

GOVERNMENT DEGREE COLLEGE (MEN)

SRIKAKULAM.



2023

Semester Internship (Long Term)

Area of Internship: L.B.S Colony Sachivalayam

Village : Srikakulam

Mandal: Srikakulam

District: Srikakulam

Faculty Guide

D.RAVINDRA

Lecturer in Biology

Submitted by

Name: Yeluru Sakshi Sri

Group: III B. Sc (CBMB)

Hall Ticket No.: 2022001056031

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: Yeluru Sakshi Sri

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

Registration Number: 2022001056031

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

Name & Address of the Intern Organization MRO office Srikakulam
opp Sp office SKM.

Dr. BR Ambedkar **University**
YEAR

An Internship Report on

Gram Ward Sachivalayam

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

III CBMB

Under the Faculty Guideship of

D. Ravindra

(Name of the Faculty Guide)

Department of

Government Degree [M] Srikakulam

(Name of the College)

Submitted by:

Yeluru Sakshisri

(Name of the Student)

Reg.No: 2022001056031

Department of Government

Degree college [M] Srikakulam.

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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Official Certification

This is to certify that Yeluru Sakshisri (Name of the student) Reg. No. 2022001056031 has completed his/her Internship in MRO office sklm (Name of the Intern Organization) on Klard Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of III CBMB in the Department of GDC (M) sklm (Name of the College).

This is accepted for evaluation.

D. Ray
(Signatory with Date and Seal)
Lecturer in Botany
Govt. Degree College
SRIKAKULAM

Endorsements

Faculty Guide D. Ray

[Signature]
Head of the Department

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

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19/7/23

S.R.no-124/2023 cor 12-01-2023 Dr. Tahsildar, Srikakulam.
Certificate from Intern Organization

This is to certify that Yeluru Sakshi Sri (Name of the intern) Reg. No. 202209105603bf G.D.C.(M).Sklm. (Name of the College) underwent internship in M.R.D. office...Sklm. (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).

TAHSILDAR
SRIKAKULAM
Authorized Signatory with Date and Seal

14/01/23

Student's Declaration

I, Yeluru Sakshisri a student of III yr.
Program, Reg. No. 2022ee1056031 of the Department of CBMB GDC(M) sklm
College do hereby declare that I have completed the mandatory internship
from 7-12-22 to 18-3-23 in MRO office sklm (Name of
the intern organization) under the Faculty Guideship of
D. Ravindran (Name of the Faculty Guide), Department of
Botany Govt. Degree College Men sklm
(Name of the College)

Y. Sakshi
vi
(Signature and Date)

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, Principal GDC(M) SKM for her sincere encouragement towards internship.

We are thankful 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 class mentor for his continuous monitoring for the entire internship

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

I also thank Staff of Sachivalayam for the giving me the information & guidness.. mainly VRO Gunapalam.

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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 15 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 villages secretaries in Andhra Pradesh. So to quench the thirst of practical exposure and for getting practical knowledge about I joined Srikakulam, Gunapalam, village secretaries. During this time period I gather all necessary information about village secretaries.

Effort have been made to compile this report in such 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 utilised by people fruitful manner, that is the main reason to establishment of grama sachivalayam in Andhra Pradesh. In date of Oct, 2 2019. Govt. started Grama sachivalayam across the A.P. During 3 years period nearly they give 5 crore services to the people across A.P. 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 simulate curiosity about grama sachivalayam work in Andhra Pradesh. During this time period I learn so many things related to time management, team work leadership quantities, those qualities. So many helpful to me to service in the 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.

A. Introduction of the organisation:

Grama sachivalayam is a government initiation in the indian State of Andhra Pradesh aimed at decentralizing indian state of andhra pradesh governance and bringing administration closer to rural communities the world , "grama sachivalayam" translates to village Secretariat in english.

The grama sachivalayam system was launched in 2019 by the grama sachivalayam A.P govt Under the leadership of chief minister Y.S Jagan mohan reddy the primary objective of the initiatives is to provide efficiency by establishment a system of village secretariats in every Village of the states.

Under the grama sachivalayam system, each village Secretariat is under with a village secretary and several other officials who are responsible for delivering on going of govt services include everything from issuing certification and licenses to providing information on govt. schemes and the grama sachivalayam system has been widely praised for its potential to improve access to government services and promote greater citizen participation in government at the grassroots level.

B. vision, Mission, and values of the grama sachivalayam:

vision: To create vibrant and self-sustaining rural communities in Andhra Pradesh, where every citizen has access to basic amenities opportunities and a high quality of life.

Page No

Mission: To provide efficient, effective and transparent governance services to the people of Andhra Pradesh particularly those living in rural areas, through the establishment of grama sachivalayam in every village.

Values: The values of grama sachivalayam and transparent governance, to the Andhra Pradesh particularly those living in rural areas, through the establishment of grama sachivalayam in every village, transparent and inclusivity, Accessibility accountability efficient empathy integrity.

C. Policy of the grama sachivalayam:

- providing basic services like water, sanitation, health, education, and social security to the rural population.
- promoting transparency and accountability in the functioning of the organisation through various measures like social audit, grievance redressal mechanism like social audits and feedback mechanisms.
- Facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner.
- Overall, the grama sachivalayam organisation is focused on improving the quality of life of the rural population by ensuring access to basic services and resources.

D. Grama Sachivalayam Organisation Structures:

The grama sachivalayam is an organisational structure that is set up to ensure that governance reaches the grass root level. The grama sachivalayam comprises various administrative posts that are responsible for the smooth functioning of the panchayati Raj institution (PRIS).

The following are the various Administration posts that are present in the grama sachivalayam.

- 1) Village secretariat
- 2) Village revenue officer (VRO)
- 3) Mahila Police & woman and child welfare Assistant

4) Digital Assistant

5) Engineering Assistant

6) Welfare and education Assistant

7) Agriculture Assistant

8) ANM

9) Surveyer of village

10) Energy Assistant

11) Lineman

The grama sachivalayam is a decentralised administrative structure that is aimed at providing governance at the grass roots. The grama sachivalayam ensures that people have access to basic services and facilities in their villages.

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 villages.

The employees in grama Sachivalayam are responsible for a wide range of tasks, including maintaining records, implementing govt. schemes, collection of taxes and fees, providing basic services, maintaining law and order, utilising basic services conducting surveys, organising community events.

In summary, the employees in grama sachivalayam play a crucial role in the development of rural areas by providing basic services implementing government schemes and maintaining law and order.

G. Future plans of the grama Sachivalayam:

Looking to the future the grama sachivalayam organisation may focus on implementing more sustainable practices and technology to address the growing environmental concerns in rural areas. They may also prioritise creating more job opportunities for the youth promoting entrepreneurship and improving access to digital technology.

The future plans of the grama Sachivalayam organisation will likely revolve around promoting sustainable development, improving education and healthcare services and creating more economic opportunities for the rural population.

F. performance of the grama sachivalayam in terms of turn over
profity market reach and market value.

As a goverance Organisation ,the grama Sachivalayam
Organisation is not profit driven and does not have a unarket reach
in the traditional sense. Its primary focus is to deliever government
Services to rural areas efficiently and effictively.

The grama sachivalayam organisation performance
is evaluate based on its ability to delievery government services
effectively to rural areas and improve the quality of life for people
in those areas.

CHAPTER 3: INTERNSHIP PART

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

- 1) Panchayati Raj Act - 1994 says that local govt. in every village of the growth & development in a motivable manner.
- 2) Chief minister of Andhra Pradesh state YSR. Jaganmohan Reddy stated the Secretariat at Vijayawada, the statement was made on October - 2, 2019, the 150th anniversary of Mahatma Gandhi's birthday.
- 3) Function of Grama Ward Sachivalayam it has an aim to 11 types of officers in secretariat. The village volunteer system aims to bring govt. services to people's doorsteps.
- 4) Generally using of technology skills and instruments mainly use just like bio-metrics, computer system.
- 5) The internship part these kind of skills are very important, listening and speaking, confidence, leadership qualities, punctual and time management.
- 6) Objective of ward sachivalayam provide services and central level schemes.
- 7) Outcomes of ward sachivalayam to
 - i) early solution to all problems
 - ii) All services of 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. | Grama Sachivalayam is also known as village secretaries. | MD Zaid |
| Day -2 | Introduction class about brief description of staff Nonbers. | Having in the Sachivalayam all the Secretarists set up. | MD Zaid |
| Day -3 | Introduction class about Sachivalayam department | Govt. of A.P appointed the village volunteries | MD Zaid |
| Day -4 | Grama sachivalayam Total staff details | Deep details about staff | MD Zaid |
| Day -5 | Grama sachivalayam Total staff details | staff details from top to bottom | MD Zaid |
| Day -6 | Grama sachivalayam Total staff | All the govt. department are having one place | MD Zaid |

WEEKLY REPORT

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

| | |
|--|---------------------------------|
| Objective of the Activity Done: | Village secretariat |
| Detailed Report: | Functionaries Activity Calendar |
| <p>Grama sachivalayam is [also known as village secretarists] are secretarists setup in the indian state of A.P to decentralise the administration by making services and welfare services of all government departments available at one place A.P was the first state in India to launch Village Secretarists Govt. of A.P appointed village vollunters to deliver services. And also to the grama sachivalayam Setup are:</p> | |
| 1) Panchayat secretary | |
| 2) VRO [village Revenue office] | |
| 3) Survery 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 convenor, able to collect the taxes & other welfare works under the grama sachivalayam area. | MD Zaki |
| Day - 2 | Panchayat Secretary | collection, generation and spending daily reports to higher Authorities. | MD Zaki |
| Day - 3 | Panchayat secretary | Shall ensure that office premises are neat and duty Panchayat raj higher authorities. | MD Zaki |
| Day - 4 | VRO Village Revenue officier | VRO should monitor the land and ration food supply in Villages. | MD Zaki |
| Day - 5 | VRO village Revenue officier | services of notices/ summons /orders under various Acts/ laws. | MD Zaki |
| Day - 6 | VRO Village Revenue officier | Identification of beneficalations under various acts/ schemes | MD Zaki |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

PANCHAYAT SECRETARY

* collecting of properly tax, water charges, other Non-taxes

* Attending RTI, court cases, SC/ST/HRC/ Legal issue by maintaining registers.

* Allotment of turn duties for village secretarist Functional Assistants.

* Must follow panchayat Raj higher authorities during field Visit.

* He shall attend protocol duties, Govt. 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 Village.

* Reporting violations under land ceiling Act, OTC Act, PoT Act, LTR in Agency areas, Assignment rules and Conditions and mines and minerals rules.

* Reporting on inclusion, deletion and modifications in electoral rods.

* 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 Assistant | should surveyor of village lands | MD Zaid |
| Day - 2 | Survey Assistant | Field inspection to take action against unauthorised layouts / constructions ^{violates} | MD Zaid |
| Day - 3 | Survey Assistant | Inspections of lands proposed for layouts. | MD Zaid |
| Day - 4 | ANM | should be responsible for villagers health monitoring | MD Zaid |
| Day - 5 | ANM | should be responsible for villagers scheduling health camps in the village. | MD Zaid |
| Day - 6 | ANM | should be responsible for material & child health. | MD Zaid |

WEEKLY REPORT

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

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 grivances, Preparation of note on necessary issues in villages and Submit to the reporting officies/ Panchayat Secretary & Redressal of grievances.
- * Attending general duties of other functional Assistants as and when required. And also attending govt special programmes.

ANM

- * As a part of ANM routine daily activity, she has to visit at least 30 household in her allotted are and covers the maternal of child health.
- * ANM Should be responsible for villagers health monitor ring and scheduling health camps in the village.
- * She has to provide information to the PHC ANM concerned for uploading data in nearly so central & state.
- * uploading of daily reports [HMTS & IHIP - INSP, 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 | Livestock, dairy and fisheries | MD. Zaki |
| Day -2 | Veterinary & Fishery Assistant | The flases of veterinary is white | MD. Zaki |
| Day -3 | Veterinary & Fishery Assistant | The flages of Fishery Assistant & Agriculture is blue. | MD. Zaki |
| Day -4 | Agriculture MPEO'S | Monitoring agricult-ure works and Suggestions. | MD. Zaki |
| Day -5 | Agriculture MPEO'S | Monitoring agricult-ure production reports. | MD. Zaki |
| Day -6 | Agriculture MPEO'S | Operationalisation of rythu bharosa Kendram. | MD. Zaki |

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 culture is red. |
| Veterinary: Animal husbandry 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 13,000BC farming of the first crops. |
| Fishery: Fish farming (or) pisciculture involves commercial brooding of fish usually for food, in fish tanks (or) artificial such as ponds. |
| Agriculture: Field visits and interaction with farmers [Polonbadi, seed village programme, e-crop booking etc.] |
| * Operationalisation of Rythu bharosa Kendram processing of petitions received. |
| * organisation of village knowledge centre and agriculture input shop in Rythu bharosa Kendram. |
| * Sensitization of farmers YSR Agri input testing labs 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 SamrKshana Karyadarsi] | Counselling, security, and other important roles in village. | MD Zaid |
| Day - 2 | Women Police [Grama mahila samrKshana Karyadarsi] | visit to Anganvade centre (AWC) to ensure timely operating, pre-school attendance & quality of the food provided. | MD Zaid |
| Day - 3 | Women police [Grama mahila SamrKshana Karyadarsi] | prevent child marriages by issuing eligibility certificate to the couple after thorough verification of their age proof. | MD Zaid |
| Day - 4 | Engineering Assistant | village engineering works & water supply Grama Sachivalayam | MD Zaid |
| Day - 5 | Engineering Assistant | field visit covering all the engineering activities of quality work execution. | MD Zaid |
| Day - 6 | Engineering Assistant | Technical inspection of building permission application | MD Zaid |

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 counselling security and other important roles in village.

* Prevent the child marriages by issuing eligibility certificate to the couple after through verification of their age proof.

* Visit to school / colleges / Girlshostel / KG BVS / working camps on crime against women & children, "Drugs & sexual abuse, Eye Teasing, Ragging, POCSO related, 24x7 helplines and self defense techniques, cyber mithra, mahila mithra

Engineering Assistant

* Field visit covering all the engineering activities of quality work execution & Identification 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 codes.

* 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 and street lights and monitoring | MD. Zohid |
| Day - 2 | Electrical Assistant | switch off street lights in the secretariat area before sunrise | MD. Zohid |
| Day - 3 | Electrical Assistant | switch on street light after the sunset | MD. Zohid |
| Day - 4 | Digital Assistant | monitoring the village in single window system | MD. Zohid |
| Day - 5 | Digital Assistant | Attending office & entering all the details related to tappals/ Applications | MD. Zohid |
| Day - 6 | Digital Assistant | Attend the duties as entrusted by the panchayat Secretary. | MD. Zohid |

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 & Identifying the problems related meters, releasing new electrical connections and attending fuse-off calls [consumer grievances]. monitoring & 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 & quality supply and attend deendayal upadhaya Grama Jyothi representation. |
| DIGITAL ASSISTANT |
| * monitoring the village in single window system. and attending office & entering all the details related to toppals/ Grievances/ communication/ Applications in the gnward register and shall place it before panchayat secretary for initials and distribution. |
| * uploading date of beneficiaries or eligible beneficiaries list under navaratnalu 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, Duxakramahila, house construction, monitoring. | MD Zaid |
| Day - 2 | Welfare Assistant | visit to banks for SHG bank linkage/ housing loans as per schedule. | MD Zaid |
| Day - 3 | Welfare Assistant | clearance of files/ services in online/ manual. | MD Zaid |
| Day - 4 | About schemes | Navaratnalu | MD Zaid |
| Day - 5 | About schemes | The nine navaratnalu welfare schemes. | MD Zaid |
| Day - 6 | About schemes | The nine navaratnalu welfare schemes | MD Zaid |

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

Objective of the Activity Done:

Detailed Report:

WELFARE ASSISTANT

- * Pension distribution, Dwakra mahila, house construction monitoring.
- * Interacting with the functional Assistants to exchange the information related to grievances in spandana to ensure quality disposal and development activities of their jurisdiction and to seek solutions.
- * Field visit to village / schools / hostels / SHG / Vo meetings visits to Self-employment units etc... for as per calendar of activities
- * update of TVN cards, Amma vadi scheme, Pension applications and verification / uploading.

NAVARATNALU

- * Sri Y.S Jagan mohan reddy, honorable chief minister of A.P has come up with an elaborate model of govt. comprised of welfare schemes which are based on Navarathnalu.
- * The nine Navarathnalu welfare schemes are:
 - 1) YSR Raithu bharosa 4) YSR Jalayagnam 8) Housing for all poor (People)
 - 2) Fee reimbursement Youth 5) Ban of Alcohol 9) Pension Enhancement
 - employment & job creation 6) Amma vadi
 - 3) Arogyasri 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 Raithu bharosa | Every farmers to be provided ₹ 50,000 Financial assistance | MD Zaski |
| Day - 2 | YSR Raithu bharosa | For crop sowing farmers to get ₹ 12500 during may itself | MD Zaski |
| Day - 3 | YSR Raithu bharosa | Farmers need not worry about crop insurance. | MD Zaski |
| Day - 4 | Fee reimbursement Youth employment & job creation | Fee reimbursement Youth employment | MD Zaski |
| Day - 5 | Fee reimbursement, Youth employment & Job creation | Education expenditure will be borne for poor. | MD Zaski |
| Day - 6 | Fee reimbursement, Youth employment & Job creation | ₹ 20,000 per student per annum to be provided in addition to fees reimbursement. | MD Zaski |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: YSR Raithu bharosa

- * Every farmer to be provided ₹ 50,000 financial assistance for crop saving farmers to get ₹ 12500 during may itself.
- * Farmers need not worry about crop insurance. Govt. to pay insurance premium on behalf of farmers.
- * Interest free crop loans to be provided to farmers.
- * Free bore-wells to be provided to farmers.
- * 9 hrs free electricity during daytime for agriculture purpose.
- * ₹ 7 Lakh YSR bhima to be provided to the family of farmers for accidental death (or) suicide. Act will be passed in the assembly to ensure amount does not land into the hands of loaner and govt. will stand by the decreased farmer family.
- * ₹ 4000 crores allotted for natural disaster relief fund.

Fee reimbursement, youth

Employment & job Creation

- * Education Expenditure will be borne for poor.
- * ₹ 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 | MD. Zaki |
| Day - 2 | Arogyasri | All diseases and operations to be covered under Arogyasri | MD. Zaki |
| Day - 3 | Arogyasri | Finacial assistance to the family of person during rest after operation (or) medical treatment. | MD. Zaki |
| Day - 4 | YSR jalayagnam | Yalayagnam dream Projects of late YSR to be compled. | MD. Zaki |
| Day - 5 | YSR jalayagnam | polavaram, poolasu-bbayya, velligonda | MD. Zaki |
| Day - 6 | YSR jalayagnam | other projects to be completed in war footing basis. | MD. Zaki |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Arogyasri

- * YSR Arogyasri cover for all categories with annual less than ₹ 5 lakh.
- * Arogyasri applicable for all medical expenses above ₹ 1000.
- * Free medical treatment through arogyasri.
- * Arogyasri treatment should be applicable throughout country.
- * ₹ 10,000 pension per month to be provided to the persons suffering with kidney, thalassaemia & perineal diseases.
- * All govt. hospitals to modernised in two years at par with corporate hospitals for better arogyasri treatment. photo of the govt hospitals would be displayed.

YSR Jalayagnam

- * Jalayagnam dream projects of late Dr. YSR to be completed.
- * Polavaaram, Poola Subbaya, Veligonda and other projects to be completed in war footing basis.
- * Safe water for drinking and water for cultivation to be provided. ponds to be modernised 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. | MD Zaki |
| Day - 2 | Ban on Alcohol | Human relations are collapsing | MD Zaki |
| Day - 3 | Ban on Alcohol | Ban on alcohol will be implemented in 3 stages Alcohol use to be limited to 5 starholes. | MD Zaki |
| Day - 4 | Amma vadi | mothers of poor families need not worry about children education. | MD Zaki |
| Day - 5 | YSR Asara, YSR cheyuta | Loans of woman co-operative societies would be paid them directly in four installment. | MD Zaki |
| Day - 6 | YSR Asara, YSR cheyuta | YSR cheyuta to be provided to BC, SC, ST, minority women. | MD Zaki |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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 3 stages. Alcohol use to be limited to 5 star hotels.

Amma Vadi

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

YSR Asara, YSR cheyuta

- * Loans of women cooperative societies would be paid to them directly in four installments.
- * 0% interest loans will be issued to the woman & the interest will be borne by the govt. to the bankers.
- * YSR cheyuta to be provided to BC, SC, ST, minority women.
- * present cooperative system will be revamped and transparent system would be put in place.
- * ₹ 75,000 to be granted after 1st year women above 45 yrs age of BC, SC, ST, minorities through various cooperation as YSR cheyuta.

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 Peoples | Housing for all homeless poor people | MD. Zaki |
| Day - 2 | Housing for all Poor Peoples | Registration to be done in the name of the female person in the house at time of head over. | MD. Zaki |
| Day - 3 | pension Enhancement Housing for all Poor Peoples | pension age limit to be decreased to 60 from 65 years. | MD. Zaki |
| Day - 4 | Pension Enhancement | ₹ 3000/- pensions for differently abled persons. | MD. Zaki |
| Day - 5 | Gradapa Gradapa mana prabhutvam | seek feed back/ suggestions from the public. | MD. Zaki |
| Day - 6 | Gradapa Gradapa mana prabhutvam | schedule finalised by district collector | MD. Zaki |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Housing for all poor

- * Housing for all homeless poor families irrespective of particles caste, religion, category.
- * 25 Lakh 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 the female person in the house at time of hand over.
- * Tie-up with banks for loans @ 25 paise against the newly constructed house.

Pensions - Enhancement

- * pension age limit to be decreased to 60 from 65 years.
- * Senior citizen pension to be gradually increased to ₹ 3000/-
- * Rs. 3000/- pension for differently abled persons.

Gadapa Gadapa

mana prabhutvam

- * The Gadapa Gadapa mana prabhutvam is 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 | Gadapa Gadapa mana prabhutvam | must attend govt Program notice the problem | MD Zaskil |
| Day - 2 | Gadapa Gadapa mana prabhutvam | The gadapa gadapa mana prabhutvam asaid awarness the Public about the Schemes. | MD Zaskil |
| Day - 3 | Gadapa Gadapa mana prabhutvam | Suggestions from the public for process improvement & further improve the service delievery. | MD Zaskil |
| Day - 4 | Gadapa Gadapa mana prabhutvam | The MLA'S would make visits to the household in their juridiction. | MD Zaskil |
| Day - 5 | Gadapa Gadapa mana prabhutvam | Seeks feed back/ Suggestions from the public. | MD. Zaskil |
| Day - 6 | Gadapa Gadapa mana prabhutvam | schedule Finalised by distict Collectors. | MD Zaskil |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Gadapa Gadapa Mana Prabhutvam

The gadapa gadapa mana prabhutvam, it is said by great 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 respectively distic collector within the limits of grama/ward Sachivalayam Now that the benefits 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 3 years term decided to further enhance the process by taking public feedback on any improvement in the process & 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 | Definition of SCA - open beyond SCA - closed beyond SCA | Shortent possible time for service | MD Zashid |
| Day -2 | Definition of GPDP and its objection overcome | Development processes | MD Zashid |
| Day -3 | Finds Allocated to gram panchayat | General test for 15 th toll Management | MD Zashid |
| Day -4 | House hold survery of system 1, 2, 3, 4, 5 | Most likely of income survery | MD Zashid |
| Day -5 | House hold survery of system 6, 7, 8, 9, 10 | categories of house hold | MD Zashid |
| Day -6 | Home held Survery of 11, 12, 13, 14, 15 | - do - | MD Zashid |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service life Agreement

In gram ward Sachivalayam. There are more than sub service each service in having their own SLA.

Ex: i) Income certificate - 7 days

ii) caste certificate - 30 days

iii) Motivation - 30 days

iv) Rice card - 180 days

GPDP - Gram Panchayat development programme

It is a planning program for the development of the Grama Panchayat.

i) Sanitation planning

ii) Road repair planning

iii) Street Light position / Repair

iv) New over need towns / Dension types

Finds - For smooth slums of development acts in grama panchyat bund are being held.

General Funds - house tax / property tax

15th Finame - Gramin from slate government

ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|---|----------------------------|
| Day - 1 | Types of state government welfare schemes & their eligibility. | welfare in the primary concern for the existing government. | MS. Zoski |
| Day - 2 | Welfare calendar for the year 2022-2023 | planned execution & implementation of welfare schemes. | MS. Zoski |
| Day - 3 | Field visit: what is gram panchayat? what is Agriculture land? what is dry land? | Basic knowledge of a village visit and boundaries. | MS. Zoski |
| Day - 4 | E-Kyc mandatory for all the welfare schemes How E-Kyc is done? | digital literacy using mobile/smart phone. | MS. Zoski |
| Day - 5 | Six step validation of eligibility for all welfare and non-welfare schemes | Digital literacy training acquired | MS. Zoski |
| Day - 6 | De-brief of all the 5 days activation | very information | MS. Zoski |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State government welfare schemes and its eligibility criteria. Application program, field verification E-Kyc Program.

EX:

YSR Pension

↓

↓

↓

↓

↓

OAP

widow

Singlewomen

Disability

fisherman

All these types of Pension have different eligibility criteria.

Welfare calendar shown the decision planning and implementation are known at right time in a project and procedural manner.

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

Six steps validation- To make eligible for a scheme

- i) No Govt employee in house hold (vi) 1000 sq field Commercial land in urban area
- ii) No Income tax pay in house hold
- iii) No more than 3 acts of agriculture land
- iv) No four welfare holds
- v) electricity consumption more than 300 units / month

ACTIVITY LOG FOR THE FIFTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|---|----------------------------|
| Day - 1 | Division and responsibility of mahila police | Awarness program for safety of women and child | MD. Zaki |
| Day - 2 | Division and responsibility of engineering Assistant | Ongoing work requirements and measures | MD. Zaki |
| Day - 3 | Field Activity: SPG survey PM - Jay survey | knowing well about sustainable development and growth process. | MD. Zaki |
| Day - 4 | Field Activity: House hold survey PDS distribution | Knowing about type of house hold & their eligibility | MD. Zaki |
| Day - 5 | Online services by digital assistant | Know how to apply caste / Income certificate. | MD. Zaki |
| Day - 6 | De-brief on last 5 days activation. | Overall I learned maintainance & implementation to do better for notices. | MD. Zaki |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the unit by ANM we united several for any health issues and recommended few medications also spoke to pregnant women for any difficulties observed the well being and kindnew of the people with the ANM.

Also accompanied by mahila police visited house to educate the children for good touch and bad touch. Awareness for the girl for not being shy. Any harrasement happened should be insisked.

No. of online service & survey are going on and participation and acquired knowledge about how a system women on demand of the government.

Acquired knowledge on digital literacy, how application are filled online, what are the demands are attached and concerned.

CHAPTER 5: OUTCOMES DESCRIPTION

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

People interaction: A secretary is often responsible for interacting with people both inside & outside of their responsibilities. They may be responsible for answering phone calls, responding to emails & greeting visitor so good communication skills gives a greatful success.

Facilities available & unaintenance: A secretary may be responsible for unanging office facilities such as office equipment, supplies and meeting rooms.

* The Secretarist in high officier take a clarity of job roles and explain under the officier their may responsibilities. Can seen they duties, and teamwork, relationship, mutual support and socialisation.

* So overall, a secretary plays a criticial role in ensuring that an organisation run's smoothly and efficiently. They need to be highly organised, detail oriented and able to work well under pressure, good communication and interpersonal skills are also essential for success in the role.

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

Here some examples of technical skills in various fields:

- i) Application programme → Digital Assistant
- ii) field verification → Welfare Assistant
- iii) Third Party verification → Administrative safety work
- iv) prefinal - Applied → VRO
- v) Final - Applied → UNPDO / MRO

and basic technical equipment in Secretariat

- i) Biometric division
- ii) Android Smart phones
- iii) IRTS scanners
- iv) Face verification app
- v) Time - management and multitasking
- vi) computer and technical skills.

So can learning some technical at secretariat.

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.

Learning above Some managerial skills are useful our future.

- 1) **Leadership skills:** manager 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 decisions quickly and effeciently. They should be able to analyse date, evaluate options, and choose the best course of action.
3. **Problem - solving skills:** The staff members are should be able to identify and solve problems quickly and effectively they should be able to think creatively and find innovative solutions to complex problems.
4. **Goal setting:** we are learning about, any target (or) goal enush as to do, first observer for thing and set the plone so denfidently do that particularly action.
- 5) **Interpersonal skills:** managers and any person should be able to relation and confidently talking. So when over we can again assimilated interpersonal skills.

These are just a few example of the skills that managers & higher officer's, professional carrers. The specific skills are require for any where.

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

We could be improve our communication skills with front of the higher officier doing and working, explained for so many topics, that time we are learned such as beautiful Communication. These are:

i) **Listen Actively:** Effective communication is not just about speaking but also about listening. Listening should be paying attention, asking questions and providing feedback.

ii) The listener able to speak clearly and confidently, are appropriate body language choosy your words carefully be aware of your audience.

These are communication could learn in secretarist.

iii) I am going to field work purpose, after we are collect data, due to the time learn about people way of talking, how could be responded that place improve our written communication, conversational abilities, confidence levels etc...

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 (or) activities here are some suggestions.

- i) Respect for others is key to successful team members with respect, regardless of their position (or) background.
- ii) Be Prepared: Before joining group discussions or team activities, it's important to come prepared.
- iii) Communication Skills: Good communication skills are crucial for effective team participation. Clearly speak but not too fast, the listener can't observe speaker view of talking.
- iv) Any team member (or) team leader should be able to time punctuality and time management these essential for any where.
- v) Leadership Skills: If you are leading a team (or) activity strong leadership skills are essential. This includes being able to.

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

I can see by future planning of job role with technological instruments in Secretariat.

Following on below:

- i) Computer system
- ii) Internet connectivity
- iii) Telephone: multipine, Phone system, Single line Phone System.
- iv) Internet Phone system.
- v) photo copies, copying, binding, multiple pocket copying.
- vi) Scanners (TRIS Scanners)
- vii) Printers
- viii) Bio-metric division
- ix) Face authority programme

I will using in any future job role above instruments.

I am full focus on digital technologies and relevant instruments.

Student Self Evaluation of the Short-Term Internship

Student Name: Yeluru Sakshisri

Registration No: 2022001056031

Term of Internship: From: 7-12-22

To: 18-3-23

Date of Evaluation:

Organization Name & Address: MRO office 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 |

Date:


Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No



| | |
|---|-------------------------------|
| Student Name: Yeluru. Sakshisri | Registration No: 202200105603 |
| Term of Internship: From: 7-12-22 To: 18-3-23 | |
| Date of Evaluation: | |
| Organization Name & Address: MRO office Srikakulam | |
| Name & Address of the Supervisor with Mobile Number | |

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

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

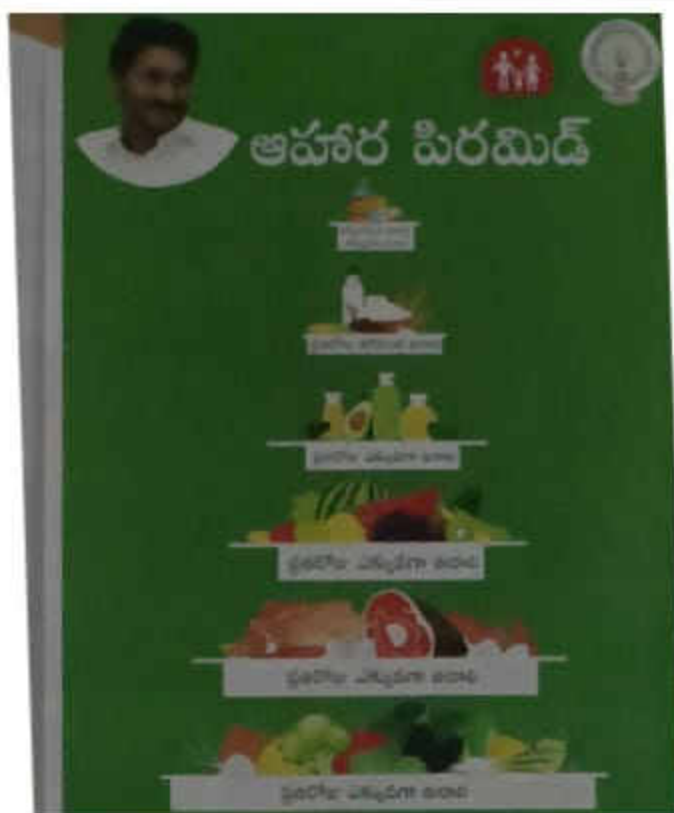
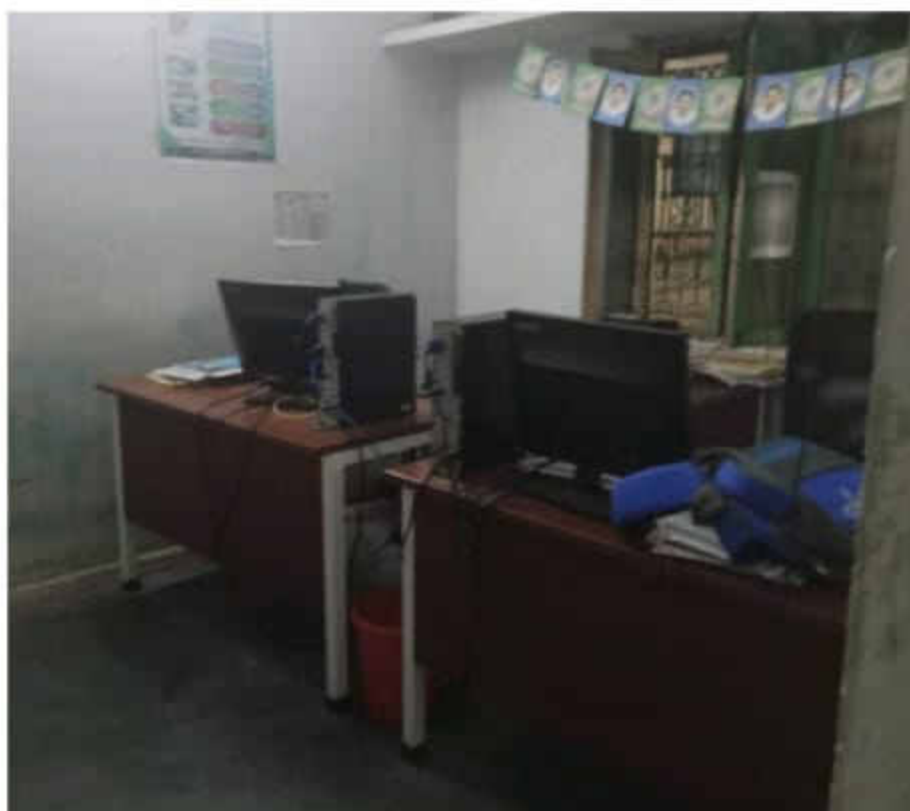
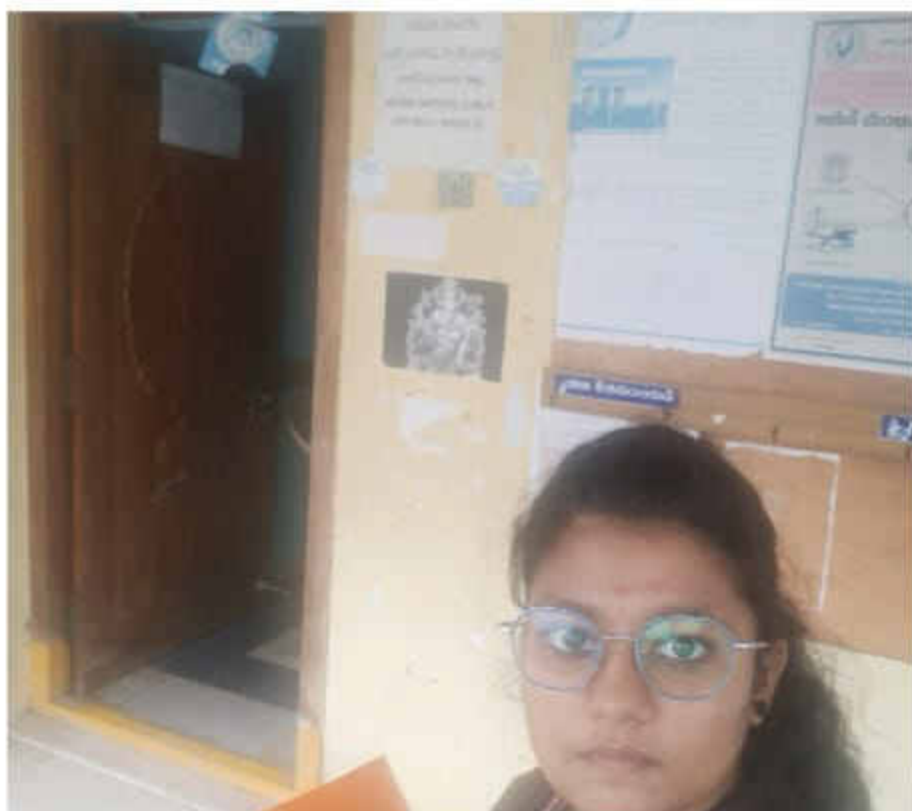
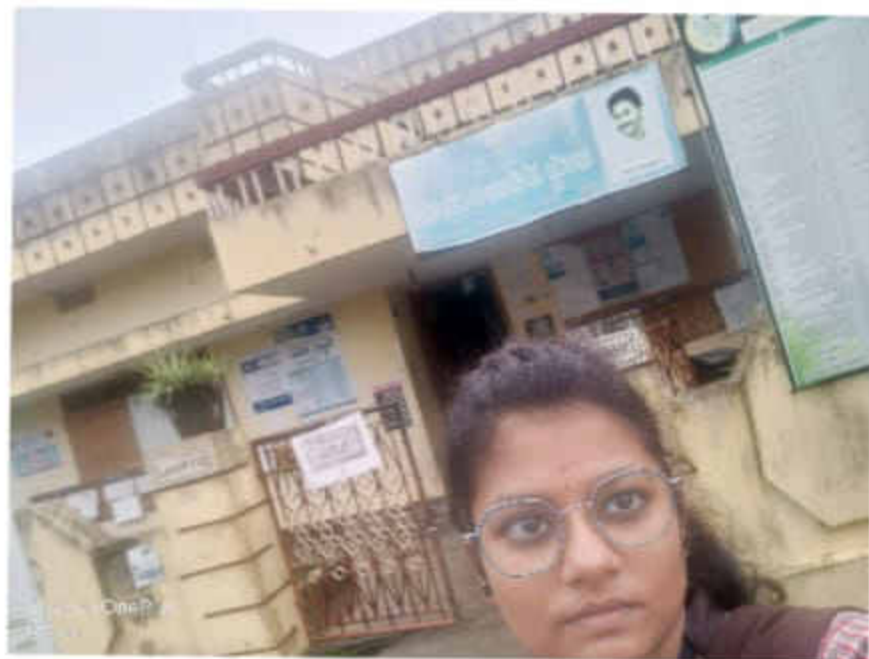
Rating Scale: 1 is lowest and 5 is highest rank

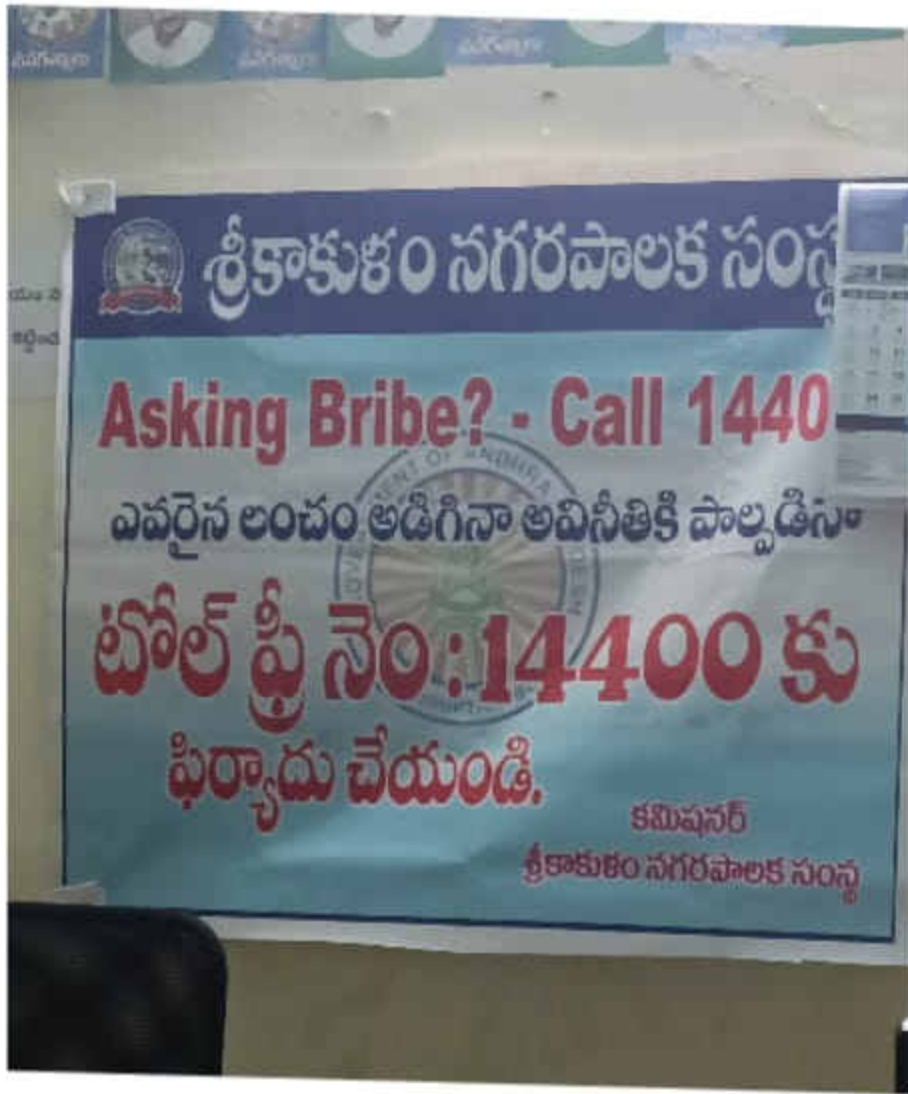
| | | | | | | |
|----|------------------------------------|---|---|---|---|---|
| 1 | Oral communication | 1 | 2 | 3 | 4 | 5 |
| 2 | Written communication | 1 | 2 | 3 | 4 | 5 |
| 3 | Proactiveness | 1 | 2 | 3 | 4 | 5 |
| 4 | Interaction ability with community | 1 | 2 | 3 | 4 | 5 |
| 5 | Positive Attitude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

Date:

Signature of the Supervisor







EVALUATION

Page No



Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

Page No



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Yeluru. Sakshisri

Programme of Study: Ward Sachivalayam

Year of Study: III

Group: III CBMB

Register No/H.T. No: 2022001056031

Name of the College: Govt. Degree College (Men) Srikakulam

University: Dr. B. R. Ambedkar

| SlNo | 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. Ray

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Yeluru Sakshisri

Programme of Study: Ward Sachivalayam

Year of Study: III

Group: CBMB

Register No/H.T. No: 2022001056031

Name of the College: Govt. Degree College (Men) Srikakulam

University: Dr. B. R. Ambedkar

| 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 | 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

MD. Sarif
VRO Gunupalem

Signature of the External Expert

19/7/23

Signature of the Principal with Seal

B. S. S.

PRINCIPAL

Government Degree College (Men)
SRIRAKULAM