

GOVERNMENT DEGREE COLLEGE (MEN)

SRIKAKULAM.



2023

Semester Internship (Long Term)

Area of Internship: Sachivalayam Baleru - 1

Village : Solikiri

Mandal: Bhamini

District: Parvathipuram Manyam

Faculty Guide

D.RAVINDRA

Lecturer in Biology

Submitted by

Name: Vuyuka Kishore Kumar

Group: III B. Sc (CBMB)

Hall Ticket No.: 2022001056030

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: Vuyuka Kishore Kumar.

Name of the College: Govt Degree college (M) Srikakulam

Registration Number: 2022001056030

Period of Internship: From: 7/12/22 To: 18/3/23

Name & Address of the Intern Organization: Grama ward Sachivalayam
Balera - 02

Dr. BR Ambedkar **University**
YEAR

An Internship Report on

GRAMA WARD SACHIVALAYAM BALERU - 01

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

III B-SC CBMB

Under the Faculty Guideship of

D. DAVINDRA

(Name of the Faculty Guide)

Department of

BOTANY, GOVT. DEGREE COLLEGE (MEN)

(Name of the College)

Submitted by:

VUYAKA KISHORE KUMAR

(Name of the Student)

Reg.No: 2022001056030

Department of Government

Degree college (m) Srikakulam

(Name of the College)

Student's Declaration

I, Kishore Kumar a student of Internship
Program, Reg. No 2022001056030 of the Department of Govt Degree College (MEN)
College do hereby declare that I have completed the mandatory internship
from 7/12/22 to 18/3/23 in Sachivalyam-01 (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)

V. Kishore Kumar
(Signature and Date)

Official Certification

This is to certify that VUYAKA KISHORE KUMAR (Name of the student) Reg. No. 2022001056030 has completed his/her Internship in SACHIVALAYAM (Name of the Intern Organization) on SACHIVALAYAM BALERU - 01 (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc CBM13 in the Department of GDC(M) Srikakulam (Name of the College).

This is accepted for evaluation.

D. Ravi
(Signature with Date and Seal)
Govt. Degree College
SRIKAKULAM.

Endorsements

Faculty Guide

D. Ravi

MS
Head of the Department

Principal
Principal
Government Degree College (Men)
SRIKAKULAM

Prof. D. Ravi
19/7/23

Certificate from Intern Organization

This is to certify that VUYAKA KISHORE KUMAR (Name of the intern)
Reg. No 2022601056030 of Govt Degree college (M) (Name of the
College) underwent internship in Baleru-01 Gram Sachinvalayam (Name of the
Intern Organization) from 7/12/22 to 18/3/23

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

N. S. J. E 10/04/2023
Authorized Signatory with Date and Seal

Panchayat Secretary
Baleru Grama Panchayat
Bhamini (M), Srikakulam Dist.

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. Susekha principal GDC (M) SKM for her sincere encourage. towards internship.

We are thank. ful. to Sri B. Mohan Rao coordinator. for internship for his continuous. coordination & communication with student.

We are also grateful. to D. Ravindra lec in Botany. Our classmentor. for his continuous monitoring for the entire internship.

My whole gratitude towards "N. satyavathi" Panchat. Securating..

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CHAPTER 1: EXECUTIVE SUMMARY

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

This report is result of 12 weeks internship. During the internship it is required to study the organization. Department of the organization and critically relate the theoretical aspects of the organization in the practical situation. I got an opportunity of getting practical knowledge about the village secretariates in Andhra Pradesh. go to quench the thirst of practical exposure and for getting practical knowledge about I joined Baleru-1 Sachivalayam, village secretariate. During this time period, I gather all necessary information about village secretariates.

Effort have been made to compile this report in such a way that activities its salient 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 fruitful manner, that is the main reason to establishment of grama Sachivalayam in Andhra Pradesh. In the date of Oct 2, 2019 government started grama Sachivalayam across the Andhra Pradesh. During this 3 years period nearly they gave 5 crore services to the people across AP. Total 12 functionaries are there in Sachivalayam to serve the people in their disciplinary respectively.

Page No

At last I must say that this report is designed to simulate curiosity about grama Sachivalayam work in AP. During this time period I learn so many things related to the management, team work, leadership qualities. These qualities so much helpful to me to survive in an organization.



CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

Grama Sachivalayam (also known as village secretariate) are Secretariates setup in the Indian state of 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 secretariates. 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 entities. Establishment of village secretariates was one of the promises made by Y.S. Jagan Mohan Reddy during his Praja Sankalpa 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 organized which I choose. The candidates between 18-42 years of age are eligible for Ap grama Sachivalayam exam. The required educational qualifications are different according to the different posts.

There were some schemes that are introduced in the government of Andhra Pradesh like YSR Anna Vodi scheme, YSR rice card, YSR Navaratnalu scheme, YSR Vasathi Devena etc., which helps the citizens of Andhra Pradesh to have a 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.	P. Raja
Day -2	Introduction class about brief description of staff numbers.	Having in the Sachivalayam all the secretariates setup.	P. Raja
Day -3	Introduction class about Sachivalayam department	Government of Andhra Pradesh appointed the village volunteers.	P. Raja
Day -4	Grama Sachivalayam total staff details.	Deep details about staff.	P. Raja
Day -5	Grama Sachivalayam Total Staff details	staff details from top to bottom.	P. Raja
Day -6	Grama Sachivalayam total staff	All the government department are having one place.	P. Raja

WEEKLY REPORT

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

Objective of the Activity Done:	<u>VILLAGE SECRETARIAT</u>
Detailed Report:	<u>FUNCTIONARIES ACTIVITY CALENDAR</u>
Grama Sachivalayam is (also known as village secretariats) One secretariats 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 * Andhra Pradesh was the first state in India to launch village secretariats * Government of Andhra Pradesh appointed village volunteers to deliver services and also in the grama Sachivalayam setup are:-	
① Panchayat secretary.	
② VRO (Village Revenue Officer)	
③ Survey assistant ④ ANM.	
⑤ veterinary & fishery Assistant.	
⑥ Women police.	
⑦ Engineering assistant.	
⑧ Electrical assistant.	
⑨ Agriculture MPEO's	
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 governor, able to collect the taxes, and other welfare work.	N.S. S
Day -2	Panchayat Secretary	Collection, generation and spending daily reports to higher authorities.	N.S. S
Day -3	Panchayat Secretary	Shall ensure that office premises are neat and duty Panchayat Raj higher authorities	N.S. S
Day -4	VRO Village revenue officer	VRO should monitor the land and ration food supply in villages.	G.V. Ram
Day -5	VRO Village revenue officer.	Services of notices/ summons/orders under various acts/ laws.	G.V. Ram
Day -6	VRO Village revenue officer.	Identification of beneficiaries under various acts/schemes.	G.V. Ram

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-taxes.
- * Attending RTI, court cases, SI/ST/HRC/legal issues by maintaining registers.
- * Allotment of turn duties for Village Secretary at functional Assistants.
- * Must follow panchayat by higher authorities during field visit.
- * He shall attend protocol duties, Government special programs, 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, POT Act, LIR in Agency areas, Assignment rules and Conditions and Mines and Minerals Rules.
- * Reporting on Inclusion, deletion and modification in electoral rolls.
- * Any other work entrusted by the superior.

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	H.A.
Day -2	Survey Assistant	Inspect to take action against unauthorized layouts/constructions, violations.	H.A.
Day -3	Survey Assistant	Inspection of lands proposed for layouts	H.A.
Day -4	ANM	Should be responsible for villagers health monitoring	J. Chawanthi MPHAF
Day -5	ANM	Should be responsible for villagers scheduling health camps in the village.	J. Chawanthi MPHAF
Day -6	ANM	Should be responsible for maternal & child health.	J. Chawanthi MPHAF

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	H.D.
Day - 2	Survey Assistant	Inspect inspection to take action against unauthorized layouts/constructions, violation	H.D.
Day - 3	Survey Assistant	Inspection of lands proposed for layouts	H.D.
Day - 4	ANM	Should be responsible for villager's health monitoring	J. Chauranti MPHAF
Day - 5	ANM	Should be responsible for villager's scheduling health camps in the village.	J. Chauranti MPHAF
Day - 6	ANM	Should be responsible for maternal & child health.	J. Chauranti MPHAF

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 issues in village and Submit to the Reporting officers/Panchayat Secretary and Redressal of grievances (Ex. RTI 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 ANMs routine daily activity, she has to visit at least 30 house hold in her allotted area and covers the maternal & child health.

* ANM should be responsible for villagers health monitoring and scheduling health Camps in the village. * she has to provide information to the PHC ANM concerned for uploading data in nearly so central and state. * Uploading of daily reports (HMIS & IIP-IPV)

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	veterinary of fishery Assistant	livestock dairy and fisheries	N. S. Singh
Day -2	veterinary of fishery Assistant	The blags of veterinary is white	N. S. Singh
Day -3	veterinary of fishery Assistant	The blages of Fisheries Assistant & Agriculture is Blue	N. S. Singh
Day -4	veterinary of fishery Assistant	monitoring agriculture works & suggestions	N. S. Singh
Day -5	Agriculture mp60's	monitoring agriculture production reports	R. Jyoti NAA Balera-1 (CRBK)
Day -6	Agri culture mp60's	operationalization of Rythu Bazaru Centre	R. Jyoti NAA Balera-1 (CRBK)

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 & Aquaculture is Blue, Veterinary is white and agro-culture is Red.

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

Fishery: Fish Farming & pisciculture involves Commercial breeding of fish usually fed food, in fish tanks or artificial such as ponds.

Agriculture: Field visits and interaction with farmers (Talanbadi, Seed, village programme, e-Crop booking etc)

* Operationalization of Rythu Bharosa Kendrum processing of petitions received.

* Organization of village Knowledge Centre and Agri Input Shop in Rythu Bharosa Kendrum.

* Sensitization of farmers YSR Agri input Testing Labs. Reprint 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 (Gramee mahila Samakshya karyadash)	counseling, security and other important roles in villages	Sudhama
Day -2	women police (Gramee mahila Samakshya karyadash)	visit to Angwadi centre, timing, operating preschool	Sudhama
Day -3	women police (Gramee mahila Samakshya karyadash)	prevent Child marriages age limitation	Sudhama
Day -4	Engineering Assistant	wires & water supply, cement, Sachet clay	B. Reddy
Day -5	Engineering Assistant	Field visit covering all the Engineering activities	B. Reddy
Day -6	Engineering Assistant	Technical inspection of building permission.	B. Reddy

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 Samakshani Karjadhari. She gives Counseling, Security and other important roles in village.
- * Prevent child marriage by insuring eligibility Certificate to the couple after through verification of their age proof.
- * Visit to school / college / Girls Hostels / KGBVs / walking camps on Crime against women and children. "Drug and Sexual abuse Fire Tasing, Ragging, Porno related, 24x7 Help lines and Self defense techniques, Cyber Milhana, Mahila Milhana.

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.
- * Identification of road maintenance work such as pot holes etc. and Preparation of Estimate Proposals.

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 & street light & monitoring	Rafael
Day -2	electrical Assistant	switch off street light in the Sabalant	Gojesh
Day -3	Electrical Assistant	switch on street after sunset	Gojesh
Day -4	Digital Assistant	monitoring the village in single window system	I. Watnam
Day -5	Digital Assistant	Attending ITIC	I. Watnam
Day -6	Digital Assistant	Attend the duties perley secretary	I. Watnam

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

* Electrical Assistant is known as Energy Assistant
* Electrical Supply and street lights and monitoring
* Visiting ward / Area / colony in the GP Area and
Identifying The Problems related meters, relieving
New Electrical connections and attending Fuse
off Calls / consumer Grievances) Monitoring
and Identification of problems related to
Street lights and water supply schemes
* Attending LT/HT line maintenance, OTR
maintenance and replacement of OTR sections
and HG fuses for extending reliable and quality
Supply and Attend Dandayal Upadhyaya Gram
Nyathi 'representations'.

DIGITAL ASSISTANT

* Monitoring the village in single window
system and attending offices and entering
all the details related to Tappals / Grievances
communication / Applications in the In the
Inward Register and shall place it before
Panchayat secretary for initials and distribution

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	welfare Assistant	pension Distribution	P. Kantika
Day -2	welfare Assistant	visit to Bomes bot SHR Boop	P. Kantika
Day -3	welfare Assistant	cleaning tiles services in mine	P. Kantika
Day -4	ABOUT schemes	Navarantika	P. Kantika
Day -5	ABOUT schemes	The mine Navarantika welfare schemes	P. Kantika
Day -6	ABOUT schemes	mine Navarantika welfare schemes	P. Kantika

WEEKLY REPORT

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

Objective of the Activity Done:

WELFARE ASSISTANT

Detailed Report:

- * Pension Distribution, Dinkra Mahila, house Construction monitoring.
- * Interacting with the other Functional Assistants to exchange the Information related to grievances in Spandana to ensure quality disposal and developmental activities of their jurisdiction and to seek solutions
- * Field visits to village / Schools / Hostels / SHGs / meetings visits to Self-Employment units etc. as per Calendar of Activities.
- * updation of JVD Cards, Anna Vodi Scheme, Pension application and verification / uploading

NAVARATNALU

- | | |
|--------------------------|-------------------|
| ① ysr Pathu Barsha | ⑦ housing for all |
| ② Jalayagham | ⑧ Ben g Alcohol |
| ③ Fee Reimbursement | ⑨ pension |
| ④ Arogya | enhancement |
| ⑤ Anna vodi | |
| ⑥ ysr Asera, ysr Chyutha | |

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	YSR Raithu Bhavasha	to Formed 50,000 Financially Assistance	P. Raja
Day -2	YSR Raithu Bhavasha	crop saving 125000 during may it self	P. Raja
Day -3	YSR Raithu Bhavasha	not to worry about crop	P. Raja
Day -4	Fee reimbursement youth employment & job creation	Fee reimbursement youth employ	P. Raja
Day -5	Fee reimbursement youth employment	Education Expenditure	P. Raja
Day -6	Fee reimbursement youth employment	2,000 per student annually	P. Raja

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: To YSR Paithe Bharela

* Every family to be provided Rs 50,000 for Gop.

* Farmers need not to worry about Gop Insurance.

* Interest free Gop loans on behalf of farmers

* Free bore wells provided

* 9 hours free electricity

* 7 lakh YSR Bhima to the families should be provided

* Rs 4000 Crores allotted for Natural disasters Relief fund

2. Fee reimbursement

* Education Expenditure will be bore by govt

* Rs 20,000 per student per annum

* Fee reimbursement provided.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	AROGYASRI	Free medical treatment	J. Chamarthi mpkshp
Day -2	AROGYASRI	All diseases Operations	J. Chamarthi mpkshp
Day -3	AROGYASRI	Financial Assistance	J. Chamarthi mpkshp
Day -4	YSR Jalayagnam	dream projects	J. Chamarthi mpkshp
Day -5	YSR Jalayagnam	polavaram velligonda	J. Chamarthi mpkshp
Day -6	YSR Jalayagnam	completed in her Feeding	J. Chamarthi mpkshp

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

30 Anagya Sri

- * Cover all the categories with Annual income less than 5 lakh
- * medical expenditure Rs 1000
- * Applied for all
- * free medical treatment
- * Rs 10,100 - pension per month to be provided for suffering from health conditions.
- * photo displayed in All government hospitals.

40 YSR Jalabagham

- * drain project of YSR to be completed
- * By Polavaram, Polasubhaya, Veligandla
- * safe water drinking for culture

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	licor despite families	P. Ganesha
Day -2	Ban on Alcohol	human collapsing	Sudhama
Day -3	Ban on Alcohol	Implemented by three stages	Sudhama
Day -4	Amma ledi	make g- poor families receive	P. Ganesha
Day -5	YSR Asara YSR Cheyutha	Leads for women society capacity	P. Ganesha
Day -6	YSR Asara YSR Cheyutha	provided to BC, SC, ST, women	P. Ganesha

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

50 Ban on Alcohol

* Alcohol is one of the main reasons in family disturbances.

* Ban on Alcohol is done by stage wise

* Alcohol use to be limited in 5 star hotels.

60 Amma Ladis

* Mothers can get 15,000 for their children expenditure from school to college education

70 YSR Asara, YSR Chayutha

* Loans for women cooperative societies paid them directly in installments

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	All homeless families	B. Gnady
Day -2	housing for all poor	Registration for everyone	B. Gnady
Day -3	housing for all poor	pension ge limit 60	B. Gnady
Day -4	housing for all poor	Basic need basic supply	B. Gnady
Day -5	pension Enrolment	300/- pension	P. Gnady
Day -6	WADAPA WADAPA MANA PRABHU	Scheme finalised to disty-	P. Gnady

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Housing for all poor

* housing for all homeless people

* 25 lakh houses to be constructed in 5 years

* Registration done by all names for the names.

person enhancement

* person age limit from 60 to 65.

* 2010 per month needed for all aged persons.

GADAPA - GADAPA

MAANA PRABHUTVAM

→ It must seek feed back/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	WADAPA WADAPA MANA PRABHUTVAM	must attend government notice problem	P. Kavalika
Day - 2	MANA PRABHUTVAM	Awareness of public on schemes	P. Kavalika
Day - 3	MANA PRABHUTVAM	Suggestion from public for process	P. Kavalika
Day - 4	WADAPA WADAPA MANA PRABHUTVAM	MLA's make visit to the house hold	P. Kavalika
Day - 5	WADAPA WADAPA MANA PRABHUTVAM	See by breed beef suggesti on	P. Kavalika
Day - 6	MANA PRABHUTVAM	Schedule by distict collector	P. Kavalika

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

GADAPA GADAPA MANA PRABHUTAM

* Must attend Government Notice problem

* Awareness public on schemes

* Suggestion from public for process

* MPA'S Make visit to the house
hold.

* Seeks feed back Suggestion

* Schedule by district collector.

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	J. Chaurathi MPTIAP
Day -2	The Madam was telling about maternal and child birth	I can learned The ANM Madam has given preclusion for pregnancy	J. Chaurathi MPTIAP
Day -3	ANM Madam explain about social services with awareness programs	I can learned some social services dentist physiotherapy & HIV	J. Chaurathi MPTIAP
Day -4	Today class's about Nutrition)	How many types of food habits can take	J. Chaurathi MPTIAP
Day -5	She is Teaching about health education in Secretariat	How to protection body healthy fully	J. Chaurathi MPTIAP
Day -6	Today of the class about communicable disease	I can learned some type of disease chicken pox,	J. Chaurathi MPTIAP

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 plfc and guidance of the female health supervisor
- ② She would stay at her office head quarters and available for all maternity case services
- ③ Should be prepare map planning at her allocated area and population of people data was collected
- ④ Social awareness programmes cancer, diabetes, HIV, AIDS heart attack with 1 healthy food
* Health education: participate in the local Mahila meeting spread the message on female marriage co-ordinate programmes carefully, there are Anganwadi gram scales 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	P. Raja
Day - 2	The volunteer was informed of the schemes with awareness	It is explained to the ward volunteer schemes	P. Raja
Day - 3	Require skills and eligibilities of ward volunteers	I learned the volunteer for kind of information	P. Raja
Day - 4	The volunteer is under all time supply to people with persons	I gain about information of the man.	P. Raja
Day - 5	He is explain what is secretarial	I am knowing about Sachivalayan	P. Raja
Day - 6	Which types of secretary duties	I learned duties of secretary	P. Raja

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 temporary schedules, agendas, documents and files

④ Supervising staff and new employees
Duties and Responsibilities of Volunteers

* In Independence day 2019 Andhra Pradesh launched the village volunteer system

* The village volunteer system aims to bring gives services to people door steps

Duties and Responsibilities of Lineman

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

→ The secretariat role is to facilitate the govt conduct, Engage and control of the university by co-ordinates 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	GADAPA GADAPA MANA PRABHUTAM	must attend Government Notice problem	P. Kanchana
Day -2	MANA PRABHUTAM	Awareness public on Schemes	P. Kanchana
Day -3	MANA PRABHUTAM	Suggestion from public for process	P. Kanchana
Day -4	GADAPA GADAPA MANA PRABHUTAM	MLA's make visit to the house holder	P. Kanchana
Day -5	GADAP GADAP MANA PRABUTAM	Seeks feed back Suggestion	P. Kanchana
Day -6	MANA PRABHUTAM	Schedule by district collector	P. Kanchana

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

GADAPA GADAPA MANA PRABHUTVAM

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 MLAs would make visits 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

CHAPTER 5: OUTCOMES DESCRIPTION

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

During internship:-

Context:- This first day in my internship was the day that I will never forget in my life. And this is because of experience I acquire which enables me to learn more about the working environment instructed us how we should behave during our internship period. My supervision 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:-

I was considered as a new comer in the organization. I had to first introduce myself to fellow workmates which I did without any problems my responsibility. I was trained by my supervision 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 Sachivalaya PANCHAYAT SECRETARY, DIGITAL ASSISTANT, WELFARE ASSISTANT, ENERGY ASSISTANT, ENGINEERING ASSISTANT, SURVEY ASSISTANT, VRO, ANM, MAHILA POLICE, AGRICULTURE ASSISTANT, VETERINARY ASSISTANT ~~There~~

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

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

The punctuality is the most important and emphasized thing. which help in fulfilling their goals and objectives. Time management as a result of internship a trainee learnt how to perform difficult responsibilities in short time. Confidence is a trainee has to be confident especially a work filled. Socializing is the help and assistance rendered to interns by supervisors and other colleagues the power of friendship. ethical behaviour in work area and know of 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 behaviour.
- working spirit.
- creating good relationship with people.
- Good communication skills.
- ethical behaviour in work area.
- Socializing: The help and assistance rendered to intern by supervisors and fellow colleagues the power of friendship.
- Confidence: A trainee get 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 organization so many different type of people are coming how this organization works is deals with them, they are very well in communication. So I learn so many things related to the communication skills and I was improved also and also improved in ethical behaviour in work area. And know how to handle customers with different attitude and behaviour, work spirit.

- Learn to control emotions when speaking with others.
- Observe other people and interact with each other and develop communication and practice 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.
- * Communicating with higher officials.
- * Time management skills.
- * Leadership qualities.

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

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

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

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

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

This developments of the technological technical in computer high programming process and high speed internet. The work depend on the speed of work to do the technological developments of the Sachivalayam departments in my internship managements to process the technology to developed the feature to solve as possible as soon if the qualification of the warthen 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:	V. Kishore Kumar	Registration No:	2022001056030
Term of Internship:	From: 7/12/22	To:	18/3/23
Date of Evaluation:			
Organization Name & Address:	Balemu - 01 Sahivalungu		

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:

V. Kishore Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No

Student Name: V. Kishore Kumar	Registration No: 2022001056030
Term of Internship: From: 7/12/22 To: 18/3/23.	
Date of Evaluation:	
Organization Name & Address: Baleru - 01 Sachivalayan	
Name & Address of the Supervisor with Mobile Number	

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

Date: 10/04/2023

Signature of the Supervisor
Panchayat Secretary
Baleru Grama Panchayat
Bhamini (M), Srikakulam Dist.

Page No



శ్రీకాకుళం నగరపాలక సంస్థ, శ్రీకాకుళం

ఫిర్యాదులు, నష్టపోతులు, సహాయనీతి కొరతకు కారీ చేరుతుంటున్న నెంబర్లు

100	
101	పారిశుధ్యం
104	మృతదేహాల సేవ
108	అగ్గి
14410	పరిశుభ్రత
100/112/181	పాలి
14500	
1907	మృతదేహాల సేవ
14400	పారిశుధ్యం
1912	మృతదేహాల సేవ
1552	మృతదేహాల సేవ

DISHA SOS APP
<https://play.google.com/store/apps/details?id=com.likhatech.disha>

EVALUATION

Page No

MARKS STATEMENT
(To be used by the Examiners)

Page No



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: V. Kishore Kumar
 Programme of Study: Long term internship
 Year of Study: III
 Group: CBMB
 Register No/H.T. No: 2022001056030
 Name of the College: Govt Degree college (M) Srikakula
 University: Dr. Ambedkar.

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

Date: 18/07/2023

D. Ravi

Signature of the Faculty Guide

19/7/23

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: V. kishore kumar
 Programme of Study: Long-term internship
 Year of Study: III
 Group: CBMB
 Register No/H.T. No: 2022001056030
 Name of the College: Govt Degree college (M) Srikakulam
 University: Dr. B.R. 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	19
3.	Viva-Voce	50	48
	TOTAL	150	147
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	195

Signature of the Faculty Guide: D. Ravi

Signature of the Internal Expert: N. Saje

Signature of the External Expert: — Page No. 1/1
19/7/23

Signature of the Principal with Seal
 Government Degree College (Men)
 SRIKAKULAM