

GOVERNMENT DEGREE COLLEGE (MEN)

SRIKAKULAM.



2023

Semester Internship (Long Term)

Area of Internship: Gramasachivalayam (Komanapalli)

Village : Komanapalli

Mandal: Talumuru

District: Srikakulam

Faculty Guide

Smt.RS.Goldina

Lecturer in chemistry

Submitted by

Name: MENDA YOGESWARA RAO.

Group: 3rd B.Sc [MCAC]

Hall Ticket No.: 2022001562022

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: MENDA : YOGESWAR RAO.

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN)

Registration Number: 2022001562022

Period of Internship: From: 12/12/2022 To: 11/04/2023

Name & Address of the Intern Organization GRAMA WARD SACHIVYAM
Komapalle village, (Talmuru branch)
SRIKAKULAM Dist.

DR. B. RAMBEDKAR **University**
YEAR

An Internship Report on

Grama Sachivalayam (Komanapalli)

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
Bachelor of Science in MCAC.

Under the Faculty Guideship of

Smt. R.S. Goldina

(Name of the Faculty Guide)

Department of

Chemistry: Government degree college (men)

(Name of the College)

Submitted by:

Menda. Yogeswar Rao

(Name of the Student)

Reg.No: 2022001562022

Department of Analytical chemistry.

Govt. degree college (men) Srikalulam

(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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Student's Declaration

I, MENDA YOGIESWARA RAO a student of long term Internship
Program, Reg. No. 2022-001562022 of the Department of Chemistry, Government
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 12/04/2023 in Sachivalayam (Koruru) (Name of
the intern organization) under the Faculty Guideship of
Smt. RS Goldina (Name of the Faculty Guide), Department of
Chemistry, Government Degree College, Koruru
(Name of the College)

M. Yogeswara Rao
(Signature and Date)

Student's Declaration

I, MENDA YOGESWARA RAO a student of long term Internship
Program, Reg. No. 2022001562022 of the Department of Chemistry, Government ^{DEGREE COLLEGE}
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 12/04/2023 in Sachivalayam (Koruru) (Name of
the intern organization) under the Faculty Guideship of
Smt. RS Goldina (Name of the Faculty Guide), Department of
Chemistry, Government Degree College Koruru
(Name of the College)

M. Yogeswara Rao
(Signature and Date)

Certificate from Intern Organization

This is to certify that MENPA. YOGYESWARAYAO (Name of the intern)
Reg. No 2022001562022 of Govt Degree College, Men (Name of the
College) underwent internship in Sachivalayam, (Komanapalli) (Name of the
Intern Organization) from 12/12/2022 to 02/01/2023

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

S. Suma 01/02/23
Authorized Signatory with Date and Seal
Panchayat Secretary
Grama Panchayat
Komanapalli, Jalumuru (M)

Acknowledgements

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

The success and orderful of this Internship project requires a lot of guidance and endorsement from many people in the edas skills organization.

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

I am highly indebted to director and principal for the facilities provided to accomplish this internship.

The Internship opportunity I had with sachivalyam was a great chance for learning communication skills.

I perceive as this opportunity as a big milestone in my career development. All the secretariat staff are friendly with me and also their technical everything like scheme, Agriculture classes are very good and simple way of teaching skills.

I express my sincere thanks to all Sachivalyam
stall members and volunteers.

their classy - are very good Impact of me they
should very responsible and very duty maind on all
the intourship students.

for permitting me to do the project work to
successfully

my Sachivalyam stall members (8) workers giving
valuable guidance to complete the project successfully

I am extremely grateful to my Sachivalyam.
(Grama) stall members. and friends. who helped
me in successful completion of this intourship.

Contents

1. CHAPTER 1:- EXECUTIVE SUMMARY.
2. CHAPTER 2:- OVERVIEW ab the ORGANIZATION.
3. CHAPTER 3:- INTERNSHIP PART.
4. LOG BOOK: (FIRST week to FIFTEENTH week)
5. CHAPTER 5:- OUTCOMES. DESCRIPTION.
 - Describe the real time technical skills you have acquired
 - Describe the managerial skills you have acquired
 - Describe how you could improve your communication skills
 - Describe how could you would enhance your ability
 - Describe the technological development you have observed and relevant to the subject area. ab training
 - Student self evaluation ab the short-term Internship.
 - Evaluation by the supervision. ab the Intern organization
 - Photos & VIDEO Links:

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.

- Panchayathi Raj Act - 1944 says that Local Governance in every village for growth development in a notable manner
- ⇒ Implementation of Grama Sachivalayam to provide door-to-door service to the household and also developing the village in a sustainable manner
- ⇒ functioning of Grama Sachivalayam. It has mainly 10 types of functions which deal with all the activities required in a village
- ⇒ objectives of Grama Sachivalayam.
 - * Sustainable development
 - * Door to door service
 - * Health and Hygienic condition
 - * Roles and responsibilities of all departments
 - * The on going Government Schemes.

* The on going Government schemes through PDS

* TO protecting Human Rights.

* TO prevention of child marriage

⇒ out comes are achieved by me in the Grama Sachivalayam.

* learned the Government schemes.

* know the types of land used for growing crops.

* I got to know the health treatment of animals.

* I learned about child rights and human rights.

* I got to know what nutrition food is given to Anganwadi children and pregnant ladies.

* I learned how to manage the people and also maintain at Government office.

* I learned how to interact to the people

* I improve the also communication skills.

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.

⇒ Introduction of Grama Sachivalayam.

1. providing vision. Citizen services should be of the best possible type
2. single window service system
3. to service transparency to the people with Government
4. providing ambulant environment by all living organization
5. planning G.P.D.P (Gram Panchayat Development Programme)
6. each functionary has a specific value to fulfil the required at the village.
7. Door to door service & welfare to the people
8. Citizen satisfaction ultimate aim of an organization

⇒ Vision, mission, and values of the organization

* Grama Sachivalayam are secretariats ~~storing~~ Setup in.

Indian state of A.P to decentralize the administration by making services and welfare of all government departments available at one place

* Government of Andhra Pradesh appointed village volunteers to deliver services.

⇒ policy of the Srigamization:

→ The scheme was inspired by Mahatma Gandhi's concept of Grama Swarajya that promotes villages becoming self-sufficient autonomous entities

→ organizational structure.

- | | |
|------------------------------------|-------------------------|
| 1. Panchayati Secretary | 6. Veterinary Assistant |
| 2. Digital Assistant | 7. Village Surveyor |
| 3. Welfare and Education Assistant | 8. Mahila Police |
| 4. Village and Revenue Officer | 9. ANM |
| 5. Engineering Assistant | 10. Lineman. |

⇒ Roles and responsibilities

* The employees will be on their duties by higher authority's orders.

⇒ performance :- Each functionary's has been worked by the rules and citizen satisfaction.

→ the ultimate aim of the Sachivalayam.

⇒ future plan: to enrich the government schemes. People believe the transparency of the Government.

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.

⇒ we participated in many activity during the Internship. which are.

- ⇒
 - * field visit by welfare and education Assistant
 - * House hold survey.
 - * we have observed the health checkup at the animals
 - * Pe survey at Agriculture land
 - * Urea distribution
 - * The 104 vehicle arrived in the Sachivalayam we observed to the building at the ANM. mandam
 - * we went to schools and Anganwadies around the Sachivalayam. area with mahila police mandam etc ...
- ⇒ during the activity process Healthy and Hygienic environment creating by the Secretaries.
- ⇒ we are evaluated every week by Sachivalayam Staff

⇒ All the equipment provided by the organization.

⇒ Like these

- * computer, Application forms
- * Soil testing machine
- * B.P machine, thermometer, medicines etc
- * Animal husbandary items.
- * power tester, cutting blayer, tool kit.
- * Revenue records.

⇒ Skills acquired.

- * To know the how to apply different types of certificates in sachivalyam
- * to learn how to estimate quality of soil rice various crops.
- * to give the knowledge of normal Health checkup of Animals and human beings.
- * These are the skills acquired in the Internship Programme.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction ab staff and voluntary.	Introduction.	 WEEA
Day - 2	Introduction ab Panchyati Secretary & welfare Education Assistant.	TO know the Secretary and Education Assistant	 WEEA
Day - 3	Introduction ab ANM and Veterinary Assistant	to know the ANM & Veterinary Assistant	 ANM.
Day - 4	Introduction ab VRO and women police	TO known the VRO & women Police	 VRO
Day - 5	Introduction ab Line man Agriculture Assistant.	TO know the line man & Agriculture Assistant	 A.S.I.
Day - 6	Introduction ab the village Surveyor and Digital Assistant	to know the Village Surveyor and Digital Asst	 WEEA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam Komanapalli
Functionaries & Volunteers.

Main Functions are in follows.

1. Panchayati Secretary
2. Digital Assistant
3. Welfare and Education Assistant
4. Village and Revenue Officer.
5. Engineering Assistant
6. Veterinary Assistant
7. Village Surveyor
8. Mahila Police
9. ANM.
10. Lineman

Overall incharge in panchayati: secretary who is maintaining all the activities in and around.

field visit by ANM. give an opportunity how well the organization staff is behaving with the villagers.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Importance abt RBK and Agriculture Schemes	we know the R.BK Scheme Agriculture Scheme.	P.N. Singh NAA
Day -2	Discuss about the Land Registration Rules	we learned the Land Registration Rules	 URO
Day -3	we are participated field work with veterinary Assistant	we observed the normal health checkup for animals	P.N. Singh VA
Day -4	Discuss about the pr YSR Arogya and Assistant Scheme	minimum qualification abt the YSR Arogya Scheme	M. S. K. K. WEGA
Day -5	Reducing child Harassment by mahila police madam	we know about the child marriage	 M. K. S.
Day -6	Discuss about the various types abt medicines.	we learn about the various medicines	 ANM.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: during the second week we shall discuss about these topics

⇒ Introduction to Agriculture and Schemes on going in state related to Agriculture.

⇒ major changes after introduction of PDS at village level

⇒ we discussing about the how to apply land reservation with VRO Sir

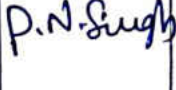
⇒ how to check the Animal Health status

⇒ we learned about the conditions of the P.M. U.S.R. Arogyasri scheme

⇒ we participated child marriage classes.

⇒ we know the importance of medicine

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Discuss about the different types of diseases.	we learned about the diseases.	 ANM.
Day -2	prohibition about the child abuse.	we know the activity about child abuse	 M.P. Gupta
Day -3	who deserve to apply Y.S.R. Pension class by welfare audit	we remembering that qualification about Y.S.R Pension	 W & EA
Day -4	different types about Animal Diseases class by Veterinary sir	we gained about the Animal Diseases	 VA
Day -5	we participated on Village Resurvey.	we observed this activity	 URO
Day -6	Horticulture class by Agriculture Asst	we know the Horticulture crops	 AA

WEEKLY REPORT

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

Objective of the Activity Done:

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

- ⇒ Types of diseases:-
1. Dengue
 2. Malaria
 3. Typhoid
 4. Cholera

⇒ prohibition of child abuse with different types of methods.

⇒ we gain about the knowledge of pension categories.

- ⇒ Types of Animal Diseases:-
- 1) Fowl Cholera
 - 2) Foot & mouth diseases
 3. Anthrax

⇒ Kommanapalle village having an agricultural & horticultural area of 436 ac

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Diabount types ab crops visited in. Komanaipalli villan	we observe d crops staty in villan.	P.N. Singh AA
Day - 2	we participated in Health survey Activity	we aquire knowledge about the Health Survey	<u>GP</u> Anm
Day - 3	we know about the sevea portals with parttically	I had to apply on my own experience	M. Siltan WBEA
Day - 4	Awarney Programme on child Rights	TO know about the child rights	Pranave WPS
Day - 5	Survey of the crop Lands with VRO sir	we gain knowle -dr ab crop Rights lands	<u>Net</u> VRO
Day - 6	we discussed that sensor tax are given that animals	we learned rules ab the sensor taxs	P.N. Singh A.H.A

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the fourth week we shall discuss about these topics:-

- ⇒ Different types of crops:-
1. Paddy
 2. banana
 3. maize
 4. Black gram
 5. green gram
 6. coconut

We have identified various crops and their sowing times through out the year.

⇒ I had applied my own experience for Seka portals in computer system.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to measure the shoe class. by VRO sir.	Shoe measuring	 VRO
Day -2	we saw the pregnant lady during her health checkup by ANM.	we observed health participation.	 ANM
Day -3	we attending culture level training programme	we know the about the child society education.	 WPS
Day -4	to participated on vaccination of animals in Komarpalli village	we observed the vaccination	 AHA
Day -5	we discussed Y.B.R Ammudi & Vidya devara schemes	we acquire the knowledge at the schemes	 WEEA
Day -6	we discussed about paddy harvesting	maulity grown variety of paddy harvesting	 VAA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the fifth week we shall discuss about these topics:-

⇒ paddy harvesting - majority grown variety at paddy MTU 1061 & HTU 7029.

⇒ learned the process of harvesting at paddy manually and saw harvesting with paddy reaper.

⇒ we participated in cluster level training on child rights. child safety education for parents.

⇒ Y.S.R. Ammavadi - yearly 15,000/-

Y.S.R. Vidya devana - yearly at their college terms

Y.S.R. Vasathideevana - yearly 20,000/-

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	we discussing about syber criny.	we knowing the Information.	 wps
Day -2	learned orally about paddy combine harvester	we know the paddy combine System	P.N. Singh VAA
Day -3	TO survey the Aranya Sri card in Icomuna - Palli village	How to survey Aranya Sri Card	 Anm.
Day -4	y.s.R Vahana mitya Scheme class by welfare Education Assistant	TO know about the Scheme	M. Pittor W. BEA
Day -5	we are participated in treated first aid Cases with AHH Sir	we gain the knowledge Importance points	P.N. Singh AHH
Day -6	They said how to apply for land pass books	we applied the knowledge about the passbooks	 V120

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the sixth week we should discuss about these topics:-

=> learned orally about paddy combine harvester which is feasible mostly for large farms.

=> who was apply the scheme at Vahana mithra they follows the rules and qualifications class by W&EA sir

=> we set the ~~some~~ more important content about scheme at Vahana mithra

=> we acquiring the some knowledge for survey at Aareya Sri card scheme

=> we know the main rules and regulations about apply the land pass books and importance at this type of service

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	we learned y.sps BHIMA class by WEEA sir.	we gain the knowledge about this scheme	M. Pitter WEEA
Day -2	we are participated in conduct tests of urine of personal women.	we acquire the some knowledge	 ANM
Day -3	we participated in case vignan badi programme.	we gain good knowledge about this programme	P. Singh A/H/A
Day -4	learned about thrashing activities of paddy	we know the more knowledge of thrashing	P. Singh VAA
Day -5	Explaining the mitations & position certifications of land	we gain good information about this certification	Neel VRO
Day -6	we learned about the reducing activities. for cyber crime.	we learned that activities	 WPS

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the seventh week we shall discuss about these topics.

⇒ we get the knowledge abt y.s.p BHIMA to shall submit data through website in our own

⇒ conduct test abt urine pregnant women for albumen and sugar and estimate hemoglobin level at clinic in addition to recording Hb and Blood pressure

⇒ learned about thrashing activity abt paddy functioning abt paddy thrasher and bags in field farmers use 80 kg bags

⇒ we learned about give mitigation & position. Certificate abt land to the farmers.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	to participated preventive diarrhoea	we gain the some knowledge	P.N. Singh AHA
Day -2	How to collecting the water tax cases & taxes class by VROs	know the taxes.	Nile VRO
Day -3	she explaining the how to maintain the records in sachivya leam.	we observing the records	G.P. ANM
Day -4	Explaining the mahila sakti Kendra Scheme	we know the this Scheme	P. Swamee WPS
Day -5	we participated in awareness programme in schools for children	knowing the Important Information.	M. Pitta WEEA
Day -6	Transporting ab Paddy at PRK levels	very useful Information gain this class	P.N. Singh VAA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the 8th week we shall discuss about these topics:-

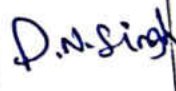
⇒ To coordinate with the heads of the educational institutions in the area and motivate the students who are irregular in attendance or poor in studies to improve their performance

⇒ How to create awareness on government programme for the welfare of women and girl children through Mahila Sakthi Kendra scheme was learned by me

⇒ what records have Aam madam and main importance of these records

⇒ Transporting of paddy to miller through Paddy Processing centres set up at PIRK levels HSP at 100k grade A paddy - 2040/-
80kg grade A paddy - 1652/-

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to react in law & order issues in village class by wps.	Very use full information to U.S.	 WPS
Day - 2	How to conducting the population ab family welfare screening	we know about population screening	 ANM.
Day - 3	Explain the social harmony and civil rights in village level	we gain the information about civil rights	 WPEA
Day - 4	How to allowed the certificate about Health valuation for animals	we acquire know ledn this Certificate	 AHH
Day - 5	conducted awareness among farmers on paddy movement	we learned how to conduct this meeting	 VAA
Day - 6	How protect Gov lands & tank trees and property class by	we learned how to protect the gov't properties	 URO

WEEKLY REPORT

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

Objective of the Activity Done:

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

⇒ we learned conduct population screening for Hyper tension / Diabets / 3 women cancer i.e. breast Cervix and oval (women) and man (Bladder & Prostate cancer)

⇒ we know the how to allowed health & valuation certificate to animals

⇒ we knowing how to manage Low & older issue in Komarpalli village area.

⇒ we learned how to maintain and protecting the government lands government-tanks and government properties

⇒ we known conducted awareness among farmers on paddy procurement process which is way different from previous years.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	we gained knowledge about Rice yellow pulley.	we know the Rice & pulley	UAA
Day -2	Explaining about fodder development	we know the knowledge about Village Revenue Records	AHA
Day -3	How to maintenance of village Revenue Records class by VRO	we know the knowledge about Village revenue records.	UAA VRO
Day -4	women safety class by WPS madam	we know the points about women safety	UAA WPS
Day -5	how to applied for kalyana karnika in official website	we know the way ab apply for scheme	M. A. P. S. WSEA
Day -6	how to motivate present women for deliverious class by Anm.	we know the valuable information	ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: during the tenth week we shall discussing about these topics.

⇒ we learned the concept ab about Rice follow pulses.

⇒ motivate pregnant women for institutional deliveries ab trained attendant ab birth

⇒ we know about how to maintenance ab village Revenue Records and all village revenue Accounts promptly and accurately

⇒ we learned how to protecting women in different situations draw to improve women safety actions in village areas

⇒ we know the good knowledge about Kalyna Kanulca scheme and we learned the apply this scheme in abhicala chete in our own with. Periodically

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	how to conducting the counselling sessions to farmers. class by WPS	we know the this type of meeting	 WPS
Day -2	Brief explanation about loan recovery class by VRO Sir	we know brief information in this class	 VRO
Day -3	we participated in Implementation of Praction Balancing Pro	we acquiring the more information.	AHH
Day -4	we learned about sowing methods of maize	we know about this topic	VAA
Day -5	we participated in distributed things programme	we acquiring some information in this distribution	 ANM
Day -6	how to send proposals pensions and monthly report to MPDO.	we know the knowledge about sent to MPDO	 WETA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the eleventh week we shall discussing about these topics:-

⇒ we acquiring the knowledge about how to send proposals for new persons to mppd & also how to send monthly report to the mppd

⇒ we know the which are distributed in conventional contraceptive and op cycles to the couples on demand.

⇒ we know about the implementation of Ration Balancing programme and also which ration give to animals for their growth and development

⇒ counselling sessions to farmers against suicidal stress management with help of stake holders

⇒ we know some methods of maize

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Important points ab mother's education in her role	we acquiring the knowledge about mother's	 ANM
Day -2	How to san cotined Cast and Income Certificate	we learned the process	 URO
Day -3	different welfare department's class by welfare Assistant	we listen to the class and gain the department	M. B. Khan WBEA
Day -4	How to arrange material about PSE material	We learned about PSE material	 WPS
Day -5	How to Grounding ab animals under Y.B.R. Cheyvala	we know the things scheme benefits	AHA
Day -6	we participated fertilizer distribution in Am RBC	we know the process distribution	VAA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the forth week we shall discussing about these topics:-

⇒ we learned about process of fertilizer distribution from DBT and involved income atment at area to farm through DBT process

sowing methods of maize and irrigation methods used in maize
maize in zero tillage method

⇒ cost of reduction in maize from farm

⇒ we know how to educate the mother on the importance of breast feeding, family health, family planning, nutrition, immunization and personal and environmental hygiene

⇒ All welfare departments - social welfare, tribal welfare, SC welfare, minority welfare, differently-abled welfare

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conducting Inertility camp in village area	we improve our management skills	AHA
Day - 2	we assumed how to conducting mahila mandal meetings	we learned about this meetings.	ANM
Day - 3	we participated in awareness on Importance of crop prog - game	we know about e-crop	VAA
Day - 4	How to organize the pre-school day by wps madam	we learned the some beautiful activities	wps
Day - 5	How to provide feed back to higher authority	we know the process	M. S. D. S. D. W. E. A.
Day - 6	How to intimate the higher authority - eg.	we are doing this process and remember - and	UPD

WEEKLY REPORT

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

Objective of the Activity Done:

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

- ⇒ we participated conducting awareness on importance of e-crop booking at various crops in Rabi 2022-23
- ⇒ Farmers under e-crop booking will be provided with document at crop cut MSP (crop insurance etc....)
- ⇒ we learned death of unknown persons to Information higher Authorities.
- ⇒ we learned participate in the local mahila mandal meetings and spread the message on famal a great marriage spacing method etc.
- ⇒ To provide techdalls to higher authorities on the status Implementation at the said places.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to identify the persons for various welfare Schemes.	we know the process and Schemes	 WEEA
Day -2	we learned what are the A2 moish crops	we know about A2 moish crops	 VRO
Day -3	How to maintaining the eligible couple register by ANM	we learned this regis for Information	 ANM
Day -4	How to develop nutri garden in village level	we know the development process	 WPS
Day -5	How to update data on e-crop class by Agricultural sir	we know the about e-crop website	VAA
Day -6	which items have the 7mr kit class by AHA sir	we acquirs the Important things in this kit	AHA

WEEKLY REPORT

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

Objective of the Activity Done:

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

⇒ we learned how to update data on e-crop portal ab farmers who registered their crops in e-crop portal

⇒ Identification ab fall army worms pest in maize crop and suggested methods to prevent

⇒ A 2moish ab crops (100%) Inclusive ab inspection ab surveys done

⇒ maintain eligible couple register properly and utilize the information for motivation ab couples for acceptance ab family welfare methods

⇒ facilitate to develop village level nutri Garden Ansaaradi level kitchen garden

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	what are main activities for disaster situations class by VRO Siv	we acquire some know - ledge	 VRO
Day - 2	what are the enrollee - & ab beneficia - ry	we know the benefits ab enrolment	 WPS
Day - 3	we participate in Soil testing process	we knowing the process.	VAA
Day - 4	How to conducting the INAPH progr - am in village areas	we learned about this programme	AHA
Day - 5	Importance ab Sachivalyaman & it's working process	we learned the Importance ab Sachivalyaman	 M/S WGEA
Day - 6	How to identify women for medical termination	we gain the knowledge for medical termination.	 G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the fifteenth week we shall discussing about these topics

⇒ we learned about Importance of soil testing process of soil collection in field in non crop growing time to know the nutrients in soil and recommendation of require fertilizers quality for various crops

⇒ we know provide intimation regarding fire accidents, floods cyclones and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the revenue.

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

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.)

I experienced a very good environment with professional knowledge & kind ab people in this organization all the staff are very punctual in attending the office. All the Sachivalyam staff behaved very well with us.

They had shown an interest in technology and how the system working and administration activities are handled in a procedural manner the facilities are good and there is a healthy atmosphere.

The time they spend for us in beginning in working schedule was ~~at~~ appreciable the staff co-operation extended their operation in the Internship Programme.

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

⇒ Each work is systematically managed
Application programme digital Assistant
field verification - welfare Assistant
Third party Verification - Administrative staff
Pre Applied - VPO
Final Applied - MPDO/MPO

Everyone is using the technology based work to avoid duplicity and improve transparency in the eligibility at any scheme

- 1) Bio metric Division
- 2) Android smartphones
- 3) IRIS Scanner
- 4) face Authentication.

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.

I achieved the real time governance procedure procedure which is very realistic and given some management competence & Analog skills.

Every work in time is bounded and can be detected while world is observing the activity precision making is very important

for doing anything firstly ~~practical~~ practical knowledge and secondly planning and thirdly the procedure for implementation.

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.,)

my communication skills are modified and
Improved myself in communication ab
different people in different places

my written communication as per improved
it by writing say evaluation description/analysis

my Anxiety level are low - ... i am very
much patient and listen to music
when feel anything I learn more
anxiety management technology

my speech ability is moderate and
it will be improved by communication
skills.

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

In gram division I always space with point to point and don't leave to ~~to~~ improve I will be clear of what I am sensing

I also encourage others to participate in the discussions to share their views

I always conclude the group discussions in a friendly & formal manner.

Good skills are developed and different ideas come out in group discussions leadership skills and communication skills are developed in these discussions.

I lead well in these activities

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

first thing:-

1. Handling of smart phones
 2. Bio metric disson.
 3. IR T/S Scanner
 4. face Authentication programme
- which given the relative procedure

Secondly:-

using E pos machine in pos.

thirdly:-

using cops even inland

Remedy programme

using drones in differentiation of marks
in land allisment programme

Student Self Evaluation of the Short-Term Internship

Student Name: MENDA. YOJESWARA RAO Registration No: 202200156

Term of Internship: From: To: 2022

Date of Evaluation:

Organization Name & Address: Grama ward Seehivalyam.
komanaipalli, Srikanthapuram

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:

M. Yojeswara Rao
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Menda yageswara Rao Registration No: 2022001562022

Term of Internship: From: 12/12/2022 To: 12/04/2023

Date of Evaluation:

Organization Name & Address: Grama ward sachivalayam.
1comanapalli, srirajkulam

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
Panchayat Secretary
Grama Panchayat
Komanapalli, Jalumuru (M)

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)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: MENDA. YOGESWARA RAO

Programme of Study:

Year of Study:

Group: MCAC (B.S.C)

Register No/H.T. No: 2022001562022

Name of the College: Government Degree College men (Sriharikulam)

University: Ambedkar University
Dr. B.R

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Menda .yogeswara Rao.

Programme of Study:

Year of Study: III B.Sc

Group: MCAC

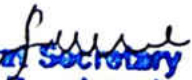
Register No/H.T. No: 2022001562022

Name of the College: Government degree college (men) Srikakulam.

University: Dr. B.R Ambedhkar

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	76
2.	For the grading giving by the Supervisor of the Intern Organization	20	15
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide


Panchayat Secretary
Grama Panchayat

Signature of the Internal Expert
Komanapalli, Jalumuru (M)

Signature of the External Expert

Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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