

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: KOMMU. KALYAN

Name of the College: GOVT. DEGREE COLLEGE [MEN] SRIKAKULAM.

Registration Number: 2022001053014.

Period of Internship: From: To:

Name & Address of the Intern Organization GIRAMA / WARD SACHIVALAYAM.
MUTTHA KOTA.

DR. B.R. AMBEDKAR University
YEAR

An Internship Report on
GRAMA/WARD secretariat

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

GOVT. DEGREE COLLEGE [MEN] SKLM

(Name of the College)

Submitted by:

KOMMU. KALYAN

(Name of the Student)

Reg.No: 20 22001053014

Department of GOVT. DEGREE COLLEGE [MEN] SKLM

(Name of the College)

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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 and 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, KOMMU. KALYAN a student of Four Month Internship
Program, Reg. No. 2022001053014 of the Department of B.Sc[M.P.E]
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 07-03-2023 in Kottha Kota Secretariat (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
ELECTRONICS, GOVT. DEGREE COLLEGE [MEN] SKM.
(Name of the College)

K. Kalyan
(Signature and Date)

Official Certification

This is to certify that KOMMU. KALYAN (Name of the student) Reg. No. 2022001053014 has completed his/her Internship in KOTTHAKOTA SECRETARIAT (Name of the Intern Organization) on GRAMA/WARD SAGHIVALAYAM (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC [M.P.E] in the Department of GOVT. DEGREE COLLEGE MENJESKUM (Name of the College).

This is accepted for evaluation.

M. Soudhakar
(Signatory with Date and Seal)

Panchayat Secretary
Kothakota G.P.
Sarubujjili Mandal
Srikakulam Dist.

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that KOMMU. KALYAN (Name of the intern)
Reg. No 2022001053014 of GOVT. DEGREE COLLEGE (MEN) (Name of the
College) underwent internship in KOTTHAKOTA SECRETARIAT (Name 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
Satisfactory (Satisfactory/Not Satisfactory).


Authorized Signatory with Date and Seal
Panchayat Secretary
Kothakota G.P.
Sarubujjili Mandal
Srikakulam Dist.

CHAPTER 1: EXECUTIVE SUMMARY

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

Learning objective:-

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

Outcomes achieved:-

- * Improved knowledge of the organisation structure, functions and responsibility of the grama sachivalayam.
- * Enhanced administration and clerical skills such as maintaining records, data entry and handling paperwork.
- * Understanding of the various government schemes and programmes such as housing, sanitation and education.
- * Improved communication and interpersonal skills through interaction with villagers, officers and other stakeholders.
- * Understanding of the legal and regulatory framework governing the activities of the grama sachivalayam.

Brief description of the grama sachivalayam organisation:-

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

It is responsible for a wide range of activities such as healthcare, sanitation, education, housing and social welfare. The organisation has administration and clerical staff and it also collaborates with various departments and agencies to achieve its objectives.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

A) Introduction of the organisation:-

Grama sachivalayam is an government initiative in the Indian state of Andhra Pradesh aimed at decentralizing governance and bring administration closer to rural communities the word "Grama sachivalayam" translates to village secretariats in english.

The Grama sachivalayam system was launched in 2019 by the Andhra Pradesh government under the leadership of chief minister N.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 secretariate (secretary) and several other officials who are responsible for delivering a range of government services include everything from issuing certification and licenses to providing information on government schemes and programmes.

The gramra sachivalayam system has been widely praised for its potential to improve access to government services and promote greater citizen participation in government at the grass level.

B. vision, mission and values of the gramra sachivalayam:-

Vission:- To create vibrant and self-sustaining rural communication in Andhra Pradesh, where every citizen has access to basic amenities, opportunities and a high quality of life.

Mission:- To provide efficient, effective and transparent governance services to the people of Andhra Pradesh particularly those living in rural areas, through the establishment of gramra sachivalayam in every village.

Values:- The values of gramra sachivalayam and Transparent Governance, transparency and inclusivity, Accessibility, Accountability, efficiency, empathy, integrity.

C. Gramra sachivalayam organisation structure:-

The following are the various Administrative Posts that are present in the gramra sachivalayam

- 1) village secretariat
- 2) village Revenue officer (VRO)
- 3) Mahila Police & woman and child welfare Assistant
- 4) Digital Assistant
- 5) Engineering Assistant
- 6) welfare and education Assistant
- 7) Agriculture Assistant
- 8) ANM
- 9) Surveyor of village
- 10) Energy Assistant
- 11) Line man.

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) Panchayat: Raj Act - 1994 says that local government in every village of the growth and development in a rational manner.
- 2) Chief minister of Andhra Pradesh State Y.S. Jagan Mohan Reddy started these secretariats at Visakhapatnam, the statement was made on October 2, 2014, the 150th anniversary of "Mahatma Gandhi's" birth day.
- 3) Function of Grama Ward Sachivalayam - it has mainly 11 types of the officer in secretariat. The village volunteer's system aims to bring government services to people's doorsteps.
- 4) Generally using of technological skills and instrument mainly use just like bio-metries, computer system.
- 5) The internship part these kind of skills are very important, listening & speaking, confidence, leadership qualities, punctual and time management.
- 6) Outcomes of ward sachivalayam to
 - a) early solution to all problems.
 - b) All services of to people.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 12-12-22	I reported in the secretariat assigned to me		
Tuesday Day - 2 13-12-22	The introduction of the secretariat was giving by the welfare Assistant.	learned about the village secretariats.	D. Ravi
Wednesday Day - 3 14-12-22	The welfare assistant told about gerana dardmi	we are learned to the Mathukota different type of problems.	D. Ravi
Thursday Day - 4 15-12-22	Explain about employees rules and responsibilities	I know some type of duties about the employees	D. Ravi
Friday Day - 5 16-12-22	Our staff member's introduced with members.	I am daily fair and looking towards volunteer's walking.	D. Ravi
Saturday Day - 6 17-12-22	WEA said about the vision and mission of gerana secretariat.	I learned why to organised sathi valayam.	D. Ravi

WEEKLY REPORT

WEEK - 1 (From Dt. 12-12-2022 to Dt. 17-12-22)

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 uses.

we are also learned the benefits of the secretariat to the people of the village.

we got to know the physical conditions of the residential areas in the gram secretariat and the duties of the employees in the gram secretariat system as well as the performance of the volunteers and their services.

The welfare Assistant was fully informed about the vision, mission and values of the gram secretariat, why to create for this government to introduce in people of society.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 10-12-22	The WEA officer explained the organisation structure of the sachivalayam.	I can take some knowledge.	D. Ravi
Tuesday Day - 2 20-12-22	Explained the future plans of the gerama secretariat.	we know the future plans of the secretariat.	D. Ravi
wednesday Day - 3 21-12-22	About old age pensions, widow pensions has been deeply explained.	we are analysis what type of document is required.	D. Ravi
Thursday Day - 4 22-12-22	Deeply explained about disable pensions and single women pension.	we are analysis and what is important documents is required.	D. Ravi
Friday Day - 5 23-12-22	Explained about traditional cobblers pension of weaver pensions.	we learned the required documents and eligibilities.	D. Ravi
Saturday Day - 6 24-12-22	Explained about today farmers pension and fisherman pension.	we learned the required documents and eligibilities information.	D. Ravi

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The organisation structure and future plans of the village secretariat were discussed in details. They also told about YSR Pension Manuka, how many types, required documents and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, disabled pension, single women pension, traditional labourer pension, weaver pension, toddy tappers pension and fisherman pensions 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
Monday Day - 1 26-12-22	The Mahila Police in Sachivalayam she is inducted inculcate her duties.	I am full focus and learned outcome information	A. Pawani
Tuesday Day - 2 27-12-22	The Mahila Police officers taught sex sexual harassment in society	how to handle and how to build these type of harassments	A. Pawani
wednesday Day - 3 28-12-22	The Mahila Police officers inculcate Anganwadi services	what are the corruption in Anganwadi services.	A. Pawani
Thursday Day - 4 29-12-22	The Mahila Police officers told about some important section and helpline number.	Any Accident and criminal case issues how to inform higher officers.	A. Pawani
Friday Day - 5 30-12-22	The VRO sis explained local govt and main aim	Secretariat one of the local government that particularly use and goal.	A. Pawani
Saturday Day - 6 31-12-22	Our VRO told. Today we are going to field work. Yours do kothakota power	which numbers are eligible and not eligible for government schemes	A. Pawani

WEEKLY REPORT

WEEK - 3 (From Dt. 21-12-22 to Dt. 31-12-22)

Objective of the Activity Done:

Detailed Report: The village secretariat was first launched on 2 October 2019 on the eve of Gandhi Jayanti in AP by our Y.S.R Jagan Mohan Reddy.

The duties of a woman police officer:-

1. Immediate reporting officer: station house officer
2. Working in co-ordination with self: home, women's child welfare, excise department and municipal.
3. Functions:- Law and order, Atrocities against women and women sections, and Awareness, programmes.
4. Monitor, ensure Angan wadi centre be opened in time on all working days
5. Inspect and inspect some Angan wadi teachers were without care and partial protection of pregnant woman.
6. Woman police officer explain some helpline number, for disha 100/112/181 and police number 100.
7. Our Kuthakota secretariat so many young age student not registerate with vote card.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 02-01-23	The welfare Asst is explaining About his Responsibilities and duties of in secretariat	I can learned his great and Responsibilities of secretariat	D. Paul
Tuesday Day - 2 03-01-23	The WEA is said by the Government conducting to important schemes.	I have written in my class - notes	D. Paul
Wednesday Day - 3 04-01-23	We are help to our secretariat some important duties like, election work.	We can do confidently these works	D. Paul
Thursday Day - 4 05-01-23	The secretariat staff as like WEA, VRO, who telling about future plans to students	We have learned how to maintain and set of future life.	D. Paul
Friday Day - 5 06-01-23	The village Revenue office explained about the beneficiary dose such a issue like cyclone, misdeed	The society in the people how to intimate with VRO.	V.V.
Saturday Day - 6 07-01-23	The VRO Sir was explained ing take charge of on claimed Properties and send to the Police stations	I can learned save and protect from govt Properties.	V.V.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The general duties of welfare Assistant

1. Generating awareness, among the public in the village secretariat 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 at least intermediate (or) equivalent course.
3. Providing feedback to higher authorities on the status 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. VROs providing intimation regarding fire accident, floods, cyclone and other accidents calamities to the higher officers
6. Report promptly to the higher officer in respect of Treasure found and keep Government attached property in safe custody

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 09-01-23	The ANM Madam was explained about general instructions.	I can learned the general duties at ANM	B. Puspita
Tuesday Day - 2 10-01-23	The Madam was telling about maternal and child health.	I can learned the ANM Madam has given precautions for pregnancy.	B. Puspita
Wednesday Day - 3 11-01-23	ANM Madam explain about social services with awareness programmes.	I can learned some social services, dentists, physiotherapy, etc.	B. Puspita
Thursday Day - 4 12-01-23	She is teaching about health education in secretariat.	How to protect our body health fully.	B. Puspita
Friday Day - 5 13-01-23	Today is class about Nutrition.	How many types of food habits can takes	B. Puspita
Saturday Day - 6 14-01-23	The today of the class about communicable diseases.	I can learned some type of diseases, chickenpox.	B. Puspita

WEEKLY REPORT

WEEK - 5 (From Dt. 09-01-23 to Dt. 14-01-23)

Objective of the Activity Done:

Detailed Report: General instructions:-

1. She should work under the administrative control of medical officer PHC and guidance of the female health supervisor.
2. She would stay at her official headquarters and available for all maternity care services.
3. Should be prepare map planning at her allocated area and population of people data was collected.
4. All the ANMs was to discharge all the activities as assigned by the PHC medical officer.

* Maternal and child health:- Register pregnant woman with 12 weeks after baby health. she is full health care starting and ending position to healthfull precaution the ANMs given the pregnancy women.

* Social awareness programmes:- Cancer, Diabetes, HIV, AIDS, Heart attack with GRP's, healthy food.

* Health education:- Participate in the local mobile meeting, spread the message on female age at marriage, co-ordinate programmes carefully these are Anganwadi workers, gram sevaks in promoting services to people.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 16-01-23	Pongal Holiday.	—	—
Tuesday Day - 2 17-01-23	Explored about Jaganna vidya karnika.	I learned, due to this scheme students are going to government school.	D. Paul
Wednesday Day - 3 18-01-23	He said about the YSR cheyutha scheme	I learned that women are continuing their own business because of this scheme	D. Paul
Thursday Day - 4 19-01-23	He said about the YSR Vahana mithala scheme.	I learned, this scheme is known to receive financial assistance to drivers	D. Paul
Friday Day - 5 20-01-23	We went to the school and checked the food.	I came to know that nutritious food is being served in the school.	A. Pavani
Saturday Day - 6 21-01-23	We went to the school and checked the cleanliness of the classrooms and toilets.	It is known that the school is kept clean every day	B. Puspha

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Jagananna vidya karnula:- This 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 whose age between 45 and 60 years. The financial assistance of Rs. 18,750.

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

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

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 23-01-23	Explained about Tel Reimbursement scheme.	The Purpose of this scheme is known.	D. Ravi
Tuesday Day - 2 24-01-23	Explained about YSR vidya Deevana scheme.	It is known who is benefiting from this scheme.	D. Ravi
Wednesday Day - 3 25-01-23	Explained about YSR vasathi Deevana scheme.	It is known who is benefiting from this scheme.	D. Ravi
Thursday Day - 4 26-01-23	Republic day	—	—
Friday Day - 5 27-01-23	Explained about marubadi; Nedu Nedu scheme.	The purpose of this scheme is known.	V. V
Saturday Day - 6 28-01-23	He said that the works of nedu nedu scheme should be examined.	we observed the nedu - nedu works.	V. V

WEEKLY REPORT

WEEK - 7 (From Dt. 23-01-23 to Dt. 29-01-23)

Objective of the Activity Done:

Detailed Report:

Fee Reimbursement:- Aimed at providing financial assistance to students from economically weaker sections to provide 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, M.A, etc.

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

YSR Vasaathi Deevena:- It provides financial assistance to eligible students from economically weaker sections to cover the hostel and mess expense during their high education.

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

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 30-01-23	The WEA officer is explained about YSR navaathralu.	we know uses of this kind of schemes.	D-Ravi
Tuesday Day - 2 31-01-23	Explained about Annamadi scheme.	The purpose of this scheme is known.	D-Ravi
Wednesday Day - 3 01-02-23	Explained about Rythu Bhasana scheme.	I know how much this scheme has benefited the farmers.	D-Ravi
Thursday Day - 4 02-02-23	Explained about Arogyasri scheme.	I came to know that this scheme provides free medical treatment to poor people.	D-Ravi
Friday Day - 5 03-02-23	Explained about Flowering for all.	The purpose of this scheme is known.	E-sameetha
Saturday Day - 6 04-02-23	Explained about Jalayagaram scheme.	I learned that there will be no shortage of water due to this scheme.	E-sameetha

WEEKLY REPORT

WEEK - 8 (From Dt. 28-01-23 to Dt. Dt. 04-02-23)

Objective of the Activity Done:

Detailed Report:

YSR Navaaravale is a welfare scheme the scheme comprises nine different welfare programs or schemes each aimed at improving the living condition of the AP.

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

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

Arogya:- 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 illness and diseases.

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

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

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 06-02-23	Fully explained about Dappu artist Pension & Anti-retroviral Therapy (ART) Pension (PLHIV) (HIV) Pension	we learned the required documents and eligible for this type of Pensions	D-Ravi
Tuesday Day -2 07-02-23	Explained about Transgender Pension & chronic kidney diseases of unknown etiology Pension.	learned the required documents and eligibility for this type of Pension.	D-Ravi
wednesday Day -3 08-02-23	Today explain about YSR Kalyanamasthu YSR shakti totta.	The purpose of this scheme is known	D-Ravi
Thursday Day -4 09-02-23	Explained about mandatory validation documents for registration of YSR Kalyanamasthu.	learned the required documents for this type of scheme.	D-Ravi
Friday Day -5 10-02-23	Explained about eligibility criteria of YSR Kalyanamasthu and YSR shakti totta scheme.	we know who is eligible for this scheme.	D-Ravi
Saturday Day -6 11-02-23	Have to tell people about the YSR Kalyanamasthu scheme.	we learned good presentation skills.	D-Ravi

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Eligibility and required documents for Dapur artist pension, Anti-leukemia therapy (ART), (HIV) pension, Transgender pension and chronic kidney disease of unknown etiology pension are given at the end.

YSR Kalyanamasthu/YSR Shadi Yojna:-

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

* The bride must be have above 18 year's and groom must be above 21 years as on the date of marriage.

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

* Both bride and groom should have 10th class pass certificates.

* The caste and income certificates must be tagged with Aadhaar

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 13-02-23	Explaining about the Responsibilities of Digital Assistant.	I can gain some knowledge of Digital Assistant duties.	E. Somen
Tuesday Day - 2 14-02-23	The general Application Form of caste certificate.	Learned of important and required documents.	E. Somen
Wednesday Day - 3 15-02-23	The Digital Assistance explained some paining station at Kothukota Secretariat.	There are three polling stations like 478, 459, 452.	E. Somen
Thursday Day - 4 16-02-23	We are going to field about -eligibility candidates for volunteer's ZP.	such as a members are not apply for voter ZP.	E. Somen
Friday Day - 5 17-02-23	He is how to Respect at beneficiaries come to secretariat.	I can learn how to Respective talking with candidates.	E. Somen
Saturday Day - 6 18-02-23	Maha Shivaratri	—	E. —

WEEKLY REPORT

WEEK - 10 (From Dt. 13.02.23 to Dt. 18.02.23)

Objective of the Activity Done:

Detailed Report: Digital Assistant Duties:-

- 1) delivery of service/documents benefits to the beneficiaries.
- 2) Awareness and providing to the as well as applications govt schemes like namanathak.
- 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 record 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 form caste certificate.

- ① Application form
- ② caste certificate issued to the family members
- ③ SSC marks memo/Dob extract/transfer certificate
- ④ 1 to 10 study certificate (or) Dob issued by the GP/MA.
- ⑤ Ration card/EPC card/Aadhar card.

⇒ Kothakota secretariat in polling station as

459, 432, 478

⇒ so many citizens not applicable for voter id in Kothakota-2 secretariat

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 20-02-23	The VRO sir explaining about his duties.	I am knowing his duties in secretarial.	<u>V.V</u>
Tuesday Day - 2 21-02-23	The VRO sir explained about Parichayal secretariat Administratives.	I am knowing his Administrative work.	<u>V.V</u>
Wednesday Day - 3 22-02-23	The VRO sir explained about Parichayal secretariat with community WEDevelop.	I am knowing his community welfare work.	<u>V.V</u>
Thursday Day - 4 23-02-23	The VRO sir said about Parichayal secretary co-ordination duties.	I am knowing his co-ordinator duties.	<u>V.V</u>
Friday Day - 5 24-02-23	How to save and protect our government properties.	I can learned with some government properties.	<u>V.V</u>
Saturday Day - 6 25-02-23	Any land issue to increment for others.	I can learned how solved of people problems.	<u>V.V</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: village Revenue Officer's (V.R.O) Duties:-

1) Maintenance of village revenue record and all village revenue. Accounts. 2) Collection of Land Revenue, cesses, taxes and other fees pertaining to Revenue department.

3) Award 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 & Panchayat secretary:- Maintains, Registers, collects taxes, organize sarpanch meetings protect panchayat lands, maintain Birth & Death Registrations.

Community welfare develop:- Assists pension payments, prepares list of BPL, conducts literacy classes, implements schemes, Assists Education Department officials.

Co-ordinator:- Mobilize participation, community forest development discussions, facilitate ward sabhas and gram sabhas submission of NRP plan to MPDO.

* The VRO and panchayat secretary are ready to try harassment in land properties intimate above officers.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 26-02-23	What are the duties and responsibilities of ward volunteers.	I am learning the needed information	T. Ramana
Day - 2 27-02-23	The volunteer was informed as to scheme with awareness.	He explained to the volunteer the scheme = learned about information	T. Ramana
Day - 3 28-02-23	Required skills and eligibility of ward volunteers.	I learned the volunteer for needed information	T. Ramana
Day - 4 01-03-23 28	The volunteer is mostly one time supply to people with pension.	I learned about which types of pensions are available	T. Ramana
Day - 5 02-03-23	What are the duties and responsibilities of a Lineman in senior secretariat.	I gain about information of Lineman	G. Ramana
Day - 6 03-03-23	Requirements and skills of Lineman in secretariat	I gain about information of Lineman	G. Ramana

WEEKLY REPORT

WEEK - 12 (From Dt. 21-02-23 to Dt. 27-02-23)

Objective of the Activity Done: secretarial duties and responsibilities:-

Detailed Report: 1) Answering and directing phone calls.
2) Organising 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, Ardhra pradeesh launched the village volunteer system. 2) The village volunteer system aim to bring government service to people's doorsteps. On October, 2nd, 2019 the 150th anniversary of Mahatma Gandhi's birthday. 5) He would be first to identify the beneficiaries learn about their difficulties and then outline the government schemes available to them.

Duties and Responsibilities of Lineman:-

A Lineman has many responsibilities, such as working with heavy equipment to stretch power line, and many various tools to repair or replace power lines.

⇒ The secretariat role is to facilitate the government conduct management and control of the university by co-ordinating the exchange of information people.

Required skills of volunteers:- 1) Minute-taking experience.
2) be punctual 3) Good communication and interpersonal skills.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 06-03-23	Division and Responsibilities of ANM's and Mahila Police	Hygienic means implementation safety of women and child.	B. Puspha
Tuesday Day - 2 07-03-23	Division and responsibilities of Engineering Assistant and Panchayat Secretary.	Ongoing work requirement	E. Suresh
wednesday Day - 3 08-03-23	Field Activity:- SPN survey PM - JAM survey	Knowing well about sustainable development growth service.	E. Suresh
Thursday Day - 4 09-03-23	Field Activity:- House Hold survey PDS Distribution	Knowing about type of house hold and their eligibility.	E. Suresh
Friday Day - 5 10-03-23	Online service. - - Digital literacy.	Know how to apply for caste / income certificate and more service.	E. Suresh
Saturday Day - 6 11-03-23	De-Brief on last 5 days Activation	Overall I learned some maintenance which implement to do better for the natives	E. Suresh

WEEKLY REPORT

WEEK - 13 (From Dt. 06-07-23 to Dt. 11-07-23)

Objective of the Activity Done:

Detailed Report:

During the visit by ANM we visited several home for any health and recommended for medicine. Also spoke to pregnant women for any difficulty observed the well being and kind new to the people with the ANM.

No. of online survey are going on and participate and acquired knowledge about how a system works on demand to the government.

Knowing Eligibility criteria of all the welfare schemes of state government.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 13-03-23	Definition of SCA → open beyond SCA → closed beyond SCA	Shortest possible time for service	<u>V.V</u>
Tuesday Day - 2 14-03-23	Definition of GRDP and if objection and overcome	development process.	<u>V.V</u>
Wednesday Day - 3 15-03-23	Funds Allocated to Gorumara Panchayat.	General test for 15th Finance Bill margin.	<u>V.V</u>
Thursday Day - 4 16-03-23	House hold survey of locating 1, 2, 3, 4, 5 6, 7, 8, 9, 10	Categories of house hold survey	<u>V.V</u>
Friday Day - 5 17-03-23	House hold survey of locating 6, 7, 8, 9, 10	— do —	<u>V.V</u>
Saturday Day - 6 18-03-23	House hold survey of locating 11, 12, 13, 14, 15	— do —	<u>V.V</u>

WEEKLY REPORT

WEEK - 14 (From Dt. 13-07-23 to Dt. 18-07-23)

Objective of the Activity Done:

Detailed Report:

SLA - Service Level Agreement
in Grama Ward Panchayat. There
are more than 50 services. Each service is having
their own SLA.

For eg:-

- 1) Income certificate - 7 days
- 2) Caste certificate - 30 days
- 3) Mutation - 30 days
- 4) Rice card - 180 days.

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 emails, and greeting visitors so good communication skills gives a fruitful success.

Facilities available and maintenance:- A secretary may be responsible for managing office facilities such as office equipment, supplies and meeting rooms.

* The secretary in high officer take a clarity of job roles and explain under the officer their may responsibilities. I can seen they duties and team work, relationship mutual support and socialization.

* So, overall a secretary plays a critical role in ensuring that an organisation runs 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 specific 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 safe work.
- 4) Probirial - Applied → VRO
- 5) Final - Applied → MPDO/MRO.

And basic technical equipment in secretariat:-

- 1) Biometric Division
- 2) Android smart phones
- 3) IRIS scanners.
- 4) Face verification APP.
- 5) Time-management and multitasking
- 6) computers and technical skills.

so I can learning some technical at secretariat.

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

I learned above some managerial skills are useful over future.

1. Leadership skills:- Managers need to inspire and motivate their teams to achieve their goals. They want 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 definitely do that particular action.
5. Interpersonal skills:- Managers and any person should be able to Relation and definitely talking. so when over we can again assist that interpersonal skills.

These are just a few examples of the skills that managers and higher officers, professional careers. The specific skills are required for any where

Page No

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 officers 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, use appropriate body language choose your words carefully, Be aware of your audience. There are communication could learn in secretariat.
3. I am going to Field work purpose, after we are collect data, due the time learn about people way of talking, how could be responded that place improve our written communication, conversational abilities confidence 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 others is key to successful team members with respect, regardless of their position (or) background.
- 2) Be Prepared:- Before joining group discussions or team activities, it's important to come prepared.
- 3) Communication skills:- Good communication skills are crucial for effective team participation. Clearly speak but 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 are essential for any where.

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

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

- 1) Computer systems
- 2) internet connectivity
- 3) Telephone:- multiline, phone system, single line phone system
- 4) internet phone system.
- 5) photo copiers, copying, binding, multiple pocket copying.
- 6) Scanners (IRIS Scanner)
- 7) Printers
- 8) Bio-Metric Division
- 9) Face Authority programme

I will using 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: **KOMMU. KALYAN**

Registration No: **202200053019**

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

Date of Evaluation: **10-03-2023**

Organization Name & Address: **GRANULAR SACZVAKAM
KOTHA NETA**

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:

K. Kalyan
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No

Student Name: KOMMU. KALYAN

Registration No: 2022001853014

Term of Internship:

From:

To:

Date of Evaluation:

Organization Name & Address: GRAMA/WARD SACHIVALAYAM.

Name & Address of the Supervisor
with Mobile Number

M. Soudhakar
Panchayat Secretary
Kothakota G.P.
Saruturaj Mandal
Srikakulam Dist.

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:

M. Soudhakar
Signature of the Supervisor

Panchayat Secretary
Kothakota G.P.
Saruturaj Mandal
Srikakulam

Page No

EVALUATION

Page No

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.

⑤

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MARKS STATEMENT
(To be used by the Examiners)

Page No

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: KOMMU. KALYAN

Programme of Study: GIRAMA/WARD SOCIETY VALAYAM.

Year of Study: 2020 to 2023

Group: M.P.E [G-Sc]

Register No/H.T. No: 2022081053014.

Name of the College: GOVT. DEGREE COLLEGE [MEN] SRIRAKULAM.

University: DR. BR. AMBEDKAR UNIVERSITY SRIRAKULAM.

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: KDMMU. KALYAN

Programme of Study: GIRANA/ WARD ACHITVAMAYAM.

Year of Study: 2020 to 2022

Group: M.P.E [B.Sc]

Register No/H.T. No: 2022001053014.

Name of the College: GOVT. DEGREE COLLEGE [MEN] SRIKAKULAM.

University: DD. BR. AMBEDKAR UNIVERSITY SRIKAKULAM.

Sl.No	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

Page No



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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