

SEMESTER INTERNSHIP



APSCHE
ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROF. WINGOR FOR
SEMESTER INTERNSHIP

Toda Simhachalam

Government Degree College (Mens)

2022001566047

Schulayam

Dr. BR Ambarish

An Internship Report on

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

R. Venkat Ramana

(Name of the Faculty Guide)

Department of

Industrial Chemistry: Govt. degree college (new)

(Name of the College),

Submitted by:

Tarra: Simhaachalam

(Name of the Student)

Reg.No: 2022001566047.

Department of Industrial Chemistry.

Govt. degree college (new) ekln.

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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Student's Declaration

I, Tarva. Simbachalam a student of long term Internship Program, Reg. No. 2022001566047 of the Department of Industrial Chemistry College do hereby declare that I have completed the mandatory internship from _____ to _____ in _____ (Name of the intern organization) under the Faculty Guideship of R. Venkat Ramana (Name of the Faculty Guide), Department of Industrial Chemistry, Government degree college (MEN) (Name of the College)

T. Simbachalam
(Signature and Date)

Official Certification

This is to certify that Tarra. Simhachalam (Name of the student) Reg. No. 2022001566047 has completed his/her Internship in _____ (Name of the Intern Organization) on Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Industrial Chemistry in the Department of Govt. degree college (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)

PANCHAYAT SECRETARY
REGULAPADU Grama Panchaya
Kotabommali Mandal

Endorsements

Faculty Guide 


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that Tarra Simhachalam (Name of the intern)
Reg. No 2022001566047 of Govt degree college (Name of the
College) underwent internship in Sachivalayam (Name of the
Intern Organization) from _____ to _____

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


Authorized Signatory with Date and Seal

PANCHAYAT SECRETARY
REGULAPADU Grama Panchayat
Kotabommali Mandal

Acknowledgements

First I would like to thank Sachivalayam team for Giving me the opportunity to do an internship for Giving Internship within the organisation

The success and orderful of this internship project Requires a lot of Guidences and Endowment from many people in the educational skills organization

I also would like all the people that worked along with me and Sachivalayam with their patience and openness they created an Enjoyable working Environment I am highly indebted to director and principal for the facilities provided to Accomplish this internship

The Internship opportunity I had with Sachivalayam was a Great chance for learning skills.

Contents

- 1) CHAPTER 1 :- EXECUTIVE SUMMARY
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- 3) CHAPTER 3 :- INTERNSHIP PART.
- 4) CHAPTER 4 :- [FIRST WEEK TO FIFTEENTH WEEK]
(LOG BOOK)
- 5) CHAPTER 5 :- OUTCOMES DESCRIPTION.
 - describe the Real time technical skills you have Acquired.
 - Describe the Managerial skills you have acquired
 - describe how you could improve your Communication Skills
 - describe how could you Enhance your abilities
 - describe the technological developments you have observed and Relevant to the Subject Area of Training
- 6) Student Self Evaluation of the Short-term Internship
- 7) Evaluation by the supervision of the Intern organisation
- 8) PHOTOS & VIDEO LINKS.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

- Panchayat Raj Act - 1994 says that local Governance in every village for growth and development in a sustainable manner.
- Implementation of Grama Sachivalayam to render door to door services to the household and also developing the village in a sustainable manner.
- Functioning of Grama Sachivalayam - It has mainly of 10 types of functions which does with all the activities required in a village.
- Objectives of Grama Sachivalayam
 - * Sustainable development
 - * Door to door service
 - * Health and hygienic condition
 - * Rules and Responsibilities of all departments
 - * The ongoing Government schemes.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

Introduction of Grama Sachivalayam

1. providing various Citizen Services of a short possible
2. single window service system
3. To secure transparency to the people with Government
4. providing ambulant Environment by all living organization
5. planning GPDP Gram (Panchayat development programme)
6. Each Functionary has a specific value to fulfill the Required of the villagers.
7. Door to Door Service & welfare to the people
8. Citizen Satisfaction the ultimate aim of an organization
9. To Enrich the Government schemes and people believe the transparency of the Government.
10. Each functionary's has been worked by the rules.

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.

we participated in many Activities during the Internship which are :-

- field visit by welfare and Education Assistant
- House Hold Survey
- we have observed the voter list of village
- participate the child and Human Rights meeting
- we have observed the health checkup of the animals
- Re-Survey of Agriculture land
- urea distribution
- The 104 vehicle arrived in the Sachivalayam. we observed to the Guidelines of the ANM madam
- we went to schools and Anganwadi's Around the Sachivalayam Area with mahila police madam etc..
- During the Activity process Healthy and Hygienic Environment Creating by the secretant.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of staff and volunteers	Introduction	A. Reddy (cluster)
Day - 2	Introduction of panchayat secretary	TO know the secretary duty	R. Reddy (PS)
Day - 3	Introduction of ANM and veterinary Assistant	TO know the ANM & veterinary duty	R. Reddy
Day - 4	Introduction of VRO and women police	TO know the VRO & m.p duty.	R. Reddy (VRO)
Day - 5	Introduction of line man & Agriculture Sir	TO know the line man & Agriculture Assistant duty	R. Reddy
Day - 6	Introduction of the village Surveyor & D.A	TO know the village Surveyor & D.A duty.	R. Reddy

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam Regulapadu.

functionaries & volunteers

Main functions are in follows.

- 1/ Panchayat Secretary
- 2/ Digital Assistant
- 3/ welfare and Education Assistant
- 4/ Village and Revenue officer
- 5/ Engineering Assistant
- 6/ Veterinary Assistant
- 7/ Village Surveyor
- 8/ Mahila police
- 9/ ANM
- 10/ Line man

Overall in changes in panchayat :- Secretary who is maintaining all the Activities in and Around.

Field visit by ANM Give an opportunity how well the organisation staff is behaving with the villagers.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Importance of RBK & Agricultural Schemes	we know the RBK Schemes & Agricultural Schemes	
Day - 2	Discuss about the Land Registration Rules	we learned the Land Registration Rules	
Day - 3	we are participated field work with veterinary Assistant	we observed the Normal health check up for Animals	
Day - 4	Reducing child marriage class by M.P madam	we know about how to Reduce child marriage	
Day - 5	Discuss about the Dr. YSR Arogya sri Card Schemes	minimum qualification of the Dr. YSR Arogya sri Card	
Day - 6	Discuss about the types of medicines	we learned the Various medicines.	

Objective of the Activity Done:

Detailed Report: During the second week we shall discuss about these topics

→ Introduction to Agriculture and Schemes ongoing in state related to Agriculture

→ Major changes After introduction of RBK's of village level

⇒ we discussing about how to apply land registration with VRO Sir.

⇒ How to check the Animals health status

⇒ we learned about the conditions of the Dr. YSR Arogyasri Schemes

⇒ we participated Child Marriage classes.

⇒ we know the importance of medicine

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	discuss about the different types of Diseases	we learned about the diseases	
Day - 2	prohibition of the child abuses	we know the Activity of child Abuses	
Day - 3	who deserve to apply YSR pension class by welfare & Education Asst	we Remembering that qualities of YSR pension	
Day - 4	Different types of Animal diseases classes by Veterinary Assistant	we Gained about the Animal diseases	
Day - 5	we participated on village survey	we observed the Activity	
Day - 6	Horticulture classes by Agricultural Asst.	we know the Horticulture Crops.	

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: During the Third week we shall discuss about these types

→ Types of Diseases :- (1). Dengue
(2). malaria
(3). Typhoid
(4). Calara.

⇒ prohibition of child abuse with different types of methods

⇒ we gain about the knowledge of pension Category's.

⇒ Types of Animal diseases :- (1) foul Calara
(2). food & mouth disease
(3). Anthrax.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Different types of crops visited in villages.	we observed crop status in village.	
Day - 2	we participated in Health Survey Activity	we acquire knowledge about the Health Survey	
Day - 3	we know about the Seva portals with practically.	I had to apply on my own experience	
Day - 4	Awareness programme on child rights	To know about the child rights	
Day - 5	Survey of the crop lands with VRO	we Gain knowledge of crop lands	
Day - 6	we discussed that Sensor tags are given that animals	we learned rules of the Sensor tags	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fourth week we shall discuss these topics

Different types of crops :- ① Paddy

② Green Gram

③ Black Gram

④ Red Gram

⑤ Wheat

⑥ Maize

we have identified various crops and their life span throughout the year

I had apply on my own experience for seva portal in Computer System.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to measure the pond land class by VRO	pond measuring	
Day -2	How to take the precautions during pregnant	we observed Health precautions	
Day -3	we attending cluster level training programme	we know about the child Society Education	
Day -4	to participated an vaccination of animals	we observed the vaccination	
Day -5	we discussed YSR Anna vodi el vidya deevena Schemes	we acquire the knowledge of the Schemes	
Day -6	we discussed about paddy Harvesting	Majorly Grown variety of paddy Harvesting.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fifth week we shall discuss about these topics :-

⇒ paddy Harvesting - Majorly Grown variety of paddy MTU 1061 & MTU 7029.

⇒ learned the process of Harvesting of paddy, manually and some harvesting with paddy reaper.

⇒ we participated in cluster level Training on child rights & child safety Education for parents

⇒ Y.S.R Anna vodi - Yearly 15,000/-

Y.S.R vidya deveena - Yearly of their college fees

YSR Vasathi deveena - Yearly 20,000/-

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	we discuss about cyber crimes	we knowing the Information	
Day -2	learned orally about paddy Combine Harvester	we know the paddy Combine System	
Day -3	TO Survey the Arogya Sri Cards in the village	How to Survey Arogya Sri Cards	
Day -4	YSR Vahana Mitra Schemes class by WEA	TO know about the Schemes	
Day -5	we participated in created first Aid by ASHA worker	we gain the knowledge . Important points	
Day -6	learned about how to apply for land passbooks	we acquired the knowledge about the land passbooks	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the sixth week we shall discuss about these topics.

→ learned orally about paddy Combine Harvester which is feasible mostly for large farmers

→ who was apply the scheme of vahana mithra they follows of rules and qualifications class by WEA. Sir

→ we get the more important content about the scheme of vahana mithra

→ we acquiring the scheme knowledge for Survey of Argogya sri card Scheme

→ we know the main rules and regulations about apply the land pass books and importance of these type of service.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	we learned YSR BHIMA class by WEA SW	we gain the knowledge about this scheme	
Day -2	we are participated in conduct tests of urine of pregnant ladies	we acquire the some knowledge	
Day -3	we participated in phase vijay badi programme	we gain good knowledge about this programme	
Day -4	learned about Threshing activities of paddy	we know the more knowledge of Threshing	
Day -5	Explaining the mitigation of position certifications of land	we learned good information of this certifications	
Day -6	we learned about the Reducing activities for cyber crimes.	we learned the activities	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the seventh week we shall discuss about these topics :-

⇒ we get the knowledge of YSR BHIMA to shall submit data through website in our own

⇒ conduct test of urine pregnant women for albumen and Sugar and estimate hemoglobin level of clinic in addition to recording Hb and Blood pressure

⇒ learned about thrashing activities of paddy, functioning of paddy Thruster and bags in field. farmers use 80 kgs. bags.

⇒ we learned about give titration and position Certificates of land to the farmers.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	To participated preventive di warning	we gain the some knowledge	
Day - 2	How to collecting the water tax, courses and Taxes class by VRO sir	know the taxes	
Day - 3	she explaining the how to maintaining the records in Sachivalay	we observing the records	
Day - 4	we participated in awareness programme in schools for children	we know the this scheme.	
Day - 5	Explaining the mahila Sakthi kendra Scheme	knowing the mahila Sakthi Scheme	
Day - 6	Transporting of paddy of RBK levels	very useful information gain this class.	

WEEKLY REPORT

WEEK - 8 (From Dt..... to Dt: Dt.....)

Objective of the Activity Done:

Detailed Report: During the eight week we shall discuss about these topics :-

⇒ TO coordinate with the heads of the Educational institutions in the Area and motivate the students where irregular in attendances or poor in studies to improve their performance.

⇒ How to create awareness on government programs for the welfare of women and girl children through mahila Sakthi Kendra Scheme was learned by me.

⇒ what records have ANM madam and main importance of these records.

⇒ transporting a paddy to miller through paddy procurement Centers set up at RBK. levels
msp of 100 kg grade A' paddy - 2040/-
80 kg grade A' - paddy - 1632/-.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to React in laws & order issues in village class by ups	Very useful information to us	
Day - 2	How to Conducting the population of family welfare screening	we know about population screening	
Day - 3	Explain the Social Harmony and civil Rights in village level	we gain the information of civil rights	
Day - 4	How to allowed the certificates about healthy and valuation of animals	we acquire knowledge this certificates.	
Day - 5	Conducted Awareness Among farmers on paddy improvement	we learned how to conduct this meeting.	
Day - 6	How to protect Govt lands, tanks, trees properties.	we learned how to protect the Govt. properties	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the ninth week we shall discuss about these topics.

⇒ we learned conduct population screening for Hypertension / Diabetes / 3 Common Cancers i.e breast, cervix and oral (women) and man (oral, lung, prostate Cancer)

⇒ we know how to allowed health & valuation Certificates to animals

⇒ we knowing how to manage law & order issues in Regulapadu village Area

⇒ we learned how to maintaining and protecting the Government lands, Government properties

⇒ we know conducted Awareness among farmers on paddy procurement process which is way different from previous year.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we Gained knowledge about rice yellow pulses	we know the rice & pulses	
Day - 2	Explaining about fodder development	we know the important points	
Day - 3	How to maintain of village Revenue records of villagers.	we know the knowledge about village Revenue	
Day - 4	women's Safety class by MP madam	we know the points about women's Safety.	
Day - 5	How to applied for kalyana karuka in official website	we know the way of apply for scheme	
Day - 6	How to motivate the pregnant women for deliveries class by anm	we know the valuable information	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the tenth week we shall discussing about these topics:-

⇒ we learned the Concept of about rice yellow pulses.

⇒ motivate pregnant women for institutional deliveries or gained attendance at birth.

⇒ we know about how to maintaince. of village Revenue Records and all village Revenue Accounts promptly and Accurately.

⇒ we learned how to protecting women in difficult situations & draw to improve women Safety Actions in village Areas.

⇒ we know the Good knowledge about kalyana karuka scheme and we learned the apply for this scheme in official website in our own with practically.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to Conducting the Counselling sessions to farmers.	we know the type of meeting.	
Day - 2	Brief explanation about loan Recoveries	we know brief information in this class.	
Day - 3	we participated in implementation in Ration Balancing	we acquiring the more information.	
Day - 4	we learned about Sowing methods of Maize	we know about this topic	
Day - 5	we participated in distributing things programme	we acquiring some information in this distribution	
Day - 6	How to send proposals for pensions and Monthly Report to MPDO.	we know the knowledge about Sent to MPDO	

WEEKLY REPORT

WEEK - 11 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: During the eleventh week we shall discussing about these topics.

⇒ we acquiring the knowledge about how to send proposals for new pensions to MPDO & also how to send monthly Report to the MPDO.

⇒ we know about the implementation of Ration Balancing programme and also which Ration Give to Animals for their Growth and Development.

⇒ Counselling sessions to farmers against Suicide Stress management with the help of Stakeholders

⇒ we know some methods of Maize

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Important points of mother's education in her role	we acquiring the knowledge about mother's	
Day -2	How to Sanctioned cast and Income Certificate	we learned the process	
Day -3	Different welfare departments class by welfare Assistant	we listened the class and Gain the department	
Day -4	How to Arrangement of PSE material	we learned about PSE material	
Day -5	How to Grounding of animals under Y.S.R cheyutha.	we know the scheme benefits	
Day -6	we participated fertilizer distribution from RBK.	we know the process distribution	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

⇒ we learned about process of fertilizer distribution from RBK's and involved in allotment of urea to farmers through DBT process.

Sowing methods of maize and irrigation methods in zero village method.

maize in zero village.

⇒ cost of production in maize from farmers

⇒ we know how to educate the mother on the importance of breast feeding, family health, family planning, nutrition, immunization and personal and Environmental hygiene

⇒ All welfare departments - Social welfare, Tribal welfare, SC welfare, minority welfare differently abled welfare.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conducting infertility camp in village areas.	we improve our management skills	
Day - 2	we assumed how to conducting mahila mandal meetings	we learned about this meeting	
Day - 3	we participated in Awareness on importance of crop programme.	we know about e-crop	
Day - 4	How to organize the pre-school class	we learned the some beautiful activities	
Day - 5	How to provide feed back to higher authorities	we know the process.	
Day - 6	How to Intimate the higher authorities	we acquiring this process and remembered	

WEEKLY REPORT

WEEK - 13 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

we participated in conducting Awareness on importance of e-crop booking of various crops in Rabi 2022-23.

⇒ farmers under e-crop booking will be benefited with procurement of crop at msp Crop Insurance etc...

⇒ we learned Death of unknown persons to inform higher Authorities

⇒ we Assumed participated in the local mahila mandal meetings and spread the message on Female age marriage

⇒ To provide Feedback to higher authorities on the Status of Implementation of the Social Schemes.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to identify the persons for various welfare schemes	we know the process and schemes	
Day -2	we learned what are the Azmoish crops	we know about Azmoish crops	
Day -3	How to maintaining the eligible couple Register class by ANM	we learned this Register information	
Day -4	How to develop Nutri-Garden in village level	we know the about development process.	
Day -5	How to update data on e-crop class by Agricultural Sir	we know the about e-crop website	
Day -6	Which items have the TMR kit	we acquiring the important things.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

⇒ we learned about how to update data on e-crop portal of farmers who registered their crops in e-crop portal

⇒ Identification of full army worm pest in maize crop.

⇒ AZEROISH of crops (100%) inclusive of inspection of survey stones

⇒ Maintain eligible couple Register properly and utilize the information for motivation of couples for acceptance of family welfare

⇒ facilitate to develop village level Nutri-Garden / Anganwadi level kitchen Garden

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	what are main activities for disaster situations class by VRO	we acquire some knowledge	
Day - 2	what are the Enrollment of beneficiaries	we know the benefits of Enrollment	
Day - 3	we participated in Soil testing process	we knowing the process	
Day - 4	How to conducting the INAPH programme in village areas.	we learned about this programme	
Day - 5	Importance of Sachivalayam and its working process.	we learned the Importance of Sachivalayam	
Day - 6	How to identify women for medical Termination	we gain the knowledge for medical Termination	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

we learned about importance of soil testing process of soil collection in field in non crop growing time to know the nutrient in soil.

=> we know provide Intimation Regarding fire accidents, floods, cyclones, and other accidents and calamities, whenever and wherever they occur and provide Assistance to the Rescuer.

=> Identify women in need of medical Termination of pregnancy.

=> INAPH :- Information of Animal productivity and Health purification.

CHAPTER 5: OUTCOMES DESCRIPTION

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

I Experienced a very good Environment with professional knowledge and kind of people in this organisation all the staff are very punctual in attending the office. All the Sachivalayam staff behaved very well with us.

They had shown an interest in technology and how the system working and Administration activities are handled in a procedural manner.

The time they spend for us in beginning in working schedule are appreciable. The staff co-operation extended their operation in the Internship programme.

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

Each work is systematically managed.

Application program digital Assistant

field verification - welfare Assistant

pre Applied - VRO

Third party verification - Administrative staff

final Applied - MPDO/MRO.

Everyone is using the technology bound work to avoid duplicity and ignore transparency in the eligibility of any scheme.

- ① Biometric division
- ② Android Smart phones
- ③ IRIS Scanners
- ④ face Authentication

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

I achieved the Real time Governance procedural pre define which is very Realistic and Given the Management, Competence & Analog skills,

Every work in time is bounded and can be neglected whole world is observing the activity and decision making is very Important

for doing anything first practical knowledge and secondly planning and thirdly the procedure for Implementation

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

My communication skills are modified and improved myself in communication of different people in different places.

My written communication as per improved it by writing say evaluation script (or) thought

My anxiety level are low.. I'm very much patient and listen to music when I feel anything and I learn more anxiety management technologies

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

In Group division, I always start with point to point and don't large to improve. I will clear of what I'm seeing

I also encourage others to participate in the discussion to share their views

I always conclude the Group discussions in a friendly & formal Manner.

Real skills are developed and different ideas come out in Group discussions.

Leadership skill and Communication skills are developed in these discussions.

I lead well in these activity.

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

First thing :-

- ①. Handling of Smart phones
- ②. Bio-metric Dission
- ③. IRIS Scanner
- ④. Face Authentication programme

which Given the Realistic procedure

Secondly :-

using E-pos machine in POS

Thirdly :-

using "Cops" & "Reven" in land

Revenue program

— using drones in identification of marks in land alligment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: Tarva. Simhaachalam

Registration No: 2022001566047

Term of Internship:

From:

To :

Date of Evaluation:

Organization Name & Address: Sachivalayam, (Regulapadu)
Srikakulam

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:

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Tarra Simhaachalam

Registration No: 2022001566047

Term of Internship:

From:

To:

Date of Evaluation:

Organization Name & Address: Sachivalayam (Regulapadu) Srikakulam

Name & Address of the Supervisor
with Mobile Number

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor

PANCHAYAT SECRETARY
REGULAPADU Grama Panchaya
Kotabommali Mandal

Abstract

EVALUATION

Internal & External Evaluation for Semester Internship

Objectives:

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

Assessment Model:

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

the individual student's involvement in the assigned work.

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

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Tarra .sinhachalam

Programme of Study: IIIrd B.Sc

Year of Study: 2022 to 2023

Group: MCIC (B.Sc)

Register No/H.T. No: 2022001566047.

Name of the College: Government degree college (men), Sirkasulam

University: Jy. Ambedkar university.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	7
2.	Internship Evaluation	30	27
3.	Oral Presentation	10	7
	GRAND TOTAL	50	41

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Tanna Simhaachalam

Programme of Study: IIIrd (B.Sc)

Year of Study: 2022-2023

Group: MCIC (B.Sc)

Register No/H.T. No: 2022001566047

Name of the College: Government degree college (men), Swikathalam

University: Dr. Ambedkar University.

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	15
3.	Viva-Voce	50	45
	TOTAL	150	
	GRAND TOTAL (EXT. 50 M + INT. 100M)	200	

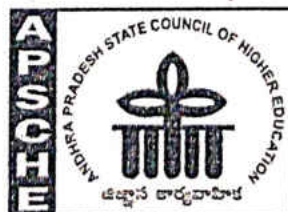
Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

PANCHAYAT SECRETARY
REGULAPADU Grama Panchaya
Kotabommali Mandal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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