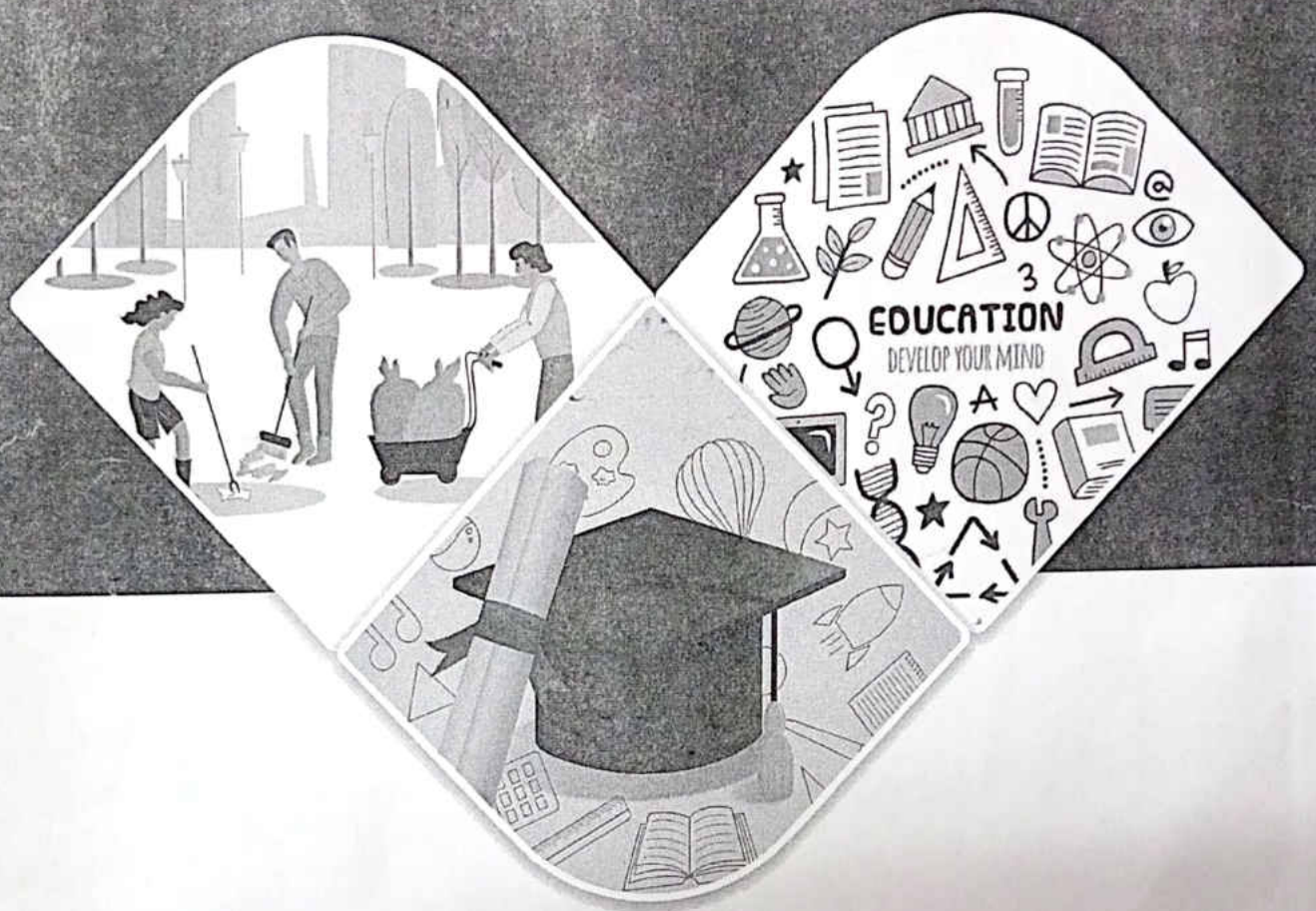


Model Program Book



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: B. Swiya narayana

Name of the College: Govt degree college (Men) (Salem)

Registration Number: 2022001566008

Period of Internship: 4th months From: 12-12-22 To: 07-03-23

Name & Address of the Intern Organization

Narasadi village gram
ward Sachivalayam
Kottur (M). Srikakulam
(dist)

DR BR Ambedkar

University

YEAR

An Internship Report on
GRAM / word sectorist

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

V.S.V-S sathyanarayana

(Name of the Faculty Guide)

Department of

govt degccc COLLEGE [MEN] SKLM

(Name of the College)

Submitted by:

BARRI SURYANARAYANA

(Name of the Student)

Reg.No: 202200156008

Department of govt. degccc college [Men]
[SKLM]

(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.

Student's Declaration

I, Barni Swarna naryana a student of 4th month internship
Program, Reg. No. 202200156688 of the Department of B.Sc (NCIC)
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 7-03-2023 in neradi secretariat (Name of
the intern organization) under the Faculty Guideship of
chemistry (Name of the Faculty Guide), Department of
gout. degree college (men) (SKLM)
(Name of the College)

B Swarna naryana

(Signature and Date)

Official Certification

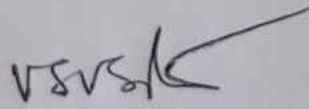
This is to certify that Barni Swiya Norayana (Name of the student) Reg. No. 2022001566008 has completed his/her Internship in Noradi secretariat (Name of the Intern Organization) on ward sachiva rayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (MCIC) in the Department of govt. degree college mcg (skm) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that डॉ. सुरेश नाथान (Name of the intern)
Reg. No 2022001566008 of govt-degree coll men (sum) (Name of the
College) underwent internship in नरदी सैक्टरियल (Name of the
Intern Organization) from 12-12-2021 to 07-03-2023

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

Authorized Signatory with Date and Seal

(गोपि चंद्रशेखर)
प्रबंधक (आर.डी.)

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.

- (1) Panchayat Raj Act - 1994 says that local governance in every village for the growth & development in a manner
- (2) Implementation of grama ward Sachivalayam - to door to door device to the household and also developing the village joinable manner
- (3) function of grama ward Sachivalayam It has mainly 10 types functions which does with all the activation required in a village
- (4) objection of grama ward Sachivalayam
 - 1) sustainable development
 - 2) door to door service.
 - 3) Health & condition
- (5) outcome of grama ward Sachivalayam
 - 1) providing need to the household
 - 2) All service of the no stop
 - 3) early solution to all problems

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 Ward Sachivalayam

- 1) Providing various citizen service at a short possible time
- 2) Single window service system
- 3) door to door service
- 4) providing environment for all living system
- 5) Each functionary has a specific value to fulfil the required of the village
- 6) Planning GPDP.

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) vision service at gram panchayat
- 2) various welfare schemes
- 3) on going projects
- 4) public distribution system (PDS)
- 5) gram sabha
- 6) working culture of each functionization
- 7) field visits
- 8) production of natural
eliminations.
- 9) Sarpanch meeting with solve some
problems.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 12-12-22	I reported in the secretariat assigned to me	-	 Secretary
Tuesday Day -2 13-12-22	The introduction of the secretariat was giving by the welfare Assistant	learned about the village secretariat	 WEA
Wednesday Day -3 14-12-22	The welfare assistant told about grama dashini	we are learned to the various different types of problems	 WEA
Thursday Day -4 15-12-22	explain about employees roles and responsibilities	I know some types of duty about the employees	 Staff
Friday Day -5 16-12-22	our staff members introduction with volunteers	I am daily face and looking towards volunteers working	 Staff
Saturday Day -6 17-12-22	WEA said about vision and mission of Grama Secretariat	I learned why the organized Sachivalayam	 WEA

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 USCS.

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

we got to know the the physical conditions of the residential areas in the gram secretariat and the duty of the employees in the gram secretariat system as well as the performance of the volunteers and their service.

The welfare assistant was fully informed about the vision and mission and values of gram secretariat.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
monday Day -1 19-12-22	the WEA officer explained the organization structure of the Sachivalayam	I can take some knowledge	
Tuesday Day -2 20-12-22	explained the future plans of the gram secretariat	we know the future plans of the secretariat	
wednesday Day -3 21-12-22	About old pension widow pension has been explained	we are analysing what type of documents are required	
Thursday Day -4 22-12-22	deeply explained about disable pension and single un women pension	we are analysing and what is important documents are required	
Friday Day -5 23-12-22	explained about traditional column pension of weaver pension	we learned the required documents and eligibility	
Saturday Day -6 24-12-22	explained about today pension and fishermen pension.	we learned the required documents and eligibility information	

WEEKLY REPORT
 WEEK - 2 (From Dt. 19-12-22 to Dt. 24-12-22)

Objective of the Activity Done:
Detailed Report: The organization structure and future plans of the village saricatanat were discussed in their week also told about YSR Pension and required documents and eligibility.
Required documents for old age Pension, widow Pension, single women Pension, graduation today.
The Y-S Pension Scheme gives at designed to provide safety for 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
Monday Day -1 26-12-22	The mahila Police in Sachivalayam She is in collect her duties	I am full focus and I started out come information	
Tuesday Day -2 27-12-22	The mahila Police officer taught sexual harassment in society	how to handle and how to build these type of harassments	K. Renu
Wednesday Day -3 28-12-22	The mahila Police officer inculcate Anganwadi services	what are the corruption on Anganwadi services.	
Thursday Day -4 29-12-22	The mahila Police officer told about some important section and helpline number	my Accident and criminal case. how to info. highly apply.	
Friday Day -5 30-12-22	The URO sir explained local govt and main city	Securified one of local govt. that Particular use and govt	
Saturday Day -6 31-12-22	our URO told today we came going to find work your house session	which numbers are eligibl and Govt scheme.	

wpa

WEEKLY REPORT

WEEK - 3 (From Dt. ²⁶⁻¹²⁻²² to Dt. ²⁹⁻¹²⁻²²)

Objective of the Activity Done:
Detailed Report: The village Secretariate was first launched on 2 October 2019 on the event of Gandhi Jayanthi in AP of our YSR Jagan Mohan Reddy.
The duties of woman Police officer.
1) immediate reporting officer; Station house officer
2) working in co-ordination with Dept home women & child welfare existence department & municipal
3) functions:- law & order against women and weakness reaction and Awareness programs
4) monitor ensure ensure Angawadi center centre be open in time all working days
5) women Police officer explain some help number 100.
6) our Nudadi Secretary 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 02-1-23	The welfare ASST is explaining about his responsibility and duties	can learned his govt. responsibilities at secretar.	
Day -2 03-01-23	The WEA is said by the govt conducting to important schemes	I have written in any class note	
04-1-23 Day -3	we are help to own secretariat some important duties like election work	we can do confidently these works	
05-1-23 Day -4	The secretariat staff like WEA, VRO, WPO tell about future plans to students	we have know how to maintain to set the future	
06-1-23 Day -5	The Village Revenue officer about the beneficiary and tell about something	The society in the people how to in with VRO	
07-1-23 Day -6	The VRO sir was explaining take charge properties send to Police Station	can learned save and protect from govt. property.	

WEEKLY REPORT

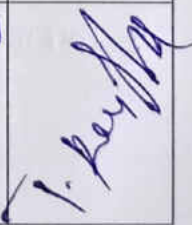
WEEK - 4 (From Dt. 01-01-23 to Dt. 07-01-23)

Objective of the Activity Done:

Detailed Report: the general duties of
welfare Assistant

- 1) generating awareness among the public in the village secretariat about the scheme meant for the weaker section
- 2) ensuring that all eligible students of weaker section of the will get to the scholarship from the colleges
- 3) providing feedback to higher authority on the implementation of scheme
- 4) VRO sir providing intimation regarding fire accidents, floods, cyclone and other accidents to the high officing
- 5) conduct promptly to the high officer is respect to keep to government attached safe property in safe custody.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 09-1-23	The ANM madam was explain about general instructions	I can learn the general duties of ANM	
Tuesday Day -2 10-1-23	The madam was telling about child health conditions	I can learn the ANM madam has given precautions for emergency idig	
wednesday Day -3 11-01-23	ANM madam explain about Social-Security with awareness programmes	I can learn Social Security benefits ;	
Thursday Day -4 12-01-23	She is teaching about health education in secretariat	how to protect our body healthy	
Friday Day -5 13-01-23	Today is class about nutrition	how many types of food habits can take	
14-16 Pongal holidays Day -6 17-01-23	The today of the class about communicable disease	I can learn some type of disease like chickenpox, etc.	

WEEKLY REPORT

WEEK - 5 (From Dt...09-1-23...to Dt...18-01-23...)

Objective of the Activity Done:
Detailed Report: general instructions :-
1) she should work under the administrative control of medical officer PHC and guidance of the female health supervisor
2) she would stay at her official headquarter and available for the all services.
B) should be prepare unearning of her located area population of people that was collected.
Social awareness programs:- social awareness programmes like cancer, disability, HIV/AIDS, heart attack, etc with unearns health food.
health education:- participate in the local mahila meeting, spread to the message on female asen, unearns to co-ordinate with Anganwadi
discovery:- chickenpox, measles, etc--

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 16-01-23	Pongal Holiday	—	—
Tuesday Day -2 17-01-23	explains about the Jaganna vidya kanyaka	I learned about this scheme Students are going to Govt schools.	
wednesday Day -3 18-01-23	He said about the Y.S.R chchya Scheme	I learned that women are contributing their own business.	
Thursday Day -4 19-1-23	The said about the YSR vahana mitra Scheme	I learned his Scheme is known to receive financial assistance to divvms	
Friday Day -5 20-1-23	we went to the school and checked the food	I came to know the nutritional food to be served in the school.	
Saturday Day -6 21-01-23	we went to the school and checked the classroom and toilets cleanliness	it is known that the school is keep cleaning.	

WEEKLY REPORT

WEEK - 6 (From Dt. 16-01-23 to Dt. 21-01-23)

Objective of the Activity Done:

Detailed Report: Jaganna vidya kanyaka - This

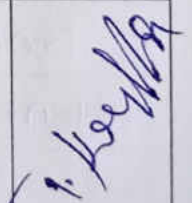
Schemes is launched by the govt of the AP to provide Pecs to schools kits to students in govt schools in the State the kit includes items such as school bags and notebooks, text books shoes and uniforms.

YSR cheyutha - under the YSR cheyutha Scheme, financial assistance in providing to women belonging to the SC, ST, BC, and other communities.

YSR vahana mitra - Provide financial assistance to self-employed drivers of taxis and maxi cabs under this scheme eligible beneficiaries receive.

The schools was visited to inspection 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
Monday Day -1 23-01-23	explained about fee Reimbursement Scheme	The Purpose of this is I know	
24-01-23 Day -2 Tuesday	explained about YSR vidya oeevanga Scheme	It is known, who is benefiting from this Scheme	
wednes day Day -3 25-01-23	explained about YSR vasathi oeevanga	It is known who is benefiting from this Scheme	
Thursday Day -4 26-01-23	RePublic day	—	—
Friday Day -5 27-01-23	explained about manabadi, nady, nedu Schemes	The Purpose of this Scheme is known	
Saturday Day -6 28-01-23	He said that the works of nady nedy Schemes should be examined	observed nady nedy works.	

WEEKLY REPORT

WEEK - 7 (From Dt. 23-1-23 to Dt. 28-01-23)

Objective of the Activity Done:

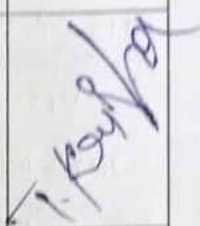
Detailed Report: Fees reimbursement:- To providing financial assistance to students to form economically weaker sections to pursue their higher education under this scheme. The government reimbursement the tuition fees and other expenses such as exam fees, library fees etc--

YSR Vidya Deevana:- It provides financial assistance to eligible students from economically weaker sections to cover sections to pursue education in Govt and Private colleges.

YSR Vasathi Deevana:- It provides financial assistance to eligible students from economically weaker sections to cover the hostel and during higher education.

Nadu-Nadu:- The Scheme focuses on improving the basic amenities including classroom, furniture, toilets, drinking water other instruments Govt schools.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 30-1-23	The WEA officer is explained about YSR Navataniaru	we known uses of this kind of schemes	
Tuesday Day -2 31-1-23	explained about Ammavadi Scheme	the purpose of this scheme is I know	
wednesday Day -3 01-2-23	explained about Rythu Bharosa Scheme	I know how much this scheme has benefited the farmers	
Thursday Day -4 02-02-23	explained about Arogyasri scheme	came to know that this scheme provide health to poor people	
Friday Day -5 03-2-23	explained about Housing for all	the purpose of this scheme is I know	
Saturday Day -6 04-2-23	explained about Jalajagam Scheme	I learned that there will be no shortage of water due to this scheme.	

WEEKLY REPORT

WEEK - 8 (From Dt. 30-1-23 to Dt. 04-2-23)

Objective of the Activity Done:

Detailed Report: YSR Navaratna is a welfare

scheme different welfare program

(a) Scheme each to improving the living conditions of the AP.

Amma Vodi:- under this scheme financial assist is provided to the mother of school going childrens to support their education, the amount of 15000 per annum.

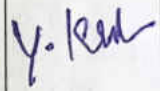
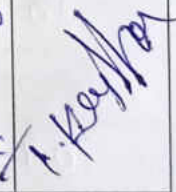
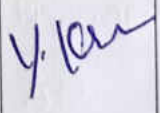
Rythu Bhavisa:- This scheme provides financial assist to farmers in the state the amount of 13,500 per annum.

Arogya Sri:- This scheme provides the health care services to the people of AP. The schemes covers the cost of range of illness and disease.

Housing for all:- This scheme aims to providing affordable housing to the people in AP.

Jalayagnam:- under this scheme the AP govt will go to improve to irrigation and combat the agriculture.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 06-02-23	to fully explained about All Pension to providing people	we learned the requirement document and eligible for this type of Pension	
Tuesday Day -2 7-02-23	explain about Transgend. Pension is chronic kidney disease of unknown Pension	learned the required document and eligibility for this type of Pension	
Wednesday Day -3 08-02-23	Today explain about YSR Kalyanamshiksha YSR Shadi Kotha	The Purpose of this Scheme is known	
Thursday Day -4 9-02-23	explain about Validat document of YSR Kalyanam Shiksha	learned the required document for this of Scheme	
Friday Day -5 10-02-23	explain about eligible criteria of YSR Kalyanam Shiksha	we know who is eligible for this Scheme	
Saturday Day -6 11-02-23	Have to tell people about the YSR Kalyanam Shiksha	we learned good presentation skills.	

WEEKLY REPORT

WEEK - 9 (From Dt. 06-2-23 to Dt. 11-02-23)

Objective of the Activity Done:

Detailed Report: eligibility and required document
For ART (HIV) Pension, Transgender,
Pension and disease Pension.

YSR KalyanamSthi / YSR Shadi tohfa.

The objective of the scheme is to
provide financial assistance to poor
families belonging SC/ST & minorities
different conducting their daughter in
digital manner.

✓ The girls must above 18 years must
boys must be above 24 years of date
of marriage

✓ The application registration for the
scheme should be done with 60 days
from date of marriage

✓ Both boys and girls should have
10th class certificate

✓ The caste and income certificate must
be important.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 13-02-23	explaining about the responsibilities of digital Assistant	I can gain knowledge of digital ASST duties	
Tuesday Day -2 14-02-23	The general Application forms of cast certificate	learned of important and required documents	
Wednesday Day -3 15-02-23	The digital ASST explain some Polling Station at Moradi - Secretariat	They are three Polling Station i.e. 356, 359, 343	
Thursday Day -4 16-02-23	we are going to field about eligibility candidal of voter IDs	Such a numbers are not apply for voter ID	
Friday Day -5 17-02-23	It is how to respect of beneficiary came to Secretariat	I can learn how to respectiv talking with candidal	
Saturday Day -6 18-02-23	holiday Shivaratri	—	—

WEEKLY REPORT
WEEK - 10 (From Dt. 13-02-23 to Dt. 18-02-23)

Objective of the Activity Done:

Detailed Report: Digital Assistant Duties:-

1) Delivery of service / documents benefits to the beneficiaries.

2) Awareness providing to the Govt Scheme like Navaratnam

3) He informed as well as application process to citizens

Required documents to apply from caste certificate

1) Application form

2) Caste certificate issued to the family members

3) SSC makes memo / DOB certificate

4) 1 to 10 study certificate

5) Ration card / Andhar card

6) So many citizens not applicable

the voter id in unadi

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 20-2-23	The VRO Sir explaining about his duties	I am knowing his duties in Secretariat	T. K. Srinivas
Tuesday Day - 2 21-2-23	The VRO Sir explained about Panchayat Secretary Administration	I am knowing his Administrative work	[Signature]
Wednesday Day - 3 22-02-23	The VRO Sir explained about Panchayat co-ordination duties	I am know his co-ordinating duty	[Signature]
Thursday Day - 4 23-02-23	The VRO Sir explain about community welfare devlop	I am knowing his welfare work	[Signature]
Friday Day - 5 24-2-23	How to Save and protect our govt property	I can learned with some govt. property	T. K. Srinivas
Saturday Day - 6 25-2-23	Any land issue to house hold for others.	I can learned how solved of peoples problems.	[Signature]

WEEKLY REPORT

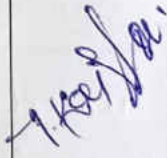
WEEK - 11 (From Dt. 20-2-23 to Dt. 25-2-23)

Objective of the Activity Done:

Detailed Report: Village Revenue Officer (VRO)

- Duties:-
- 1) maintenance of village revenue record and all village revenue Accounts
 - 2) collection of land Revenue ; taxes and other sum
 - 3) provide information regarding fire accident, floods, cyclone, and other accidents to the higher officers
 - 4) Administrative of Panchayati Secretary: maintenance registers, collects taxes, protect Panchayat lands, maintain, Birth Death registration
- co-ordinators :- The VRO and Panchayat Secretary are ready to Any harassment in land properties above the officers.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 26-02-23	what is the duties and responsibilities of ward volunteers	I am known the kind of information	Y. Rev
Tuesday Day -2 27-02-23	The volunteer was informed as to scheme with awareness	He explained to me have scheme about information	
Wednesday Day -3 28-02-23	require skills and eligibility of ward volunteers	I learned the volunteer from kind of information	
Thursday Day -4 1-03-23	The volunteer is one time supply to people with pension	I gain about information of line man	
2-03-23 Day -5	what are the duties and responsibilities of a line man	I am known about Sachivaxalm	K. Rev
03-03-23 Day -6	how to maintain is surrounding so house	learned duty of line man.	

WEEKLY REPORT

WEEK - 12 (From Dt. 26-02-23 to Dt. 02-3-23)

Objective of the Activity Done:

Detailed Report:

duties and responsibilities of volunteers

1) Independence day on 2019, Andhra Pradesh launched the village volunteer system

2) The village volunteer system will bring the govt service to people's door step.

3)

duties and responsibility of Lineman:-

A lineman has many responsibilities such as working with heavy equipment such as power line using various tools repair by power line

1. control of the co-ordination the exchange of information people.

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 very good working environment with professional knowledge & kind of people in this organization as staff and very Potentially attending office

They had shown an interest in technology on how the system works and administration activities handled in a procedure manner.

The time they spend for being working schedule are appreciable and we those then are their extended operation & co-operation in our internship program.

The digital aids used for helps in easily are very advance need cal- moment for accountability which keep the system.

So I my self impressed of the organization (Grama ward Sachivalayam) working culture.

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

→ Each work in systematically managed

Application Program — Digital Assistant

Field verification — Welfare Assistant

Third Party verification — Administrative Staff

Prc - Applied — VRO

fincl - Applied — MPDO/HRO

everyone in using the technology based work to avoid duplicacy and errors in the reliability of any system.

1) Bio-metric division

2) Android Smart Phone

3) IRTS Scanners

4) face Automation.

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 which in my generation
and given time management, skills

every work in time bounded
and can't be neglected, whole world in
survive the activity decision making is very
important.

for doing any Project
knowledge in ment } Should Secondly
Planning thirdly procedure for
implementation.

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

my communication skills are modified
and i improve myself with communication
different people in different

my written communication
i improve it by written evolution
(description) thoughts.

my confidence levels are very
high and it will continue with same

my anxiety levels are very
low, i am very patient and listen whenever i
feel anything i learn more anxiety management
techniques

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

I always expect every one
when i see them that then whenever they do
good things.

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
space with point to point and don't log
the improve. I will be clear of what
i am saying.

I also encourage often to
participate in the discussions to share
their my ideas.

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

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) Holding of Smart Phones
- 2) Bio-metric divigion
- 3) IRIS Scanny
- 4) face Automatic Program

Secondly:- using E-POS machine in POS

Thirdly:-

using GPS & REVEN in Land
Re-nancy programment program

* using Drones in identification
mark in land allotment program.

Student Self Evaluation of the Short-Term Internship

Student Name: Barni Suryanarayan Registration No: 202200156608
 Term of Internship: 4 months From: 12-12-2022 To: 07-03-2023
 Date of Evaluation: 10-03-2023 y. prabheekala Rao 9010902023
 Organization Name & Address: GRAMA / WARD SACHIVA RA
NCRADI SRIKAKWAM

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:

B. Suryanarayan
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: B. Swaja narayan Registration No: 202200156008

Term of Internship: From: 12-12-2022 To: 07-03-2023

Date of Evaluation: 10-03-2023

Organization Name & Address: GRAMA / ward Sachivalayam
near Sri Sakulam

Name & Address of the Supervisor
with Mobile Number

Y. Prathiba Rao 9010902023

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

(Y. Prathiba Rao)
36A / 100

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: B. Swaja nayana

Programme of Study: IIIrd year (B.Sc)

Year of Study: 2020-2023

Group: (MCIC)

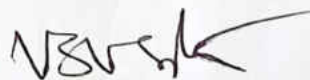
Register No/H.T. No: 2022001566008

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

University: O.S. B.A. Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	08
2.	Internship Evaluation	30	28
3.	Oral Presentation	10	08
	GRAND TOTAL	50	44

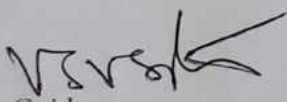
Date:


Signature of the Faculty Guide

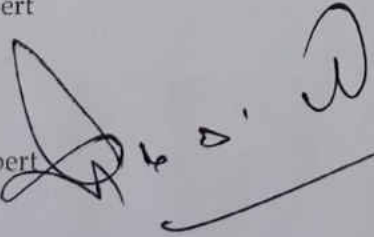
EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: B. Swiya natarajan
 Programme of Study: IIIrd year (B.Sc)
 Year of Study: 2020-2023
 Group: (MCIC)
 Register No/H.T. No: 2022001566008
 Name of the College: Govt. degree college (MCN) Srikalahasti
 University: Dr. B.R. Ambedkar University

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	18
3.	Viva-Voce	50	48
	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)

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