

GOVERNMENT DEGREE COLLEGE (MEN)

SRIKAKULAM.



2023

Semester Internship (Long Term)

Area of Internship: Gorama panchayath sachivalayam

Village : Sionipuram

Mandal: vizayanagaram, Santhakavathi (mandal)

District: vijaynagaram.

Faculty Guide

Smt.RS.Goldina

Lecturer in chemistry

Submitted by

Name: V.siva prasad

Group: 3rd B.Sc [MCAC]

Hall Ticket No.: 2022001562029



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: V. Siva Prasad

Name of the College: Govt. Degree college for (men) Srikakulam

Registration Number: 202200156 2029

Period of Internship: From: 12-12-2022 To: 18-04-2023

Name & Address of the Intern Organization: Gorama Panchayat Sachinbam
Siaipuram (vill)
Vijaynagar (Dist)
Santakaviti (Mand)

Dr. B. R. Ambedkar University
YEAR

An Internship Report on

Grama panchayat Sachigayam [Siri putam]

(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. RS. Goldina

(Name of the Faculty Guide)

Department of

Govt Degree college (men) SKLM

(Name of the College)

Submitted by:

V. Siva Prasad

(Name of the Student)

Reg.No: 202200156 2029

Department of Govt Degree

college (men) (SKLM)

(Name of the College)

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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, V. Siva Prasad a student of 4 months Internship
Program, Reg. No. 2022001562029 of the Department of BSc (MCAC)
College do hereby declare that I have completed the mandatory internship
from 12-12-2023 to 11-01-2024 in Siri Puram (Name of
the intern organization) under the Faculty Guideship of
Smt. RS. Goldina (Name of the Faculty Guide), Department of
B.Sc (MCAC) Chemistry, Govt degree college (men) SKLM
(Name of the College)

V. Siva Prasad
(Signature and Date)

Official Certification

This is to certify that V. Siva Prasad (Name of the student) Reg. No. 2022001562019 has completed his/her Internship in Gannur Sachiyaam (Name of the Intern Organization) on Sachiyaam work (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc (MCAC) Chemistry in the Department of Govt Degree College (men) (Name of the College).

This is accepted for evaluation.

Y. Srinani
(Signatory with Date and Seal)

PANCHAYAT SECRETARY
Sripuram Gram Panchayat
Santhakavil Mandal

Endorsements

Faculty Guide

Head of the Department

Principal

Page No



Certificate from Intern Organization

This is to certify that V. Silva Porasad (Name of the intern)
Reg. No. 2022001562029 of govt degree college (men) (Name of the
College) underwent internship in slipuram (Name of the
Intern Organization) from 12-12-2022 to 17-02-2023

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

Y. Subini

Authorized Signatory with Date and Seal

PANCHAYAT SECRETARY
Slipuram Grama Panchayat
Santhakaviti Mandal

Acknowledgements

- 1) The gram/ward sachivalayam is the administrative arm of an international organization, such as the United Nations. It is responsible for carrying out the day-to-day work of the organization and supporting its decision-making bodies. In this sense, the secretariat is made up of the staff and bureaucrats who work for the organization.
- 2) The staff holds records for the fastest times in the secretariat to people in need and problem applications.
- 3) In govt, a secretariat may be a department (or) agency responsible for co-ordinating policy and providing administrative policy and providing administrative support to a minister (or) other higher-ranking officers.
4. Govt schemes providing to people with door to door step in simple way may refer to team (or) department responsible for managing administrative tasks. Such as records-keeping, scheduling.
5. I am extremely and heartfully thanks to our gram/ward sachivalayam staff members, we are journey in a friendly-respectfully such as a great feeling. lot of times Thank you our college principal sir/madam.

Contents

1. chapter 1 — executive summary
2. chapter 2 — overview of The organization
3. chapter 3 — Internship Part
4. log books [first week to fifteenth week]
5. chapter 5 — outcome's 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 could enhance your abilities
 - Describe The technological developments how 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 inter 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.

Learning objective :-

- * To gain an understanding of the functioning and structure of the gram sachivalayam organisation.
- * To develop skills in administration and clerical tasks related to the day-to-day operation of the organization.
- * To learn about various government schemes and programs implemented by grama sachivalayam for the benefit of the rural population.
- * To improve communication and interpersonal skills through interaction with villagers and other stakeholders.
- * To acquire knowledge of the legal and regulatory framework governing the activities of the grama sachivalayam.

outcomes achieved:-

- * improved knowledge of the organization structure - functions and responsibility of the grama sachivalayam.
- * enhanced administration and clerical skills such as maintaining records, data entry, and handling paperwork.
- * understanding of the various government schemes and programmes such as housing sanitation and education
- * improved communication and interpersonal skills through interaction with villagers, offices and other stakeholders
- * understanding of the legal and regulatory framework governing the activities of the grama sachivalayam.

Brief description of the grama sachivalayam organization.

The grama sachivalayam is a government organization that functions at the village level in India. Its primary objects is to ensure schemes and programmes for the welfare of the rural population.

It is responsible for a wide range of activities such as healthcare, sanitation, education, housing and social welfare. The organization has administration and clerical staff and it also collaborates with various departments and agencies to achieve its objects.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

A. Introduction of The organization:—

Grama Sachivalayam is a government initiative in The Indian state of Andhra Pradesh aimed at decentralizing governance and bringing administration closer to rural communities. The word 'grama sachivalayam' translates to village secretariat in English.

The grama sachivalayam system was launched in 2019 by The Andhra Pradesh government under The leadership of chief minister Y.S. Jagan Mohan Reddy. The primary objective of The initiative is to provide efficient by establishing a system of village secretariats in every village of The state.

under The grama sachivalayam system, each village secretariat is staffed with a village secretary and several other officials who are responsible for delivering a range of government services. These include everything from issuing certification and licenses

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to providing information on government schemes and programs. The grama sachivalayam system has been widely praised for its potential to improve access to government services and promote greater citizen participation in government at the grassroots level.

B. vision, mission and values of The grama sachivalayam:—

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

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

Values :— The values of grama sachivalayam and transparent governance. The transparency and inclusivity, Accessibility, Accountability, efficiency, empathy, integrity.

C. Policy of The grama sachivalayam.

- * Providing basic services like water, sanitation, health, education and social security to the rural population.
- * Promoting transparency and accountability in the functioning of the organization through various measures like

Social Activities, grievance redressal mechanisms and feedback mechanisms

- * facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner
- * overall, the grama sachivalayam organization is focused on improving the quality of life of the rural population by ensuring access to basic services and resources.

D. Grama Sachivalayam organization structure:-

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

- 1) Village secretariat
- 2) Village Revenue Officer (VRO)
- 3) Mahila Police & woman and child welfare Assistant
- 4) Digital Assistant
- 5) ANM
- 6) Engineering Assistant
- 7) Welfare and education Assistant
- 8) Agriculture ASST
- 9) Surveyor of village
- 10) Energy Assistant
- 11) Line man.

E. Roles and responsibilities of the employees, grama sachivalayam.

The employees in grama sachivalayam are responsible for a wide range of tasks, including maintaining records, implementing government schemes, collection of taxes and fees, maintaining, conducting surveys, providing basic service, organizing community events.

F. performance of the grama sachivalayam in terms of transfer of profits, market reach and market value.

As a government organization, the grama sachivalayam organization is not profit-driven and does not have a market reach in the traditional sense. its primary focus is to deliver government service to rural areas efficiently and effectively.

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

G. future plans of the grama sachivalayam:-

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

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

CHAPTER 3: INTERNSHIP PART

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

- 1) Panchayati Raj Act - 1994 says that local govt in every village of the growth & development in a nationable manner.
- 2) Chief minister of Andhra Pradesh state. YSR Jayan Mohan Reddy started these secretariats at Vijayawada. The statement was made on October 2, 2019. The 150th Anniversary of Mahatma Gandhi birth day.
- 3) function of gram ward sachivalayam it has mainly 11 types of the officer in secretariat. The village volunteers system aims to bring govt services to people's door steps.
- 4) generally using of technological skills and instrument mainly like just like bio-metries, computer system.
- 5) The internship part these kind of skills are very important, listening and speaking, confidence, leadership qualities, punctual and time management.
- 6) objective of ward sachivalayam provide service and central level schemes.
- 7) outcomes of ward sachivalayam to
 - 1) early solution to all problem.
 - 2) All services of to no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I reported in the secretariat assigned to me		Y. Subh
Day - 2	The introduction of The secretariat was giving by The well Assistant	learned about The village secretariat	Y. Subh
Day - 3	The welfare Assistant told About grama darshini	we are learned to The chaapwam-2 Different types of Problems	Y. Subh
Day - 4	explain about employees roles and responsibilities.	I know some type of duties about The employees	Y. Subh
Day - 5	our staff members introduced with volunteers	I am daily face and looking towards volunteers walking.	Y. Subh
Day - 6	WEA said About The vision and mission of gram secretariat	I learned why to organized sachivalayam	Y. Subh

WEEKLY REPORT

WEEK - 1 (From Dt. 12.12.22 to Dt. 17.12.22)

Objective of the Activity Done:

Detailed Report: - This week we are learning about village secretariat i.e. why the secretariat system was established and then why

we are also learned the benefits of the secretariat to the people of the village

We got to know the physical conditions of the residential areas in the gram secretariat and the duties of the employees in the gram secretariat system as well as the performance of the volunteers and their services.

The volunteer Assistant was fully informed about the vision, mission and values of the gram secretariat why to creation for this Govt to introduce in people of society.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The WEA officer explained The organization structure of The sachivalayam	I can take some knowledge	Y. S. S.
Day - 2	explained The future plans of the gram secretariat	We know The future plans of the secretariat	Y. S. S.
Day - 3	About old age pension widow pension has been deeply explained	We are analyzing what type of document is required	Y. S. S.
Day - 4	deeply explained about disable pension and single women pension	We are analyzing and what is improvement document is required.	Y. S. S.
Day - 5	explained about traditional cobbler pension of weaver pension	We learned The required documents and eligibility.	Y. S. S.
Day - 6	explained about toddy tapper pension and fisherman pension.	We learned The required documents and eligibility information.	Y. S. S.

WEEKLY REPORT

WEEK - 2 (From Dt. 12-12-22 to Dt. 24-12-22)

Objective of the Activity Done:

Detailed Report:

The organization structure and future plans of The village secretariat were discussed in detail. Their week also told about JAR Pension karkha, how many types, required documents and eligibility criteria.

eligibility and required documents for old age Pension, widow Pension, visible Pension, single women Pension, Traditional cobbler Pension, weaver Pension, toddy tappers Pension and fisherman Pension are given at The end. The JAR Pension scheme is designed to provide a safety net for vulnerable section of society and enable them to meet their basic needs and improve their quality of life.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The mahila police in sachivalayam she is inculcate her duties	I am full focus and learned out come information	Y. Sub.
Day - 2	The mahila police officer taught sexual harassment in society	how to handle and how to build these type of harassment	Y. Sub.
Day - 3	The mahila police officer inculcate Anganwadi services	what are the corruption in Anganwadi service	Y. Sub.
Day - 4	The mahila police officer told about some important section and helpline number - 112	Any accident and criminal case issue how to inform higher officers	Y. Sub.
Day - 5	The VRO sir explained local govt and main aim.	secretariat one of the local govt that particularly use and govt	Y. Sub.
Day - 6	our VRO told today we are going to field work your chaupuram - 2 houses.	which numbers are eligible and not eligible for govt schemes	Y. Sub.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The mahila police in Sachivalayam she is inculcate her duties	I am full focus and learned out come information	Y. Sub.
Day - 2	The mahila police Officer taught sexual harassment in society	how to handle and how to build these type of harassment	Y. Sub.
Day - 3	The mahila police Officer inculcate Anganwadi services	what are The corruption in Anganwadi service	Y. Sub.
Day - 4	The mahila police Officer told about some important section and helpline Number - 112	Any Accident and criminal case issue how to inform higher officers	Y. Sub.
Day - 5	The VRO sir explained local govt and main aim.	secretariat one of the local govt that particularly we are going	Y. Sub.
Day - 6	our VRO told today we are going to field work your chauparam-2 houses.	which numbers are eligible and not eligible for govt schemes	Y. Sub.

WEEKLY REPORT

WEEK - 3 (From Dt. 26-12-22 to Dt. 31-12-22)

Objective of the Activity Done:

Detailed Report:

The village secretariat was first
launched on 2 October 2019 on the eve
of Gandhi Jayanti in AP of our y.s.r Tagon mohan
reddy sir

The duties of woman police officer:-

1. Immediate reporting officer: station house officer.
2. Working in co-ordination with Dept: Home, women's,
child welfare; excise Departments municipal
3. Functions: law & order, Activities against women
and weaker sections, and Awareness programmes
4. monitor, ensure Anganwadi center be opened
in time on all working days
- * investigate and respect some Anganwadi
Teachers were without care and protection of
Pregnant women.
- * women police officer explain some helpline
Number, for disha. 100/112/181 and Police Number
100
- * our chapparam - 2 secretariat so many young
age student not register with vote card.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The welfare Asst is explain about his Responsibilities and duties of in secretariat	I can learned his great and responsibilities at secretariat	Y. S. S.
Day - 2	The WEA is said by The Govt conducting to important schemes	I have written in my class notes	Y. S. S.
Day - 3	we are help to our secretariat some important duties like, election work	we can do confidently there works.	Y. S. S.
Day - 4	The secretariat staffs like WEA, VRO, WPO telling about future plans to students	We have learned how to maintain and set of future life	Y. S. S.
Day - 5	The village Revenue officer explained about the beneficiary like such a issues like cyclone, fire	The society in the people how to intimate with VRO.	Y. S. S.
Day - 6	The VRO sir was explaining Take charge of unclaimed property and send to The Police station.	a can learned save and protect from govt property	Y. S. S.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The general duties of welfare Assistant

- ① generating awareness among The public in The village secretariat Jurisdiction about The schemes meant for The weaker section of The society.
- * ensuring That all eligible students of weaker section of The village get the scholarships and colleges fill They complete atleast intermediate
- * providing feedback to higher authorities on The safety of implementation of said schemes
- * supervising over The work of all village volunteers working under The village secretariat as far as Their welfare duties are concerned.
- * conduct promptly to The higher officer in respect of treasure prove and keep Government attached property in safe custody.
- * vpo sir providing intimation regarding fire accidents floods, cyclone and other accidents to The higher officers
- * future planning is important for all families thinking about The future can be challenging and emotional.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The ANM madam was explain about general instructions	I can learned The general duties of ANM	
Day - 2	The madam was telling about maternal and child health.	I can learned The ANM madam has given precaution for pregnancy.	
Day - 3	ANM madam explain about social services with awareness Program	I can learned Some social services, dentistry, Physiotherapy, AID & HIV.	
Day - 4	she is teaching about health education in secretariat	how to protect our body health fully.	
Day - 5	Today is class about nutrition	how many types of food habits can taken	
Day - 6	The Today of the class about communicable disease.	I can learned Some type of disease chickenpox, measles, influence	

WEEKLY REPORT

WEEK - 5 (From Dt. 19-01-23 to Dt. 18-01-23)

Objective of the Activity Done:

General Instructions :-

Detailed Report:

- 1) she should work under the administrative contract at medical officer PHC and guidance of the female health supervisor
 - 2) she would stay at her official head quarters and available for all maternity care services
 - 3) should be prepare map planning at her allocated area and population of people data was collected.
 - 4) All the Arma was to discharge all the duties as assigned by the PHC medical officers
- * maternal and child health:- Register pregnant women with 12 weeks after baby health. she is full health care starting and ending position to heartfull protection the Arma given the pregnancy women.
 - * social awareness programs:- Cancer, Diabetes HIV, AIDS, heart attack with crps, healthy food.
 - * health education:- Participat in the local mahila meeting, spread the message on female age at marriage, co-ordinate programmes carefully there are Anganwadi workers gram sevaks in promoting services to peoples.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Pongal Holiday. (kamuma)	-	Y. Sul
Day -2	Explained about Jagar-hanna Vidya Kanuka.	I learned due to this scheme, students are going to govt school	Y. Sul
Day -3	He said about The YSR. cheyutha Schema.	I learned that women are continuing their own business because of this	Y. Sul
Day -4	He said about The YSR. Yashana mitra. Scheme	I learned this scheme is known to receive financial assistance to drivers	Y. Sul
Day -5	We went to The School and checked. The food.	I came to know that nutritious food is being served in the school	Y. Sul
Day -6	We went to The school and checked The cleanliness of The classrooms and toilets.	It is known that The school is kept clean every day.	Y. Sul

WEEKLY REPORT

WEEK - 6 (From Dt. 16-01-23. to Dt. 22-01-23.)

Objective of the Activity Done: Jagananna Vidya Kanksha :- This scheme

Detailed Report: It is launched by the Govt of AP to provide free school kits to students studying in govt school in the state. The kit includes items such as school bags, note books, text books, shoes and uniforms.

YSR Cheyutha :- Under the YSR Cheyutha scheme financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are above 45 and below 60 years. The financial assistance of ₹ 18,750.

YSR Vahanamitra :-

Provide financial assistance to self-employed drivers of auto rickshaws, taxis and maxi cabs. Under this scheme, eligible beneficiaries receive an annual financial assistance of ₹ 10,000.

The school was visited to inspect the quality of food served, cleanliness of classrooms and toilets.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explained about fee Remibusement scheme	The purpose of this scheme is known.	Y. L. L.
Day - 2	Explained about YSR Vidya Deevana scheme	It is known, who is benefiting from this scheme	Y. L. L.
Day - 3	Explained about YSR Vapathi Deevana schema	It is know who is benefiting from this schema	Y. L. L.
Day - 4	Republic day	-	Y. L. L.
Day - 5	Explained about mahabadi, Nadu Nedu schema.	The purpose of this scheme is known	Y. L. L.
Day - 6	He said That The work of Nadu Nedu scheme should be examined.	we observed The Nadu Nedu work.	Y. L. L.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Fee reimbursement :- Aimed at providing financial assistance to students from economically weaker sections to pursue their higher education. Under this scheme the government reimburses the tuition fee and other expenses such as exam fees, library fee etc for eligible students studying in various courses including engineering, medicine, MBA, MCA, etc....

YSR vidya Deevena :- It provides financial assistance to eligible students from economically weaker sections to pursue higher education in govt and private colleges.

YSR Vajathi deevena :- It provides financial assistance to eligible students from economically weaker sections to cover their hostel and mess expense during their high education.

Nadu Medu :- The scheme focuses on providing the basic amenities including classrooms, furniture, toilets, drinking water and other infrastructure in govt schools.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The WEA officer is explained about YSR harajathalu	We know WEA of this kind of schemes	Y. S. M.
Day - 2	Explained about Ammaradi scheme	The purpose of this scheme is known	Y. S. M.
Day - 3	Explained about Rythu Bharosa scheme.	I know how much this scheme has benefited the farmers.	Y. S. M.
Day - 4	Explained about Arogya Sri scheme.	I come to know that this scheme provides free medical treatment to poor people	Y. S. M.
Day - 5	Explained about Housing for all	The purpose of this scheme is known.	Y. S. M.
Day - 6	Explained about Jalayagham scheme	I learned that there will be no shortage of water due to this scheme.	Y. S. M.

WEEKLY REPORT

WEEK - 8 (From Dt: 30-01-23 to Dt: 04-02-23)

Objective of the Activity Done:	YAP Navarathalu is a welfare
Detailed Report:	scheme The scheme comprises nine different welfare programs or schemes each aimed at improving the living condition of the AP. Ammavadi:- under this scheme financial assist is provided to the mother or guardians of school-going children to support their education. The amount of assist is Rs 15,000 per annum. Rythu Bhavasa:- This scheme provides financial assist to farmers in the state. The amount of assist is Rs 13,500 per annum. Arogyasathi:- This scheme provides free healthcare services to the people of AP. The scheme covers the cost of medical treatments and surgeries for a wide range of illnesses and diseases. Housing for all:- This scheme aims to provide affordable housing to the people of AP. Talagayam:- under this scheme, the AP Govt will go to improve the irrigation projects and complete the plans which are yet in progress.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	fully explained about Dappu outlast Pension & Anti-metirivel Therapy (ARI) Pension (PLHIV) HIV Pension	welcome The required documents and eligible for this type of Pension	Y. L. M
Day - 2	explaining about Transgender Pension & chronic kidney disease of unknown etiology Pension	learned The required documents and eligibility for this type of Pension.	Y. L. M
Day - 3	today explain about YSR kalyanamasthu YSR shoodi tohta .	The Purpose of This scheme is known	Y. L. M
Day - 4	explain about mandatory validation documents for registration of YSR kalyanamasthu .	learned The required documents for this type of scheme	Y. L. M
Day - 5	explain about eligibility criteria of YSR kalyanamasthu YSR shoodi tohta scheme	we know who is eligible for this scheme	Y. L. M
Day - 6	Have to tell people about The YSR kalyanamasthu scheme.	we learned good presentation skill	Y. L. M

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

eligibility and required documents for Dappu artist Pension, Ant-retroviral Therapy (ART) (HIV) Pernish Transgender Pension and Chronic, Kidney Disease of unknown etiology pension are given the end.

YSR Kalyanamastha / YSR Shaadi tohta:-

The objection of The scheme is to provide financial assistance to poor families belonging to SC/ST/BC/minorities differently abled / BDCWOB in conducting their daughter's marriage in a dignified manner

* The bride must be above 18 years and groom must be above 21 years as on the date of marriage

* The application registration for the scheme should be done within 60 days from date of marriage.

* Both bride and groom should have 10th class pass certificate

* The cast and income certificates must be linked with Aadhaar.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	explaining about the responsibilities of Digital Assistant	I can gain knowledge of Digital Asst duties	Y.L.L
Day - 2	The general Application forms of caste certificate	learned of important and required documents	Y.L.L
Day - 3	The digital Asst explained some Poling station at Shripuram secretariat	There are Three Poling stations like 369, 364, 363	Y.L.L
Day - 4	we are going to field about eligibility candidates for voters ID	Such a members are not apply for voter Id.	Y.L.L
Day - 5	He is how to respect of beneficiaries come to secretariat	I can learning how to respect talking with candidates	Y.L.L
Day - 6	→ maha shivaratri	-	1-

WEEKLY REPORT

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

Objective of the Activity Done:

digital Assistant duties :-

Detailed Report:

① delivery of service / documents benefits to The beneficiaries ② Awareness and Providing to The govt schemes like namathalu ③ He intimated as well as Application process to citizens

④ digital services to the public effectively that are provided mandatorily by the local govt like Birth & Death, Property valuation, Tax Demand etc.

=> digital Assistant said. This system shall be foregoing delivery of service on the principle of "first come first serve" without any Third - Party agency ship.

=> Required Documents to Apply - from caste certificate :-

* Application from ② caste certificate issued to The family members ③ SSC mark memo / DOB extract / form for certificate ④ 1 to 10 study certificates (or) DOB issued by the GP/NA ⑤ Ration card / EPIC card / Aadhar card

=> mandakuruti - Secretariat in Polling station as 369, 364, 363

=> so many citizens not applicable for voter ID in ^{siripuram} mandakuruti Secretariat.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The VRO sir explaining about his duties	I am knowing his duties in Secretariat	Y. S. L.
Day -2	The VRO sir explained About Panchayat Secretary Administrative	I am knowing his Administrative work	Y. S. L.
Day -3	The VRO sir explained about Panchayat secretary with community welfare work	I am knowing his community welfare work	Y. S. L.
Day -4	The VRO sir said about Panchayat Secretary Co-ordination duties	I am knowing his Co-ordinate duties	Y. S. L.
Day -5	How to save and protect our govt Properties	I can learned with some govt Properties	Y. S. L.
Day -6	Any land issue to harassment for others	I can learned how solved of people problems	Y. S. L.

WEEKLY REPORT

WEEK - 11 (From Dt. 20-02-23 to Dt. 25-02-23)

Objective of the Activity Done:

village Revenue officer's (VRO)

Detailed Report:

Duties:- (1) maintenance of village revenue record and all village revenue Accounts

(2) collection of land Revenue, cesses, Taxes and other seem Pertaining to revenue department

(3) Assessment of crops (100%) inclusive of inspection of survey stones (4) Provide intimation regarding fire Accidents, floods cyclone and other accidents and calamities to The higher officers

* Administrative of Panchayat secretary:- maintain registers, collect taxes, organize sarpanch meetings protect Panchayat lands, maintain Birth & death Reg

* community welfare Develop:- Assist pension payment Prepares list of BPL, conducts literary classes, implements schemes, Assist education Dept; enroll

* Co-ordinator:- mobilize participation, community forest Dev discussions, facilitate ward sabhas and gram sabhas submission of DRP plan to MPDs

* The VRO and Panchayat secretary are ready to Any harassment in land properties intmt above The officers

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What is the duties and Responsibilities of ward volunteer	I am knowing the kindful information	Y. S. S.
Day - 2	The volunteer was informed as to scheme with awareness	He explained to the Navarathale schemes I learned about information.	Y. S. S.
Day - 3	Require skills and eligibilities of ward volunteers	I learned the volunteer for kind full information	Y. S. S.
Day - 4	The volunteers is mostly one time supply to people with pension	I learned about which type of pensions are available	Y. S. S.
Day - 5	What are the duties and responsibility of a lineman in secretariat.	I gain about information of lineman	Y. S. S.
Day - 6	Requirements and skill of lineman in secretariat	I gain about information of lineman	Y. S. S.

WEEKLY REPORT

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

Objective of the Activity Done: Secretariat duties and responsibilities.

Detailed Report: 1) Answering and directing phone calls.

2) Organizing and distributing messages 3) maintaining company schedules 4) organizing documents and files

5) Supervising staff and new employees

duties and responsibilities of volunteers

1) On independence day 2019, Andhra Pradesh launched the village volunteer system 2) The village volunteers system aim to bring govt service to people's doorstep. on October 2, 2019. The 150th Anniversary of Mahatma Gandhi's birthday

3) He would be first to identify the beneficiaries learn about their difficulties, and then outline the govt scheme available to them.

duties and responsibilities of lineman

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

* The secretariat role is to facilitate the govt conduct management and contract of the university by co-ordinating the exchange of information people.

Required skills of volunteers: - 1) minute-taking experiences.

2) punctuality. 3) good communication and interpersonal skills.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	VRO told about The certificate The issue	certificates issued by VRO are known	Y. S. S.
Day -2	VRO is said that government officers with provide protection	certificates issued and who to protect govt properties learned.	Y. S. S.
Day -3	VRO said about water tax collection	it is known who collect the taxes	Y. S. S.
Day -4	holiday of secretariat because of govt order	—	
Day -5	VRO is explained how to maintaining for village revenue records	I knowledge of certain thing to village records	Y. S. S.
Day -6	Second Saturday holiday	—	

WEEKLY REPORT

WEEK - 13 (From Dt. 16-3-23 to Dt. 11-3-23)

Objective of the Activity Done:

Detailed Report:

- I maintenance of village revenue records and all village revenue Accounts Promptly and accurately.
- II Collection of Land Revenue / Taxes.
- III Protection of ~~land~~ ~~public~~ lands public taxes, free. effective measure will be taken for the protection of Government assets.

The village Revenue officers shall be issue evlativity certificate and sawency certificate in Their respective Jurisdiction duty following The procedure for the other certificate which have to be issued by the revenue department, he/she encluse and submit his report to the complent authority.

He was a great Job in secretariat because his exposure to his surrounding village lands and taxes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The ANM madam was explaining about health education	I learned health education.	Y.L.L
Day - 2	Explained about medical termination of pregnancy	I know which hospital to visit for treatment of pregnant woman	Y.L.L
Day - 3	explaining about general instruction	I learned the general instruction	Y.L.L
Day - 4	The madam explained some social services	I knowing how many type of social services	Y.L.L
Day - 5	The MP madam was talked about The child marriage and Dowry prohibition act	learned about child marriage and Dowry prohibition act	Y.L.L
Day - 6	mahila police explain about The domestic violence act	learned about domestic violence act	Y.L.L

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

General instruction of ANM :-

* should work under the Administrative Contract of the medical officer PHO and guidance of the female health supervisor

* should be in uniform with identity card.

social awareness programmes :- AIDS, HIV, healthy food, Diabetes, heart attack in CPR, medical kits, first aid

medical termination of pregnancy :- identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest health facility for comprehensive abortion care

Dowry Prohibition act :- The Dowry Prohibition act is an important law in India as it seeks to prevent the exchange of dowry and their formalities through the practice of dowry.

Domestic Violence :- The Domestic Violence act is a law that seeks to protect individuals who are victims of domestic violence.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	holiday	-	-
Day - 2	holiday	-	-
Day - 3	The welfare Asst was introduce to our total staff member's	I knowing about which of member stand in secretariat	Y. L. L.
Day - 4	The WEA was explaining about what is secretariat	I understand what is secretariat	Y. L. L.
Day - 5	The use to the people about class his explained of secretariat	I learned about use of secretariat	Y. L. L.
Day - 6	Second Saturday so holiday.	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The maximum staff at secretariat :-

- | | |
|----------------------------|--------------------------|
| 1) Village Secretariat | 6) engineering Assistant |
| 2) village Revenue officer | 7) ANM |
| 3) mahila Police | 8) survey or of village |
| 4) Digital Asst | 9) Agriculture Asst |
| 5) welfare Asst | 10) Volunteers |

What is a secretariat :- The secretariat assists in decision making in Govt by ensuring inter-ministerial co-ordination, mending out differences, Amongst ministries / department and evolving consensus through the instrumentality of the standing / committees of secretariats

* Grama Sachivalayam also known as village secretariats are secretariats set up in the India state of Andhra Pradesh to decentralize the administration by making services and welfare services of all government departments available at one place.

CHAPTER 5: OUTCOMES DESCRIPTION

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

People interaction :-

A secretary is often responsible for interacting with people both inside and outside of their organization. They may be responsible for answering phone calls, responding email, and greeting visitors so good communication skills gives a greatful success

facilities available and maintenance :-

A secretary may be responsible for managing office facilities such as office equipment, supplies and meeting rooms

* The secretariat in high officer take a clarity of job roles and explain under the officer. Their may responsibilities, I can seen they duties, and team work, relationship, mutual support and socialization.

* so overall, a secretary plays a critical role in ensuring that an organization runs smoothly and efficiently. They need to be highly organized, detail oriented, and able to work well under pressure. Good communication and interpersonal skills are also essential for success in the role.

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

Technical skills are specific abilities and knowledge related to a particular field or profession. They often involve the use of specialized tools, software or equipment and are essential for performing tasks and achieving goals within a given area of expertise.

Here are some example of technical skills in various fields:-

- 1) Application Programme → Digital Assistant
- 2) field verification → welfare Assistant
- 3) Third Party verification → Administrative Staff work.
- 4) Prefinal - Applied → VRO
- 5) final - Applied → MPDO/MRO

and basic technical equipment in secretariat

1. Diplomatic Division
2. Android smart phones
3. IRIS scanners
4. face verification app.
5. Time-management and multitasking
6. Computer and technical skills

so can learning some technical at secretariat.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

I learned above some managerial skills are useful in my future.

1. Leadership skills :- manager need to inspire and motivate their teams to achieve their goal. They teams to achieve successfully complete anything.
2. Decision-making skills :- manager must make informed decision quickly and efficiently. They should be able to analyze data, evaluate options, and choose the best course of action.
3. Problem-solving skills :-

The staff members are should be able to identify and solve problems quickly and effectively. They should be able to think creatively and find innovative solutions to complex problems.

goal setting:-

we are learning about any target for goal much as to do, first observe for thing and set the plan so confidently do that particularly action

5. Interpersonal skills:-

managers and any person should be able to relation and confidently talking. so when over we can again Assimated interpersonal skills.

There are just a few example of the skills that managers and higher officers professional careers. The specific skills are require for any where.

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

We could be improve our communication skill with-

front of The higher officer doing and working.

explained of the so many topics, That time we are learned such a beautiful communication. These are.

- 1) Listen activity:- Effective communication is not just about speaking but also about listening. Listening should be paying attention, asking questions and providing feedback.
- 2) The listener able to speak clearly and confidently use appropriate body language choose your words carefully, Be aware of your audience. These are communication could learned in secretat.
- 3) I am going to field work purpose, after we are collect data, due the time leave about people way of talking, how could be responded. That place improve our written communication, conversational abilities, confidence levels etc...

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

→ to enhance your abilities in group discussions, contribution as a team member, leading a team or activities here are some suggestions

- 1) Respect for others is key to successful team members with respect, regardless of their position (or) background
- 2) Be prepared :- Before joining group discussion or team activities, its important to come prepared
- 3) communication skills :- good communication skills are crucial for effective team participation, clearly speak but any miswords are talking. The listener can't observe speaker view of talking.
- 4) Any team members (or) team leaders should be able to time pectually and time management There essential for any where
- 5) leadership skills :- if you are leading a team (or) activity strong leadership skills are essentials as this includes being able to

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

I can see by future planning of job role with technological instrument in several following on below

- 1) Computer system
- 2) Internet connecting
- 3) telephone : multiline, phone system, single line phone system
- 4) internet phone system
- 5) photo copier, copying, binding, multiple pocket copying.
- 6) scanner (IRIA scanners)
- 7) Printer
- 8) Bio-metric Division
- 9) face Authority programme

I will using in my future job-role above instruments. I am full focus on digital technologies and relevant instruments.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>V. Siva Prasad</u>	Registration No: <u>2022001562029</u>
Term of Internship: From: <u>12-12-2022</u> To: <u>07-04-2023</u>	
Date of Evaluation: <u>15-04-2023</u>	
Organization Name & Address: <u>Goramalluward Sachivalayam</u>	

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: 15/04/2023

V. siva prasad
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: V. Siva Prasad

Registration No: 202200562029

Term of Internship: ~~4 months~~ From: 12-12-2022 To: 17-04-2023

Date of Evaluation: 15-04-2023

Organization Name & Address: Grama/Ward Sachinodayam

Name & Address of the Supervisor Y. Sarojini,
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: 15/04/2023

Y. Sarojini

Signature of the Supervisor

PANCHAYAT SECRETARY
Shipuram Grama Panchayat
Santhakavim Mandar



EVALUATION

Page No



Internal & External Evaluation for Semester Internship

Objectives:

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

Assessment Model:

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

the individual student's involvement in the assigned work.

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

MARKS STATEMENT
(To be used by the Examiners)

Page No



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: V. Siva Prasad

Programme of Study: 4 months

Year of Study: 2020 to 2023

Group: M.B.A.C (BSc)

Register No/H.T. No: 2022001562029

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

University: Dr. B.R. Ambedkar university Srikakulam

Sl.No	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: vavulapalli. Siva prasad

Programme of Study:

Year of Study: IIIrd B.Sc

Group: M.CAC

Register No/H.T. No: 202200156 2029

Name of the College: Government degree college (men) srirakulam

University: Dr. B.R Ambedkar.

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	75
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

y. L. Srinani

PANCHAYAT SECRETARY
Signature of the Internal Expert
Siripuram Grama Panchayat
Santhakaviti Mandal

Signature of the External Expert

Signature of the Principal with Seal