

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: Dalli Teja Reddy

Name of the College: Government degree college [MEN], Srikakulam

Registration Number: 2022001566016

Period of Internship: ~~12-12-2022~~ From: 12-12-2022 To: 07-03-2023

Name & Address of the Intern Organization

GIRAMA WARD , SACHIVAYLAM Sripustam

Ambedkar University

YEAR

An Internship Report on

GIRAM/ward Secretariat [sachivalayam]

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
B.S c

Under the Faculty Guideship of

V.S.V.S Satyanarayana

(Name of the Faculty Guide)

Department of

industrial chemistry

(Name of the College)

Government degree college [MEN] SKLM

Submitted by:

(Name of the Student)

Reg.No: 2022 001566016

Department of industrial chemistry

Government degree college [MEN] SKLM

(Name of the College)

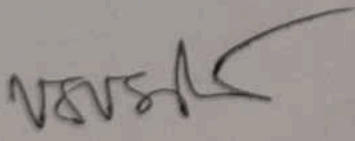
Official Certification

This is to certify that Dalli Teja Reddy (Name of the student) Reg. No. 2022001566016 has completed his/her Internship in Education Secretariat (Name of the Intern Organization) on ward Sachivalyari (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC [HCIC] in the Department of Govt degree college [HEN] (Name of the College).

This is accepted for evaluation.

Endorsements

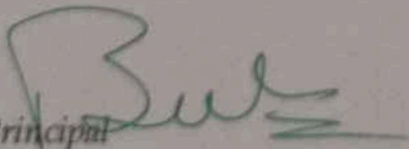
Faculty Guide



Head of the Department



Principal



(Signatory with Date and Seal)

Panchayat Secretary
GRAMA PANCHAYAT
EDUPURAM, Ichapuram (M)
Srikakulam Dist, 532312

Certificate from Intern Organization

This is to certify that Dalli Teja Reddy (Name of the intern)
Reg. No 2022001566016 of govt degree college (MEN) (Name of the
College) underwent internship in edupuram secretariat (Name of the
Intern Organization) from 12-12-2022 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

[Signature]
Panchayat Secretary
GRAMA PANCHAYAT
EDUPURAM, Ichapuram (M)
Srikakulam Dist, 532312.

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 sachivalaya organisation.
- * To develop skills in administration and task related to the day-to-day operation of the organisation.
- * to learn about this various government schemes and programmes implemented by the gram sachivalaya for the benefit of the rural population.
- * To improve communication and interpersonal skills through interaction with villagers and other stake holders.
- * to acquire knowledge the legal and regulatory framework governing the activities gram sachivalaya

outcomes achieved

- * improved knowledge of the organization structure, function and responsibilities of the gram sachivalyam.
- * Enhanced administration and skills such as maintain record, data entry handling paper work.
- * understanding of the various government schemes and programmes such as housing sanitation and education.
- * Improved communication and interpersonal skills through interaction with villages, offices and other stakeholders.

description of the gram sachivalyam organization

The gram sachivalyam is a government organization that function at the villages level in india its primary objective is to ensure the effective implement of government schemes and programmes welfare of the rural population.

it is responsible for a wide range of activities such as health care sanitation housing and social welfare the organization and clerical staff it also collaborates with various department and agencies to achieve its objective.

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 the organization

Grama Sachivalyam 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 sachivalyam" translates the village secretariat in English.

The Grama Sachivalyam 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 system of village secretary in every village of the state.

B. Vision, Mission and values of the Gram Sachivalaya

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

Mission: to provide efficient, effective and transparent governance services to that people of Andhra Pradesh particularly those living a rural area, through the establishment of Gram Sachivalaya every village.

Values: the values of Gram Sachivalaya and transparent governance particularly through of Gram Sachivalaya village transparency and inclusivity of accessibility accountability efficiency integrity.

Policy of the Gram Sachivalaya

- * Providing basic service like water, sanitation / health education, and social security to the rural population.
- * Facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner.

* overall the grama sachivalyam organisation is focused on improving the quality of life of the rural / population by ensuring access to basic service and resources.

D. Grama sachivalyam organisation structure

The grama sachivalyam is an organisational structure that is set up ensure the governance reaches at grass root level. The grama sachivalyam comprise various administrative that are responsible for the smooth functioning of the panchayat raj.

- ① village secretary
- ② village revenue officer
- ③ Mahila Police & women and child welfare assistant
- ④ Digital assistant
- ⑤ engineering assistant
- ⑥ welfare and education assistant
- ⑦ Agriculture assistant
- ⑧ ANM
- ⑨ Sewer of village
- ⑩ energy assistant
- ⑪ line man

Rules and responsibilities of the employees in Grama Sachivalayam

The Grama Sachivalayam is headed by a village secretary who is responsible for managing the day-to-day affairs of the village.

The employees in Grama Sachivalayam are responsible for a wide range of tasks including maintaining records, implementing government schemes, collection of tax and fees, providing basic services, maintaining law and order, conducting surveys, community events.

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

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 improving access to digital technology.

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

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

CHAPTER 3: INTERNSHIP PART

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

- ① Panchayati raj act - 1994 says that local govt in every village the growth & development in a better manner.
- ② chief minister of andhra Pradesh state YSR Jagan Mohan Reddy started these secretariats at Vijaywada, the statement was made on October 2, 2019 the 150th anniversary of Mahatma Gandhi's birthday.
- ③ Function of grama ward Sachivalayam it has mainly 11 types of the officers in secretariat. The village volunteer system aims to bring govt service to people's door step.
- ④ generally using of technological skill and instrument mainly use just like bio-metrics, computer system.
- ⑤ objective of ward Sachivalayam Pectual management central level schemes.
- ⑥ outcomes of ward Sachivalayam
 - ① early solution all problems.
 - ② all services of no. step.

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 well assistant.	learned about village secretariat	WEA
wednesday Day -3 14-12-22	the welfare assistant about geara dashini	We were learned to education different type problem	WEA
Thursday Day -4 15-12-22	explain about Employee roles and responsibilities	I know some type of duties about Employee-staff	staff
Friday Day -5 16-12-22	our staff member introduced with volunteer.	I am daily face and looking toward volunteers.	WEA
Saturday Day -6 17-12-22	WEA said about the vision unisson the gram secretariat.	I learned why organized sechivalyam	staff

WEEKLY REPORT

WEEK - 1 (From Dt. 12-12-22 to Dt. 17-12-22)

Objective of the Activity Done:






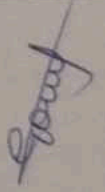
Detailed Report: this week we are learning about village secretariat why the secretariat system was established and their uses.

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

we got know the physical condition of the residential areas in the grama secretariat and the duties of the employees grama secretariat system as well as performance of the volunteers and their services.

the welfare assistant was fully informed about the vision, mission and values of the grama secretariat, why to create for this govt to introduce people of society.

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 organisation structure of the sachivalyam	I can take some knowledge	
Tuesday Day -2 20-12-22	explain the future plans of the govt. secretariat	We know the future plan of secretariat.	
Wednesday Day -3 21-12-22	about old age pension widow pension has been explained	we are analysing what type of document required	
Thursday Day -4 22-12-22	deeply explained about disable pension and single women pension.	We are analysing what is important document.	
Friday Day -5 23-12-22	explain about traditional cobbler pension of weaver pension.	We learned the explained document	
Saturday Day -6 24-12-22	explained about today pension and fisher men pension.	We learned the required document information.	

WEEKLY REPORT





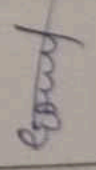

WEEK - 2 (From Dt. 17-12-22 to Dt. 24-12-22)

Objective of the Activity Done:

Detailed Report: The organisation structure and future plans of the village secretariat were discussed details this week also about YSR Pension Kanuka how many types required document and eligibility criteria.

eligibility and required document for old age Pension, widow Pension, disable Pension, single women Pension traditional cobbler Pension, weaver Pension, today tappers Pension and fisherman Pension are giving at end the YSR Pension scheme is designed provide safety net for section of society enable them to meet their basic need and improve the 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	the mahila police in sachivalyan she in in calculate her duties	I am fully focus and learned out come information	
Tuesday Day - 2	the mahila police officer caught sexual harassment in society	how to handle how to build these type harassment	
Wednesday Day - 3	the mahila police officer in calculate Angawadi service	what are the corruption ang wadi services	
Thursday Day - 4	the mahila police officer told about some important number.	any accident and criminal case issues how to	
Friday Day - 5	the VRO sir explained local govt and aim.	secretariat one of the local govt particularly	
Saturday Day - 6	our VRO told today we are going to field work.	which number are eligible not eligible schore	

WEEKLY REPORT

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

Objective of the Activity Done:

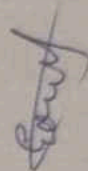
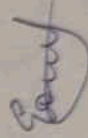



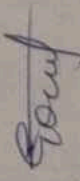
Detailed Report: The village secretariat was first launched on 2 October 2014 on eve Gandhi Jayanthi in AP of Y.S.R. Jagan Reddy. The duties of woman police officer

1. immediate reporting officer: station house officer
 2. working in co-ordination with home, women child welfare excise department municipal.
 3. Functions: law order atrocities against women and weaker section, and awareness programmes.
- * monitor ensure anganwadi center be opened in time on all working days.
 - * inspect and selected anganwadi teachers were without care and protection of pregnancy women.

* woman police officer explain some helpline number disha 100/112/181 and police number 100.

* our education 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 02-01-23	the welfare asst is explaining about his responsibilities duties.	I can learned great responsib lty.	
Day - 2 03-01-23	the WEA said by the govt conducting to important schemes.	I have written in my class notes.	
Day - 3 04-01-23	We are help to our secretariat some important duties.	We can do confidently	
Day - 4 5-01-23	the secretariat staff WEA, VRO, WPO telling about future	We have learned how to maintain set future life	
Day - 5 6-01-23	the village revenue officer explained about the benificary dose such.	the society in people interact VRO	
Day - 6 7-01-23	the VRO sir was explaining unclaimed	I can learned save and protect govt protection.	

WEEKLY REPORT

WEEK - 4 (From Dt. 02-01-23 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 village secretariat jurisdiction about the scheme for the weaker section of the society.
 - ② ensuring that all eligible student of weaker section of all village get the scholarship and college till they complete at least.
 - ③ providing feedback to higher authorities on ob implementation senior scheme.
 - ④ supervision over the work of all villagers working under the village secretariat for as their welfare duties.
 - ⑤ VRO's providing intimation regarding fire accident floods, cyclone and other accident clarity to the higher officers.
- * conduct promptly to the higher officer respect of treasure and keep government attached property safe custody.
 - * future planning important for all families thinking about future can be emotional.

WEEKLY REPORT

WEEK - 5 (From Dt. 9-01-23 to Dt. 18-1-23)

Objective of the Activity Done:	General instruction
Detailed Report:	should work under the administrative control of medical officer and guidance of the female health supervisor.
①	she would stay at her official headquarters available for all maternity care services.
②	should be prepare planning at her allocated area and population people details are collected
③	All the area was the discharge all the duties as assigned by the medical officer.
* maternal and child health:-	Register pregnant women with 12 week after baby health she is full health care starting and ending position to heart full precaution the ANMs given the pregnancy women.
* social awareness programmes:	Cancer, diabetes, HIV, Aids heart attack, healthy food.
* health education:	participate in the local mahila meeting the message on female age at an marriage co-ordinate programmes.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 9-01-23	the ANM madam was explain about general instruction.	I can learned general duties of ANM	
Tuesday Day - 2 10-01-23	the madam was telling about maternal and child health	I have learned ANM madam gave Precaution Pregnancy	
Wednesday Day - 3 11-01-23	ANM madam explain about social services with awareness	I can learned some social service dentist, physiotherapy	
Thursday Day - 4 12-01-23	she is teaching about health education in secretariat.	how to protect our body health fully	
Friday Day - 5 13-01-23	Today is class about nutrition	how many types of food habit can takes	
Saturday Day - 6 14-01-23	today of the class about communication	I can learned some types of diseases	

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1	Pongal holiday [Kanara]	-	-
Tuesday Day - 2	explain about jaganna vidya Kanaka	I learned due to schere student are going school	
Wednesday Day - 3	he said about the YSR chayastra schere	I learned that women are their own bussiness schere	
Thursday Day - 4	he said about the YSR vahara unitra schere	learned this schere known to receive binncial assistat	
Friday Day - 5	we went to the school and checked the food.	I care to know nutritious food is being served	
Saturday Day - 6	We went to the school checked cleanliness of classroom	it is known that the school is kept clean	

Objective of the Activity Done: Jaganna Vidya Kanya:

Detailed Report: This scheme launched by govt of AP to provide fees, school kits to student studying in govt school in the kit include item such as school bags notebook, text book and shoes.
YSR charyatha: under the YSR charyatha scheme financial assistance provide to women belonging to the SC, ST, BC and minority communities who age between 45 and 60

YSR vaharitra: Provide financial assistance to self-employed drives auto, rickshaw, taxi and under this scheme and annual financial assistance.

The school was visited inspect the quality of food served, cleanliness of classroom 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 fees Reimbursement scheme	the purpose of this scheme	
Tuesday Day - 2 24-01-23	explain about XSR Vidya devana scheme	it is benefiting by this scheme	
Wednesday Day - 3 25-01-23	explained about XSR vasantha devana scheme	it is known who benefiting this scheme	
Thursday Day - 4 26-01-23	Republic day	—	—
Friday Day - 5 27-01-23	explain about nearabadi, nadu-nadu	the purpose of scheme is known	
Saturday Day - 6 28-01-23	he said that weeks of nadu - nadu scheme	observed the nadu - nadu weeks	

WEEKLY REPORT

WEEK - 7 (From Dt. 23-01-23 to Dt. 29-01-23)

Objective of the Activity Done:

Detailed Report: Fees Reimbursement:- Aimed at providing financial assistance to student from economically weaker section to pursue their higher education under this scheme government reimburse the tuition fees, etc for eligible student studying in various courses.

YSR Vidya devana:- it is provide financial assistance to eligible student from economically weaker section to pursue higher education govt and private college.

YSR Vasantha devana:- it provides financial assistance eligible student from economically weaker section to cover the hostel and expenses during their education.

Nadu-nedu:- the scheme focuses on improving the basic amenities including classroom, furniture, toilets, drinking water and other govt school.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day - 1	the NEA officer explained about YSR Navaathalu	We know uses of this kind scheme	
Tue Day - 2	explain about areavadi scheme	the purpose of scheme known	
Wed Day - 3	explain about ythe barasa scheme	I know how much this scheme benefit barasa	
Thu Day - 4	explain about Arogya Sri scheme	I care to know this scheme provide treatment	
Fri Day - 5	explain about housing for all	the purpose scheme is known	
Sat Day - 6	explain about jalaganam scheme	I learned that there will be no shortage	

WEEKLY REPORT

WEEK - 8 (From Dt. 30-1-23 to Dt. 04-02-23)

Objective of the Activity Done: YSR Navaathlu is a welfare

Detailed Report: Scheme the scheme comprise nine different welfare programmes or scheme each aimed at improving condition.

Anna Veedi: under this scheme financial assist provided mother or guardian of school-going children. giving 15,000 rupees.

Reglu Bansa: this scheme provide financial assist to barrier in the state of areoval assistance 13,500 per annum.

Arogya Sree: this scheme provide too health care service to the people AP of the scheme cover the medical treatment and wide range diseases

Jalagaram: under this scheme, the AP govt will go to compare project and complete plans which yet is progress

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day -1 6-02-23	Fully explained about Pension anti -retirival thuday Pension.	We learned that required document and eligible for Pension.	
Tue Day -2 07-02-23	explain about transgender Pension & chronic kidney disease etiology Pension	learned the required document eligibility type of Pension.	
Wed Day -3 8-02-23	Today explain about XSR Kalyana rashu XSR shadi tohta	the purpose of this scheme is known	
Thu Day -4 9-02-23	explain validation document for registration XSR Kalyanarashu.	learned the required document for type of scheme.	
Fri Day -5 10-02-23	explain about eligibility criteria of XSR Kalyana rashu	we know who is eligible for this scheme	
Sat Day -6 11-02-23	have to tell people about XSR Kalyana rashu scheme	we learned good presentation skills.	

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day - 1 13-02-23	explaining about with responsibilities duties of digital assistant	Can gain knowledge of digital waves.	
Tue Day - 2 14-02-23	the general application forms of caste certificate.	learned of important and document.	
Wed Day - 3 15-02-23	the digital assistant some polling station edupuram secretariat	there are the Polling station 369, 364, 363	
Thu Day - 4 16-2-23	We are going to field about digitalty	such a member Apply user Id	
Fri Day - 5 17-2-23	He is how to respect of members can to secretariat	Can learn how to respect candidate	
Sat Day - 6 18-2-23	shivarathri	-	

WEEKLY REPORT

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

Objective of the Activity Done:

Digital Assistant duties

Detailed Report:

① Delivery of service / document benefit to the beneficiaries ② Awareness and providing to the govt scheme like navarathalu ③ He intimated as well application process to citizen. ④ Digital service to the public effectively they are provided by the local govt like, birth & death properties.
* digital assistant said that system shall be ensuring delivery of service.

→ Required document to apply form caste certificate

- ① Application form
- ② Caste certificate issued to the family member
- ③ SSC records room
- ④ Ration Card / Aadhar Card

→ edukuram secretariat in Polling station
as 364, 364, 363

→ So citizen not applicable for voter in edukuram secretariat.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 20-2-23	the VRO sir explaining about his duties	I am knowing his duties at sectorial.	
Day - 2 21-2-23	the VRO sir explained Panchyat secretary administrative.	I am knowing his administrative work	
Day - 3 22-2-23	the VRO sir explained about Panchyat secretary communication	I am knowing his community welfare work	
Day - 4 23-2-23	the VRO sir said about Panchyat secretary Co-ordination duties	I am knowing his co-ordinator duties.	
Day - 5 24-2-23	How to save and protect our govt Properties.	I am learned with some govt properties.	
Day - 6 25-2-23	Any land issue to harassment for others.	I am learned how solved people problem	

WEEKLY REPORT

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

Objective of the Activity Done: Village Revenue officers [VRO]

Detailed Report: Duties:- ① maintenance of village revenue record and all village revenue account
② collection of land revenue, cess, taxes and other sum pertaining Revenue department.
③ Assessment of crop [100%] inclusive of inspection survey stones ④ Provide intimation regarding accidents, floods, cyclone and other accident to higher officer.

↳ Administrative of Panchayat secretary:- maintain register, collect taxes, organize Sarpanch meeting, protect Panchayat lands, maintain birth.

↳ Community welfare develop:- Assists Pension payments prepare list of BPL, conduct literacy classes, implements scheme.

↳ Co-ordinator:- mobilize participation, community forest discussion, facilitate ward Sabhas and gram Sabhas DRP plan to MPNO.

↳ The VRO and Panchayat secretary are ready to do any harassment in land properties intimated 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 26-2-23	What are the duties and responsibilities of ward volunteers?	I am knowing the kind of information.	
Day - 2 27-2-23	The volunteer was informed as to school with awareness.	He explained to Navasathala School.	
Day - 3 28-2-23	Require skill and eligibility ward volunteers.	I learned to volunteer for information.	
Day - 4 1-3-23	The volunteer monthly one-time supply to people with pension.	I learned about types of pension available.	
Day - 5 2-3-23	What are the duties and responsibilities of line room?	I gain about information of line room.	
Day - 6 3-3-23	Requirement and skills line room in secretariat.	I gain about information line room.	
4-3-23	How to maintain it surrounding so houses?	Gain satisfied people.	
6-3-23	He is explain what is secretariat.	Knowing about secretariat.	
7-3-23	Which type of secretary secretary duties.	Learned duties of secretary.	

WEEKLY REPORT

WEEK - 12 (From Dt. 26-2-23 to Dt. 07-03-23)

Objective of the Activity Done: secretariat duties and responsibilities

Detailed Report: ① Answering and directly phone calls

② organizing and distributing message. ③ maintain company schedule ④ organizing document and files

duties and responsibilities of voluntary

① on independence day 2019 andhra Pradesh launched the village volunteer system.

② the village volunteer system bring service to people door step on october 2.

③ he would be first to identify beneficiaries learn about difficulties and their outline govt scheme -

line man responsibility of line man
line man has many responsibility such as working with heavy equipment to reach power line and various tool to repair.

↳ secretariat is to facilitate the govt conduct engagement control of the co-ordinating exchange in recreation 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.)

People interaction: - Secretary is often responsible for interacting with people both inside and outside their organization they may be responsible for answering phone calls to email and greeting.

Facilities available and maintenance: A secretary may be responsible for managing office facility such as equipment, supplies and meeting room.

* the secretariat is high officer take a clarity of job roles explain under the officer their may responsibility duties and teamwork, relationship, mutual support and socialization.

* so overall, a secretary plays a critical role in ensuring that an organization smoothly and efficiently they need to be highly organized to work well under pressure.

good communication and interpersonal skills.

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

Technical skill are specific abilities and knowledge related to a particular field or profession. often involve the use of specialized, software equipment and are essential performing task.

Here example of technical skills in various tool

- ① Application progaramce → Digital assistant
- ② Field verification → Welfare assistant
- ③ Prebinal applied → VRO
- ④ binal applied → MRG/MPDO

and basic technical equipment in secretariat

- ① Biometric division
- ② Android smart phone
- ③ IRTS scanner
- ④ face verification app
- ⑤ Time management and multi tasking
- ⑥ Computer and technical skill

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.

Learned above some managerial/skill are useful our future.

1. Leadership skill: manager need to inspire and motivate their team to achieve their goal they learn achieve.
2. Decision making skill: manager must make informed decision quickly and efficiently they should be able to analyze the best course of action.
3. Problem-solving skills: the staff member should be able to identify and solve problems quickly and effectively they should able innovative solution.
4. Goal setting: we are learning about any target [or] goal first observe for thing and set the plans so definitely.
5. inter personal skills: manager and any person should be able to relation and confidently talking. so when over we can again inter personal skills.

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

We could be improve our communication skills
Front of the higher officer doing and working
explained too so many topics, we are learned
such be a beautiful communication.

- ① listening actively: effective communication not just about speaking but also listening should be paying attention, 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.
- ③ I am going to field work purpose, after we are collect data, due the time learn about people way of how could be second that place improve our written communication, conversation, confidence level 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 ability in group discussion contribution as a team member, leading a team or activities here some suggestion.

- ① Respect for others is key to successful team member with respect regardless of their position [or] background
- ② Be Prepared:- Before joining group discussion or team activities its important to be prepared.
- ③ Communication skills:- good communication skills are crucial for effective team participation clearly speak any unward are talking the listener can't observe speaker view of talking.
- ④ Any team member [or] team leader should be able time punctuality and time management these essential for any where.
- ⑤ Leadership skills:- if you are leading a team [or] activity strong leadership skills are essential this includes being able to

Student Self Evaluation of the Short-Term Internship

Student Name:	Dalli Teja	Registration No:	2022001566016
Term of Internship:	From: 12-12-2022 To: 07-03-2023		
Date of Evaluation:	10-03-2023		
Organization Name & Address:	GIRANA/WARD SACHIVALYAM edupuram.		

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:

D. Teja
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Dalli Teja Reddy Registration No: 2022001566016
 Term of Internship: From: 12-12-2022 To: 07-03-2023
 Date of Evaluation: 10-03-2023
 Organization Name & Address: GRAMA/WARD SACHIVAYLAM
 edukuram
 Name & Address of the Supervisor
 with Mobile Number B. Hanuj Kumar

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
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9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor

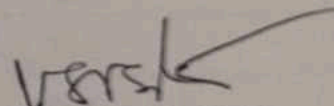
Panchayat Secretary
 GRAMA PANCHAYAT
 EDURAM, Ichapuram (M)
 Srikakulam Dist, 532312.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Dalli Teja Reddy
Programme of Study: ~~2020 to 2023~~ WARD SECE TARIAT
Year of Study: 2020 to 2023
Group: MCIC
Register No/H.T. No: 2022001566016
Name of the College: GIONT DEGREE College [MEN] Srikakulam
University: DR. B. Ambedkar University Srikakulam

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	8
2.	Internship Evaluation	30	28
3.	Oral Presentation	10	7
	GRAND TOTAL	50	43

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Dalli Teja Reddy
Programme of Study: WARD SECE TRIAT
Year of Study: 2020 to 2023
Group: MCIC
Register No/H.T. No: 20220015566016
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.	Internship Evaluation	80	79
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

S. N. Suresh
10/03/2022
Engineering Assistant
GRAMA SACHIVALAYAM
EDUPURAM-2