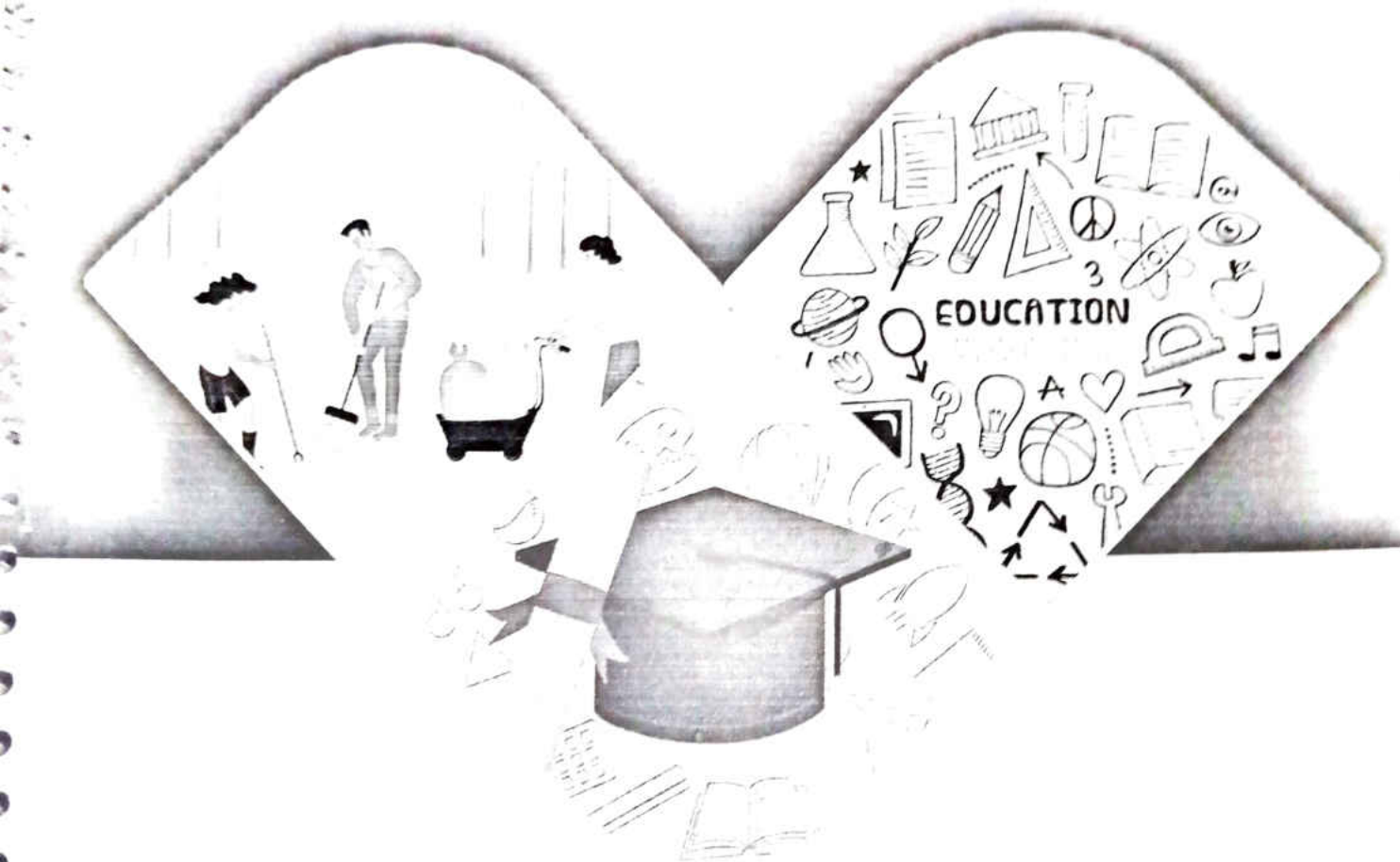


Model Program Book



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: NEGLAPU THARUN

Name of the College: GIDE (MCM) SRIKAKULAM

Registration Number: 2022001057029

Period of Internship: From: To:

Name & Address of the Intern Organization: Naupada Sachivalayam

University

YEAR

An Internship Report on

Government Secondary

(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 (Nen) SKM

(Name of the College)

Submitted by:

KOTTALGELAPU THARUN

(Name of the Student)

Reg.No: 202200 2022001053029

Department of _____

(Name of the College)

Student's Declaration

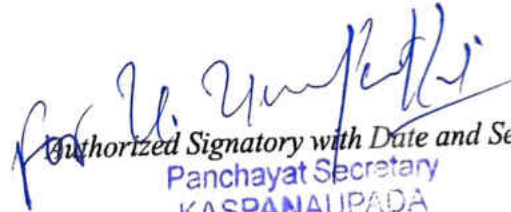
I, NEELAPU THARUN a student of 4 months internship
Program, Reg. No. 2022001053029 of the Department of BSC (NPC)
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 07-01-2023 in Narayana Science Center (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
Physics, Govt. Degree College (NCH)
(Name of the College)

N. Tharun
(Signature and Date)

Certificate from Intern Organization

This is to certify that NEELAPU - THARUN (Name of the intern)
Reg. No 2022001053029 of GOVT DEGREE (MCA) (Name of the
College) underwent internship in SACHIN KAYAM (Name of the
Intern Organization) from 12-12-2022 to 12-04-2023

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


Authorized Signatory with Date and Seal
Panchayat Secretary
KASPANAUPADA
Santhommali Mandal
Srikakulam Dist.

Official Certification

This is to certify that NEG LAPU - THARUN (Name of the student) Reg. No. 2022001053024 has completed his/her Internship in Sacraatariak (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Master Degree Course (Name) in the Department of physics (Name of the College).

This is accepted for evaluation.

for 
(Signature with Date and Seal)
KASPANAUPADA
Santhommali Mandal
Srikakulam Dist.

Endorsements

Faculty Guide

Head of the Department

Principal

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 going by the CWA Assistant	learned about the village Secretariat	
Wednesday Day - 3 14-12-22	The welfare assistant told about grama darshini	we learned to the various facts about our government	
Thursday Day - 4 15-12-22	Explains about Employee roles and responsibility	I know some type of duties about the employees	
Friday Day - 5 16-12-22	Our staff members introduced with volunteers	I am daily face looking towards volunteers working	
Saturday Day - 6 17-12-22	CWA said about the vision and mission of Grama Secretariat	I learned why to organize Sachivalayam	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

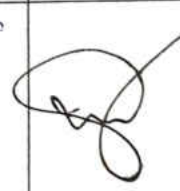
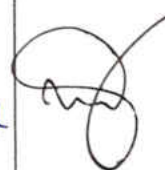
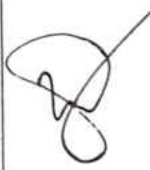
This week we are learning about Village Secretariat i.e. why the Secretariat System was established and then why

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 area 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 service

The welfare assistant was fully informed about the vision, mission and values of the gram Secretariat, why to create for this govt 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 19-12-22	The CSEA Officer Explained the organization structure of the Sachivalayam	I can take some knowledge	
Thursday Day - 2 20-12-22	Explained the future plans of the Qoram Secretariat	we know the future plans of the Secretariat	
Wednesday Day - 3 21-12-22	About old age pension widow pension and been deeply Explained	we can analysis what type of document is required	
Thursday Day - 4 22-12-22	deeply Explained about disable pension and single women pension	we can analysis and what is important document is required	
Friday Day - 5 23-12-22	Explains about Traditional cobble pension of weavers pension	we learned the required document and eligibility	
Saturday Day - 6 24-12-22	Explained about today topay pension and fisherman pension	we learned to required document and eligibility information	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The organization structure and future plans of the Village Secretariat were discussed in details. Their work also told about "YSR" pension, how many types, required documents and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, disabled pension, single women pension, Traditional Cobbler pension, weaver pension, toddy tappers pension and fisherman pension, pension are given at the end. The YSR pension scheme is designed to provide a safety net for the 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	The mahila police in Sachinlalayam - she is inculcate her duty	Got full focus and learned outcome information	
Day - 2	The mahila police officer taught sexual harassment in society	how to handle and how to build these type of harassment	
Day - 3	The mahila police officer told about some important sections and helpline number	what are the corruption in Anganwadi services	
Day - 4	The mahila police officer told about some sections	Any Accident and criminal case issue how to inform higher officer	
Day - 5	The VRO madam explained local govt and main aim.	Any Accident one of the local govt that particularly use and goal	
Day - 6	Our madam told today we are going to field work your Nalpal - 1	which numbers are eligible and not eligible for govt scheme	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The village school was first, visited on 9 October 2011. On the eve of gender sensitization to all of our V.S.P. girls was held on 10th Oct.

The duties of cooperation officer:-

1. Immediate reporting officer: station house officer
 2. Working in co-ordination with capt. Thiru. V. S. S. child welfare, Police. Engagement is in principal
 3. Function: Law is order. Abstinence against violence and unknown. Section and awareness, pregnancy
- * Monitor: Police. Awareness: center be opened in time on all working days
- * Inspect and reported some areas. work. teacher care. without care and protection of pregnancy women

* Women police officer. Police. Awareness

help line number for police 100/112/181 and

Police. Awareness 100

* Any chaperone - 2. Awareness. So many young age student not engaged with school

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1	The welcome Asst is explaining about his responsibility and duties of in secretariat	I can learned his great and responsibility at secretariat	
T Day -2	The WEA is said by the court conducting to important scheme	I have learned in any class noty	
Day -3	we are help to our secretariate on important duties like election cooordinate	we can do confidently there work	
Day -4	The secretariat staff as like WEA, VRO, WFO telling about future planes to students	we have learned how to maintain and set of future life	
Day -5	The village gramene officer Explained about the beneficiary like such a house like cyclone fire	The society in the people how to in touch with VRO	
Day -6	The VRO, sir was Explain Take charge of unclaimed property and send to the P.S	a can learned a safe and protect from govt property	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The general duties of welfare assistant:-

- ① Generating awareness among the public in the village about the disaster prevention element about the strategy meant for the weaker section of the society
- ② Ensuring that all eligible students of weaker section of the village get the scholarships and collages till they complete atleast intermediate and equivalent course
- ③ Providing feedback to higher authority on the study of implementation of said scheme.
- ④ Supervising over the work of all village committees working under the village secretary as far as welfare duties are concerned
- ⑤ VRS providing information regarding fire accidents, floods, cyclone and other accidents calamity to the higher officers
- ⑥ VRS providing information regarding fire accidents, floods, cyclone and other information accidents and all attached property is 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 9-1-23	The Army modern Explain about general instruction	I can learned the general duty of Army	
Tuesday Day - 2	The modern way telling about war and child health	I can learned the Army modern has given the pregnancy	
Wednesday Day - 3	Army modern Explain about social service with economy program	I can learned some social service duty. AIDS etc	
Thursday Day - 4	She is teaching about health Education in school	How to protect our body health fully	
Friday Day - 5	Today is class about nutrition	How many types of food healthy can take	
Saturday Day - 6	The today of the about communicable disease	I can learned some type of Disease. chickenpox, Unusually Influenza	

WEEKLY REPORT

WEEK - 5 (From Dt to Dt)

Objective of the Activity Done: Special instructions:-

Detailed Report:

① She should involve under the administrative control of medical officer pth and guidance of the female health supervisor

② She would stay at her official head quarters and suitable for all maternity case services

③ should be prepare working at her allocated area and population of people data was collected

④ At the Antenatal ward to discharge of the status of assigned by the pth ~~can~~ medical officer

* Maternal child health:- Register pregnant women with records of her baby health. She is full health starting an early position to most full precaution the antenatal pregnancy exam

* Maternal awareness programme:- cancer, preeclampsy HbA also heart attack with eyes healthy food

* Health Education:- presentation to the local habitation meeting spread the message on female aged marriage co-ordnate programmes carefully. There are pre-natal wardens given seeds, in promoting new people

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 chemical related to the day to-day operation of the organization
- * To learn about the various government schemes and programmes implemented by the gram sachivalayam for the benefit of the rural population
- * To acquire knowledge of the legal and regulatory framework governing the activity of the Gram Sachivalayam

Sachivalayam

* Outcome Achieved:-

- * improved knowledge of the organization structure functioning and responsibility of the Gram Sachivalayam
- * enhanced administration and official skills such as maintaining records, data entry, and handling paper work

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

A. Introduction of the organization:-

Grama Sachivalayam is a government initiative in the Indian state Andhra Pradesh aimed at decentralizing governance and bringing administration closer to rural community the word Grama Sachivalayam translates to Village Secretariat in English.

The Grama Sachivalayam System was launched in 2010, by the Andhra Pradesh government under the leadership of Chief Minister Y.S. Jagan Mohan Reddy the primary objective of the initiative is to provide efficient by establishing a system of Village Secretary in every Village of the state.

Under the Grama Sachivalayam system, each village secretariate is staffed with a village secretary and several other officials who are responsible for delivering a range of government services include issuing birth issuing certification and licenses to providing information on government schemes and pension

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 panchayathi evij oct - 1004 days that local govt in riday village of the growth & development in a national manner
- ② chief minister of andhra pradesh state ysr jagan mohan reddy started the secretariat - at vijawada the statement was made on october 2, 2019, the 15th anniversary of material gender birth day.
- ③ function of gram eevad sachivalayam it has mainly 1st type of the office in secretariat, the village volunteer system aim to bring govt service to people door step
- ④ Generally wing of technological skills and attachment mainly use just like his bio-matrix, computer system
- ⑤ objective of eevad sachivalayam provide service and welfare level scheme
- ⑥ outcomes of eevad sachivalayam to
 - (i) evenly solution to all problem
 - (ii) All service of to no step

CHAPTER 5: OUTCOMES DESCRIPTION

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

* People interaction:- A secretary is often responsible for interacting with people both inside and outside of their organization. They may be responsible for answering phone calls, responding to emails and greeting visitors so good communication skills goes a great deal to success.

* facilities available and maintenance:-

A secretary may be responsible for checking office facility

Such as office equipment, supply and meeting rooms

* The secretariat in high office takes a clarity of job roles and

Explain under the office their may responsibility can seen they duties and team create relationship mutual support and socialization.

* So overall a secretary plays a crucial role in ensuring that an organization runs smoothly and efficiently. They need to be highly organized, detail good communication and interpersonal skills are also essential for success in the role.

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

(i) learned about some management skills are useful to our future

(ii) leadership skills: managers need to inspire and motivate their teams to achieve their goal. They always to achieving successfully complete anything

(iii) 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

(iv) Problem solving skills: The staff member who should be able to identify and solve problems quickly and effectively. They should be able to think creatively and find innovative solutions to complex problems

(v) Goal setting: we have learned to about, any target (any goal) must as to do fast absolute, furthering and set the plane so definitely do that particularly action

(vi) Interpersonal skills: Managers and any person should be able to selection and talking so when others are again assimilated interpersonal skills

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.)

We could be improve our communication skills with front of the higher officer doing and working

Explained for so many topics, that time we are learned such a beautiful communication these are

- ① Listen actively, effective communication is not just about speaking about also listening should be paying attention, asking questions and providing feedback
- ② The listener able to speak clearly and confidently are appropriate language choose your words carefully, be calm your audience.

Then our communication could learn in some don't

- ③ If am going to field work purpose, alth we are collect data, due to time learn about people copy of writing how could be responded that place improve our written communication,

Describe how 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 activity here are some suggestions

① Repeat for others is key to successful team members with respect & regardless of their position

② Be prepared :- Before joining group discussions or team activity it's important to come prepared

③ communication skills :-

* Any team member or any team leader should be able to time punctually and time management these essential for any where

* leadership skills :- If you are leading a team. Any activity strong leadership skills are essential this involves being able to

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

* I can see by future planning of job role with technological instrument in recruitment following on below.

- ① computer system
- ② internet connectivity
- ③ Telephone
- ④ internet phone system
- ⑤ photo copies & copying
- ⑥ scanners
- ⑦ printing
- ⑧ bio-metric Division
- ⑨ the Authority Programme



Student Self Evaluation of the Short-Term Internship

Student Name: <u>NEGIAPU THARUN</u>	Registration No: <u>2022001053029</u>
Term of Internship: From: <u>12-12-2022</u> To: <u>07-03-2023</u>	
Date of Evaluation: <u>10-03-2023</u>	
Organization Name & Address: <u>Secretariat 2 Nalupada, Santhakulam</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

	1	2	3	4	5
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:

N. Tharun
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: NEELAPU -THARUN

Registration No: 2022001053029

Term of Internship:

From: 12-12-2022

To: 07-03-2023

Date of Evaluation: 10-03-2023

Organization Name & Address: Ward Sachivalayam Nalaperda - 2

Name & Address of the Supervisor
with Mobile Number

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

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

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor

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: NEELAPU THARUN

Programme of Study: WARD SACHIVALAYAM

Year of Study: 2020 TO 2023

Group: NPE (RSC)

Register No/H.T. No: 2022001053029

Name of the College: GOVT DEGREE COLLEGE (MEN) SRIKAKULAM

University: Dr B R Ambedkar University

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

Signature of the Faculty Guide

Date:

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: NEELAPU -THARUN
Programme of Study: IWARD SECRETARIAT
Year of Study: 2020 to 2023
Group: MPC
Register No/H.T. No: 2022001053029
Name of the College: GOVT DEWIPEE COLLEGE (MEN) Srikakulam
University: D.V ISV 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



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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