and Boundary	Known about Peditoms like Immunity for survey	O.Siv [W]
Day - 2	Adhor updates bore election process.	Known about Form 6 (Adding Form, deletion)	Venkat [WEN]
Day - 3	Explained about conference and communication.	Learned about tele and video conference	[PS] Hms
Day - 4	Explained about Jalayamam scheme	Lakshya et farm families	[PS] Hms
Day - 5	Explained about Madhy apana nisedham	Human Relation will be improved Logical health	[MP] Padmavathi
Day - 6	Explained about manure and fertilizers	Soil health Land Repts	A. V. V. A. [VAA]

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The description of the daily activities in fifth week on first day Surveyor sir explained about A.P survey and boundary act 1923.

We learned some sections like Gazette publication. Section 5 Immunity for Surveyor sections of Adhara updates for education procedure.

Gazeta forms (editing) on third day Secretary sir explained about conference

and also explained this scheme the benefit on fifth day Mahila police madam explained about madhyapana nishedham scheme.

It contains human relations improvement physical logical health about manures and fertilizers and soil health card reports.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained about Jagananna scheme	Learned about Eligibility and main theme	Vukit (WEA)
Day - 2	Described about Rural water supply Sanitation department	Known about satitation.	Vukit (WEA)
Day - 3	Explained about diognal and ofst system	Learned about FMB and dioganals.	M.D (ENA)
Day - 4	Explained about Benefits and features of YSR crop Insurance	Free Insurance offers in this system.	C. Sin (VS)
Day - 5	Explained about Jagananna - scheme	Known about mid meals.	(WEA) Vukit
Day - 6	Explained about YSR Kranti Velugu scheme	Good vision. with good mission	CANM Jethi

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The description of the daily activities in sixth week are on first day welfare Scheme we learnt About Eligibility and anjan Sir described about Rural water known about sanitation and Iron test etc. Insterution pH test. Flourance Explained about fifth measurement book at agriculture in this system on fourth and features of ykr free Crop Insurance scheme financial burden reduction quick payment on Government mudra scheme and observed mid day meals provided by schools on sixth day ANM madam Explained about ykr Kanthi velugu Scheme.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Instruments Used for Diamond and offset System	Technology skill com ability of Knowledge	O. Sin [vs]
Day -2	Interpreted about Panchayat Raj department	Explains about grana Sachinayan villu	M. D. [ENA]
Day -3	Visited School during Mid day Meals	The quality of food is good for health	V. S. [WEA]
Day -4	Explained about YSR Sanna Vaddi pathakam	It is more Important to people for money and no stress on them.	A. K. S. [VAA]
Day -5	Described About YSR Aarogya asara Scheme.	Healthy is wealth	J. S. [ANA]
Day -6	Described About Consumer affairs food and Civil Supplies.	It Contains more Consumer of food.	S. S. (CAF)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In ~~Seminar~~ Seventh week village surveyor
Sir Explained about Instruments used for
Diagonal and offset system and known about
Cross staff chain, theodolite etc. on second
day Engineering and Learned about Sub
Categories like Roads, village wellness, roads
Bulk, during mid day meals along with
wellness on on fourth day Agriculture sir.
described about the Sunnavaddi pathakam
and the main theme of the scheme it to
provide with relieve financial assistance
sir explained about consumer officers food
and civil supplies. we learned about it-
Contains change of address, member addition
in Rilland.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Explained about YSR uchithan pantala Bheema scheme	This scheme is well-known of farmers	(AAA) [Signature]
Day -2	Observed about the department of housing	Learned about Geotagging	(ENA) [Signature]
Day -3	Described about Telemedicine	It's all about Jagananna Suroaksha	(US) [Signature]
Day -4	Described about YSR Bhima scheme	Health Information Services.	(ANM) [Signature]
Day -5	Explained about Survey-2020	Learned about eligibility criteria	(WEA) [Signature]
Day -6	Explained about Spandana scheme	This scheme is about to take respective problems	(PS) [Signature]

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The description of the daily activities in Eighth week are on first day Agriculture Sir explained about YSR Aitha pontala Bheema Scheme and this scheme is about the welfare of farmers that means reduces financial burdens on second day Engineering Sir described about Goolagging For Ns Base -ment Level, Roof level etc.

on third day village secretary described about Shaswatha Bhuhakku manya Bhunaksha on fifth day ANM madam explained about Telemedicine on fifth day, welfare sir described on this scheme. on sixth day, secretary sir explained about Spandan scheme. This scheme is about to take Initiation of people suffering with respective problems.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained about svamitra scheme	Known about formation, benefits the scheme	C. Lin [VS]
Day - 2	Interpreted about kalganamastu scheme	Known about main theme of the scheme	[WEA] <u>Ved</u>
Day - 3	Described about galakala scheme	utilising available groundwater improvement	[VAA] <u>D.</u>
Day - 4	Explained about house site and own site	Known about cost estimations in this department	M. S. [ENA]
Day - 5	Brief description of the scheme jaganna	the main theme of protection by planting stones	C. Lin [VS]
Day - 6	Explained about Gistama sachivalayam and ward sachivalayam	learned about laminations. services	[DA] <u>Sath</u>

WEEKLY REPORT

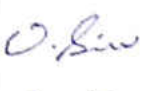
WEEK - 9 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

The description of the daily activities in minthweek. on first day Survey sir explained about samitna scheme which means survey sir mapping with Improved technology in village areas, the main theme of the scheme is to decide clear ownership of the property and the benefit of this scheme is to facilities monetisation of property enables to Bank loan Reduces disputes, comprehensive planning Scheme on third day Agriculture sir explained about jalakala scheme and learned about Improvement of livelihoods on fourth day Engineering of explained about House site and own department on next day Surveyor sir explained about jagamanna shaswatha Bhuhakku mariyu Buralakha scheme and the main theme is protection by planting stones and provides patta for their land.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Described about YSR vahana mitra scheme	Learned about pooring scheme payment process	 [WEA]
Day -2	Explained about the duties involved in Revenue department	providing intima- tion flood cyclone Ready	 [VRO]
Day -3	Described about panchayat raj department-	Introduced about Grama Sachivalaya m Bill.	 [ENA]
Day -4	visited solid waste processing centre	Learned about the formation of vermicompost	 [PS]
Day -5	Interpreted about the services in health and family welfare	Generates analoge soil cards.	 [DA]
Day -6	Technology used in Jagananna scheme	Drone survey, gives more operating experience	 [VS]

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In tenth week on first day welfare sir described about ysr vahana mitra scheme and learned about driving scheme payment process on second day village revenue officer explained about the duties involved in revenue department It contains providing Information regarding flood cyclones etc.. on third day engineering sir described about panchayat raj department the scheme is about Grama Sachivalayam bill, village wellness, Bulk and Engineering sir and learned about formation of vermi compost on fifth day digital assistant sir Interpreted about the service in health and family welfare department and generated aarogya sri card and new ysr aarogyasri cards Technology used in Jagananna shaswatha Bhuhakku mariyu Bhushaksha scheme.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Explained about Survey and boundary.	Know about Selection like for Survey	O. Sir [rs]
Day -2	Andhan Order for Election process.	Known about form 6 (Adding form (solution)	[WEA] V. Sir
Day -3	Explained about Conference and Communication.	Learned about text and video Conference	[PS] P. Sir
Day -4	Explained about Jalajagan Scheme.	Look of form families	[PS] P. Sir
Day -5	Explained about madhyam nishadam	human Relation will be Improved logical health	[CPS] P. Sir
Day -6	Explained about Fertilizers	Soil health Crop Yield	[CPS] P. Sir

WEEKLY REPORT

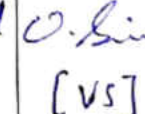
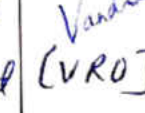
WEEK - 11 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

the description of daily activities in eleventh week. on first day village revenue officer madam described about revenue functions and land administration and we learned about protection of government land. Issue of house site patta and, approval of Caste, Income certificates on second day Engineering sir explained about the department of Housing and we learned about the third day Mahila police madam explained the duties of her and learned about atrocities against women. on fourth day welfare sir explained about VSR, Nithanna nestam scheme and known of the state on fifth day Surveyor sir described about Initial Survey pre-draw, on next day digital assistant sir explained about Services involved in labour.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained about emergency numbers of women protection	101 - fire. 100/112/111 - Disa 14400 - Corruption.	 [PME]
Day - 2	Interpreted about NSR pension Kankuka scheme	Learned about main theme and eligibility criterion	 [WEA]
Day - 3	Describe the services present in panchayat raj department	New pension application.	 [DA]
Day - 4	described about quality check and social audit.	Known that it is mandatory for everything	 [FNA]
Day - 5	Explained about the process of rover.	the rover should be connected with to coordinate	 [VS]
Day - 6	Explained about civil supplies	It contains new ration cards and Ration distribution	 [VRO]

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In twelfth week on first day mahila police madam explained about emergency numbers for women protection fire etc they are 100 police, 101 - fire, 100/112/181 - Disa 14400 - Corruption, 1912 - Current, 1902 - public issues on second day welfare sir described about YSR pension Kanuka scheme and known about main theme and eligibility interpreted about the engineering sir described about quality check and social audit what we did. on fifth day Surveyor sir explained about the process of survey the work of the surveyor should be connected with four satellites and used to take coordinates from field. on sixth day village revenue officer explained about civil supplies.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	collected water samples and whether it is good or not	Test contains pH values.	M.D [ENA]
Day - 2	Described about prohibition of act - 1977	these lands are allocated to Ex-army.	V. Sin [VS]
Day - 3	Described about disaster management	Relief operations during calamities	V. Sin [VRO]
Day - 4	Explained about the services involved in Revenue department.	Ap doted lands application.	G. Sin [OA]
Day - 5	Explained about VSR cheyutha scheme	this scheme contain it is only for women	V. Sin [WFA]
Day - 6	Explained about usage of power	power issues to water supply schemes	[FA] [C]

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In thirteenth week on first day we collected water samples and tested the samples & tested it is good or not. And test contains pH value, Alkalinity, chlorine, Fluorine, Iron etc.

On third day VRO madam described about disaster management and relief operations during calamities and advance seasonal conditions on next day.

Digital assistance sir explained about the the contains AP dotted lands, application change of name application, on fifth day welfare sir explained about YSR cheyatha scheme and this scheme is only for women who are in the age 45-60 on the last day energy assistant sir explained about power issues related to water supply scheme.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained about Terms & conditions.	if land purchased before 1971.	C. Lin (VS)
Day - 2	Explained about Road safety, cyber crime, women safety	learned about the 30 to take action during	[WPS] Pacharute
Day - 3	Explained about services involved in Revenue department	Explained of EBC / Integrated Certificates	[DA] Sath
Day - 4	Described the duties involved in energy department	virking words and problems. meter	(EA) [Signature]
Day - 5	Describe about VSR saswatha scheme	Improve the productivity of sub	[WFA] Vairat
Day - 6	Bacteria tested in water samples	checked whether the water of good or not.	M.S. (ENH)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The description of daily activities in fourteenth week are on first day survey sir explained about terms and conditions of POT act under Board standing orders is of Land assigned Before 1954 Can be purchased on second day women police explained about Road safety cyber crimes and women safety and learned on third day digital assistant sir explained on fourth day Energy assistant sir explained about the duties Involved in department about visiting wards - Identifying the Improvers the producing of safely help groups by remaining loans Barinas tested in water samples and checked whether the water is good or not.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained about Naadu-Nedu scheme.	It includes drinking water.	M.S. [CENA]
Day - 2	visited school and anganwadi centres.	observed stock position and mid day meal scheme.	(N/A) [Signature]
Day - 3	visited schools during mid day meals	disiplined maintained by children.	CINEA [Vekt]
Day - 4	Explained about hws services.	It contains splitting of house hold member.	[DA] [Signature]
Day - 5	Described about Land alienation	Land transfer from department to department	O.S. [Vs]
Day - 6	Explained about benefits in survey	Accurate field measurement.	O.S. [Vs],

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The description of daily activities in fifteenth week are on first day Engineering Sir explained about Nladu-Neduschem. It includes drinking water activities day women police Compound walk. etc. on second day we are visited schools during mid day meals and observed cleanliness. Discipline maintained by children on fourth day digital assistant by children. It contains about land alienation. It is the the department on last day Surveyed sir explained about Benefits in Survey and learned about accurate field measurements, unique it permanent rights each land holders.

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 primary purpose of doing an academic
Internship is to better understand the theories.

Ideas and practices of your discipline or major
by actively engaging in a "hands-on", work-
based" learning experience.

The Internship environment is very friendly
everyday work takes place at the same time -
completing the daily main function of the Internship
place takes its toll on the supervisor time and
energy resources and often.

Intern duties:-

- Fulfilling task assigned by a superior.
- performing certain duties.
- job shadowing

Intern skill:-

- communication
- organization
- self-motivated.

The main goal of the Internship is to develop skills, they are.

- * Expand oral and written communication skills
- * Nurture leadership skills.
- Increase productivity
- Fosters growth
- promotes collaboration
- open and honest communication.

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

* Communication skills:-

there are various way it communicate them days but potential employers tend to look towards your ability to speak and write professionally. the ability to communicate effectively by conveying information and translating ideas among supervisors or clients becomes essential in any job.

* Team work skills:-

Internship are professional roles where every team members must work together in accomplish any task during Internship. we have to remain focused on the goals and develop a positive and professional activities.

software education:-

Our world becomes increasingly reliant on Technology. we must look at every opportunity to improve employees. Apart from making your resume look good. they have so much more to give

* Critical thinking problem solving skills:-

the ability to evaluate and analyse an issue or solution and then respond effectively. Internship roles will help you think critically to provide solutions work challenges.

* Net working:-

proper networking is another valuable skill you give learn Internship.

while you may most likely be working as part of department team. Improve our communication with others

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.

The skills that I acquired are Interpersonal skills communication and Motivational skills. organization and delegation forward planning and strategic thinking problem solving and decision making and mentoring.

- * Communicational awareness
- * Relationship management
- * Planning
- * Critical thinking
- * Industry knowledge.

To acquire managerial skills we can do all of the anticipation of needs collaboration. document management, Interpersonal skills, most important skills all for managers to have.

Beyond our daily work. furthering our education
Can be effective way to boost management skills.
management skills can be developed through learning
and practical experience the position that to act
An effective communication with the soft skills -
Necessary to inspire a team, and a problem,
solver who can bring clarity to any other solution

- managing information and projects
- conceptual skills and analytical skills
- understands work place culture
- emotional Intelligence
- organizational planning.

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.,)

Good communication skills means in addition to having a good hold of a language Good listening and presentation skills we are communicate to others to increase our confidence levels and understanding others while they are during an presentation.

To improve communication skills we have to practice listening effective communications are always good.

Listeners focus on non verbal communication problems

- make your communication Relevant
- Be clear and prepare a head of time
- watch your tone.
- practice activity listening.

- * Build your emotional Intelligence
- * During a work place communication
- * Create a positive organizational culture
- * ability to convey or share ideas and feelings effectively

Communication skills enable individuals to understand others and to understand themselves properly. Communication can help us to solve a number of issues and resolve problems. This is the reason that we must know how to communicate well. The skills of

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

the most Important abilities in group discussion are Importance of communication skills in group discussions and Interpersonal skills, Leadership skills Analytical skills and listening skills, most Importance ability is presentation.

- * Develop a team mentality
- * Be respectful of others
- * Avoid rewarding people for things they are do not annoy you
- * Reasoning ability.
- * Ability to think and act Independently
- * leadership and communication skills.
- * Flexibility
- * managerial qualities

model the behaviour and attitude you want group members to emulate. we encourage body language and tone of voice, as well as worries. positive feedback for joining the discussion.

→ Be aware of people's reactions and feelings and try to respond appropriately

→ Control your own biases

the presence of observers especially in the face to mode. A group usually provides a platform for people on this topic area more deeply.

* to explore ideas and exchange information

* To expand and clarify knowledge.

* To improve language skills

* Appreciate others' thinking.

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

Technology skills are the abilities and knowledge needed to interact with computer based technologies and perform technical skills. tech skills are as hard skills because they are usually learned and sustained through education repetition and training.

Technological progress allows to the more efficient production of more and better needs and services the technology enhances the elements of the most effective forms of on the job training technology allows and understand in department totally, digital technology.

the sustainable development builds implements technologies in our job practical important role in future we are observed.

Student Self Evaluation of the Short-Term Internship

Student Name: Kaya. Silvaji

Registration No: 2022001053010

Term of Internship: 4 month From: 7 Dec 2022

To: 17th March 2023

Date of Evaluation:

Organization Name & Address:

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✓

Kaya. Silvaji

Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: Kaya. Sivaji

Registration No: 2022001053010

Term of Internship: 1 month From: 07 Dec 2022 To: 11th March 2023

Date of Evaluation:

Organization Name & Address: Sachivalayam (Department), Kolluru

Name & Address of the Supervisor: G. Murthy, (Secretary),
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: 18/03/2023.

Signature of the Supervisor
T. Guruswamy Murthy
KOLLURU
Kanchi (M), SKLM DL

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Kaya. Sivaji

Programme of Study: Sachivalayam Department

Year of Study: 2022-2023

Group: MPE

Register No/H.T. No: 2022001053010

Name of the College: G.v.t. Degree College.

University: Ambedkar University.

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

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Kaya. Savaji
Programme of Study: Sachivalayam Department
Year of Study: 2022-2023
Group: B.Sc (NPE)
Register No/H.T. No: 2022001053010
Name of the College: Govt. Degree College (Men)
University: Ambedkar

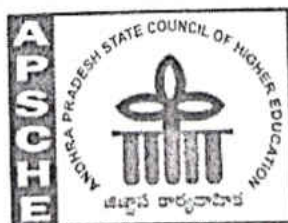
Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	76
2.	For the grading giving by the Supervisor of the Intern Organization	20	19
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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