

GOVERNMENT DEGREE COLLEGE (MEN) SRIKAKULAM.



2023

Semester Internship (Long Term)

Area of Internship: patrunivalasa sachivalayam

Village : PATRUNIVALASA

Mandal: SRIKAKULAM

District: SRIKAKULAM

Faculty Guide

D.RAVINDRA.
Lecturer in BOTANY

Submitted by

Name: NIDAGANTI KRISHNA

Group: 3rd B.sc CBMB

Hall TicketNo:2022001056022



Edit with WPS Office

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: NIDAGANTI KRISHNA

Name of the College: GOVERNMENT DEGREE COLLEGE FOR MEN

Registration Number: 2022001056022

Period of Internship: From: To:

Name & Address of the Intern Organization Patrunivalasa,
Grama ward Sachivalayam

Ambedkar University
YEAR

An Internship Report on

GRAMA WARD SACHIVALAYAM, PATRUNIVALASA

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.Sc (CBMB)

Under the Faculty Guideship of

D. RAVINDRA

(Name of the Faculty Guide)

Department of

BOTANY, GOVERNMENT DEGREE COLLEGE (MEN)

(Name of the College)

Submitted by:

NIDAGANTI KRISHNA

(Name of the Student)

Reg.No: 2022001056022

Department of MICROBIOLOGY

GOVERNMENT DEGREE COLLEGE (MEN)

(Name of the College)

Student's Declaration

I, NIDAGANTI KRISHNA a student of Govt 4 MONTH INTERNSHIP
Program, Reg. No. 2022001056022 of the Department of GOVT DEGREE COLLEGE (MEN)
College do hereby declare that I have completed the mandatory internship
from 7-12-2022 to 18-03-2023 in Grama ward Sachinwar (Name of
the intern organization) under the Faculty Guideship of
D. Ravindra (Name of the Faculty Guide), Department of
BOTANY, GOVERNMENT DEGREE COLLEGE (MEN)
(Name of the College)

N. Krishna
(Signature and Date)

Official Certification

This is to certify that NIDABANTI KRISHNA (Name of the student) Reg. No. 2022001056022 has completed his/her Internship in Patrunivatalasa Secretariat (Name of the Intern Organization) on ward sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B-SC (CBM B) in the Department of Govt Degree College (Men) Srikakulam (Name of the College).

This is accepted for evaluation.

D. Ravi
(Signatory with Date and Seal)
Lecturer in B.Sc.
Govt. Degree College
SRIKAKULAM.

Endorsements

Faculty Guide

D. Ravi

[Signature]
Head of the Department

[Signature]
Principal

PRINCIPAL
Government Degree College (Men)
SRIKAKULAM

19/12/22

Certificate from Intern Organization

This is to certify that Nidaganti Krishna (Name of the intern)
Reg. No. 2022001056022 of Govt Degree College MD (Name of the
College) underwent internship in Patrunivalasa Sachivalayam (Name of the
Intern Organization) from 12.12.2022 to 18.03.2023

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


Authorized Signatory with Date and Seal

Panchayat Secretary
Patrunivalasa G.P
Srikakulam (R) Mandal

Contents

S.NO	table of content	Page No.
1.	Programme Book for semester Internship	
2.	Internship Report	
3.	Student Declaration	
4.	official certification	
5.	certificate from Intern organization	
6.	Acknowledgment	
7.	chapter 1 :- Executive summary	
8.	chapter 2 :- ORVERVIEW OF THE ORGANIZATION	
9.	chapter 3 :- Internship part	
10.	Activity log and Weekly Report	
11.	chapter 5: outcomes Description	
12.	Student self - evaluation	
13.	evaluation of the supervisor	
14.	photos	
15.	marks statement	

Acknowledgements

- ⇒ We are highly obliged to respected "Dr Shri POLA BHASKAR" Commissioner for providing a great opportunity for internship.
- ⇒ We are grateful to our "Dr P. Surekha" principle (HOCM) Srikakulam for her sincere encouragement towards Internship
- ⇒ We are thankful to Sir "B. Mohan Rao" coordinator for Internship for his continuous co-ordinator and communication with student
- ⇒ We are grateful to "D. Ravindra" lecturer in Botany class mentor for his continuous monitoring for the entire Internship
- ⇒ Staff of Grama ward Sachivalayam of Paturnivalasa and like, Digital Assistant, Engineering Assistant, Women Police etc ~~they~~ For giving the opportunity to complete the internship at Sachivalayam. I have learnt so much information and appreciate the time you spent teaching my new skills and useful information.

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 15 weeks Internship. During the internship it is required to study the organisation. department of the organisation and critically relate the theoretical aspects of the organisation in the practical situation.

I got an opportunity of getting in the practical situation about the village secretaries in Andhrapradesh. so to quench the thirst of practical exposure and for getting practical knowledge about I joined "patrunivalasa", ^{sankaku} village secretariate. sachivalayam.

during this period I gather all nessary information about village secretariates.

Effort have been made for compile this report in such away that activities its social features not only for students but also for the layman. I divide this report into different aspects.

In this part all government related services are not utilized by people in truthful manner, that is the main reason to establishment of grama sachivalayam. during this 3 years period nearly they give 5 crore services to the people across Andhrapradesh, total 12 functionaries are there in sachivalayam to serve the people in their respectively disciplinary.

At last I must say that this report is designed to.

stimulate curiosity about grama sachivalayam work in Andhrapradesh. during this time period I learn so many things related to time management, team work, leadership qualities, Those qualities so many helpful to me to survive in an organisation.

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 secretariats set up 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. Andhra Pradesh was the first state in India to launch village secretariats. Government of Andhra Pradesh appointed village volunteers to deliver services. It was launched on Gandhi Jayanthi since the scheme was inspired by Mahatma Gandhi's concept of Grama Swarajya that promotes villages becoming self-sufficient, autonomous utilities.

- Establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy during his Praja Sankshap 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 aware and interact with working of departments they selected.

Grama sachivalayam was the organised, which I choose. The candidates between 18 to 42 years of age are eligible for AP grama sachivalayam exam. The require educational qualification are different according to their different posts.

There were some schemes that are introduced in the government of Andhra Pradesh like YSR Amma vodi scheme, YSR Aila card, YSR Navaratna scheme, YSR rasathi, deevana etc which helps the citizens of Andhra Pradesh to gives and to have on basic education for the children. These schemes are applied to the people belonging to below poverty line (BPL) families in the state.

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	Grama sachivalayam is also known as village secretariates	MPah
Day - 2	Introduction class about brief description of staff numbers.	Working in the sachivalayam all the secretariate set up.	MPah
Day - 3	Introduction class about sachivalayam Department	Government of AP appointed the village volunteers	MPah
Day - 4	Grama sachivalayam total staff details	Deep details of about staff	MPah
Day - 5	Grama sachivalayam total staff details	Staff details from top to bottom	MPah
Day - 6	Grama sachivalayam total staff	All the government departments are having one place	MPah

WEEKLY REPORT

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

Objective of the Activity Done: VILLAGE SECRETARIAT

Detailed Report: FUNCTIONARIES ACTIVITY CALENDER

Grama sachivalayam is (also known as village secretariates) are secretariates setup in the Indian state of Andhra Pradesh to decentralize the administration by making service and welfare services of all government departments available at one place. Andhra Pradesh was the first state in India to launch village secretariats. Government of Andhra Pradesh appointed village volunteers to deliver services. And also the Grama Sachivalayam setup departments are:-

- ① Panchayat Secretary
- ② VRO (Village Revenue Officer)
- ③ Survey Assistant
- ④ ANM
- ⑤ Veterinary & Fisheries Assistant
- ⑥ Women Police
- ⑦ Engineering Assistant
- ⑧ Electrical Assistant
- ⑨ Agriculture MPEOs
- ⑩ Digital Assistant
- ⑪ Welfare 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	Grama Sachivalayam Conrenor, able to collect The taxes, and other welfare work under The grama Sachivalayam	Secret
Day - 2	panchayat secretary	collection, generation and spending Daily reports to higher Authorities	Secret
Day - 3	Panchayat secretary	shall ensure that office Premises are neat and duty. Panchayat Raj high	Secret
Day - 4	VRO village Revenue OFFICER	VRO should monitor The land and Ration Food supply in villages	Secret
Day - 5	VRO village Revenue OFFICER	services of notices / summons / orders under various Acts / Laws	Secret
Day - 6	VRO village Revenue OFFICER	Identification of Benefeciaries under various Acts / Schemes	Secret

WEEKLY REPORT

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

Objective of the Activity Done: 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 turn duties for village secretariat functional Assistants
- * must follow Panchayat Raj higher authorities during field visit
- * He shall attend protocol duties, Government special programmes, election duties and other important duties wherever ordered by the higher authorities

VRO [VILLAGE REVENUE OFFICER]

- VRO should monitor the Land and Ration food supply in villagers.
- * Reporting violations under land claiming act, OTC act, PUA ACT, LTR in Agency areas, Assignment rules and conditions and mines and minerals rules.
- * reporting on inclusion & deletion and modifications in electoral rolls
- * any other work entrusted by the superior officers/ Panchayat Secretary.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	survey Assitant	shoud surveyor of village lands	G. n. sap
Day - 2	survey Assitant	Field inspection to take action against unauotmented layouts	G. n. sap
Day - 3	survey Assitant	Inspection of lands proposed for layouts	G. n. sap
Day - 4	ANM	should be responsible for villager's health monitoring	G. n. sap
Day - 5	ANM	should be responsible for villagers health camps in villages	G. n. sap
Day - 6	ANM	should be responsible for maternal & child health.	G. n. sap

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 spandana grievances, preparation of note on necessary issue in village and submit to the reporting officers Panchayat secretary and Redressal of grievances [EX-RTI etc]
- * Attending general duties and other functional assistance as and when required, and also attending Government Special programmes.

ANM

- * As a part of ANMs routine daily activity she has to visit at least 30 household in her allotted area and covers the maternal & child birth
- * ANM should be responsible for villager's health monitoring and scheduling health camps in the village.
- * she has to provide information to the PHC ANM concerned for uploading data in nearby go central and state
- * uploading of daily reports [HMIS & JHIS 7 JOSP, E-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	Live stock, dairy and fishery	N. Lane
Day - 2	VETERINARY & FISHERY ASSISTANT	The flages of veterinary is white	N. Lane
Day - 3	veterinary & fishery Assistant	The flages of fishery Assistant and aquaculture is blue	N. Lane
Day - 4	Agriculture MPEOLs	monitoring agricultural works and suggestions	K. V. Sunil
Day - 5	agriculture MPEOLs	monitoring agriculture production reports.	K. V. Sunil
Day - 6	Agriculture MPEOLs	operationalization of Rythu Bharosa kendram.	K. V. Sunil

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: AGRICULTURE, VETERINARY & FISHERY ASSISTANT

* The flag of Agriculture is green, fishery & agriculture is blue, veterinary is white and sericulture is red.

* veterinary: Animal husbandary is the branch of agriculture concerned with animals that are raised for meat, fibre, milk and other products; includes day to day care selective breeding, and first domesticated born around 13,000 BC.
Farming of the first crops

* FISHERY

Fish farming or pisciculture involves commercial production of fish usually for food. in fish tanks & artificial such as ponds

* Agriculture: field visits and interaction with farmers.
(Pulambadi, seed village programme, e-crop booking etc.)

* operationalization of Rhythu Bharosa Kendram processing of petitions received

* organization of village knowledge centre and Agri input shop in Rhythu Bharosa Kendram.

* Sensitization of farmers YSR Agri input testing lab
Receipt of Agri input orders from kiosk.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	WOMEN POLICE (Grama mahila samrakshana karyadarsis?)	counseling ; security and other important roles in village	N. Baveen
Day -2	women police (Grama mahila samrakshana karyadarsis?)	visit to Agunwadi centre (AWC) to ensure timely operating pre-school attendance and quality of food provided.	N. Baveen
Day -3	women police (Grama mahila samrakshana karyadarsis?)	prevent child marriages by issuing eligibility certificate to the couple after through verification of their age proof	N. Baveen
Day -4	Engineering Assistant	village Engineering works & water supply , Grama sachivalayam	K.V. Sumit
Day -5	Engineering Assistant	Field visit covering all the Engineering activities of quality work execution	K.V. Sumit
Day -6	Engineering Assistant	technical inspection of building permission applications	K.V. Sumit

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

WOMEN POLICE

- * women police is also known as the Grama Mahila Samrakshana Karyadarsi she gives counseling, security and other important roles in village
- * Prevent child marriage by issuing eligibility certificate to the couple after through verification of their age proof
- * visit to school / college / girls hostels / KGBV's / working camps on crime against women and children, drug and sexual abuse, eye tearing, ragging, pocho related, 24x7 Help lines and self defense techniques, cyber mithra, mahila mithra.

ENGINEERING ASSISTANT

- * field visit covering all the engineering activities of quality work execution & identifying the problems related to sanitation / water supply etc. and report to concerned engineering departments
- * Attending execution of all civil works including housing conducting quality control tests during execution of work and maintaining standards as per IS code
- * Identification of road maintenance work such as pot holes etc and preparation of estimate proposals.
- * prelection of village aspects pertaining to all engineering sections

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	Gr. Pankash
Day - 2	Electrical Assistant	switch off street lights in the secretariate area before sunrise	Gr. Pankash
Day - 3	Electrical Assistant	switch on street lights after the sunset	Gr. Pankash
Day - 4	Digital Assistant S/c	monitoring the village in single window system	MDash
Day - 5	Digital Assistant S/c	Attending office and entering all the details related to topicals / applications	MDash
Day - 6	Digital Assistant S/c	Attend the duties as entrusted by the Panchayat secretary	MDash

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- ELECTRICAL ASSISTANT -

- * electrical Assistant is known as Energy Assistant
- * electrical supply and street lights and monitoring
- * visiting ward / area / colony in the GP Area and identifying the problems related meters, releasing new electrical connection and attending fuse-off calls, monitoring and identification of problems related to street light and water supply schemes
- * Attending LT/HT line maintenance, OTR maintenance and replacement of OTR sections and HGR fuses for extending reliable and quality supply and Attend Deendayal upadhyaya krum jyothi representations.

- DIGITAL ASSISTANT -

- * monitoring the village in single window system. And attending office and entering all the details related to Tappas / grievances / communications / Applications in the Inward Register and shall place it before Panchayat secretary for initials and distribution
- * uploading / updating data of beneficiaries or eligible beneficiaries list under Navaratna and different schemes

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 dwakra mahila, house construction. monitoring	
Day - 2	welfare assistant	visit to banks for SHG banks. linkage / Housing loans as per schedule	
Day - 3	welfare assistant	clearance of GPs services in online / manual	
Day - 4	ABOUT SCHEMES	Navaratrialu	
Day - 5	ABOUT SCHEMES	The nine Navaratrialu welfare schemes	
Day - 6	ABOUT SCHEMES	The nine Navaratri- lu welfare schemes	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

WELFARE ASSISTANT

* pension distribution puaksa mahila ; house construction monitoring

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

* Field visits to village / schools / hostels / JHn / VO machines visits the self employment units etc for as per calendar of activities * updation of JVO cards, Amma vodi scheme, pension application and verification uploading

NAVARATNALU

Sir 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 Navaratnalu

→ The nine Navatna welfare schemes are

- | | | |
|--------------------------|------------------|-----------------------|
| ① YSR Rythu Bharosa | ④ YSR Jalayagnam | ⑧ Housing for all |
| ② Fee reimbursement | ⑤ Ban of alcohol | POV |
| ③ Arogya Sri | ⑥ Amma vodi | ⑨ Pension enhancement |
| ⑦ YSR ASARA, YSR cheyuta | | |

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	YSR Rythu Bharosa	every farmer to be provided Rs 50,000 financial assistance	Kusumi
Day - 2	YSR Rythu Bharosa	For crop sowing Farmers to get Rs 12500 during may itself	Kusumi
Day - 3	YSR Rythu Bharosa	farmers need not worry about crop insurance	Kusumi
Day - 4	Fee reimbursement youth employment & job creation	Fee reimbursement youth employment	M. Sahul
Day - 5	fee reimbursement youth employment & job creation	education expenditure will be borne for poor	M. Sahul
Day - 6	fee reimbursement youth employment & job creation	Rs 20,000 per student per annum to be provided in addition to fees reimbursement	M. Sahul

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

1. YSR Rythu Bharosa

- * Every farmer to be provided Rs 50,000 financial assistance for crop sowing farmers to get Rs 12500 during may itself
- * Farmers need not worry about crop insurance government to pay insurance premium on behalf of farmers.
- * Interest free crop loans to be provided to farmers.
- * Free bore wells to be provided the farmers
- * 9 hours free electricity during day time for agriculture purpose
- * Rs 7 lakh YSR Bhima to be provided to the family of farmer for accidental death (8) suicide Act will be passed in the assembly to ensure amount does not land into the hands to loaners and government will stand by the deceased farmer family.
- * Rs 4000 crores allotted for natural disaster relief fund.

2. Fee reimbursement youth employment & job creation

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

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	AROGYASRI	Free medical treatment through Arogyasri	K. Rajan
Day - 2	AROGYASRI	All diseases and operations to be covered under Arogyasri	K. Rajan
Day - 3	AROGYASRI	Financial assistance to the family of person during rest after operation & medical treatment	K. Rajan
Day - 4	YSR JALAYAGNAM	Jalayagnam dream project of late Dr YSR to be completed	G. Prabh
Day - 5	YSR JALAYAGNAM	Polavaram, Poola subhaya, velligonda.	G. Prabh
Day - 6	YSR JALAYAGNAM	Other projects to be completed in water footing basis	G. Prabh

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

3. AROGYASRI

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

4. YSR Jalayagnam

- * Jalayagnam dream projects of late Dr YSR to be completed
- * polavaram, Poola Subbayya, reiligonda and other projects to be completed in war footing basis.
- * safe water for drinking and water for calibration to be provided Ponds to be modernized to improve 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	liquor is one of the main reason for dispute in families.	<u>M. D. S.</u>
Day - 2	Ban on alcohol	Human relations are collapsing	<u>M. D. S.</u>
Day - 3	Ban on alcohol	Ban on alcohol will be implemented in three stages alcohol use to be limited to 5 star hotels	<u>M. D. S.</u>
Day - 4	Amma vodi	mothers of poor families need not to worry about children education	<u>M. D. S.</u>
Day - 5	YSR ASARA, 'YSR cheyuta	loans of women cooperative societies would be paid them directly in four instalment	<u>M. D. S.</u>
Day - 6	YSR ASARA YSR cheyuta.	YSR cheyutna to be provided to BC, SC, ST minority women.	<u>M. D. S.</u>

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 reason 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. Anna 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 pooled to them directly in four installments.

* 0% interest loans will be issued to the women and the interest will be borne by the government to the bankers

* YSR cheyutha to be provided to BC, SC, ST, minority women

* present corporations system will be revamped 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 minority, through various corporation of YSR cheyutha

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 been	Housing for all homeless poor families	K.v.sunil I/c
Day -2	Housing for all poor	Registration to be done in the name of female persons in the house at time of hand over	K.v.sunil I/c
Day -3	pensions enhancement	pension age limit to be decreased to 60 from 65 years.	M.Datta
Day -4	pensions enhancement	Rs 3000 - pensions for differently abled persons	M.Datta
Day -5	GADAPA GADAPA MANA PRABHUTVAM	Seek food bank / suggestions from the public	M.Datta
Day -6	GADAPA GADAPA MANA PRABHUTVAM	Schedule finalized by district collector	M.Datta

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

— Housing for all Poor —

- * Housing for all ~~hottle~~ less poor families irrespective of parties, caste, religion, category.
- * 25 lakhs houses to be constructed in 5 years
- * House sites to be provided to house less poor people along with registration and construction.
- * registration to be done in the name of female person in the house at time of hand over
- * tie-up with banks for loans @ 25 Paise against the newly constructed house

— Pension - Enhancement —

- * person age limit to be decreased to 60 from 65 years
- * senior citizen pension to be gradually increased to Rs 3000-
- * Rs 3000- pension for differently abled persons

— GADAPA - GADAPA —

MANA - PRABHUTVAM

→ the gadapa gadapa mana prabhutam is must seek feed back / suggestion the public

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	GADAPA GADAPA MANA PRABHUTVAM	must attend government program notice the problem	
Day - 2	GADAPA GADAPA MANA PRABHUTVAM	The gadapa gadapa mana prabhutvam aroid awareness among the public about the schemes	
Day - 3	GADAPA GADAPA MANA PRABHUTVAM	suggestion from the public for process improvement and for their improve the service diversity	
Day - 4	GADAPA GADAPA MANA PRABHUTVAM	The MLAs would make visits to the household in their jurisdiction.	
Day - 5	GADAPA GADAPA MANA PRABHUTVAM	seeks feed back / suggestion from the public	
Day - 6	GADAPA GADAPA MANA PRABHUTVAM	schedule finalized by district collector	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

GADAPA GADAPA MANA PRABHUTVAN

The gadapa gadapa mana prabhutvam it said is to create awareness among the public about the schemes and programmes 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 MLA would make visit to the household in their jurisdiction as per the schedule

finalised by respective district 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 welfare 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 for process improvement and further improve the service delivery.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The ANM madam was explain about general instructions	I can learned the general duties of ANM	K. Jyoti Devi DPH-78
Day - 2	The madam was telling about Unnatural and child birth	I can learn need the ANM madam has given precaution for pregnancy	K. Jyoti Devi DPH-79
Day - 3	ANM madam explain about social services with awareness programmes	I can learned some social services, dentists physiotherapist - Phy AIDS & HIV	K. Jyoti Devi DPH-80
Day - 4	she is teaching about health education in secretariat	how to protect our body healthfully	K. Jyoti Devi DPH-81
Day - 5	Today class is about nutrition	how many types of good habits can take	K. Jyoti Devi DPH-82
Day - 6	today of the class about communicable disease	I can learned some type of disease, chicken pox, uneasy influenza	K. Jyoti Devi DPH-83

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

General Instructions

① should work under the administrative control of medical officer PHC and guidance of the female health supervisor

② She would stay at her official headquarters and available for all maternity care services

③ should be prepare map planning of her allocated area and population of people data was collected

④ All the ANMIs was to discharge all the duties as assigned by the PHC medical officers

⑤ social awareness programmes: cancer, diabetes, HIV, AIDS heart attack with CRPS, healthy food.

* health education : participate in the local mahila meeting spread the message on female a great marriage

co-ordinate programmes carefully. there are organized workers, gram sevaks in promoting services to people

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	what is the duties and responsibilities of ward volunteer	I am knowing the kind of information	B. Chaitanya
Day - 2	The volunteer was informed about schemes with awareness	He explained to the Navarathna schemes	B. Chaitanya
Day - 3	Require skills and eligibilities of ward volunteers	I learned the volunteer for kind of information	B. Chaitanya
Day - 4	The volunteer is unable to supply to people with pension	I gain about information of the man	B. Chaitanya
Day - 5	He is explain what is secretariat	I am knowing about Sachivalayam	B. Chaitanya
Day - 6	which types of secretary duties	I learned duties of secretary	B. Chaitanya

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: secretariat duties and responsibilities

- ① Answering and directing phone calls
- ② Organising and distributing messages
- ③ maintaining company schedules ④ organising documents and files
- ⑤ Supervising staff and new employees

duties and responsibility of volunteers

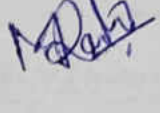
- ① on independence day 2019 Andhra Pradesh launched the village volunteer system.
- ② The village volunteer system aim to bring govt services to people door steps

duties and responsibility of lineman

A lineman has many responsibilities such as working with heavy equipment to reach power-line, and using various tools to repair (or) replace power lines

→ the secretariat role is to facilitate the govt conduct engagements and control of the university by co-ordinating the exchange of information to people

ACTIVITY LOG FOR THE FIFTEENTH 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 to service	
Day - 2	Definition of GDP and its objection overcome	development process	
Day - 3	Funds Allocated to mram Panchayat	General test for 1st to 11 management	
Day - 4	House Hold Survey of system 1, 2, 3, 4, 5	most likely of Income survey	
Day - 5	House hold survey of class Six-step validation of eligibility for all welfare schemes	Digital literacy using mobile / smart phone	
Day - 6	Brief of all the days Activation	Digital literacy training acquired	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - service Life Agreement

In gram ward sachivalayam there are more than 800 services each service is having their own SLA

for eg:

1. Income certificate - 7 days

2. caste certificate - 30 days

3. Mohratham - 30 days

4. Ration card - 180 days

GP DP : Gram Panchayat development - programme

It is a planning programme for the development of the gram panchayat

→ sanitation planning

→ Road Repair Planning

→ Street light position

→ new over need towns

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 ~~last~~ first day on my Internship was the day that I will never forget in my life. And this is because of experience I acquired which enables me to learn more about the working environment. Instructed us how we should behave during of our internship period. My supervisor told me how to behave and to be confidential. I was oriented very well because I had to start working the next day.

⇒ MY ROLE:-

Myself I was considered as a new comer in the organization. I had to first introduce myself to fellow workmates - which I did with out any problems my responsibility. I was trained by my supervisor and other staff depending on task 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 11 functionaries are there in Sachivalayam: PANCHAYAT SECRETARY, DIGITAL ASSISTANT, WELFARE ASSISTANT, ENGINEERING ASSISTANT, ENERGY ASSISTANT, SURVEY ASSISTANT, VRO, ANM, MAHILA POLICE, AGRICULTURE ASSISTANT, VETERINARY ASSISTANT. There are very helpful to improve my skills in real life environment.

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 repetition that could occur and lead to wastage of time but I didn't practice more about what I have learnt is theory. I expected to practice it during internship and the way in which internise has changed as a result of internship experience.

The punctuality is the most important and emphasized thing which helps 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 supervisor and other colleagues the power of friendship ethical behaviour in work area and know how to handle customers with different attitude and behaviour 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

→ Greeting good relationship with people

→ Good communication skills

→ Ethical behaviour in work area

→ socializing : the help and assistance rendered to intern by supervisors and other colleagues the power of friendship.

→ confidence : A trainee got used with the 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 and objectives

→ time management : As a result of internship a trainee learnt 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 organisation so many different type of people are coming how this organization works are dealt 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. And know how to handle customers with different attitude and behaviour, work spirit.

- learnt to control emotions while speaking with others
- observe other people and interact with each other and develop communication and practise our 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

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 Sachivalayam department as

- * Establishing interpersonal relationship
- * communication skills with person outside organization
- * communication with higher officials
- * time management skills
- * leadership qualities

I learned so many leadership qualities
I utilizes the skills in very effective manner these
things are very helpful in many real life. I improve
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 be have not possible without Sachivalayam volunteer staff.

The technological development I have observed and relevant to the subject area of training

Data analysis, web development, computer programming, languages, financial management, book keeping & design writing communication, good relationship, team work leadership and managements

This developments of the technological technical is computer high programming process and high speed internet. the work depend on the speed of work to do the technological

development of the Sachivalayam departments in my internship managements to process the technology to developed the feature to solve as possible as soon if the qualification of the worker to keep our prove this mindset later to keep improve to technology developed on the department.

Student Self Evaluation of the Short-Term Internship

Student Name: NIDAGANTI KRISHNA

Registration No: 2022001056022

Term of Internship: From: 7-12-2022 To: 18.03.2023

Date of Evaluation:

Organization Name & Address: Grama ward sachivalayam, Patrunivalasa
(vill), Srikakulam.

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

N. Krishna
Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: N. krishna

Registration No: 2022001056022

Term of Internship: From: 12.12.2022 To: 18.03.2023

Date of Evaluation:

Organization Name & Address: Sachivalayam Patrunivalasa, SKM

Name & Address of the Supervisor M. RAMACHANDRARAJO (WEA)
with Mobile Number 6300293329

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

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

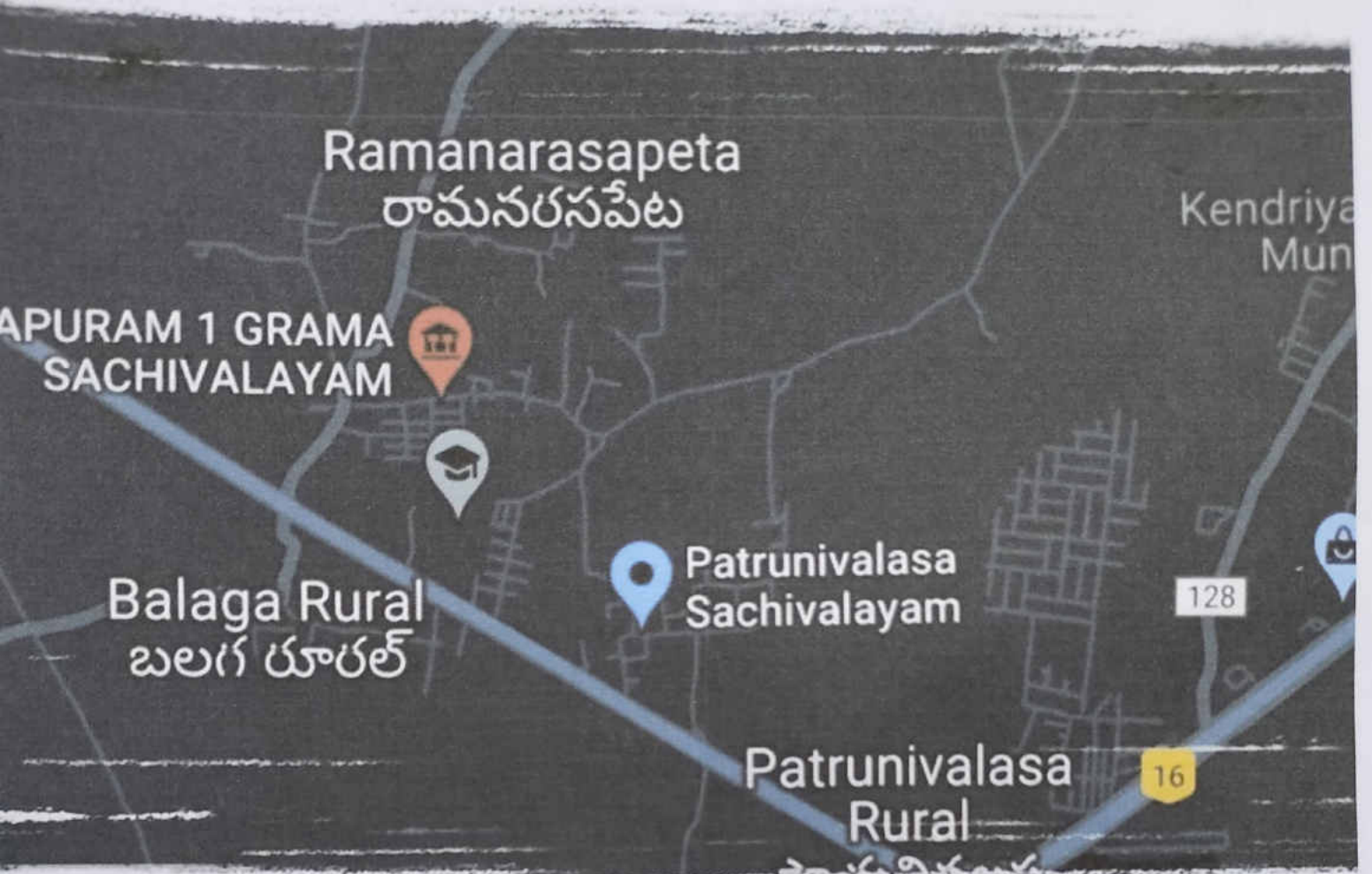
Rating Scale: 1 is lowest and 5 is highest rank

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

Date: 10.04.2023

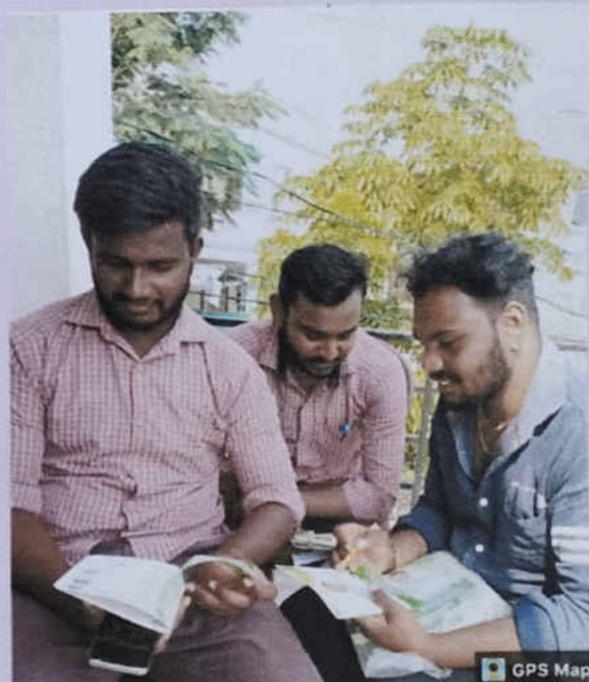
Signature of the Supervisor
10.04.2023



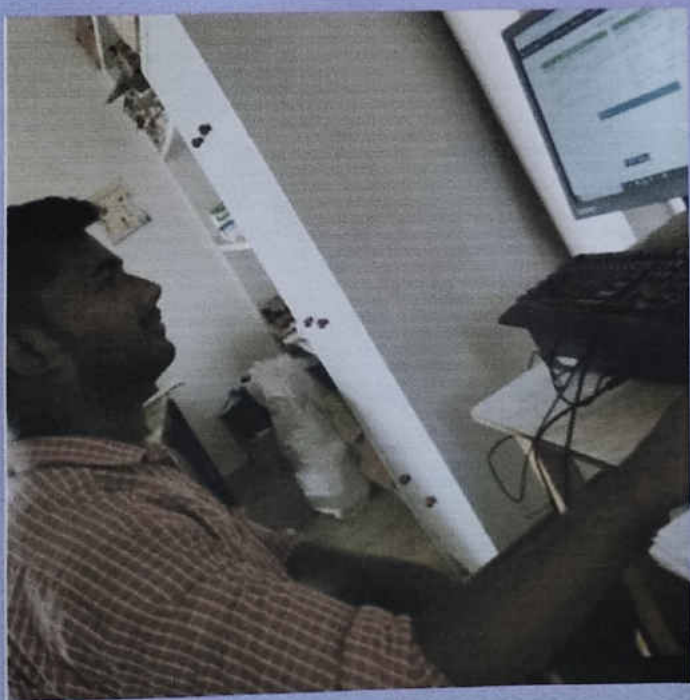


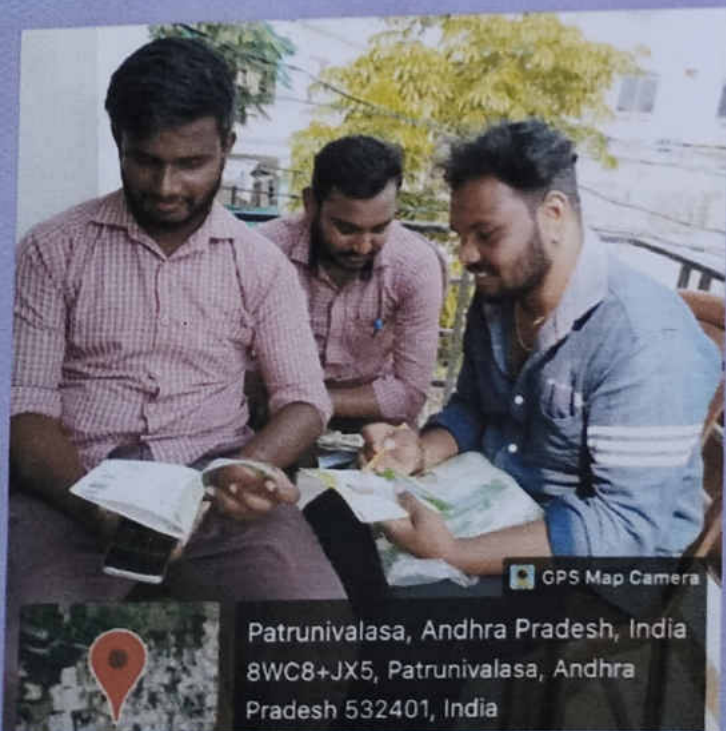
patrunivalasa sachivalayam





GPS Map
Patrunivalasa, Andhra Pradesh,
8WC8+JX5, Patrunivalasa, Andhr
Pradesh 532401, India
Lat 18.32144°
Long 83.917263°
29/12/22 12:01 PM GMT +05:30





Patrunivalasa, Andhra Pradesh, India
8WC8+JX5, Patrunivalasa, Andhra
Pradesh 532401, India

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: NIDAGANTI KRISHNA

Programme of Study: Long term Internship

Year of Study: 2022 - 2023

Group: CBMB

Register No/H.T. No: 2022001056022

Name of the College: Government degree college (Mew) Srikakulam

University: Ambedkar university

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

Date: 18/07/2023

D. Ravi
Signature of the Faculty Guide

18/07/23

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: NIDAHANTI KRISHNA

Programme of Study: Long term Internship

Year of Study: 2022-2023

Group: CBMB

Register No/H.T. No: 2022001056022

Name of the College: Government degree college for men

University: 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	50
	TOTAL	150	150
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	200

Signature of the Faculty Guide

D. Ravi

Signature of the Internal Expert

S. Ravi

M. Ravi

Signature of the External Expert

Prof. Dr. 19/7/23

Signature of the Principal with Seal

PRINCIPAL
Government Degree College (Men)
SRIKAKULAM