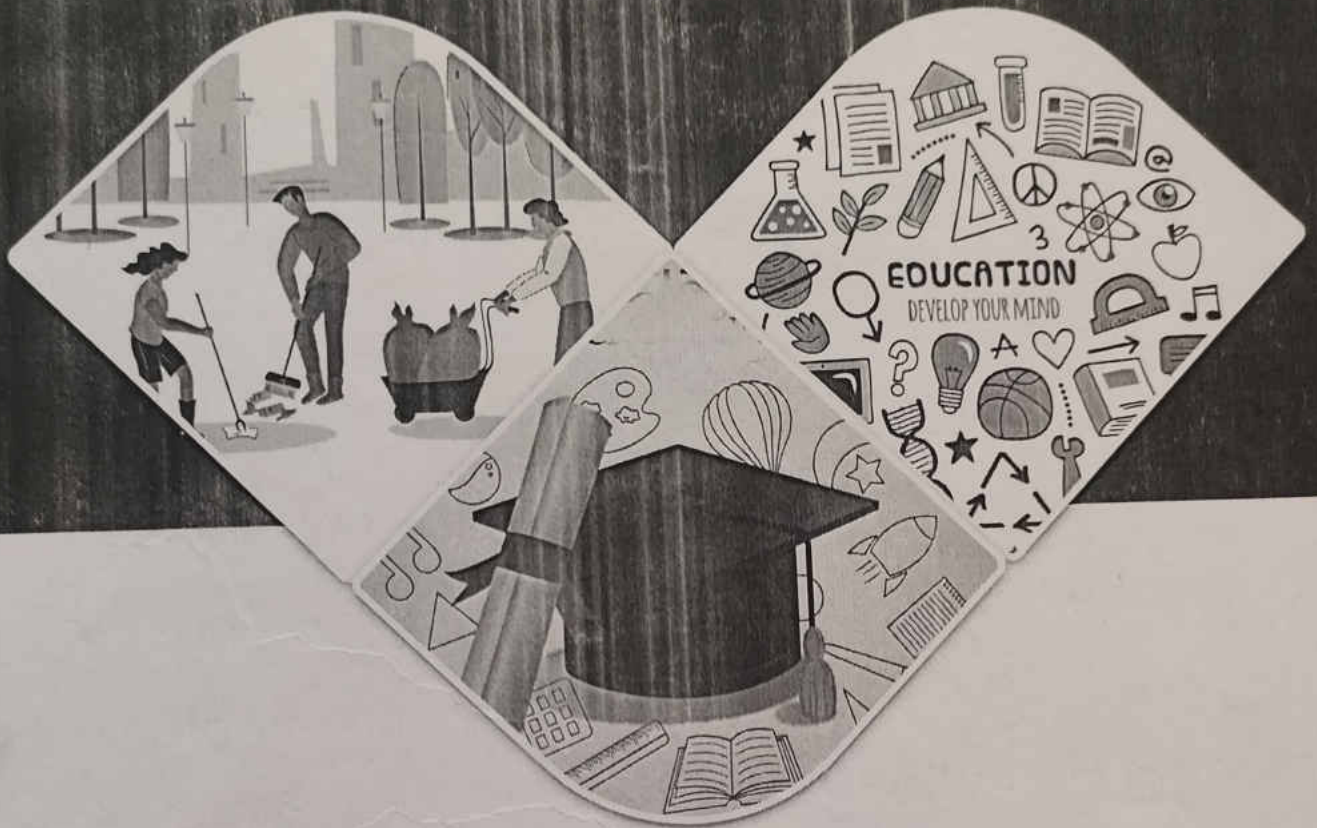
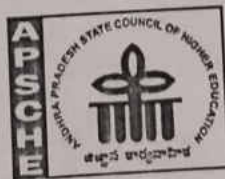


Model Program Book



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: *Gi. Ramesh*

Name of the College: *GOVT. DEGREE COLLEGE (MEN)*

Registration Number: *2022001566021*

Period of Internship: From: To:

Name & Address of the Intern Organization

Sachinbam padhapadu

Dr. BT. Anand K

University

YEAR

An Internship Report on

Gram / ward secretary

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

V.S.V.S. Satyanarayan

(Name of the Faculty Guide)

Department of

Govt. Degree college (men) Sri Kalahasti

(Name of the College)

Submitted by:

Guindala. Ramesh

(Name of the Student)

Reg.No: 2022001566021

Department of : Industrial chemistry

Govt. Degree College (men) (SKM)

(Name of the College)

Student's Declaration

I, Guindala, Ramesh a student of 4 monthly internship
Program, Reg. No. 2022001566021 of the Department of RSC (M.CJC)
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 07-03-2023 in padhapadu secretary (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
chemistry, govt. degree college (men) sbhm
(Name of the College)

G. Ramesh
(Signature and Date)

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 2 months (180 hours) of short-term internship either physically or virtually.
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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Official Certification

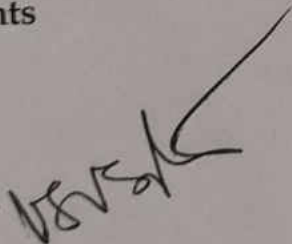
This is to certify that Grindala Pamesh (Name of the student) Reg. No. 2022001566021 has completed his/her Internship in Radha prady-2 Seceratory (Name of the Intern Organization) on ward Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (M.C.Sc) in the Department of Port Degree College (men) Srikem (Name of the College).

This is accepted for evaluation.

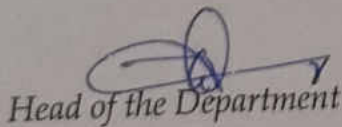

Agriculture Assistant
REK. MEDDAKOTA
Laksheta Mandal, Srikakulam Dist
18/05/2023
(Signatory with Date and Seal)

Endorsements

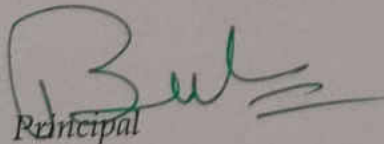
Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that Gundala Ramesh (Name of the intern)
Reg. No 2020001568021 of govt. degree college (men) (Name of the
College) underwent internship in padmapadma 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 / Not Satisfactory).


Village Agriculture Assistant
RBK: PEDDAKOTA
L.N.Peta Mandal, Srikakulam Dist
18/03/2023
Authorized Signatory with Date and Seal

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 service by establishing a system of village secretaries 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.

- ① village secretariat 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

Roles 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 taxes 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 resolve 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 Vijayawada, the statement was made on October 2, 2019 the 150th anniversary of Mahatma Gandhi's birthday.
- ③ Function of gram panchayat secretariat 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 secretariat Panchayat reorganisation central level schemes.
- ⑥ outcomes of ward secretariat
 - ① early solution all problems.
 - ② all services at one 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
Friday Day - 5 16-12-22	our staff member introduced with volunteers.	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 organised Sechivalyam	staff

WEEKLY REPORT

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

Objective of the Activity Done:

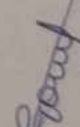
Detailed Report: this week we are learning about village secretariat why the secretariat system was established and their uses.

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 sakhivalyam	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 Anganwadi 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 scheme	

WEEKLY REPORT

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

Objective of the Activity Done:

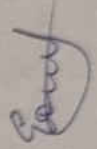
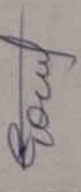
Detailed Report: the village secretariat was first launched on 2 October 2014 on eve Gandhi Jayanthi in AP of Y.S.R. Jagannathan Reddy the duties of women police officer

1. immediate reporting officer: station house officer
 2. working in co-ordination with home, women child welfare excuse 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.
 - * interested and selected anganwadi teachers were without care and protection of pregnancy women.

* Women 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 voter 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 responsibility.	
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 beneficiary 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 feed back to higher authorities on of 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 report of treasure and keep government attached properly 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.

② she would stay at her official headquarter available for all maternity care services.

③ should be prepare planning at her allocated area and population people details are collected

④ 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 mohila meeting the message on female age at 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 [Kannara]	—	—
Tuesday Day - 2	explain about jaganna vidya kanuka	I learned due to schere student are going school	
Wednesday Day - 3	he said about the YSR chajetha schere	I learned that women are their own business schere	
Thursday Day - 4	he said about the YSR vahara unitra schere	learned this schere known to receive financial assistant	
Friday Day - 5	we went to the school and checked the food.	I came 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 chaitra:- under the YSR chaitra 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 baxasa scheme	I know how much this scheme benefit farmers	
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 jalajanan scheme	I learned that there will be no shortage	

WEEKLY REPORT

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

Objective of the Activity Done: YSR Navaathu 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 binical asst provided mother or guardian of school-going children. giving 15,000 rupees.

Rythu Bansa:- this scheme provide binical asst to farmer in the state of areoat assistance 13,500 per annum.

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

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

ACTIVITY LOG FOR THE NINTH 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 acti - survival therapy 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 rosthu XSR shadi tohta	the purpose of this scheme is known	
Thu Day -4 9-02-23	explain validation document for registration XSR Kalyanarosthu.	learned the required document for type of scheme.	
Fri Day -5 10-02-23	explain about eligibility criteria of XSR Kalyana rosthu	we know who is eligible for this scheme	
Sat Day -6 11-02-23	have to tell people about XSR Kalyana rosthu 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 edapuram secretariat	there are the Polling station 369, 364, 363	
Thur Day - 4 16-2-23	We are going to field about eligibility	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	shivarathrou	-	

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 for ensuring delivery of service.

→ Required document to apply for caste certificate

① Application form ② Caste certificate issued to the family member ③ SSC records record 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 Panchayat secretaries administrative.	I am knowing his administrative work	
Day - 3 22-2-23	the VRO sir explained about Panchayat secretary communication	I am knowing his community welfare work	
Day - 4 23-2-23	the VRO sir said about Panchayat 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 can learned with some govt properties.	
Day - 6 25-2-23	Any land issue to harassment for others.	I can 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 dry harassment in land properties intimate 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 volunteer	I am knowing the kind of information.	
Day - 2 27-2-23	The volunteer was informed as to school with awareness	He explained to Navasathu Schere.	
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 is surrounding so house	gain satisfy people	
6-3-23	He is explain what is secretariat.	knowing about secretariat.	
7-3-23	which type of secretarial 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 organising document and files

duties and responsibilities of volunteer

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 duties and 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 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.)

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 facilities 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 their duties and teamwork, relationship, mutual support and socialization.

* So overall, a secretary plays a critical role in ensuring that an organisation smoothly and efficiently they need to be highly organised 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 are example of technical skills in various tool

- ① Application programee → 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 for 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 upward 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.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Grudela . Ramen

Programme of Study: word secretary

Year of Study: 2020 to 2023

Group: MCIC

Register No/H.T. No: 2022001566021

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

University: Dr. B. P. Ambekar university shikokulam

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	08
2.	Internship Evaluation	50	27
3.	Oral Presentation	25	08
	GRAND TOTAL	100	43

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Giurdala .Ramesh
Programme of Study: Ward Secretariat
Year of Study: 2020 to 2023
Group: M C I C
Register No/H.T. No: 2022001566021
Name of the College: GOVT. DEGREE COLLEGE(MEN) SKLM
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	19
3.	Viva-Voce	50	47
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Village Agriculture Assistant
RBK: PEDDAKOTA

Signature of the External Expert

Signature of the Principal with Seal