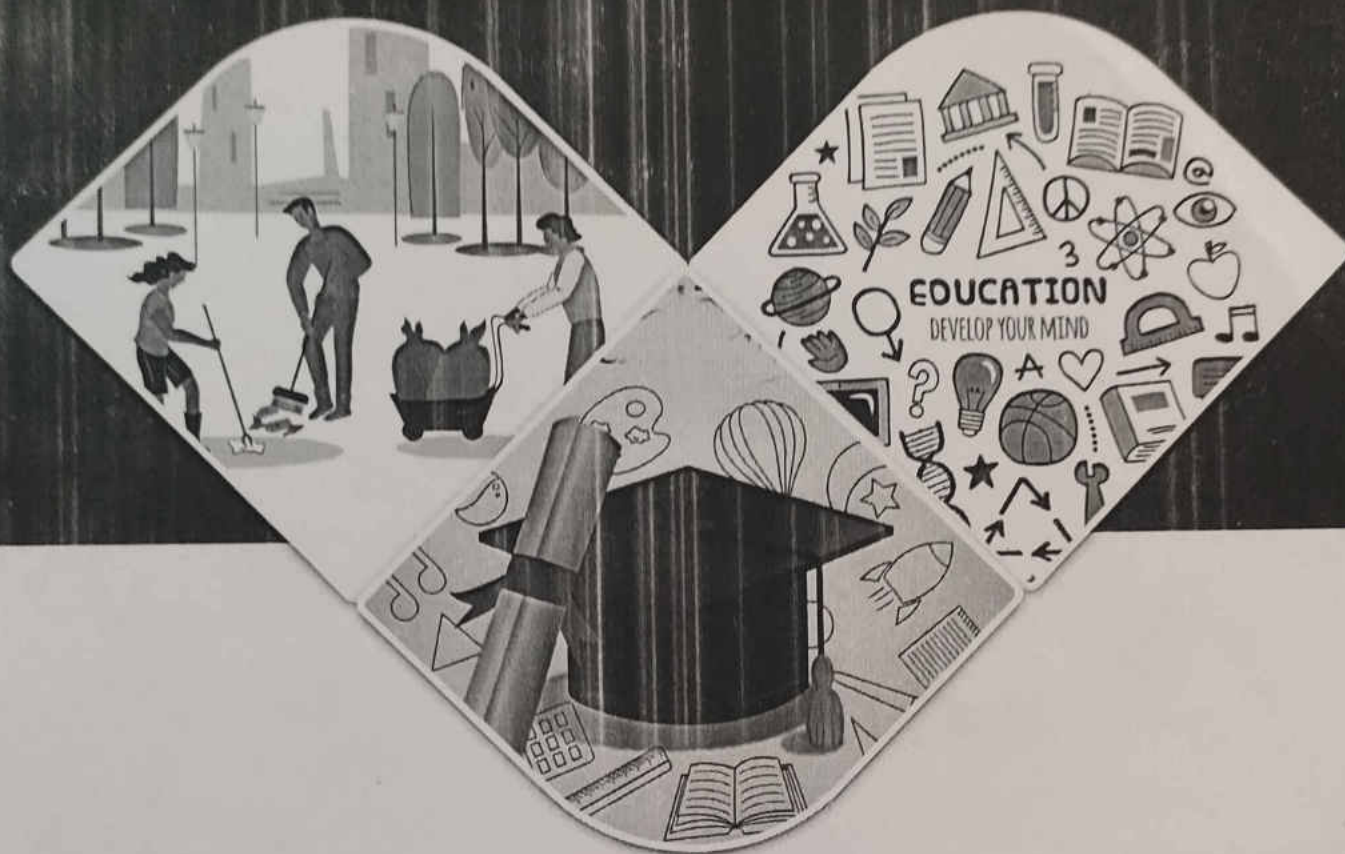


# Model Program Book



## 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:

G. Rajesh

Name of the College:

Govt Degree College

Registration Number:

2022001565020

Period of Internship:

From:

2-12-21

To:

7-03-22

Name & Address of the Intern Organization

Ambedkar

**University**

YEAR

**An Internship Report on**  
**GRAM WARD SECRETARIAT**

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*(Title of the Semester Internship Program)*

Submitted in accordance with the requirement for the degree of  
B.Sc

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*Under the Faculty Guideship of*

V.S.V.S. Satyamarayal

---

*(Name of the Faculty Guide)*

*Department of*

Govt. DEGREE COLLEGE (MEN) SRIKAKULAM

---

*(Name of the College)*

**Submitted by:**

GODDU. RATESH

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*(Name of the Student)*

**Reg.No:** 2022001566020

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Department of Govt Degree College (Men)

(SPLM)

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*(Name of the College)*

### Student's Declaration

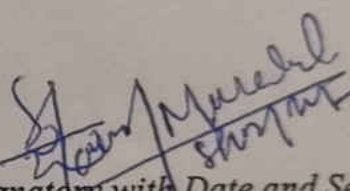
I, GODDU. RAJESH a student of 4<sup>th</sup> Month Internship  
Program, Reg. No. 202201566020 of the Department of BSC (MCTC)  
College do hereby declare that I have completed the mandatory internship  
from 12-12-2022 to 07-03-2023 in Bhadmi Contrail (Name of  
the intern organization) under the Faculty Guideship of  
 (Name of the Faculty Guide), Department of  
Chemistry, Govt degree college (men) SBDM  
(Name of the College)

M. Srivani  
(Signature and Date)

# Official Certification

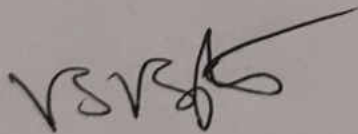
This is to certify that GODDU. RATESH (Name of the student) Reg. No. 2022001566020 has completed his/her Internship in Bhadri Secretariat (Name of the Intern Organization) on Word Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Bsc (MCIC) in the Department of Govt degree college (men) (Name of the College).  
SKLM

This is accepted for evaluation.

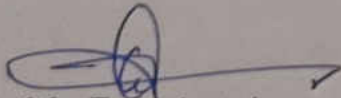
  
(Signatory with Date and Seal)

## Endorsements

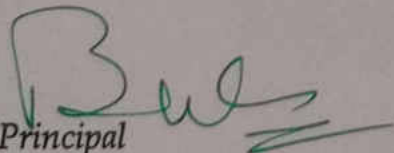
Faculty Guide



Head of the Department



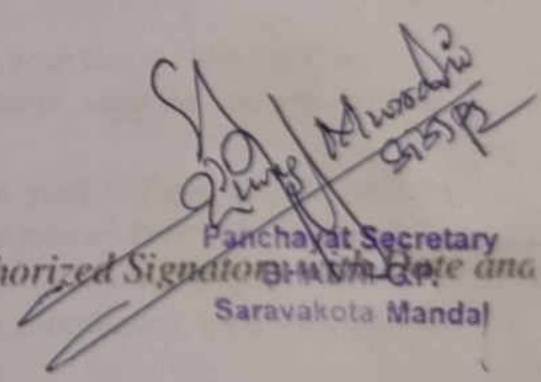
Principal



## Certificate from Intern Organization

is to certify that Goddan. Rajesh (Name of the in-  
No 2022001566020 of Govt. Degree College (men) (Name of  
ge) underwent internship in Bhadri (Name of  
n Organization) from 12/12/2022 to 7/3/2023

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

  
Panchayat Secretary  
Authorized Signatory with Date and  
Saravakota Mandal

## 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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## 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 function and structure of the gram Sachivalaya Organisation.
- ↳ To develop skills in administrative and clerical tasks related to the day to day operation of the Organisation.
- ↳ To learn about the various Government schemes and programmes implemented by the gram Sachivalaya.
- ↳ To improve communication and interpersonal skills through interaction with villagers and other stakeholders.
- ↳ To acquire knowledge the legal and regulatory framework governing the activities of the gram Sachivalaya.

### Outcomes achieved:-

- ↳ Improved knowledge of the Organisation structure functions & responsibility of the grama Sachivalayam.
- ↳ Enhanced administrative and clerical skills such as writing records, data entry and handling paperwork.
- ↳ understanding of the various government schemes and programmes such as housing.
- ↳ Improved communication and interpersonal skills through interaction with villagers, officials and other stakeholders.
- ↳ understanding of the legal and regulatory framework governing the activities of the grama - Sachivalayam.

### Brief description of the Grama Sachivalayam Organisation

The grama Sachivalayam is a government organisation. that functions at the village level in India its primary objective is to ensure the effective implementation of government schemes and programmes for the welfare of the population.

It is responsible for a wide range of activities such as health, sanitation, education, housing and social welfare. The Organisation has 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 institution in the Indian state of Andhra Pradesh aimed at decentralizing governance and bringing 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 by establishing a system of village secretariats is every village of the state.

Under the Grama Sachivalayam system each village secretariat is staffed with a village secretary and several other officers who are responsible for delivering a range of government services, including everything from issuing certificates and licenses to providing information on government schemes and programmes.

### B. vision, mission and values of the grama Sachivalayam

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

Mission:- To provide efficient, effective and transparent governance services to a living in rural area, through the establishment of grama Sachivalayam in every village.

Values :- The values of grama Sachivalayam and transparent governance to the Andhra Pradesh particularly living rural areas of grama Sachivalayam transparency and efficiency, integrity.

### C) policy of grama Sachivalayam

- C) providing basic services like water, sanitation, health, education, and social security to the population.
- C) promoting transparency and accountability in the function of the organization through various measures like social audits, grievance redressal.
- C) facilitates the delivery of government schemes and programmes to the eligible beneficiaries in a timely and efficient manner.
- C) 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.

## 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 promote 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 and ensuring creating more economic of the rural population.

## F. performance of the grama sachivalayam in terms of turnover, profit, 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 services to rural areas efficiently and effectively.

The grama sachivalayam organization's performance is evaluated based on its ability to deliver government services effectively to rural areas and improve the quality of life for people in these 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 of the growth & development in a notable manner.
- ② Chief minister of Andhra Pradesh state YSR Jagannathan Reddy started these movement at vijawada, the movement was well.
- ③ function of grama ward sachinlayam it has mainly 2 types of its officers or staff. The village volunteers system aims to bring govt services to people door step.
- ④ Generally using of technical skills and 'instrumental mainly the part like bio-meters, computer system.
- ⑤ The internship part these kind of skills are very important, literacy and basic management.
- ⑥ objective of ward sachinlayam provide services and central level schemes.
- ⑦ Outcomes of ward sachinlayam to
  - ① Early solution to all problems.
  - ② All services of to no. step?

# ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date                      | Brief description of the daily activity                              | Learning Outcome                      | Person In-Charge Signature |
|---------------------------------|----------------------------------------------------------------------|---------------------------------------|----------------------------|
| Monday<br>Day -1<br>12-12-22    | I onboarded in the secretariat assigned to me                        | —                                     | —<br>secretary             |
| Tuesday<br>Day -2<br>13-12-22   | the introduction of the secretariat was giving by the well assistant | learned about the village secretariat | WEA                        |
| Wednesday<br>Day -3<br>14-12-22 | the welfare assistant told about general disclosure                  | wea learned different type problem    | WEA                        |
| Thursday<br>Day -4<br>15-12-22  | explain about employee roles and responsibilities                    | I know some type of duties employee   | staff                      |
| Friday<br>Day -5<br>16-12-22    | our staff member introduced with volunteer                           | I am daily face looking towards       | staff                      |
| Saturday<br>Day -6<br>17-12-22  | WEA said about the vision and mission of general secretariat         | I learned why organised sachivalyan   | 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 got know the physical condition of the residential area in the gram secretariat and duties employee the gram secretariat system well as the performance.

the welfare assistant are fully informed about the vision, and values of the gram secretariat why to form this govt to introduces people in society.

# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date                     | Brief description of the daily activity                                 | Learning Outcome                                 | Person In-Charge Signature |
|--------------------------------|-------------------------------------------------------------------------|--------------------------------------------------|----------------------------|
| Monday<br>Day - 1<br>19-12-22  | the WEA officer explained the organisation structure of the secretariat | I can take knowledge                             | Prathiba                   |
| Tuesday<br>Day - 2<br>20-12-22 | explained the future plans of the general secretariat                   | we know that future plans secretariat            | Prathiba                   |
| Wed<br>Day - 3<br>21-12-22     | about old age pension widow pension explained -                         | we are analysis type of document required        | Prathiba                   |
| Thu<br>Day - 4<br>22-12-22     | deeply explained what disable pension -                                 | we are analysis what important document          | Prathiba                   |
| Fri<br>Day - 5<br>23-12-22     | explain about traditional cotton, pension                               | we learned that document and eligibility         | Prathiba                   |
| Sat<br>Day - 6<br>24-12-22     | explained about today topor pension and bishorecan -                    | we learned the required documents in bishorecan. | Prathiba                   |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The organisation structure and future plans of the village secretariat were discussed in details the week also told about YSR Pension, Kanaka few many types required document digitally.

Eligibility and required documents for old age pension, widow pension, traditional, pension weaver pension the YSR Pension scheme designed to provide safety for society for underable section and society and enable them to meet their basic needs 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 |
|----------------------------|------------------------------------------------------|---------------------------------------------|----------------------------|
| Mon<br>Day - 1<br>26-12-22 | the mahila police in salivayam in duties             | I am fully focus learned outcome            | Gopi                       |
| Tue<br>Day - 2<br>27-12-22 | the mahila police officer taught sexual harassment   | how to handle how to build these type.      | Gopi                       |
| Wed<br>Day - 3<br>28-12-22 | the mahila police officer in calculate aegardi.      | what are the corruption aegardi.            | Gopi                       |
| Thu<br>Day - 4<br>29-12-22 | the mahila police officer told about some important. | any accident and criminal case issue how to | Gopi                       |
| Fri<br>Day - 5<br>30-12-22 | the VRO sir explained local govt and aim.            | secretariat to local govt we and goal       | Gopi                       |
| Sat<br>Day - 6<br>31-12-22 | our VRO today we are going to field work             | which number are eligible and not eligible  | Gopi                       |

## 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 20 October 2014 eve of Gandhi Jayanthi. AP of YSR Jagan Reddy Sir. The duties of Common Police Officer

1. Immediate reporting officer: station house officer
2. working in co-ordination with dept child welfare
3. Functions: Law of order weaker section and Awareness against women and Abuse.

\* Women Police Officer explain some helpline number disha 100/112/181

\* our chakuram-2 secretariat so many young age student not register.

# ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date                 | Brief description of the daily activity                      | Learning Outcome                        | Person In-Charge Signature |
|----------------------------|--------------------------------------------------------------|-----------------------------------------|----------------------------|
| Mon<br>Day - 1<br>02-01-23 | the welfare asst is explaining about his responsibilities -  | I can learned his great responsibility  | M.V                        |
| Tue<br>Day - 2<br>3-01-23  | the WEA said by the govt conducting to important scheme.     | I have written in any class             | M.V                        |
| wed<br>Day - 3<br>4-01-23  | we are help to our secretariat some important                | We can do confident these work          | M.V                        |
| thu<br>Day - 4<br>5-1-23   | the secretariat staff on like WEA, URO, WPO                  | we have learned set                     | M.V                        |
| Fri<br>Day - 5<br>6-1-23   | the village revenue officer about bankruptcy case issue like | the society in the people intimate URO. | M.V                        |
| Sat<br>Day - 6<br>7-1-23   | the URO Sir was explain take charge the undrived.            | I can learned save protect govt.        | M.V                        |

## WEEKLY REPORT

WEEK - 5 (From Dt. 09.01.23 to Dt. 18.01.23)

Objective of the Activity Done:

Detailed Report:

General instruction

① should work the administrative control of guidance all bereak health -

② she would stay at her official head quarter and available resternity.

③ All the ANM was the discharge all the duties medical officer.

\* maternal and child health:-

Register Pregnant women 12 weeks after baby health she is health care starting ending position heartfull pregnancy women.

\* social awareness programmes.

Partickate in the local media meeting spread the message bereak age at marriage co-ordinat programme coubally angawadi.

# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date                 | Brief description of the daily activity | Learning Outcome                       | Person In-Charge Signature |
|----------------------------|-----------------------------------------|----------------------------------------|----------------------------|
| Mon<br>Day - 1<br>9-1-23   | the ANM reader was explain              | I can learned general duties           | M. Hema                    |
| Tue<br>Day - 2<br>10-1-23  | the reader telling water child health   | I can learned ANM reader precautionary | M. Hema                    |
| wed<br>Day - 3<br>11-1-23  | ANM reader explain social service       | I can learned social service           | M. Hema                    |
| thu<br>Day - 4<br>12-1-23  | teaching about health education         | how to protect our body                | M. Hema                    |
| Fri<br>Day - 5<br>13-1-23  | today is class about nutrition          | how many types food habit              | M. Hema                    |
| Sat<br>Day - 6<br>14-01-23 | today out about communication disease   | I can learned about type of diseases   | M. Hema                    |

# ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date                      | Brief description of the daily activity                                | Learning Outcome                                                    | Person In-Charge Signature |
|---------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------|
| Monday<br>Day -1<br>12-12-22    | I reported in the secretarial assigned to me                           | —                                                                   | —<br>secretary             |
| Tuesday<br>Day -2<br>13-12-22   | the introduction of the secretariat was given by the welfare Assistant | learned about the village secretariat                               | WGA                        |
| Wednesday<br>Day -3<br>14-12-22 | the welfare assistant told about gram panchayat                        | were learned so the chairman different types of <sup>problems</sup> | WEA                        |
| Thursday<br>Day -4<br>15-12-22  | explain about employees roles and responsibilities                     | I know some type of duties about the employees                      | staff                      |
| Friday<br>Day -5<br>16-12-22    | our staff members introduced with volunteers                           | I am daily face and looking towards volunteers working              | staff                      |
| Saturday<br>Day -6<br>17-12-22  | WEA said about the vision and mission of gram secretariat              | I learned why to organized such activities                          | WEA                        |

## WEEKLY REPORT

WEEK - 6 (From Dt. 12.12.22 to Dt. 17.12.22)

Objective of the Activity Done:

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

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

we got to know the physical condition 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 welfare Assistant was fully informed about the inner meaning and values of the gram secretariat, why its creation for the govt to introduce in people of society.

# ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date                       | Brief description of the daily activity                                     | Learning Outcome                                                     | Person In-Charge Signature |
|----------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------|
| Monday<br>Day - 1<br>19-11-21    | the WEA officer explained the organizational structure of the Rashwatalayam | I can take some knowledge                                            | WEA                        |
| Tuesday<br>Day - 2<br>20-11-21   | explained the future plan of the gram secretariat                           | we know the future plan of the secretariat                           | WEA                        |
| Wednesday<br>Day - 3<br>21-11-21 | About old age pension widow pension has been deeply explained               | we are analyzing what type of document is required                   | WEA                        |
| Thursday<br>Day - 4<br>22-11-21  | deeply explained about disable pension and single women pension             | we are analyzing and what is required document entry and is required | WEA                        |
| Friday<br>Day - 5<br>23-11-21    | explained about bracketed pension of weaver pension                         | we learned the required document entry and eligibility               | WEA                        |
| Saturday<br>Day - 6<br>24-11-21  | explained about baby laborers pension and burhman pension                   | we learned the required document and eligibility information         | WEA                        |

## WEEKLY REPORT

WEEK - 7 (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 secretaries were discussed in detail. This week also told about the pension scheme, how money is required, assessment and eligibility

explained and required documents for old age pension, widow pension, disabled pension, single women pension, traditional ables pension, weaker pension, today's pension and fishermen pension are given at the end. The year pension scheme is designed to provide a safety net for vulnerable sections of society and enable them to meet their basic needs and improve the quality of life.

# ACTIVITY LOG FOR THE TENTH WEEK

| Day & Date           | Brief description of the daily activity | Learning Outcome                                                  | Person In-Charge Signature |
|----------------------|-----------------------------------------|-------------------------------------------------------------------|----------------------------|
| Day -1<br>06-03-2023 | Timber classification by length         | The classification was also small (1) and (4) (11)                | Gopi                       |
| Day -2<br>07-03-2023 | Timber classification by girth          | The girths also known as width which is checked in rahu form      | Gopi                       |
| Day -3<br>08-03-2023 | Timber classification by girth          | The classification was like pole, Varan, Rany, Varan. Ranya       | Gopi                       |
| Day -4<br>09-03-2023 | Girth classification in poles           | Each leg should be 0-15" - 0.2m                                   | Gopi                       |
| Day -5<br>10-03-23   | Girth classification in Varan           | The girths are each 2m - 309-80<br>2.4m - 314.77<br>2.6m - 319.07 | Gopi                       |
| Day -6<br>11-03-23   | Girth classification in rahu            | upto 2m - 319m - 4<br>2.4m - 319m - 4<br>above 6m - 319m - 4      | Gopi                       |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

on tenth week of Silviculture at forest department  
at Bhadrak Range

On first day tenth week we learned about timber classification  
by length

On day two we learned about timber classification by girth  
also known as width.

On third day we continued learning about timber classification  
by girth also called as diameter or DBH etc

On fourth day we learned about girth classification  
in poles

On fifth day we learned about girth classification in  
sawn.

On sixth day we learned about girth classification in  
and their cuts.

# ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                                            | Person In-Charge Signature |
|------------|-----------------------------------------|-------------------------------------------------------------|----------------------------|
| Day - 1    | we learned about def of Sachchidhram    | learned that on included sand covered with trees and grass  | V. Rany                    |
| Day - 2    | for by definition                       | learned that deals with study and process management        | V. Rany                    |
| Day - 3    | slope of forest                         | learned that the geographical area of India is 29.7%        | V. Rany                    |
| Day - 4    | India forest Region                     | under 1984 policy of forest India forest region must be 31% | V. Rany                    |
| Day - 5    | India forest Region                     | learned that with goal for 2018.                            | V. Rany                    |
| Day - 6    | per capita world average                | also and UNO declared per capita be 1.6 ha                  | V. Rany                    |

## WEEKLY REPORT

WEEK - 11 (From Dt. 20-2-23 to Dt. 28-2-23)

Objective of the Activity Done:

Detailed Report:

- On strength of Partnership at Bhadrachalam department we learned about Sachinlegam
- \* on first day we learned about definition of Sachinlegam and learned that an unincorporated land owned by individuals.
- \* on second day we learned about Sachinlegam definition and learned that Sachinlegam is a type of land.
- \* on third day we learned about scope of Sachinlegam we learned that the geographical area is India 12.7.7
- \* on fourth day we learned about India first region under 1988 policy the first India 11;
- \* on fifth day we continued learning from first region and we learned that 40% of the land are in 20th
- \* on sixth day we learned about Sachinlegam world course by WTO and UNO declared Sachinlegam world course 1.6 to 2.0 per person.

# ACTIVITY LOG FOR THE THIRTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                                                 | Person In-Charge Signature |
|------------|-----------------------------------------|------------------------------------------------------------------|----------------------------|
| Day -1     | Sachindran Utilization                  | It deals with timber and non-timber forest products of forests   | MR                         |
| Day -2     | Wood technology                         | Studied physical mechanical properties of wood                   | MR                         |
| Day -3     | Forest policy and administration        | Rules, Regulations, procedures that help forest to conserve      | MR                         |
| Day -4     | Forest protection                       | Learned that protects against man and animal attacks             | MR                         |
| Day -5     | Agro forests                            | Deals with integration of Agro crops & forest trees on same land | MR                         |
| Day -6     | First forest policy                     | The first forest policy by the government in India               | MR                         |

## WEEKLY REPORT

WEEK - 13 (From Dt. 20-2-23 to Dt. 25-2-23)

Objective of the Activity Done:

Detailed Report:

on the 13th week of Internship at Bhedni Sachin - elgion department. We learned about Sachin.

\* on first day throughout week we learned about Sachin - elgion which deals with forests and marketing commission.

\* on second day we learned about wood technology and wood properties.

\* on third day we learned about forest policy and forest and rules regulations.

\* on fourth day we learned about forest fire protection with supervision of Agriculture & Forest Officer in the forest of Gond.

\* on fifth day we learned about forest fire which deals protection against forest fire and forest etc.

# ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                                             | Person In-Charge Signature |
|------------|-----------------------------------------|--------------------------------------------------------------|----------------------------|
| Day - 1    | Second sachinlam policy                 | the second sachinlam policy was in 1982 for containing crime | M. Sivi                    |
| Day - 2    | Third sachinlam policy                  | the third sachinlam policy was in 1986                       | M. Sivi                    |
| Day - 3    | Sachinlam Influence                     | learned about sachinlam was in 1988 in sachinlam influence   | M. Sivi                    |
| Day - 4    | Climate                                 | A long term with a pollution in the climate                  | M. Sivi                    |
| Day - 5    | macro and micro climate                 | Macro climate has different micro climate                    | M. Sivi                    |
| Day - 6    | ELNINO                                  | A lot of climate is called ELNINO                            | M. Sivi                    |

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 start.

following on below

- ① Computer system
- ② internet connectivity
- ③ Telephone:- mobile, phone system, single line phone
- ④ Internet phone system
- ⑤ photo copies, copying, binding, multiple pocket group
- ⑥ Scanner's (CRIS Scanner)
- ⑦ printers
- ⑧ Bio-metric Division
- ⑨ face Authority programme.

I will seeing in any future job role above instruments. I am full focus on digital technological and relevant instruments.

## Student Self Evaluation of the Short-Term Internship

|                                                                                                                             |                  |
|-----------------------------------------------------------------------------------------------------------------------------|------------------|
| Student Name: <u>Goddu Rajesh</u>                                                                                           | Registration No: |
| Term of Internship: From: <u>12-12-2022</u> To: <u>07-03-2023</u>                                                           |                  |
| Date of Evaluation: <u>10-03-2023</u>                                                                                       |                  |
| Organization Name & Address: <u>Grama / Ward Sachivelegem</u><br><u>Bhudni, Saraketa (Ward) Sripokhara</u><br><u>(Dist)</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:

G. Rajesh  
Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*

Student Name: G. Rajesh

Registration No:

Term of Internship:

From: 12-12-2022 To: 07-03-23

Date of Evaluation:

10-03-2023

Organization Name & Address: GRAMA/WARD SACHIVALAYAM

Name & Address of the Supervisor  
with Mobile Number

S. Murali

BHARU (POST)  
SARAVATHI (Mandal)  
SRIPATNAM (Dist)

9542023459

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 |

Signature of the Supervisor  
Panchayat Secretary

Date:

## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Gr. Rajesh

Programme of Study: WARD SECRETARIAT

Year of Study: 2020 to 2023

Group: MCIC

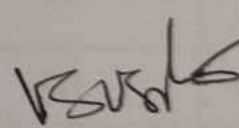
Register No/H.T. No: 2022001566020

Name of the College: Govt DEGRA COLLEGE (MEN) SRIKAKULAM

University: Dr. B. AMBEDKAR UNIVERSITY SRIKAKULAM

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

Date:

  
Signature of the Faculty Guide

## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Goddu. Rajesh  
Programme of Study: ~~Fourth~~ Four months internship  
Year of Study: 2020 to 2023  
Group: B.Sc ~~AF-16~~ (MCIL)  
Register No/H.T. No: 2022001566020  
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            | 76            |
| 2.                                  | For the grading giving by the Supervisor of the Intern Organization | 20            | 18            |
| 3.                                  | Viva-Voce                                                           | 50            | 46            |
|                                     | 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

Panchayat Secretary  
BNADRI G.P.  
Saravakota Mandal