

# 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: Vaidha Mani

Name of the College: G.D.C (MEN) Srikakulam

Registration Number: 2022001562027

Period of Internship: From: 12/12/2022 To: 11/4/2023

Name & Address of the Intern Organization GRAMA WARD SACHIVYALAM  
KANIMETTA VILLAGE,  
SRIRAKULAM DIST,  
PONDURU Mand.

DR B.R. AMBEDKAR University  
YEAR

# An Internship Report on

Grama ward Sachivylam (Kanimella village)

(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

sm. RS. Goldina

(Name of the Faculty Guide)

Department of

chemistry; Government Degree College (Men)

(Name of the College)

Submitted by:

Vaidha. Mani

(Name of the Student)

Reg.No: 2022001562027

Department of Analytical chemistry

Govt. Degree college (Men), Srikatulam

(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, Vaidha. Mani a student of \_\_\_\_\_  
Program, Reg. No. 2022001562027 of the Department of Chemistry, G.D.C (MEN)  
College do hereby declare that I have completed the mandatory internship  
from \_\_\_\_\_ to \_\_\_\_\_ in Sachivalayam (kanimela) (Name of  
the intern organization) under the Faculty Guideship of  
Naveena Hadam (Name of the Faculty Guide), Department of  
Chemistry, Government Degree College (MEN) SRIKAKULAM  
(Name of the College)

V. Mani  
(Signature and Date)

## Official Certification

This is to certify that Vaidha. Mani (Name of the student) Reg. No. 2022001562021 has completed his/her Internship in Sachivayam(Channellu) (Name of the Intern Organization) on \_\_\_\_\_ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Chemistry in the Department of G.D.C(MCM)Srikalahasti (Name of the College).

This is accepted for evaluation.

Endorsements

  
(Signatory with Date and Seal)  
Panchayat Secretary  
Grama Panchayat  
Kanjikottu  
Pondur Mandal

Faculty Guide

Head of the Department

Principal

## Certificate from Intern Organization

This is to certify that \_\_\_\_\_ (Name of the intern)  
Reg. No 2022001562027 of G.D.CCMEN (Name of the  
College) underwent internship in Sachivalyam (Kaminella) (Name of the  
Intern Organization) from \_\_\_\_\_ to \_\_\_\_\_

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

  
Authorized Signatory with Date and Seal  
Panchayat Secretary  
Grama Panchayat  
Kaminella  
Ponduru Mandal

## Acknowledgements

First I would like to thank Sachivalyam team for giving me the opportunity to do an internship for giving internship within the organisation.

The success and successful of this internship project requires a lot of guidance and endowment from many people in the aduskills organisation.

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.

My Sachivalyam staff members (B) workers giving valuable guidance to complete the project successfully.

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

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

— Their classes are very good impact of me  
they should very responsible and very ably mind on all  
the internship standards.

for permitting me to do the project with  
to successfully

My Sachivalyam slapp members (a) without  
giving valuable guidance to complete the project  
successfully. I am extremely grateful to my Sachivalya  
in (Grama) slapp members and friends who helped me  
in successful completion of this internship.

## Contents

1. CHAPTER 1: EXECUTIVE SUMMARY
2. CHAPTER 2: OVERVIEW OF THE ORGANIZATION
3. CHAPTER 3: INTERNSHIP PART
4. LOG BOOK: [FIRST WEEK TO FIFTEENTH WEEK]
5. CHAPTER 5: OUTCOMES DESCRIPTION
  - Describe the real-time technical skills you have acquired
  - Describe how you could improve your communication skills
  - Describe how could you could enhance your abilities
  - Describe the technological developments you have observed and relevant to the subject area of training
6. Student self evaluation of the short-term internship
7. Evaluation by the supervision of the intern organization
8. 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 - 1994 says that local Governance in every village for growth and development in a reliable manner.
- ⇒ Implementation of grama sachivalyam to render door to door to the household and also developing the village in a sustainable manner.
- ⇒ functioning of grama sachivalyam. It has mainly 10 types of function which does with all the activities required in a village.
- ⇒ objectives of grama sachivalyam
  - ⇒ 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 RBC
  - ⇒ To protecting human rights
  - ⇒ To prevention of child marriages.

→ outcomes are achieved by main the Grama Sachivalaya

→ 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 marginal children and pregnant ladies

→ 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 various citizen services of a short possible type
2. Single window service system
3. To secure Transparency to the people with Government
4. Providing amblernt environment by all living organization
5. planning GDPDP (Grama Panchayat Development program)
6. Each functionary has a specific value to fulfill the required of the villages.
7. To door service & welfare to the people
8. citizen satisfaction the ultimate aim of an organization

⇒ Vision, Mission and values of the organization:

- ) Grama Sachivalayam are secretariats setup in Indian state of AP to decentralize the administration by making services and welfare of all government departments available at one place.

→ Government of Andhra Pradesh appointed village & district  
to deliver services.

⇒ Policy of the organization:-

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

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. Line Man

⇒ Roles and responsibilities:-

→ The employees work on their duties by highest authority's orders

⇒ Performance:- Each functionary's has been worked by the rules and citizen satisfaction in the ultimate aim of the Sachivalayam.

⇒ Future plan:- To ensure the government schemes and people's 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 activities during the internship which are -
- => \* Field visit by welfare and education assistant -
  - \* House hold survey
  - \* we have observed the voter list of village
  - \* Re survey of Agriculture land
  - \* Urea Distribution
  - \* the 10 vehicle arrived in the Sachivalyam we observed to the guidelines of the ANM madam,
  - \* we went to schools and Anganwadis around the Sachivalyam area with mahila police madam etc - ..
- => During the activity process healthy and hygienic environment creating process healthy and hygienic environment creating by the secretaries.
- => we are evaluated every week by Sachivalyam staff.
- => All the equipment provided by the an organization.

6) Like these

- \* Computer, application programs
- \* Soil testing machine
- \* B.P machine, thermometer, medicines, etc -
- \* Animal husbandry items
- \* Tractor, tractor, cutting blower, tool kit
- \* Revenue records,

7) Skills acquired:

- \* To know the how to apply different types of certificates in Sachivalayam
- \* To learned how to estimate quality of soil, since various crops
- \* To acquire 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 of staff and volunteers                                  | Introduction.                                      | CM                         |
| Day - 2    | Introduction of panchayat hi Secretary & welfare education. Assistant | To know the Secretary and education Assistant      | CM                         |
| Day - 3    | Introduction of ANM and veterinary Assistant                          | To know the ANM & veterinary Assistant             | CM                         |
| Day - 4    | Introduction of VRO and women police                                  | To know the VRO & women Police.                    | CM                         |
| Day - 5    | Introduction of line man & Agriculture Assistant                      | To know the line man & Agriculture Assistant       | CM                         |
| Day - 6    | Introduction of the village surveyor and digital Assistant            | To know the village surveyor and digital Assistant | CM                         |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalaya karmachari  
functionaries & volunteers

Main functions are as 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. Line Man

overall in charge in panchayat: secretary who  
is maintaining all the activities in and around

field visit by ANM give an opportunity  
how well the organization ~~work~~ is behaving  
with the village

# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity                    | Learning Outcome                                        | Person In-Charge Signature |
|------------|------------------------------------------------------------|---------------------------------------------------------|----------------------------|
| Day - 1    | Importance of RBK and agriculture schemes                  | we know that RBK schemes & agriculture schemes          | CH                         |
| Day - 2    | Discuss about the land registration rules                  | we learned the land registration rules                  | CH                         |
| Day - 3    | we are participated with with certain veterinary Assistant | we observed the normal health checkup of animals        | CH                         |
| Day - 4    | Discuss about the OR-Ys.R Aranya suvidha scheme            | minimum qualifications of the YSR Aranya suvidha scheme | CH                         |
| Day - 5    | Reducing child marriages laws by mahila police madam       | we know about the child marriages                       | CH                         |
| Day - 6    | Discuss about the various types of medicines               | we learned the various medicines                        | CH                         |

## 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 ongoing in state related to agriculture

⇒ Major changes after introduction of RBT's at village level

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

⇒ How to check the animals health status

⇒ we learned about the conditions of the Pr. Y.S.R. Aajgaru 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                        | CH                         |
| Day - 2    | prohibition of the child abuses                              | we know the activities of child abuses               | CH                         |
| Day - 3    | who deserve to apply y.s.r pension class by welfare & labour | we remembering that qualifications of y.s.r pension. | CH                         |
| Day - 4    | Different types of animal diseases class by veterinary Sir   | we gained about the animal Diseases                  | CH                         |
| Day - 5    | we participated on village survey                            | we observed the activity                             | CH                         |
| Day - 6    | Horticulture class by Agriculture and                        | we know the horticulture crops                       | CH                         |

## 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 disease
  3. Anthrax

⇒ Kaimetta village having an agriculture & hortical 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    | Different types of crops visited in Kanimetta village | we observed crops status in village          | chl                        |
| Day - 2    | we participated in health survey activity             | we acquire knowledge about the health survey | chl                        |
| Day - 3    | we know about the seva portals with practically       | I had to apply on my own experience          | chl                        |
| Day - 4    | Awareness programme on child rights.                  | To know about the child rights               | chl                        |
| Day - 5    | Survey of the group lands with VROs                   | we gain knowledge of crop lands              | chl                        |
| Day - 6    | we discussed that sensor tags are given to animals    | we learned rules of the sensor tags.         | chl                        |

## 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. Blackgram
  5. green gram
  6. coconut

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

⇒ I had apply on my own experience for seva 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 shore clam by VRO Sir                       | shore measuring                           | CH                         |
| Day - 2    | We saw the pregnant lady during her health checkup by ANM maam | We observed health precautions            | CH                         |
| Day - 3    | We attending cluster level training programme                  | We know about the child safety education  | CH                         |
| Day - 4    | To participated an vaccination of animals in kanimetta village | We observed the vaccination               | CH                         |
| Day - 5    | We discussed V.S.R airmavadi & vidya deena schemes.            | We acquire the knowledge of the schemes   | CH                         |
| Day - 6    | We discussed about paddy harvesting                            | majorly grown variety of paddy harvesting | CH                         |

## 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

1) paddy harvesting - majorly grown variety of paddy MTU 1061 & HTU 7029.

2) Learned the process of harvesting of paddy manually and saw harvesting with paddy reaper

3) we participated in cluster level training on child rights & child safety education for parents

4) Y.S.R Ammavodi - yearly 15,000/-

Y.S.R Vidyanidhana - yearly of their college fund

Y.S.R Vasanthideviana - 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 cyber crimes                                | we knowing the information                 | CH                         |
| Day - 2    | Learned daily about paddy combine harvester.                    | we know the paddy combine system           | CH                         |
| Day - 3    | To survey the aragya sui cards in kanimetta village             | How to survey                              | CH                         |
| Day - 4    | Y.S.R wahanna mitra scheme class by welfare education assistant | to know about the scheme                   | CH                         |
| Day - 5    | we are participated in created first aid census with AHA sign   | we gain the knowledge important points     | CH                         |
| Day - 6    | they said how to apply for land papers                          | we acquired the knowledge about the papers | CH                         |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the sixth week, we will discuss about those topics

⇒ I learned usually about paddy combine harvester which is feasible mostly for large farmers

⇒ who was apply the scheme of vahana miti they follows of rules and qualifications class by NRECA SD

⇒ we get the more important content about scheme of vahana miti

⇒ we acquiring the some knowledge for survey of Aargya Sri and scheme

⇒ we know the main rules and regulations about apply the landless books and importance of those 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 V.S.R BHAMA class by we A SM                          | We gain the knowledge about this scheme          | K. Navina                  |
| Day - 2    | We are participated in conduct tasks of change of pregnant women | We acquired the some knowledge                   | K. Navina                  |
| Day - 3    | We participated in pose vignabadi program                        | We gain good knowledge about this programme      | K. Navina                  |
| Day - 4    | Learned about thinking activities of party                       | We know the more knowledge this certificates     | K. Navina                  |
| Day - 5    | Explaining the imitations & position certificates of land        | We gain good information about this certificates | K. Navina                  |
| Day - 6    | We learned about the reducing activities for cyber coins         | We learned about activities                      | K. Navina                  |

## 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 got the knowledge of YSR BHIMA - to shall submit data through website in our own

⇒ conduct test of urine pregnant women of albumen and sugar and estimate haemoglobin level at clinic in addition to recording hb and blood pressure

⇒ learned about teaching activities of paddy, functioning of paddy threshing and bags in field. jansan use for bags

⇒ we learned about give initiation & position agriculturally of land to the jansan.

# 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 same knowledge              | K. S. S.                   |
| Day - 2    | How to collecting the water tax, rates & taxes class by VROSO         | know the rates                          | K. S. S.                   |
| Day - 3    | she explaining the water tax, rates & how to maintaining the records. | we observing the records                | K. S. S.                   |
| Day - 4    | Explaining the mahila Sakhi Kendra scheme                             | we know the this scheme                 | K. S. S.                   |
| Day - 5    | we participated in awareness programme in schools for children        | knowing the important information       | K. S. S.                   |
| Day - 6    | Transporting & paddy at RBK levels                                    | very useful information gain this class | K. S. S.                   |

## 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 & poor in studies to improve their performance

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

⇒ What records have ANM madam and main paddy procurement centres set up at RBK levels  
MSP of 100kg grade 'A' paddy - 2040/-  
80kg grade 'A' paddy - 1632/-

### 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 alarm by cops          | Very useful information to us                | K. S. S.                   |
| Day -2     | How to conducting the population & family welfare screening          | we know about population screening           | K. S. S.                   |
| Day -3     | Explain the social harmony and civil rights in village level         | we gain the information about civil rights   | K. S. S.                   |
| Day -4     | How to allowed the certificates about health & evaluation of animals | we acquire know ledge this certificates      | K. S. S.                   |
| Day -5     | Conducted awareness among farmers on paddy procurement               | we learnt how ledge this meeting             | K. S. S.                   |
| Day -6     | How protect Gov lands & tanks, trees and properties claim by VRO     | we learnt how to protect the govt properties | K. S. S.                   |

## WEEKLY REPORT

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

Objective of the Activity Done:

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

⇒ we learned conduct population screening for hypertension / Diabetes / 3 common cancers i.e. breast, Cervix and oral (woman) and man (oral & 1 for prostate cancer)

⇒ we know the how to allowed health & vaccination certificates to animals

⇒ we know how to manage low & high blood sugar in hillipaleen village area

⇒ we learned how to maintaining and protecting the government lands, government tanks and government properties

⇒ we know conducted awareness among farmers on paddy procurement process which is different from previous year

# 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, pulses                     | we know the Rice & pulses                           | K. S. S.                   |
| Day -2     | explaining about food for development                      | we know the important points                        | K. S. S.                   |
| Day -3     | How to maintain & village revenue records class by VRO     | we know the knowledge about village Revenue Records | K. S. S.                   |
| Day -4     | women safety class by UPS madam                            | we know the points about women safety               | K. S. S.                   |
| Day -5     | how to apply for kalpana kancha in official website        | we know the way of apply for scheme                 | K. S. S.                   |
| Day -6     | how to motivate pregnant women for deliveries class by ANM | we know the valuable information                    | K. S. S.                   |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- During the tenth week we shall discuss about these topics
- ⇒ we learned the concept of about safe guidelines
  - ⇒ motivate pregnant women for institutional deliveries & trained attendance at birth
  - ⇒ we know about how to maintain village revenue records and all village revenue accounts promptly and accurately
  - ⇒ we learned how to protecting women in difficult situations & draw to improve women safety actions in village areas
  - ⇒ we know the good knowledge about Kanyashulkam scheme and we learned the apply of this scheme in official website in our own with practically

| Day & Date | Brief description of the daily activity                           | Learning Outcome                                   | Person In-Charge Signature |
|------------|-------------------------------------------------------------------|----------------------------------------------------|----------------------------|
| Day - 1    | how to conducting the counselling sessions to Jomara class by ups | we know the this type of meeting                   | K. Ode                     |
| Day - 2    | Brief explanation about loan recovery class by VRO SDI            | we know brief information in this class            | K. Ode                     |
| Day - 3    | we participated in distributed things programme                   | we acquiring some information in this distribution | K. Ode                     |
| Day - 4    | we learned about sewing methods of make                           | we know about this topic                           | K. Ode                     |
| Day - 5    | we participated in distributed things programme                   | we acquiring some information in this distribution | K. Ode                     |
| Day - 6    | how to send properly for persons and monthly report to MPDO       | we know the knowledge about sent to MPDO           | we CA K. Ode               |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the eleventh week we shall discuss about these topics

⇒ we are acquiring the knowledge about how to send proposals for new pensions to MPDO & also how to send monthly report to the MPDO

⇒ we know the which are distributors 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 snake bitten management with help of stakeholders

⇒ we know some methods of mass

# ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date | Brief description of the daily activity                   | Learning Outcome                              | Person In-Charge Signature |
|------------|-----------------------------------------------------------|-----------------------------------------------|----------------------------|
| Day -1     | Important points of mother's education in her side        | we acquiring the knowledge about Mother's     | K. Shal                    |
| Day -2     | How to sanctioned cost and income certificates.           | we learned the process                        | K. Shal                    |
| Day -3     | Different welfare department's class by welfare assistant | we listened the class and gain the department | K. Shal                    |
| Day -4     | How to arrangement of PSE Material                        | we learned about PSE material                 | K. Shal                    |
| Day -5     | How to grounding of animals under V.S.R Chaytha           | we know the this scheme benefits,             | K. Shal                    |
| Day -6     | we participated fertilizer distribution from RSK          | we know the process distribution              | K. Shal                    |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the twelfth week we shall discussing about these topics.

⇒ we learned about process of fertilizer distribution from RBKS and involved in all extent of use to farmers through DBT process

Sowing methods of maize and irrigation methods used in maize.

maize in zero tillage method

⇒ cost of production in maize from farmers

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

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

| Day & Date | Brief description of the daily activity                      | Learning Outcome                         | Person In-Charge Signature |
|------------|--------------------------------------------------------------|------------------------------------------|----------------------------|
| Day - 1    | How to conducting infertility camp in village areas          | we improve our management skills         | V. Saul<br>V20             |
| Day - 2    | we learned how to conducting mahila mandal meetings          | we learned about this meetings           | V. Saul<br>V20             |
| Day - 3    | we participated in awareness on importance of crop programme | we know about e-crop                     | V. Saul<br>V20             |
| Day - 4    | How to organize the pre-school class by up's madam           | we learned the some beautiful activities | V. Saul<br>V20             |
| Day - 5    | <del>how to provide</del> feed back to higher authorities    | we know the process                      | V. Saul<br>V20             |
| Day - 6    | how to intimate the higher authorities                       | we acquiring this process and remembered | V. Saul<br>V20             |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the thirteenth week we spent discussing about these topics

→ we participated conducting awareness on importance of e-crop of various crops in Rabi 2022-23

⇒ farmers under e-crop booking will be benefited with procurement of crop at msp crop insurance, etc.

⇒ we learned death of unknown persons to inform higher market

⇒ we assumed participate in the local mahila mandal meetings, and spread the message on female age at marriage, spacing method etc.

⇒ to provide feedback to higher authorities on the status of implementation of the said schemes

# ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date | Brief description of the daily activity                  | Learning Outcome                               | Person In-Charge Signature |
|------------|----------------------------------------------------------|------------------------------------------------|----------------------------|
| Day -1     | how to identify the persons for various welfare schemes. | we know the persons and schemes                | v.sudh<br>v20              |
| Day -2     | we learned what are the common crops                     | we know about common crops                     | v.sudh<br>v20              |
| Day -3     | how to maintain the eligible caste register class by ANM | we learned this register information           | v.sudh<br>v20              |
| Day -4     | how to develop nutri. garden in village level            | we know the developed process                  | v.sudh<br>v20              |
| Day -5     | How to update data on e-crop class by Agricultural SI    | we know the about e-crop website               | v.sudh<br>v20              |
| Day -6     | which items have the TMR kit class by ANM SI             | we acquiring the importance things in this kit | v.sudh<br>v20              |

## 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 of farmers who registered their crops in e-crop portal

→ Identification of fall army worm pest in maize crop and suggested methods to prevent

→ A-Z map of crops (100%) inclusive of inspection of survey stones

→ mention eligible couple registered properly and utilise the information of motivation of couples for acceptance of family welfare methods -

→ facilitate to develop village level nutri garden anganwadi 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 situation class by PMS | we acquire some knowledge                     | V. Sub V.20                |
| Day -2     | what are the enrollment of beneficiaries.                    | we know the benefits of enrollment            | V. Sub V.20                |
| Day -3     | we participated in soil testing process                      | we knowing the process                        | V. Sub V.20                |
| Day -4     | How to conducting the INMPT programme in village areas       | we learned about this programme               | V. Sub V.20                |
| Day -5     | Importance of Sachivalgam and its working process            | we learned the importance of Sachivalgam      | V. Sub V.20                |
| Day -6     | How to identify women for medical termination                | we gain the knowledge for medical termination | V. Sub V.20                |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the fifteenth week we shall discuss about these topics

→ we learned about importance of soil testing process of soil collection in field in crop growing time to know the nutrients in soil and recommendation of require fertiliser quality for various crops

→ we know provide information regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials whenever and whenever 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

→ INAPH: Information of Animal productivity and Health purification

## CHAPTER 5: OUTCOMES DESCRIPTION

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

I experienced a very good environment with professional knowledge & kind of people in this organization. All the staff are very punctual in attending the office. All the Sachivalaya 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 procedure manner. The facilities are good and there is a healthy atmosphere.

The time they spend for us in beginning in working schedule are appreciable. The staff co-operation & extended their operation in the internship programme.

The digital assistant are used for helping learning advanced and needs at this moment for accountability which keeps the system down and working.

I am satisfied myself & this organization  
(Groom and Sachivalyam) protocols, and working culture

Everyone gives value to time and everyone  
behaved well with us. they said were very well guidance  
and lessons are very well understand

Kanimetta Sachivalyam place is a bit far  
from the village and ventilation is also good at Kilipallam  
Sachivalyam

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

c) Each work is systematically managed

- Application Programme Digital Assistant field  
verification - welfare Assistant

- third party verification - Administrative staff  
- pre applicant - MRO

Final Applicant - MPDO/MRO

Everyone is using the technology bound work to avoid  
duplicity and ignore transparent in the eligibility of any  
scheme

1. Bio metric division
2. Android Smart phones
3. IRIS Sc anner
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  
product per define. which is very realistic and  
given time management. competence & strong skills.

Every work in time is bounded and can be  
neglected while work is observing the activity & decision  
making is very important

For doing anything firstly 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  
moderate and improved myself in communication of  
different people in different places.

My verbal communication as per  
improved is by creating my evaluation caption/  
-image

My anxiety level are low... I am very  
much patient and listen to music when feel  
anxious & I learn more anxiety management  
techniques

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

I always greet every one when I see  
them whenever they do good things

oral and written communication skills have  
improved more than before confidence levels  
are also very well developed.

The way of the grasping the key  
points is greatly improved. in this internship.  
I learned how to greet others and thank you

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

In group discussion. I always start with point to point and don't forget to improve. I will be clear of what I am saying.

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

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

oral skills are developed and different ideas come out in group discussions leadership skills and communication skills are developed in those discussion.

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 Division
3. IRIS Scanner
4. Face Authentication programme

which given the realtor procedure

Secondly: using E-POS machine in pds

thirdly:-

- using 'Cops' & 'Reven' in land Revenue programme

- using drones in duplication of maps in

land alignment programme

## Student Self Evaluation of the Short-Term Internship

|                                                                                |                                |
|--------------------------------------------------------------------------------|--------------------------------|
| Student Name: V. Mani                                                          | Registration No: 2022001562027 |
| Term of Internship: From:                                                      | To :                           |
| Date of Evaluation:                                                            |                                |
| Organization Name & Address: Gurama ward Sachivalayam<br>kanimetta, Saitakulam |                                |

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:

V. Mani  
Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*

Student Name: V. Mani

Registration No: 2022001562027

Term of Internship:

From:

To:

Date of Evaluation:

Organization Name & Address:

Gurama ward Sachivalayam,  
Kanimetta, Sorikakulam

Name & Address of the Supervisor  
with Mobile Number

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

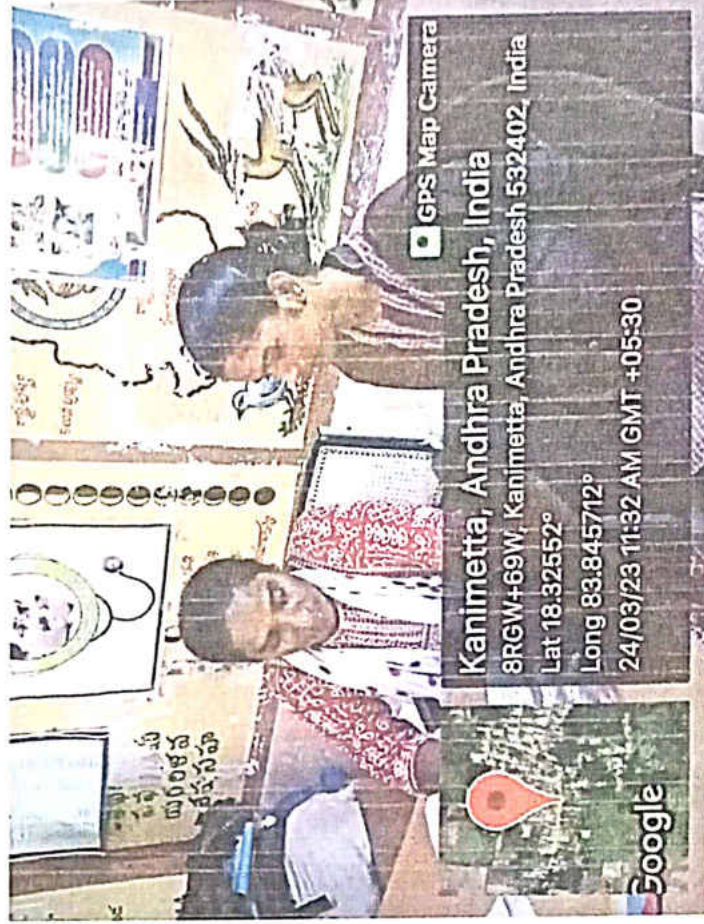
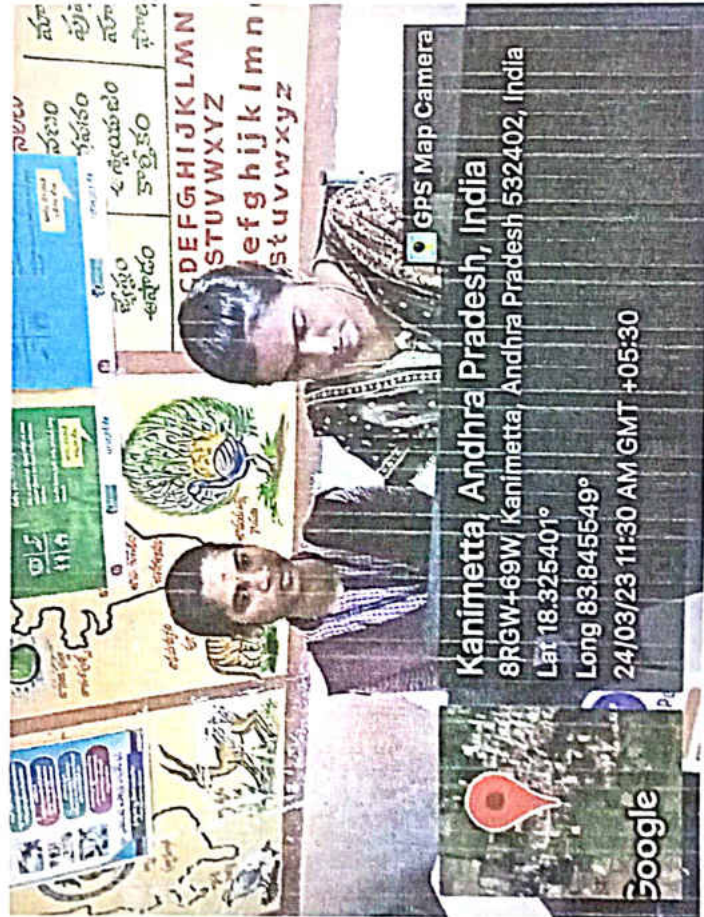
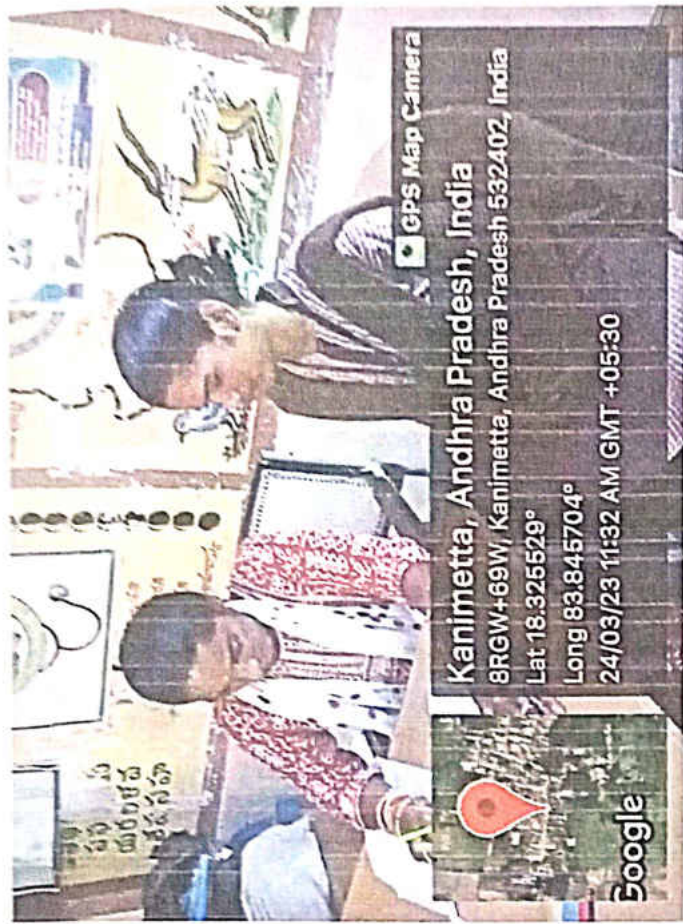
Please note that your evaluation shall be done independent of the Student's self-evaluation

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



## 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:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

| <i>Sl.No</i> | <i>Evaluation Criterion</i> | <i>Maximum Marks</i> | <i>Marks Awarded</i> |
|--------------|-----------------------------|----------------------|----------------------|
| 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:

Programme of Study:

Year of Study:

Group:

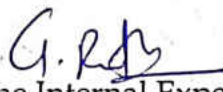
Register No/H.T. No:

Name of the College:

University:

| Sl.No                               | Evaluation Criterion                                                | Maximum Marks | Marks Awarded |
|-------------------------------------|---------------------------------------------------------------------|---------------|---------------|
| 1.                                  | Internship Evaluation                                               | 80            | 80            |
| 2.                                  | For the grading giving by the Supervisor of the Intern Organization | 20            | 20            |
| 3.                                  | Viva-Voce                                                           | 50            |               |
|                                     | TOTAL                                                               | 150           |               |
| GRAND TOTAL (EXT. 50 M + INT. 100M) |                                                                     | 200           |               |

Signature of the Faculty Guide

  
Signature of the Internal Expert

  
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*

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

*[www.apsche.ap.gov.in](http://www.apsche.ap.gov.in)*