

**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
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**Community Service Project
at
Sachivalayam**



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COMMUNITY SERVICE PROJECT AT SACHIVALAYAM

This presentation explains how data entry and management processes were improved at the Sachivalayam to ensure accurate citizen records and smooth administrative workflows.



ABOUT SACHIVALAYAM :

The Sachivalayam (Village Secretariat) is a government initiative in Andhra Pradesh aimed at providing efficient and transparent public services directly at the village level.

It acts as a one-stop center for citizens to access government schemes, update records, and resolve issues without visiting distant offices.

Key Roles of Sachivalayam:

- Maintains citizen and village data records digitally.
- Manages welfare schemes, pensions, and beneficiary lists.
- Ensures timely data entry and updates for all administrative activities.
- Acts as a bridge between the government and local citizens, improving service delivery.

Phase 1: Survey and Data Collection

The initial phase focused on fieldwork and qualitative assessment to identify specific data management pain points.

Village Visit & Observation

Visited houses in the village.
Talked to villagers to understand their needs.
Observed how existing records were maintained.

Information Gathering

Collected details like name, age, address, and occupation.
Noted government scheme benefits and ID details.
Listed records that were missing or outdated.

Data Preparation

Arranged collected data for digital entry.
Prepared lists for updating in the Sachivalayam system.

Phase 2: Planning and Design Strategy

Based on the survey results, a structured approach was developed to digitize and standardize the village data.

1

Requirement Analysis

Understand what the system should do.
List important features and user needs.
Decide which features are most important.

2

System & Workflow Design

Plan how the system will work.
Divide the system into smaller parts (modules).
Make a timeline and assign tasks.

3

Prototype & Risk Planning

Draw sample screens or designs to see how it will look.
Identify possible problems and plan how to fix them.
Make sure the system is easy to use and can grow in the future.

A simple, standardized system is key to sustaining digital records in local administration.

Phase 3: Data Entry and Updating

Data Entry

Collect all necessary information and records.

Enter the data carefully into the system.

Ensure accuracy while filling forms or database.

Data Updating

Regularly update existing records when changes occur.

Check for errors and correct them.

Maintain data consistency and reliability.



Phase 4: System Verification and Quality Control

Ensuring the integrity and functionality of the new data management system was crucial before deployment.

Data Accuracy Validation

Random sampling was performed to compare digitized records with physical originals, verifying a 99% accuracy rate.



The verification process confirmed the system's stability and readiness for long-term use by the Sachivalayam staff.

Process Flow Simulation

Tested the new system with typical administrative tasks (e.g., certificate issuance) to ensure smooth operation under real conditions.

Inconsistency Resolution

Addressed remaining minor inconsistencies and provided quick fixes for template or system errors identified during the testing phase.

Phase 5: Training and Sustainability

To ensure the long-term success of the project, staff training and community awareness were key components.

Staff Empowerment

Conducted hands-on training sessions with Sachivalayam employees, focusing on template utilization, searching/retrieval functions, and backup procedures.

Promoting Record Maintenance

Created simplified guides and checklists to reinforce awareness of best practices in digital record keeping and timely updates.

This phase successfully transferred ownership of the new system to the local staff, guaranteeing project sustainability.



Conclusion and Future Commitment

Reflections on the project experience and its significance for professional development.

Gained Technical & Social Experience

Applied technical knowledge (Data Management) in a real-world social context, balancing theory with practical community needs.

Commitment to Service

Reaffirmed commitment to leveraging engineering skills for continuous community development and societal improvement.

Understood Administrative Challenges

Acquired firsthand knowledge of the complexities, resource constraints, and human factors involved in real-world public administration.

