

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: killi . pavan sai

Name of the College: Government Degree college [Men] sklm.

Registration Number: 2022001056016

Period of Internship: 7/12/2022 to 18/3/2023

Name & Address of the Intern Organization: challavanipeta
Grama ward sachivalayam.

Do. B. R. Ambedkar University

An Internship Report on

Gram ward sachivalayam, challavanipeta.

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

III CBMB

Under the Faculty Guideship of

D. Ravindra

(Name of the Faculty Guide)

Department of

Govt. Degree college (Men) sklm

(Name of the College)

Submitted by:

Killi. pavansai

(Name of the Student)

Reg.No: 2022001056016

Department of Microbiology

Govt. Degree college [M] srirakulam.

(Name of the College)

proof by 19/7/23

Official Certification

This is to certify that KILLIPAVANSAT (Name of the student) Reg. No. 2022001056016 has completed his/her Internship in SACHIVALAYAM (Name of the Intern Organization) on sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of III CBMB in the Department of Govt degree college (Name of the College).
[men]

This is accepted for evaluation.

D. Ravi

(Signatory with Date and Seal)

Endorsements

Lecturer in Botany
Govt. Degree College
SRIRAKULAM.

Faculty Guide

D. Ravi

[Signature]
Head of the Department

[Signature]
Principal
PRINCIPAL
Government Degree College (Men)
SRIRAKULAM

Certificate from Intern Organization

This is to certify that Killi. Pavan Sai (Name of the intern) Reg.
No. 2022001056016 of GIDC(MEN) Sriika kinfam Name of the College) underwent internship
in Sacivalayam Challavanipeta (Name of the Intern Organization) from 7-12-2023
to 18-03-23

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
Grama Panchayat
CHALLAVANIPETA
Jalumuru Mandal
Srikakulam Dist. (A.P)

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19/7/23

Student's Declaration

I, KILLIPAVANSAI a student of _____
Program, Reg. No. 202200105016 of the Department of C.B.M.B GDC[men]
College do hereby declare that I have completed the mandatory internship
from 7-12-2022 to 18-3-2023 in SACHIEALAYAM (Name of
the intern organization) under the Faculty Guideship of
P. Pavindera (Name of the Faculty Guide), Department of
BO tany, Went Degree College[men] of Im
(Name of the College)

K. Pavindera
(Signature and Date)

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Acknowledgements

We are highly obliged to respect "Dr. Shri P. Bhatkar" Commissioner for providing a great opportunity for internship.

We are grateful to our "Dr. P. Suresh" principal GOCM skm for his sincere encouragement towards internship.

We are thankful to ~~Sri B. Mohan Rao~~ coordinator for internship for this continuous coordination & communication with student.

We are also grateful "Dr. Ravi" IAS in botany our class mentor for his continuous monitoring for the entire internship.

My whole gratitude towards "N. Venkat Rao" Thasidari Srikakulam for accepting me for the long term internship.

I also thank staff of Sachivalayam for the giving me the information & guidance mainly UDO Gunapadam.

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CHAPTER 1: EXECUTIVE SUMMARY

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

This report is result of 12 weeks internship during the internship it is required to study the organization, department of the organization and critically relate the theoretical aspects of the organization in the practical situation. I got an opportunity of getting practical knowledge about the village secretariats in A.P so to guess the thrust of practical exposure and from getting practical knowledge about I joined Balere & Sachinayan, village Secretariate about a joint ~~sa~~ during time period. I gather all necessary information about village Secretariates.

Effort have been made to compile this report in such a way that activities is several factors not only for students but also for the layman. I divide this report into village Secretariates.

In this part all government related services are not utilized by people in fruitful manner that is the main reason for establishment of Grama Sachivalayam across the A.P during this 3 years period nearly they gave 5000 services to the people across A.P total 12 functions are there in Sachivalayam to serve the people in their disciplinary respectively.

At last I must say that this report is designed to stimulate curiosity about Grama Sachivalayam work in A.P during this period I ^{learn} _{Page No 1} so many things related to the management team work, leadership qualities so much help but to me to serve in an organization.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

Grama Sachivalayam (also known as village Secretariate) are secretariates Setup in the Indian State of A.P to decentralize the administration by making services and ~~available~~ services of all government department available at one place. A.P was the first state in India to launch village committees to deliver services. It was launched on Gandhi Jayanti since the scheme was inspired by Mahatma Gandhi's concept of ~~grama~~ ~~grahya~~ that promotes villages becoming self sufficient autonomous entities. establishment of village secretariates was one of the promises made by Y.S Jagan Mohan Reddy during his praja saktalpa yatra.

CHAPTER 3: INTERNSHIP PART

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

As the internship program organised by the government, in order to select the students to observe and interact with working of departments they selected

Quota system was the organized which I choose the candidates between 18-42 years of age are eligible qualifications are different according to the different post

There were some schemes that are introduced in the government of A.P like - YSR Udi Scheme, YSR Aardram, YSR Navaatma Scheme, YSR Vasthi, etc which helps the citizens of A.P to have a basic education for the children. These schemes are applied to the people belonging to below entry like [BPL] families in the state.

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ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Survey Assistant	Should be vigilant village lands	
Day -2	Survey Assistant	Field Expedition - the take action against unauthorised layouts	
Day -3	Survey Assistant	Inspection of lands proposed for layouts	
Day -4	ANM	Should be alerted for village's health training	
Day -5	ANM	Should be responsible for villages scheduling health camps in the village	
Day -6	ANM	Should be responsible for maternal & child health	

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WEEKLY REPORT

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

Objective of the Activity Done: ~~LO~~ PANCHAYAT SECRETARY

Detailed Report:

- * collecting of property tax, water charges, other non-taxes
- * Attending RTI, court cases, SC/ST/HRC/legal issues by maintaining registers
- * allotment of town duties for village secretariat functional assistants
- * MUST follow panchayat Raj higher executives during field visit
- * he shall attend protected duties, government special programs, election duties and other important anti duties wherever ordered by the authorities

(VRO)

- * VRO should monitor the land and food supply in villages
- * Reporting violations under land ceiling Act, ATC - AC, POT ACT, LTR in Agency areas Assignment, rules and conditions and mines and minerals rules

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	panchayat secretary	Grooming & Chivalry governor able to collect the taxes and other exorbitant	
Day - 2	panchayat secretary	collection generation and spending daily reports to higher authorities	
Day - 3	panchayat secretary	shall ensure that all the permissions are neat food supply in village	
Day - 4	VRO village revenue officer	VRO should monitor the land food supply in village	
Day - 5	VRO village revenue officer	Services do notices summons order/under various schemes	
Day - 6	VRO village revenue officer	Identification of beneficiaries under various acts / schemes	

WEEKLY REPORT

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

Objective of the Activity Done:

Village Secretariat

Detailed Report:

Functionaries Activity Calendar

Grama Sachivalayam (also known as village secretariats) are secretariats setup in the Indian State of A.P to decentralize the administration by making services and welfare services of all government departments available at one place.

- * A.P was the first state in India to launch Village Secretariats
- * Government of A.P appointed village collectors to deliver services and also in the grama.

- 1) Panchayat secretary
- 2) URO (Village Revenue Officer)
- 3) Survey assistant
- 4) Veterinary & Fisheries Assistant
- 5) Women police
- 6) Engineering assistant
- 7) Electrical Assistant
- 8) Agriculture MPEO's
- 9) Night assistant

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	visitatory of fishery Assistant	day and fishes	
Day - 2	visitatory of fishery Assistant	The flags of visitatory is white	
Day - 3	visitatory is fishery Assistant	The flags of Fishers Assistant & Agriculture Blue	
Day - 4	visitatory & fishery Assistant	monitoring agriculture crops & suggest	
Day - 5	Agriculture MPFO's	monitoring agriculture production crops	
Day - 6	Agriculture MPFO S	operationalization y-Ryth Bhavsa Cereals	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

* VILLAGE SURVEYOR *

* Attending office. Registering day movement in movement Register, collect hand maps (Records and proceed, Field for attend surveillance)

* protection of panchayat properties

* Attending spandana grievances preparation of note on necessary issues in village and submit to the Reporting officer. Panchayat Secretary and Redressal of grievances

:- ANM :-

* As a part of ANM routine daily activity she has to visit at least 30 house hold in her allotted area and covers the material of child health

* ANM should be responsible for village's health monitoring and scheduling health

* she has to provide information to the PHC ANM concerned for uploading data in weekly 20 central and State.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	women police Cgeng mchils Semesta karyadash.	counseling, security and other important duties in villages	
Day - 2	women police C. gpeng mchils Semesta karyadash)	visit to Angriels reporting presence	
Day - 3	women police C. gpeng mchils Semesta karyadash)	present child mchils age verification	
Day - 4	Engineering Assistant	works & coordination supply evens Selatubana	
Day - 5	Engineering Assistant	Field visit covering all the Engineering activities	
Day - 6	Engineering Assistant	Field visit building permission	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Agriculture, Veterinary & Fishery Assistant

* The Flags Agriculture is green, Fishery & Agriculture is Blue Veterinary is white and Agriculture is Red

Veterinary: Animal husbandary is the branch of agriculture connected with animals that are raised for meat, milk and another products raised for meat.

includes day to day care, selective breeding and first domesticated both around

13000 BC Farming or the first crops

Fishery: Fish Farming or pisciculture involves commercial farmers of fish usually for food in fish tanks or artificial such as ponds

Agriculture: ^{Field} visits and interaction with Farmers, Training, Seed, Village programme e-crop booking etc

* operationalization of Rythu Bhanasa Kendra processing of petitions received

* organization of village knowledge centre and agri Typed shop in Rythu Bhanasa Kendra

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Electical Assistant	Electricity supply & street light & monitoring	
Day - 2	Electical Assistant	gawith do Street light in the street sunset	
Day - 3	Electical Assistant	Switch on Street after sunset	
Day - 4	Digital Assistant	monitoring the village in single window Spk	
Day - 5	Digital Assistant	Attending gstream	
Day - 6	Digital Assistant	Attend the duty policy Secretary	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

WOMen Police

1. Common police is also known as the gramma mahila. Samraksha tagadur she gives counselling security and other important works in village.

* prevent child marriage by issuing eligibility certificate to the couple to enter a legal marriage. Also their age proof.

* visit to school / college / girls hostel
KFF cooking camps in game. Against women
Drug related. 24x7 help lines and self
defence techniques, cyber mithrad mahila
mithra

Engineering Assistant

* Field visit covering all the engineering activities at quality work execution at
Identifying the problems related to
sanitation / water supply etc. and report
to concerned Engineering departments

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	cooking Assistant	portion distribution	
Day -2	cooking Assistant	visit to Bories for the Book	
Day -3	cooking Assistant	change keys switch in wing	
Day -4	About Schemes	navarantley	
Day -5	About Schemes	The in nardatha cooking scheme	
Day -6	About Schemes	In nardatha cooking Schemes	

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WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

* Electrical assistant is known as energy.
Assistant

* Electrical supply and street light to and
monitors

* visiting ward / Area / colony in the up
Area and identifying the problems
related. meters, releasing identifying
the problems related meters releasing
New Electrical connections attending
monitoring and Identification of problems

Digital Assistant

* Mounting the village in single window
system and attending officers and
entering all the details related to
tappals / grievances / communication.

Application in the Inward Register
and shall place in before panchayat
secretary for initials and distribution.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	YSR. Raithu Bhavsha	TO Formen 5000. Finmly Assistance	
Day -2	YSR. Raithu Ishavasa	crop saving 12500 during may it sells	
Day -3	YSR. Raithu Bhavosa	not to way about crop	
Day -4	Face commitment youth complementing Job education	Face. commitment shape youth employ	
Day -5	Face commitment youth employment	Education. EXPENDITURE	
Day -6	Face commitment youth employment	20,00 per Start. Sunday	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

WELFARE ASSISTANT

* Pension Distribution, DAKA mahila house construction monitoring

* Interacting with the other Functional Assistant to exchange the Information related to grievances in regard to ensure quality disposal and development activities of their jurisdiction and the seek solutions

DOUARATNALL

1) YSR patha Basha

2) Jala gham

3) Fec Beduabunt

4) Aagya Siri

5) Amma vodi

6) YSR Asa YSF chyaathu

7) Ho crusing for all

8) Pen alcohol

9) Pension Enthe mat

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	AROGYHSRI	Free medical -tact mudt	
Day -2	AROGYHSRI	all diseases operation	
Day -3	AROGYHSRI	Funeral Assitene	
Day -4	YSR Jalayagham	dream projects	
Day -5	YSR Jalayagham	polimerum ulliganda	
Day -6	YSR Jalayagham.	completed in her Footling	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR. Raithu Bhavisa

- * Survey farmer to be provided. 30,000 for crop
- * Farmer need not worry about crop insurance
- * Interest free crop loans on behalf farmer
- * Free bore well provided
- * 9 hours free electricity
- * 7 lakh YSR. Bhima to the families should be provided.

Free reimbursement

- * Education. Expendure will be have for poor

* RS 20,000 per student. per annual

- * Fee: overashment provided

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ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Born on Alcohol	Wear despite family	
Day - 2	Born on Alcohol	Human collapsing	
Day - 3	Born on Alcohol	Implemental by three stages	
Day - 4	Amm uedi	mother. g poor. family accompany	
Day - 5	YSR Asara YSR cheyatha	leeds for moment so extract	
Day - 6	YSR. Asara YSR cheating	poor to Be, see, ST human	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

30 Aaryasari

* cover all ration with annual income less than 5 lakhs

* medical expenditure is 1000

* applied for all

* Free medical treatment

* RS 10,000 pension per month to be provided for ~~suffering~~ from health conditions

40 YSA Tabyagum

* dream project ~~YSA~~ to be completed

* By polavaram, palasubhaya voliganda

* self water drinking for ~~entire~~ ^{entire} area

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ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Housing for all poor.	all homeless families	
Day -2	Housing for 'cell' poor	Registration for everyone	
Day -3	Housing- for all poor	pension age limit 60	
Day -4	Housing for all poor	300k food bank substitution	
Day -5	pension Sabramont	300/- pension	
Day -6	GAADHPA @AAPA MANA PRBBOTUM.	Scheme finalized to dislay	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

50 Bar on Alcohol

* Liquor is on. It the main reason
in family distabness

* Ban on Alcohol is done by state
ture

* Alchol. use. to be limited is star botley

-- Amma vadi

* mother can get 1500 for there
children spendene from school to
college. education

70 YSR Asara, YSR chaitling

* loans for women. coopation socities
proud then. ability in insebmends

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Godapa Godapa mana prabhutam	must attend govt program notice the problem	
Day -2	Godapa Godapa mana prabhutam	The godapa godapa prabhutam, social awareness the public about the schemes	
Day -3	Godapa Godapa mana prabhutam	Suggestions from the public for process improvement further improve the solve delivery	
Day -4	Godapa Godapa mana prabhutam	The MLA'S could make visits to the household in their jurisdiction	
Day -5	Godapa Godapa mana prabhutam	Seeks feed back suggestions from the public	
Day -6	Godapa Godapa mana prabhutam	Schedule Finalised by district collections	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Godapa Godapa Mana prabhutvam

The godapa godapa prabhutvam, it is said by great avarices among the public. About the schemes and programs of the government to ensure that the benefits reach the last mile beneficiary covering all the eligible beneficiaries and seek feedback suggestions from the public for process improvement and further improve the service delivery the MLAs could make visits to the household in their jurisdiction as per the schedule finalised by respective district collector within the limits of gramapanchayat. now that the benefits distribution panchayat now that the benefits direct benefit transfer made especially with the introduction.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Definition of SCA open beyond SCA closed. beyond SCA	shortest possible time for service	
Day -2	Definition of GDP and its objection, outcome.	development process	
Day -3	Funds allocated to gram panchayat	general test for 15th toll management	
Day -4	House hold survey of system 1, 2, 3, 4, 5	most likely of income survey	
Day -5	House hold survey of system 6, 7, 8, 9, 10	categories of house hold	
Day -6	House hold survey of 11, 12, 13, 14, 15	-do-	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service Level Agreement

In gram ward Sachivalayam there are more than 900 service each source is having their own SLA

Ex :- (i) Income certificate - 7 days

(ii) Caste certificate - 30 days

(iii) motivation - 30 days

(iv) Rice card - 180 days

GpDP :- Gram panchayat development programme it is a planning programme for the development of the gram panchayat

(i) sanitation planning

(ii) Road repair planning

(iii) Street light position / Repair

(iv) Power over need towns / Pension types

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Types of State Government welfare schemes & their eligibility	phone welfare in the primary concern for the existing government	
Day -2	welfare calendar for the year 2022-23	planned execution & implementation of welfare schemes	
Day -3	field visit:- what is gram panchayat? what is agriculture land? what dry land	Basic knowledge of village visit and boundaries	
Day -4	E-kyc mandatorily for all the welfare schemes How E-kyc is done	digital literacy using mobile Smart phone	
Day -5	six step validation of eligibility for all welfare and non welfare scheme	digital literacy learning acquired	
Day -6	re-brief of all the 5 days activation	very information	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State government welfare schemes and its eligibility criteria, application program, field verification E-Kyc program

Ex YSR pension
 ↓ ↓ ↓
 OAP window single women Disability Fishermen

all the types of pension have different eligibility criteria

welfare calendar shows the decision planning and implementation are known at right time in a project and procedural manner

E-Kyc (Electronic Know your Citizen) which given then the live location of the citizen. It is mandatory for all the house holds for all welfare schemes

- 1) no Income tax pay in house hold
- 2) no more than 3 acts of agriculture land.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Discussion and responsibility of महिला police	Awareness program for safety of women and child	
Day - 2	Discussion and responsibility of engineering Assistant	Ongoing work requirement and measurement	
Day - 3	Field activity SPC survey PM - Jay survey	Knowing about about sustainable development and growth process	
Day - 4	Field Activity House hold survey PDS distribution	Knowing about type of house hold & their eligibility	
Day - 5	Online services by digital assistant	Knowing how to apply caste income certificate	
Day - 6	De-brief on last 5 days activation	Overall learned maintaining implementation to better for notes	

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WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the visit ANM also checked several for any health issues and recommended few medications also spoke to pregnant women for any difficulties observed the area being and kindness of people with the ANM

Also accompanied by mahila by mahila police visited house to educate the children for good touch and bad touch, awareness for the girl for not being shy any harassment happened should be insisted

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.)

During internship:-

Context:- This first day on my internship was the day that I will never forget in my life. And this because of experience I acquire which enables me to learn more about the working environment instructed us how we should behave during our internship period my supervisor told me how to behave and to be comfortable. I was oriented very well because I had to start working the next day.

my role:- I was considered as a new journey in the organization. I had to first introduce myself to below workmates which I did without any problems ~~my responsibility~~. I was trained by my supervisor and other staff depending on the tasks to be performed.

PERFORMANCE:- The working environment was so exciting my colleagues helped me to cope well with all challenges at work and they are always there for me. Total functionalities are shown in schedule.

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PANCHAYAT, SECRETARY (DIGITAL ASSISTANT, WELFARE ASSISTANT, ENERGY, ASSISTANT, ENGINEERING,

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

I have tried to perform all duties efficiently and effectively to avoid any bad reputation that could occur and lead to wastage of time but I didn't practice more about what I have learnt in theory I expected to practice it during. Internship and the way in which interns has changed as a result of internship experience.

The punctuality is the most important and emphasized thing which help in fulfilling their goals and objectives. Time management as a result of internship a trainee learnt how to perform difficult responsibilities in short time. Confidence is a trainee has to be confident especially a work filled socializing is the help and assistance rendered to intern by supervisors and other colleagues the power of friendship. Ethical behavior in work area and know of how to handle customers with different attitude and behaviours and working spirit. Creating good relationship with people and good communication skills.

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

- know how to handle customers with different attitude and behaviours
- working spirit
- creating good relationship with people.
- Good communication skills.
- ethical behaviour in work area
- socializing: the help and assistance rendered to intern by supervision and other colleagues the power of friendship
- confidence: A trainee got used with external environment of school and a trainee has to be confident especially on work field.
- punctuality: this is the most important and emphasized thing which help in fulfilling their goals objectives
- time management: As a result of internship a trainee learn how to perform different responsibilities in short time.

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

In this organization to many different people are coming how this organization works is deals with them, they are very well in communication. so I learn so many things related to the communication skills and I was improved also and also improved in ethical behaviour in work area how to handle customers with different attitude and behaviour, work spirit, learnt to control emotions when speaking with others, observe other people and interact with each other and develop communication and practical over communication. Be an active listener and avoid distracting others.

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

The working environment was so exciting so exciting my friends helped me to cope well with all challenges at work and they are always there for me.

participation group work is very well and I gained some relationships with sachivalaym department as

- * Establishing interpersonal relationships.
- * Communication skills with person outside organization
- * communicating with higher officials.
- * time management skills
- * leadership qualities.

I learned to many leadership qualities I utilized the skills in very effective manner those things are very helpful in many real life. I improved my skills in real life environment.

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

In my opinion, sachivalayam / volunteer system already proved to be efficient way of handling government schemes right from application receiving to finalizing beneficiaries towards public welfare schemes is progressing at fast hassle-free manner that never done before and it would have not possible without sachivalayam volunteer club.

The technological developments I have observed and relevant to the subject area of training are data analysis, web development, computer programming languages, bill financial management, book keeping or during writing communication, good relationship, team work leadership and managements.

This development of the technological technical in computer high programming process and high speed internet the work depend on the speed of work to do the technological developments of the sachivalayam departments in my internship managements to process the technology to developed the feature to share to technology developed on the department.

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17/23

Student Self Evaluation of the Short-Term Internship

Student Name: Killipavansai

Registration No: 2022001056016

Term of Internship:

From:

To :

Date of Evaluation:

Organization Name & Address: sachivalayam challavanipeta

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. P. V. S.
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Killi. pavan Sai 2022 001056016
Term of Internship: From 7-12-22 To 18-3-2023
Date of Evaluation:
Organization Name & Address: Sacivalayam Challavanipeta
Srikulam (D)
Name & Address of the Supervisor
with Mobile Number:

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

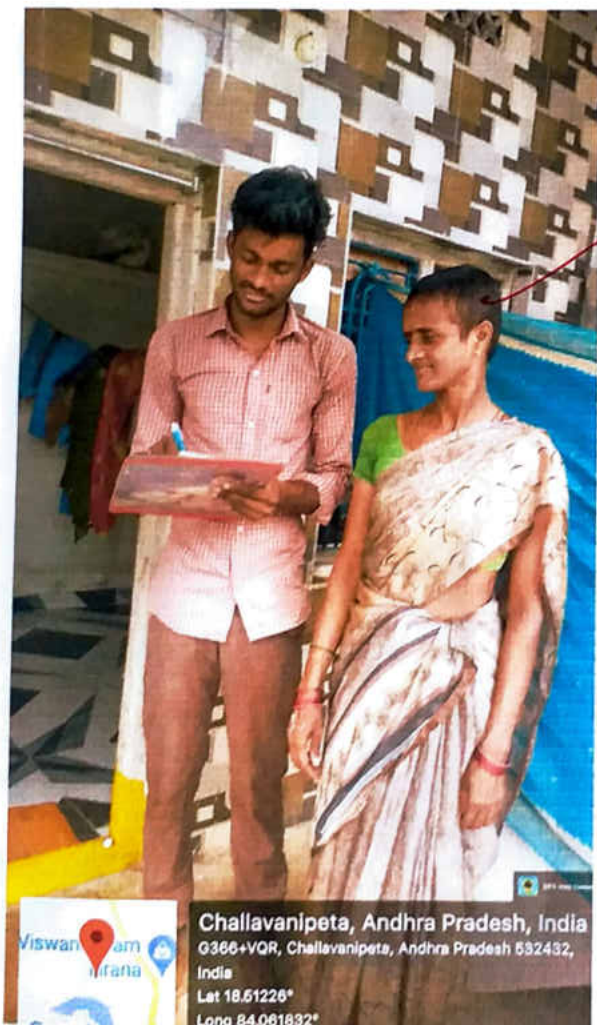
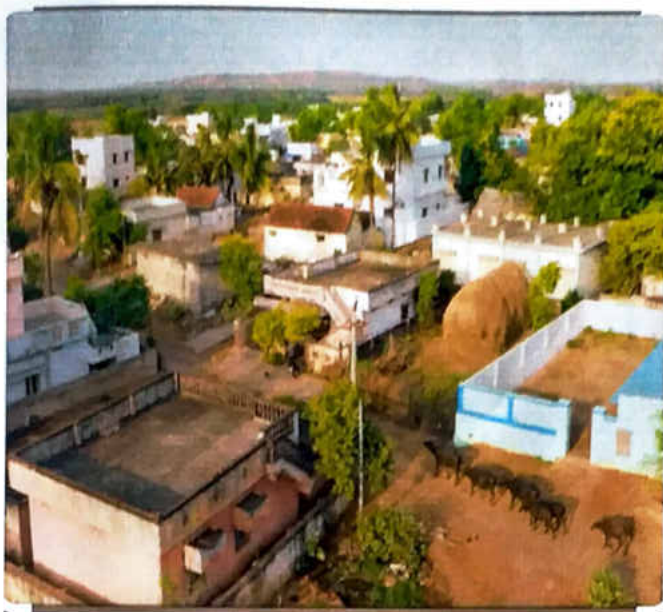
Please note that your evaluation shall be done independent of the Student's self-evaluation

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) Initiative	1	2	3	4	5 ✓
4) Interaction with staff	1	2	3	4	5 ✓
5) Attitude	1	2	3	4 ✓	5
6) Dependability	1	2	3	4 ✓	5 ✓
7) Ability to learn	1	2	3	4	5 ✓
8) Planning 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	1	2	3	4 ✓	5
12) Productivity	1	2	3	4	5 ✓
13) Progress of learning	1	2	3	4 ✓	5
14) Adaptability to organization's culture/policies	1	2	3	4	5 ✓
15) OVERALL PERFORMANCE	1	2	3	4	5 ✓


Signature of the Supervisor
Panchayat Se
Grama Panchayat
CHALLAVANIPETA
Jalumuru Mandal
Srikulam Dist. (A.P.)

19/12/23



SRIKAKULAM District |
JALUMURU (RURAL)
Mandal |
CHALLAVANIPETA
SECRETARIAT Details



achivalayam - Staff & Volunteer Detail

Secretariat Code :

10190350

Challavanipeta, Andhra Pradesh, India
G366+VQR, Challavanipeta, Andhra Pradesh 532432,
India
Lat 18.51226°
Long 84.061832°

EVALUATION

Page No

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: K?lli pavansai
Programme of Study:
Year of Study: C.B.M.B
Group:
Register No/H.T. No: 20 22001056016
Name of the College: Govt. degree college (men) sklm
University: P.M. BR Ambedkar university

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	09
2.	Internship Evaluation	30	30
3.	Oral Presentation	10	10
	GRAND TOTAL	50	49

Date: 18/07/2023

D. Ravi
Signature of the Faculty Guide

19/7/23

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Killi pavan sai
Programme of Study: Long term internship
Year of Study: 2022-2023
Group: C.B.M.B
Register No/H.T. No: 2022001056016
Name of the College: Govt. Degree College (Men) Srikulm
University: P.O. BR Ambedkar University.

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	80
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	47
	TOTAL	150	147
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	196

Signature of the Faculty Guide D. Ravi

Signature of the Internal Expert K. Same

Signature of the External Expert [Signature] 19/7/23

Signature of the Principal with Seal [Signature]
PRINCIPAL
Government Degree College (Men),
SRIKAKULAM