

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

SEMISTER INTERNSHIP

Name of the Student :- KALLA Ramya

Name of the college :- Govt. Degree College [men] Sankapulam

Registration number :- 2022001056014

Period of Internship :- From : 7/12/23 To : 18/3/23

Name and Address of the Intern Organization :- peddha petti veechi
Shivakulam, Revenue
department

D.R.B.R Ambedkar university. University

YEAR

An Internship Report on

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

D. Raveendra sir

(Name of the Faculty Guide)

Department of

(Name of the College)

Submitted by:

KALLA RAMYA

(Name of the Student)

Reg.No: 2092001056014

Department of

(Name of the College)

Student's Declaration

I, Kalla Ramya a student of GDC (Men) Srithakulam
Program, Reg. No. 2022001056014 of the Department of C.B.Mb (Microbiology)
College do hereby declare that I have completed the mandatory internship
from 07/12/2022 to 16/03/2023 in PBCHA Relli veedi (Name of
the intern organization) under the Faculty Guideship of
D. Paveendra sir (Name of the Faculty Guide), Department of Botany
Government Degree College (Men) Srithakulam
(Name of the College)

K. Ramya
(Signature and Date)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: KALLA. Ramya
 Programme of Study: Long term Internship
 Year of Study: 2020-2023
 Group: CBMB
 Register No/H.T. No: 2020001056014
 Name of the College: Govt. Degree College [men]
 University: D.Y. B.R. 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. Ray
 Signature of the Faculty Guide
 Govt. Degree College
 SRIKAKULAM
 Lecturer in Botany
 Govt. Degree College
 SRIKAKULAM

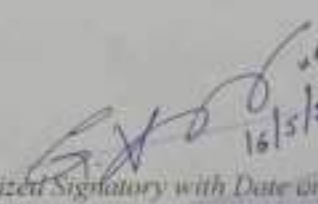
19/7/23
 project

Certificate from Intern Organization

This is to certify that KALLA YAMMA (Name of the intern)
Reg. No 202200005604 of GOVERNMENT DEGREE ^{COLLEGE HON} (Name of the
College) underwent internship in Pedda Reli vzedhi Sachivalayam (Name of the
Intern Organization) from 07/12/2022 to 18/03/2023

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




16/5/2023
Authorized Signatory with Date and Seal

Acknowledgements

First I would like to thank sachivalayam team for giving me the opportunity to do an Internship for giving Internship within the organization.

The success and smooth of this Internship project requires a lot of guidance and Endorsement from many people in the Shree Hills Organisation.

I also would like all the people that worked along with me and sachivalayam with their patience and openness they created an enjoyable working environment.

I am highly indebted to Director and principal for the facilities provided to accomplish this Internship.

The Internship opportunity I had with

Sachivalayam was a great chance for

learning communicational skills.

I receive as the opportunity as a big milestone in my career development all the secretariat staff are friendly with me and also their teaching skills.

Their classes are very good. Impact of me they should very responsible and very duty mind on all the internship students.

my sachivalayam staff members (B) workers giving valuable guidance to complete the project successfully.

I am extremely grateful to my sachivalayam (B) staff and friends who helped me in successful completion of this internship.

Contents

1. Chapter 1: Executive Summary.
 2. CHAPTER 2: Overview of the Organization.
 3. Chapter 3: Internship part.
 4. Log Book [first week to [fifteenth week]]
 5. Chapter 5: Outcomes Description
- * Describe the real time technical skills you have acquired
 - * Describe the managerial skills you have acquired.
 - * Describe how you could improve your Communication skills.
 - * Describe how could you could enhance your abilities.
 - * Describe the technological developments you have observed and relevant to the subject area of training.

CHAPTER 1: EXECUTIVE SUMMARY

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

Learning objectives

- 1) To give an understanding of the functioning and structure of the gram panchayat organization.
- 2) To develop skills in motivation and social laws related to the day-to-day economic population.
- 3) To learn about the various government schemes and programmes implemented by the gram panchayat for the population.
- 4) To improve communication and interpersonal skills through interaction with villages and other stakeholders.
- 5) To acquire knowledge of the legal and regulatory frame with governing the activities of the gram panchayat.

Outcome's achieved
are as follows

- a) Improved knowledge of the organization structure, functions and responsibility to grama sachivalayam.
- b) enhanced administration and clerical skills such as maintaining records date entry, and handling papers etc
- c) understanding of the various government schemes and programmes such as housing, sanitation and education.
- d) Improved communication and interpersonal skills through interacting with village committees and other stakeholders.
- e) understanding of the legal regulatory frame work governing the activities of the grama sachivalayam.

Brief description of the Grama Sachivalayam Organization
The grama sachivalayam is a government organization. Functions at the village level in India. Its primary objective is to ensure the effective implementation of government schemes and programs for the welfare of the rural population.

It is responsible for a wide range of activities such as health care, sanitation, education, housing and clerical staff and it also collaborates with various department and agencies to achieve its objects.

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 internal role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the interest 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 to the Organization

Grama Sachivalayam is a government initiative in the Indian state of Andhra Pradesh aimed at decentralizing governance and bringing administration closer to rural communities. It is often referred to as the "Gram Panchayat" in English.

The Grama Sachivalayam system was launched in 2019 by the Andhra Pradesh government under the leadership of Chief Minister Nara Chandrababu Naidu. It is a system of village secretaries in every village of the state. Each village secretary is a government employee, and each village secretary is assisted by a village secretary and several other officials who are responsible for delivering government services to the people.

8. Vision, mission and values of the Grama Sachivalaya
Vision - To create vibrant and self-sustaining rural communities to reduce poverty, ensure every citizen has access to basic facilities, opportunities and a high quality of life.

Mission - To provide efficient, effective and transparent e-governance services to the people of Andhra Pradesh.

Through - To ensure that living in rural areas, through the establishment of Grama Sachivalaya in every village.

Values - The values of Grama Sachivalaya are: Governance, Transparency and Accountability, Efficiency, Accountability, Efficiency, Integrity, Honesty.

Policy of the Grama Sachivalaya

- 1) Providing basic services like water, sanitation, health, education and social security to the rural population.
- 2) Promoting transparency and accountability in the functioning of the Government through various measures like social policy, financial management mechanism and food bank mechanism and food bank mechanism.
- 3) Facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner.

D. Grama Sachivalayam Organization Structure

The Grama Sachivalayam is an organizational structure that is that governs oversees the gram panchayat.

- 1. Village secretary
- 2. Village officer (V.O.) person
- 3. Mobile 'Police' women and child welfare assistant.
- 4. Digital assistant
- 5. ASIM
- 6. Engineering Assistant
- 7. Supervisor of village
- 8. Agriculture Assistant
- 9. Five men.

E. Roles and responsibilities of the employees in Grama Sachivalayam:

The Grama Sachivalayam is headed by a village secretary who is responsible for managing the day to day affairs of the village.

In summary, the employees in Grama Sachivalayam, play a crucial role.

G. Future plans of the Grama Sachivalayam

The first looking to the future the Grama Sachivalayam organization may focus on implementing more sustainable practices and technology to address the growing environmental concerns.

new job opportunities for the youth providing.

F. Performance of the Grama Sachivalayam in terms of turnover points, market needs and market value.
The Grama Sachivalayam organization performance is evaluate based on its ability to deliver government services efficiently to rural areas and improve the quality of life for people in those areas.

As a government organisation, the government
economisation is not profit driven
and does not have a market reach in the
traditional sense. Its primary focus is to
deliver government services to meet social
efficiency and sustainability.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Internship Organization during Internships 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 Parakeyapuri Raj Act - 1974 days that local govt is every village in the growth & development in a sustainable manner.
- ② Chief Minister of Andhra Pradesh State, YSR Jagan Mohan Reddy started this movement at Vijayawada, the statement was made, on October 2, 2019, the 15th anniversary of Mahatma Gandhi birth day.
- ③ Function of gram sadak rachinayagam it has primarily 11 types of the societies in recruitment, the village volunteer's system aims to bring govt services to people's doorstep.
- ④ generally using of technological skills and infrastructure mainly use just like bio meters, computer system.
- ⑤ the 'interactive post' ^{Page No.} there kind of skills are.

and instrumentally use that just like bio-metricity

Computer system

- ⑤ The InterShip port these kind of skills are very important, sustaining speaking, confidence, leadership qualities, practical and time management.
- ⑥ Objective of web ecosystem provide service and central level systems
- ⑦ Outcomes of web ecosystem to
 - ① Early solution to all problem
 - ② AD services or to no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature
Day-1	Introduction class about Sachivalayam department and staff	Uzama Sachivalayam is also known as village secret	Uzama
Day-2	Introduction class about Brief description of staff members	Having to do Sachivalayam all the secretarial work	Uzama
Day-3	Introduction class about Sachivalayam department	Uzama Sachivalayam appointed the village secretaries	Uzama
Day-4	Uzama Sachivalayam total staff details	Deep details about staff	Uzama
Day-5	Uzama Sachivalayam total staff details	Stability from 10 P to 10 AM	Uzama
Day-6	Uzama Sachivalayam total staff	After government department all having one place.	Uzama

WEEKLY REPORT

WEEK - 1 (From Dt. to Dt.)

Objective of the Activity Done: Village Secretary

Detailed Report: Amichauvanyas Activity [Amichauvanyas]

Amichauvanyas is also known as village secretary. It is a secretarial setup in the Indian state of Andhra Pradesh to decentralize the administration by making services and welfare services of all government departments available at one place. Amichauvanyas was the first state in India to launch village secretarial system. It is a village level secretarial system. Amichauvanyas appointed village volunteers to deliver services and also in the form of Amichauvanyas set up are:

- ① Panchayat Secretary.
- ② VRO Village Revenue Officer.
- ③ Survey Assistant.
- ④ Anim.
- ⑤ Veterinary & Veterinary Assistant.
- ⑥ Women Police.
- ⑦ Engineering Assistant.
- ⑧ Geographical Assistant.
- ⑨ Agricultural MPEO's.
- ⑩ Official Assistant.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Panchayat Secretary	knows and understands conveyance, able to count the taxes and others.	G.T. Vrr
Day - 2	panchayat Secretary	collection, transmission and spending daily reports to higher authorities.	G.T. Vrr
Day - 3	panchayat Secretary	shall ensure that office premises are neat and tidy panchayat Raj	G.T. Vrr
Day - 4	VRO village Revenue Officer	VRO should monitor the land and rate on food supply in villages.	G.T. Vrr
Day - 5	VRO village Revenue Officer	serving of notices / summons / orders under various Acts / Laws.	G.T. Vrr
Day - 6	VRO village Revenue Officer	Identification of beneficiaries under various Acts / schemes.	G.T. Vrr

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

panchayat secretary

- * Collecting of property tax, water charges, other non-tax.
- * Attending P.T. court cases, & / or MRC legal issues by maintaining registers.
- * Allotment of turn duties to village scrubbing during festivals.
- * must follow panchayat pay higher authorities during field visit.
- * He shall attend protocol duties, Government special programmes, election duties and other important duties, whenever ordered by the higher authorities.

VRO [village Revenue Officer]

- * VRO should monitor the land and ration food supply in villages.
- * Reporting violations under land ceiling Act, OTC Act, POTA Act, ITR in Agency areas, Assignment rules and conditions and mines and minerals rules.
- * Reporting on interdiction, delinquency and notification in scheduled areas.
- * Any other work entrusted by the superior officer.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Survey Assistant	should survey of village lands.	GT. Kr
Day - 2	Survey Assistant	field inspection to take action against unauthorized lands - not constructed	GT. Kr
Day - 3	Survey Assistant	inspection of lands proposed for layout.	GT. Kr
Day - 4	ANM	should be responsible for villages health monitoring	GT. Kr
Day - 5	ANM	should be responsible for villagers seeking health camps in the village	GT. Kr
Day - 6	ANM	should be responsible for maternal & child health.	GT. Kr

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Village surveyor

- * Attending office, registering day movement in movement Register, collect land maps / Records and proceed field for attend survey petitions.
- * protection of panchayat properties.
- * Attending gramhaan grievances, preparation of note on necessary issues in village and submit to the Reporting officer, panchayat secretary and Redressal of grievances [ex. PTI etc].
- * Attending general duties and duties of other functional assistants as and when required and also attending government special programmes.

ANM

- * As a part of ANM routine daily activity, she has to visit at least 430 household in her allocated area covers the maternal & child health.
- * ANM should be responsible for villagers registration.
- * she has to provide information to the PHC ANM.
- * uploading of daily reports [HMIS & NHIP, IDSP, & Aushadi] in central and state portals.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Veterinary & fishery Assistant	Livestock, dairy and fisheries	Dr. Vm
Day - 2	Veterinary & fishery Assistant	The stages of veterinary is white	Dr. Vm
Day - 3	Veterinary & fishery Assistant	The stages of fishery Assistant and Agriculture	Dr. Vm
Day - 4	Agriculture mpeo's	monitoring farming work and suggestions.	Dr. Vm
Day - 5	Agriculture mpeo's	monitoring agriculture production reports	Dr. Vm
Day - 6	Agriculture mpeo's	Operationalization of Rythu Bhaara Karam	Dr. Vm

WEEKLY REPORT

WEEK - 4 (From Dt. to Dt.)

Objective of the Activity Done:	
Detailed Report:	<u>Agriculture, veterinary & fishery Assistant</u> * The stage of agriculture is grow, harvest & distribute. In this, veterinary is white and agriculture is red. * <u>veterinary & animal husbandry</u> is the branch of agriculture concerned with animals that are raised for meat, fibre, milk and other products. Industries for the care, selective breeding and first daminated bene around poor farming of the first crops. <u>Fishing & fish farming</u> or pisciculture involves commercial breeding of fish usually in tanks, in slabs, tanks or collections such as ponds. <u>Agriculture</u> field work and introduction with sowing, pollenation, seed, village, programme e-crop banking etc. * <u>operationalization</u> of fisher resources husbandry processing of products received. * <u>agribusiness</u> & village knowledge centre and agriculture input shop in fisher market. * <u>genipication</u> of sowing year Agri input testing lab receipt of Agri input store farm test.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Women police Duramo mabula samkashana kanyabulil.	concerning, security and others important roles in villages.	Ex. Mr
Day - 2	Women police Duramo mabula Samkashana kanyabulil.	visit to Angou which ensure timely to ensure timely operating pressure	Ex. Mr
Day - 3	Women police Duramo mabula Samkashana kanyabulil.	prevent child marriage, ensuring slightly central - case	Ex. Mr
Day - 4	Engineering Assistant	Village engineering works & water supply program	Ex. Mr
Day - 5	Engineering Assistant	field visit covering all the engineering activities & quality work execution.	Ex. Mr
Day - 6	Engineering Assistant	Technical inspection & building permission application.	Ex. Mr

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Women Police

- * Women police is able known as the grama mahila samrakshana karyakari, she gives considerable security and other important roles in village.
- * prevent child marriage by issuing eligibility certificate to the couple after thorough verification of their age proof.
- * visit to school / college / wards Hostels / KUTVs / Working camps on Scheme against women and children, Drug and sexual abuse, Eve Teasing, Ragging, POCS related, 24x7 Help lines and self defense techniques, cyber mafia, mahila mitra.

Engineering Assistant

- * Field visit covering also the Engineering activities & quality work executions / Identifying the problems related to sanitation / water supply etc... and report to concerned Engineering departments.
- * Attending execution of all civil works including housing.
- * Identification of road maintenance work such as patching.
- * provision of village assets pertaining to all Engineering section.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Electrical Assistant	Electricity supply and street lights and monitoring	G. Vm
Day - 2	Electrical Assistant-	switch off street lights in the secretariat area before sunrise	G. Vm
Day - 3	Electrical Assistant-	Switch on street lights after the sunset.	G. Vm
Day - 4	Digital Assistant-	monitoring the village in single window system.	G. Vm
Day - 5	Digital Assistant-	Attending office and entering all the daily incoming communications.	G. Vm
Day - 6	Digital Assistant-	Attend the meeting as entrusted by the panel head secretary.	G. Vm

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- * Electrical Assistant is to work as survey Assistant.
- * Electrical supply and street lights and monitoring.
- * visiting road / Area / colony in the by area and checking the problems related to power, checking new electrical connections and attending fire-off calls, emergency grievances, monitoring and identification of problems related to street lighting and water supply system.
- * attending JT/HT line maintenance, OTR maintenance and replacement of OTR sections and HT loss, ensuring reliable and quality supply and Attend Decentralized Upadhyaya Grama Yojna (DUG) representation.

Digital Assistant-

- * monitoring the village in single window system, And attending office and entering all the details related to Taluk / Grievances / Communication. Application in the upward register and shall place it before Panchayat secretary for initials and distribution.
- * uploading / reporting date of beneficiaries & status.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Welfare Assistant	pension Distribution Bank navila, house construction.	B. J. S.
Day - 2	Welfare Assistant	visit to bank for other bank linkage / housing loans as per rule.	B. J. S.
Day - 3	Welfare Assistant	clearance of files / services in online / mail	B. J. S.
Day - 4	About Schemes	navarathana.	B. J. S.
Day - 5	About Schemes	The nine Navarathana welfare scheme	B. J. S.
Day - 6	About Schemes	The nine Navarathana welfare scheme	B. J. S.

WEEKLY REPORT

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

Objective of the Activity Done: Welfare Assistant

Detailed Report:

* pension Distribution, Bunka Manila, House Construction monitoring.

* Interacting with the other functional assistants to exchange the information related to grievances in spending to ensure quality disposal and developmental activities of their jurisdiction and to seek solutions.

* field visits, to village schools / hostels / SHU / ve meetings visits to self employment units etc. \$81 as per calendar of activities & uplation of JVD cards, Amma vadi scheme, pension applications and verification / uploading.

Navaratna

Shri YS Jagan Mohan Reddy, Hon'ble chief minister of Andhra Pradesh has come up with an elaborate model of government comprised of welfare schemes which are based on Navaratna.

→ The nine Navaratna welfare schemes are:

- | | | |
|---------------------------------|-------------------------|-----------------------|
| ① YSR Raitaru Bhara | ④ YSR Jalayagaram | ⑧ Housing \$81 |
| ② fee reimbursement | ⑤ Ban of Alcohol | all post |
| youth employment & job creation | ⑥ Amma vadi | ⑨ Pension & surchment |
| ③ Azogyasri | ⑦ YSR Aroga, YSR Chyuta | |

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	YSR Raithu Bharosa	Every farmer to be provided Rs. 50,000 financial assistance.	B. V. S.
Day - 2	YSR Raithu Bharosa	For crop sowing farmers to get Rs. 12500 during may itself.	B. V. S.
Day - 3	YSR Raithu Bharosa	Farmers need not worry about crop insurance.	B. V. S.
Day - 4	Fee reimbursement youth employment & Job creation.	Fee reimbursement Youth Employment - cr.	B. V. S.
Day - 5	Fee reimbursement, youth employment & Job creation.	Education expenditure will be borne for PDS.	B. V. S.
Day - 6	Fee reimbursement youth employment & Job creation.	Rs. 20,000 per student per annum to be provided in addition to fees, hostel	B. V. S.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

1. YSR Raithu Bhamosa

- * Every farmer to be provided Rs. 50,000 financial assist
- * For crop saving farmers to get Rs. 10,500 during rainy itself
- * Farmers need not worry about crop insurance. Government to pay insurance premium on behalf of farmers.
- * At least free crop loans to be provided to farmers.
- * Free bore-wells to be provided to farmers.
- * 9 hours free electricity during day time for agriculture purpose.
- * Rs 7 lakh YSR Bhamo to be provided to the family of farmer for accidental death (or) suicide. Act will be passed in the assembly to ensure amount does not land in the assembly to ensure amount does not land into the assembly to ensure government will stand by the deceased farmer family.
- * Rs 4000 crore allocated for natural disaster relief fund.

2. Free reimbursement Youth

Employment & Job creation.

- * Educational expenditure will be borne for poor.
- * Rs. 20,000 per student, per annum to be provided addition to Rs reimbursement, boarding and lodging.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	AROWYASRI	free medical treatment through Arogyasri	G.V.Sr
Day - 2	AROWYASRI	All diseases and operations to be covered under Arogyasri	G.V.Sr
Day - 3	AROWYASRI	financial assist- to the family of person during and after biomedical pub	G.V.Sr
Day - 4	YSR Jala yageram	Yala yagaram social projects of late or YSR to be completed.	G.V.Sr
Day - 5	YSR Jalayageram	Polavaram, Poolasu bbayya, velligonda.	G.V.Sr
Day - 6	YSR Jalayageram	other projects to be completed in war footing basis.	G.V.Sr

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

3. AROGYASRI

- * YSR Arogyasri covers all categories with annual income less than Rs. 5 lakh.
- * Arogyasri applicable for all medical expenses above Rs. 1000/-
- * Free medical treatment through Arogyasri
- * ~~Arogya~~ Arogyasri treatment applicable through out-
- * Rs 10,000/- pension per month to be provided to the persons suffering with kidney, thalassemia and perineal skin
- * All government hospitals to be modernized in two years at par with corporate hospitals for better Arogyasri treatment photo of the government hospitals would be displayed.

4. YSR Jalayagnam

- * Jalayagnam dam projects of late YSR to be completed
- * Polavaram, Polavurthy, Veigando and other projects to be completed in war footing basis.
- * Safe water for drinking and water for cultivation to be provided, ponds to be modernized for improve the water tables.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Ban on Alcohol	League is one of the main reason for dispute in families.	G. V. S.
Day -2	Ban on Alcohol	Harmon relations are collapsing	G. V. S.
Day -3	Ban on Alcohol	Ban on Alcohol will be implemented. Alcohol use to be limited to 5 years.	G. V. S.
Day -4	Amma vodi	motives of poor families need not worry about child abduction	G. V. S.
Day -5	YSR Asara, YSR Chayuta	doans of women cooperative societies - eg. would be paid them in the future	G. V. S.
Day -6	YSR Asara YSR Chayuta.	YSR Chayuta to be provided to SC, ST, minority women.	G. V. S.

WEEKLY REPORT

WEEK - 10 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report:

5. Ban on Alcohol

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

6. Aamra vadi

- * Mothers of poor families need not worry about children education.
- * Financial assistance of Rs. 15,000 given to mothers for children education.

7. YSR Asara YSR Cheyuta

- * Loans of women cooperative societies would be paid to them directly in four instalments.
- * 0% interest loans will be issued to the women and the interest will be borne by the government of the state.
- * YSR Cheyuta to be provided to BC, SC, ST, and Bity women.
- * present corporation system will be scrapped and transparent system would be put in place.
- * Rs. 75000 to be granted after first year to women above 45 years age of BC, SC, ST and minorities.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Housing for all poor.	Housing for all none less poor families.	B.K.
Day - 2	Housing for all poor	Regeneration to be done in the name of female persons in the house line	B.K.
Day - 3	pensions Enhancement-	pension age limit to be decreased to 60 from 65 years.	B.K.
Day - 4	pensions - Enhancement	Rs 3000/- pension for differently able persons.	B.K.
Day - 5	VIADAPA VIADAPA MANA PRABHUTNAM	see a good back/suggestions from the public	B.K.
Day - 6	VIADAPA VIADAPA MANA PRABHUTNAM	Schedule finalized by district collector.	B.K.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Housing for all PDS

- * Housing for all home less PDS families irrespective of caste, class, religion, category.
- * 25 lakhs house to be constructed in 5 years.
- * House sites to be provided to home less PDS people along with registration and construction.
- * Registration to be done in the name of female persons in the house at the time of hand over.
- * Tie up with banks for loans @ 25 pairs against the newly constructed house.

Pensions - Enhancement

- * Pension age limit to be decreased to 88 to 68 to 65 years
- * Senior citizen pension to be gradually increase to Rs. 3000/-.

- * Rs. 3000/- pension for differently abled persons.

WADAPA, WADAPA

MANA PRABHUTNAM

- =) The Wadapa wadapa mana prabhutam is not set back 1 suggestion from the public.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VIADAPA, VIADAPA MANA PRABHUT VASO	must attended government program - announce notice the problem	B. J. R.
Day - 2	VIADAPA, VIADAPA MANA PRABHUT VAM	The Viadapa would a mana prabhu said announcing the public about re	B. J. R.
Day - 3	VIADAPA, VIADAPA MANA + PRABHUT VAM	suggestions from the public for process in improvement and further improve service delivery	B. J. R.
Day - 4	VIADAPA, VIADAPA MANA, PRABHUT VAM	The MAs would make visits to the household in their jurisdiction	B. J. R.
Day - 5	VIADAPA, VIADAPA MANA PRABHUT VAM	geeks tied back / suggestion from the public.	B. J. R.
Day - 6	VIADAPA, VIADAPA MANA PRABHUT VAM	Schedule finalized by district collector.	B. J. R.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

UTADAPA UTADAPA MANA PRABHUTVAM

The Utadapa Utadapa mana prabhutvam, it said is to
Great awareness among the public about the schemes
and programmes of the Government to ensure that
the benefits reach the last mile beneficiaries cover-
ing all the eligible beneficiaries, and seek feed-
back / suggestions from the public for process
improvement and further improve the service
delivery; the ANLAS would make visit to the
household in their jurisdiction as per the schedule
in their jurisdiction as per the schedule
finalized by respectively visit collectors within
the limits of Grama / Ward Sachivalayam, now that
the benefit distribution process has been implemented
through Direct Benefit Transfer (DBT) mode,
Especially with the introduction of the "Annual
Kadavale calendar" the state government has, on the
occasion of completion of its three-year term, decided
to further enhance the process by taking public
feedback on any improvement in the process and
suggestions from the public service delivery.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conducting in fertility camp in village areas.	We improve our management skills.	G. V. S.
Day - 2	We assumed how to conducting mahila mandal meetings.	We learned about this meetings.	G. V. S.
Day - 3	We participated in awareness on importance of crop programme	We know about e-crop	G. V. S.
Day - 4	How to organize the pre-school class by WPS madam	We learned the some beautiful activities	G. V. S.
Day - 5	How to provide feed back to higher authorities.	We know the process	G. V. S.
Day - 6	How to intimate the higher authorities.	We acquiring this process and remembered	G. V. S.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- During the Thirteenth week we shall discuss about the topics.
- 1) We participated conducting awareness on importance of e-crop booking of various crops in Rabi 2022-2023.
 - 2) Farmers under e-crop booking will be benefited with procurement of crop at MSP, crop insurance, etc...
 - 3) We learned death of unfollow persons to Inform higher Authorities.
 - 4) We assured participate in the local mawla, mandal meetings, and spread the message on female age at marriage, spacing method etc....
 - 5) TO provide feedback to higher authorities on the status of implementation of the said schemes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How TO Identify the persons for various welfare schemes.	We know the process and schemes.	G. J. S.
Day - 2	We learned what are the Aamish crops.	We know about Aamish crops.	G. J. S.
Day - 3	How to maintaining the Eligible couple register class by ANM	We learned this register submission.	G. J. S.
Day - 4	How to develop mtr, worker in village level.	We know the development process	G. J. S.
Day - 5	How to update data on e-crop class by Agricultural Sir	We know the about e-crop website.	G. J. S.
Day - 6	Which items have the TMR kit class by ANM Sir	We acquiring the important things in this kit.	G. J. S.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fourteenth week we shall discussing about this topics:-

- 1) we learned how to update data on e-crop portal of farmers who registered their crops in e-crop portal
- 2) Identification of full army worm pest in maize crop and suggested methods to prevent.
- 3) Armish of crops 9100% inclusive of inspection of survey stones.
- 4) maintain eligible couple register properly and utilize the information for motivation of couples for acceptance of family welfare methods.
- 5) facilitate to develop village level NRI garden / Angan wadi level kitchen garden.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fourteenth week we shall discussing about this topics:-

- 1) we learned how to update data on e-crop portal of farmers who registered their crops in e-crop portal
- 2) Identification of full army worm pest in maize crop and suggested methods to prevent.
- 3) Awareness of crops 900% inclusive of inspection of survey stations.
- 4) maintain eligible couple register properly and utilize the information for motivation of couples for acceptance of family welfare methods.
- 5) Facilitate to develop village level NRI garden / Angan wadi level kitchen garden.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fourteenth week we shall discussing about this topics:-

- 1) we learned how to update data on e-coop portal of farmers who registered there coops in e-coop portal
- 2) Identification of fall army worm pest in maize crop and suggested methods to prevent.
- 3) Awareness of crops [100%] inclusive of inspection of survey stations.
- 4) maintain eligible couple register properly and utilize the information for motivation of couple for acceptance of family welfare methods.
- 5) facilitate to develop village level nutri garden / Angan wadi level kitchen garden.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fourteenth week we shall discussing about this topics:-

- 1) we learned how to update data on e-crop portal of farmers who registered their crops in e-crop portal
- 2) Identification of full army worm pest in maize crop and suggested methods to prevent.
- 3) Armish of crops 9100%] inclusive of inspection of survey stations.
- 4) maintain eligible couple register properly and utilize the information for motivation of couples for acceptance of family welfare methods.
- 5) Facilitate to develop village level nutri garden / Angan wadi level kitchen garden.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the fortnightly week we shall discussing about this topics:-

- 1) we learned how to update data on e-crop portal of farmers who registered their crops in e-crop portal
- 2) Identification of full army worm pest in maize crop and suggested methods to prevent.
- 3) Arraish of crops 200% inclusive of inspection of survey stations.
- 4) maintain eligible couple register properly and utilize the information for motivation of couple for acceptance of family welfare methods.
- 5) Facilitate to develop village level NRI garden / Angan wadi level kitchen garden.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fortnightly week we shall discussing about this topics:-

- 1) we learned how to update data on e-crop portal of farmers who registered their crops in e-crop portal
- 2) Identification of full army worm pest in maize crop and suggested methods to prevent.
- 3) Arraish of crops [100%] inclusive of inspection of survey stations.
- 4) maintain eligible couple register properly and utilize the information for motivation of couple for acceptance of family welfare methods.
- 5) Facilitate to develop village level NRI warden / Angan wadi level kitchen warden.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What are main activities for disaster situations seen by VRO sir	We acquire some knowledge	G. V. S.
Day - 2	What are the enrollment of beneficiaries	We know the beneficiaries of enrollment	G. V. S.
Day - 3	We participated in soil testing process	We knowing the process.	G. V. S.
Day - 4	How to conducting the INAPA programme in village areas.	We learned about this programme	G. V. S.
Day - 5	Importance of sachivalayam and its working process	We learned the importance of sachivalayam	G. V. S.
Day - 6	How to Identify the women for medical termination.	We gain the knowledge for medical Termination	G. V. S.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What are main activities for disaster situations seen by VRO sir	We acquire some knowledge	G. V. S.
Day - 2	What are the enrollment of beneficiaries	We know the beneficiaries of enrollment	G. V. S.
Day - 3	We participated in soil testing process	We knowing the process.	G. V. S.
Day - 4	How to conducting the INAPA programme in village areas.	We learned about this programme	G. V. S.
Day - 5	Importance of sachivalayam and its working process	We learned the importance of sachivalayam	G. V. S.
Day - 6	How to Identify the women for medical termination.	We gain the knowledge for medical Termination	G. V. S.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What are main activities for disaster situations clear by VRO Sir	We acquire some knowledge	G. V. S.
Day - 2	What are the enrollment of beneficiaries	We know the beneficiaries of enrollment	G. V. S.
Day - 3	We participated in soil testing process	We knowing the process.	G. V. S.
Day - 4	How to conducting the INAPA programme in village areas.	We learned about this programme	G. V. S.
Day - 5	Importance of sachivalayam and its working process	We learned the importance of sachivalayam	G. V. S.
Day - 6	How to Identify the women for medical termination.	We gain the knowledge for medical termination	G. V. S.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What are main activities for disaster situations class by VRO sir	We acquire some knowledge	G. V. S.
Day - 2	What are the enrollment of beneficiaries	We know the benefits of enrollment	G. V. S.
Day - 3	We participated in soil testing process	We know the process.	G. V. S.
Day - 4	How to conducting the ANA program in village areas.	We learned about this programme	G. V. S.
Day - 5	Importance of sachivalayam and its working process	We learned the importance of sachivalayam	G. V. S.
Day - 6	How to Identify the women for medical termination.	We gain the knowledge for medical Termination	G. V. S.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What are main activities for disaster situations class by VRO Sir	We acquire some knowledge	G. V. S.
Day - 2	What are the enrollment of beneficiaries	We know the benefits of enrollment	G. V. S.
Day - 3	We participated in soil testing process	We knowing the process.	G. V. S.
Day - 4	How to conducting the INAPA programme in village areas.	We learned about this programme	G. V. S.
Day - 5	Importance of sachivalayam and its working process	We learned the importance of sachivalayam	G. V. S.
Day - 6	How to Identify the women for medical termination.	We gain the knowledge for medical Termination	G. V. S.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the eighteenth week we shall discussing about these topics:

1) we learned about importance of soil testing process of soil collection in field in non stop growing time, to know the nutrients in soil and their - condition of require fertilizers quality in various crops.

2) we know provide information regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials wherever and whenever they occur and provide assistance to the Revenue.

3) Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest hospital.

4) INAP's Information of Animal Introduction -ity and health purification.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fifteenth week we were discussing about these topics:

- 1) we learned about importance of soil testing process of soil collection in field in non stop growing time, to know the nutrients in soil and determine the condition of require fertilizers quality in various crops.
- 2) we have provided information regarding fire accidents, floods, cyclones and other accidents and calamities to the village officials whenever and wherever they occur and provide assistance to the Revenue.
- 3) Identify women in need of medical termination of pregnancy pills and refer them to the nearest hospital.
- 4) INAP's Information of Animal Introduction and health purification.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fifteenth week we shall discuss about these topics:

- 1) we learned about importance of soil testing process & soil collection in field in non stop growing time, to know the nutrients in soil and assess - condition & require fertilizers quality & various tops.
- 2) we have provided information regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the Revenue.
- 3) Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest hospital.
- 4) INAP's Information of Animal Introduction - unity and health purification.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fifteen week we shall discuss about these topics:

- 1) we learned about importance of soil testing process of soil collection in field in non stop growing time, to know the nutrients in soil and assess the condition of require fertilizers quality in various tops.
- 2) we have provided information regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the Revenue.
- 3) Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest hospital.
- 4) INAP's Information of Animal Introduction, health and health purification.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fifteenth week we shall discussing about these topics:

1) we learned about importance of soil testing process of soil collection in field in non stop growing time, to know the nutrients in soil and determine the condition of require fertilizers quality in various crops.

2) we know provide information regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the Revenue.

3) Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest hospital.

4) INAPHA: Information of Animal Introduction, health and health purification.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fifteenth week we have discussing about these topics:

1) we learned about importance of soil testing process of soil collection in field in non stop growing time, to know the nutrients in soil and assess - maintenance of require nutrients quality for various crops.

2) we know provide information regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the Revenue.

3) Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest hospital.

4) INAP: Information of Animal Introduction, safety and health purification.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fifteenth week we were discussing about four topics:

- 1) we learned about importance of soil testing process of soil collection in field in non stop growing time, to know the nutrients in soil and determine the requirement of various fertilizers in various crops.
- 2) we have provided information regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the Revenue.
- 3) Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest hospital.
- 4) INAP's Information of Animal Introduction and health preservation.

WEEKLY REPORT

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Objective of the Activity Done:

Detailed Report: During the fifteenth week we have discussing about these topics:

- 1) we learned about importance of soil testing process of soil collection in field in non stop growing time, to know the nutrients in soil and determine the requirement of require nutrients quality in various crops.
- 2) we have provided information regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the Revenue.
- 3) Informing women in need of medical termination of pregnancy and refer them to the nearest hospital.
- 4) INAP's Information of Animal Introduction and health protection.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fifteenth week we have discussing about these topics:

- 1) we learned about importance of soil testing process of soil collection in field in non stop growing time, to know the nutrients in soil and present condition of require nutrients quality in various crops.
- 2) we know provide information regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the Revenue.
- 3) Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest hospital.
- 4) INAP: Information of Animal Introduction and health purification.

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 :

- ⇒ 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 gives a greater success.
- ⇒ The secretarial in high offices take a clarity of job roles and explain under the officer their may responsibilities can seen their duties. and teamwork relationship, mutual support and socialization.
- ⇒ Facilities available and maintenance
- ⇒ A Secretary may be responsible for changing office facilities such as office equipment, supplies and meeting rooms.

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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 specialized tools, software, & equipment and are essential for performing tasks and achieving goals within a given area of expertise.

Here are some examples of technical skills in various fields.

- ① Application programme - Digital Assistant.
- ② Field verification - Welfare Assistant
- ③ Third party verification - @ BO Administrative Staff
Unit
- ④ Profinal Applied - URO
- ⑤ Final Applied - MUPDO/ MRO

and basic technical equipment in secretariat

1. Biometric Device.
2. Android smart phones.
3. IRIS Scanner's
4. face verification

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- ③ Third party verification - ~~GO~~ Administrative Staff
Work
- ④ Profinal Applied - URO
- ⑤ Final Applied - UNPDO/ MRO

and basic technical equipment in secretariat

1. Biomarkive Discussion.
2. Android smart phones.
3. IRIS Scanner's
4. face verification

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 & profession, they often involve the use of specialized tools, software, & equipment and are essential for performing tasks and achieving goals within a given area of expertise.

Here are some examples of technical skills in various fields.

- ① Application programme - Digital Assistant.
- ② Field verification - Welfare Assistant.
- ③ Third party verification - BPO Administrative staff work.
- ④ Profound Applied - URO
- ⑤ General Applied - MUPDO/MRO

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learned above some managerial skills are useful for our future.

1. Leadership Skills

managers need to inspire and motivate their teams to achieve and their goal. they teams to achieve successfully complete anything.

2. Decision - making skills

managers must make informed decision quickly and efficiency. they should be able to analyze data, evaluate options and choose the best course of action.

3. problems - solving skills

We are learning about any target (or) goal which as to do. first observe the thing and set the plans for identify do that particularly action.

4. goal setting & staff members should to

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To enhance your abilities in group discussions, contribution as a team member, leading a team & activities here are some suggestions.

① Respect for other's is key to successful team members, with respect, regardless of their position (or) background.

② Be prepared :- Before joining group discussion & team activities it's important to come prepared.

③ Communication skills

Good communication skills are crucial to effective team participation. clearly speak but any misunderstandings are taking the listener can't observe speaker view of talking.

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time punctuality and time management these
essential for any where.

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 abilities in group discussions contribution as a team member, leading a team & 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 discussion & team activities it's important to come prepared.

③ Communication skills

Good communication skills are crucial to effective team participation. clearly speak but any misunderstandings are taking 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 essential for any where.

Teacher's role: create an environment where children can express themselves, participate in tasks, contribute to a team, monitor, leading & maintaining.

The teacher's role is to create an environment where children can express themselves, participate in tasks, contribute to a team, monitor, leading & maintaining.

① Research the topic. It may be a research paper, a report, a project, a presentation or a poster.

② Research & write a research paper. A research paper is a report on a topic.

③ Communication skills

Good communication skills are essential for effective team participation. Clearly speak for any assignment and taking the ideas and discuss them with the class.

④ Any team member who has been asked to take on a task, responsibility and time management is essential to any team.

to ensure your ability to group discussion
effectively is a good leader clearly it has a
variety of new suggestions.

(1) Before the start to try to understand team members
with respect, organization of their position (or) task
system.

(2) Be prepared & able joining group discussion
at any situation if important to come prepare.

(3) Communication skills

Good communication skills are crucial to effective team
performance. Clearly speak but any misunderstandings are
leading the others can't observe speaker view of
talking.

(4) Any team member (or) team leader should be able to
time scheduling and time management those
members to any where.

Small, but under the influence of group dynamics, participation
often, contributes to team members feeling a sense of unity.

→ enhance your abilities in group discussion
contribution as a team member, making a team's
abilities and use your suggestions.

(1) Prepare to reach to say to successful team members
with respect, regardless of their position (or) lack
thereof.

(2) Be prepared - Before joining group discussion
it is very important to come prepared.

(3) Communication skills

Good communication skills are crucial to effective team
performance. Clearly speak but any misunderstandings are
arising the listener can't observe speaker view of
talking.

(4) Any team member team leader should be able to
have responsibility and time management those
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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 abilities in group discussion contribution as a team member, leading a team & activities here are some suggestions.

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

It can be seen by future planning of Job role with technological instrument in secretariat following on below.

- ① Computer system
- ② Internet Connectivity
- ③ Telephone : multiplex , phone system, single line phone system
- ④ Internet phone system
- ⑤ photo copies , copying , binding , multiple packet copying.
- ⑥ Scanners [ZIRIS Scanners]
- ⑦ Printers
- ⑧ Bio-metric Discussion
- ⑨ Face Authority programme.

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Student Self Evaluation of the Short-Term Internship

Student Name: <u>Kalla Ramya</u>	Registration No: <u>20200905100</u>
Term of Internship: From: <u>7/12/2022</u>	To: <u>18/3/2023</u>
Date of Evaluation:	
Organization Name & Address: <u>Pedda Relli Vaidhi Secretariat</u> <u>(Sachivalayam) SriKakulam.</u>	

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. Ramya
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Kalla Ramya

Registration No: 202201056014

Term of Internship:

From: 7/12/2022 To: 18/03/2023

Date of Evaluation:

Organization Name & Address: Pedda Pelli veedhi, secretariat

Name & Address of the Supervisor
with Mobile Number

(Sachivalayam) Srikulam

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

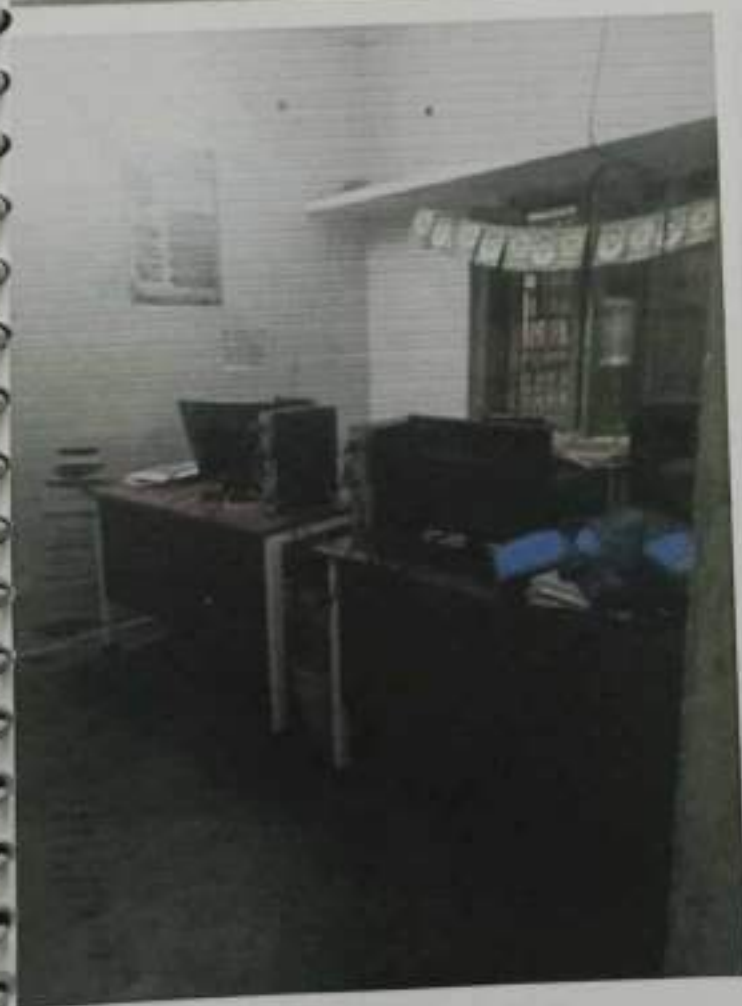
Please note that your evaluation shall be done independent of the Student's self-evaluation

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
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14	Achievement of Desired Outcomes	1	2	3	4✓	5
15	OVERALL PERFORMANCE	1	2	3	4	5


Signature of the Supervisor

Date:





EVALUATION

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: KALLA. Ramya
 Programme of Study: Long term Internship
 Year of Study: 2020-2023
 Group: CBMB
 Register No/H.T. No: 2020001056014
 Name of the College: Govt. Degree College [men]
 University: D.R. B.R. Ambedkar University

SLNo	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
 Govt. Degree College
 SRIKAKULAM
 Lecturer in Botany
 Govt. Degree College
 SRIKAKULAM

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: KALLA. Ramya
 Programme of Study: Long term Internship
 Year of Study: 2020-2023
 Group: microbiology
 Register No/H.T. No: 2022001056014
 Name of the College: Govt. Degree college (men)
 University: D.T. B.T. Ambedkar university

Sl.No	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	48
	TOTAL	150	148
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	197

Signature of the Faculty Guide D. Ravi

Signature of the Internal Expert K. Suman

Signature of the External Expert Prof. Dr. 19/7/23

Signature of the Principal with Seal

PRINCIPAL
Government Degree College (Men)
SRIKAKULAM