

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: Bunga . Sukanya

Name of the College: Art's college degree srikakulam (MEIV)

Registration Number: 2122001356006

Period of Internship: From: To:

Name & Address of the Intern Organization MES School Balagametta
srikakulam

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 of 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 persons 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 with 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - 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 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.

An Internship Report
On
(Title of the Internship)

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

Name of the College: Govt. Degree college, (MEN), SKM.

Department: Education

Name of the Faculty Guide: Dr. DINESHWARA RAO SANAPALA

Duration of the Internship: From 18/08/23 To 30/09/23

Name of the Student: Bunga. Sukanya

Programme of Study BA (TEP)

Year of Study: 3rd year

Register Number: 2122001356006

Date of Submission: 02/11/2023

Student's Declaration

I, B. Sukanya, a student of Intern Program, Reg. No. 2122001356006 the
Department of B.A. Govt Degree college (men) do hereby declare that I have
completed the mandatory internship from 18/08/23 to 30/09/23 in
(Name of the intern organization) under the Faculty Guideship
of....., (Name of the Faculty Guide), Department of B.A......
Govt. Degree college (MEN) (Name of the College)

B. Sukanya
(Signature and Date)

Endorsements

Faculty Guide S. Dill
(Dr. Dille Swara Bee)

Head of the Department One me

Principal Bal

Certificate from Intern Organization

This is to certify that B. Sukanya..... (Name of the intern) Reg. No. 212200135606 of B.A. degree college..... (Name of the College) underwent internship in MES. (Kalaga) m. H. S...... (Name of the Intern Organization) from..... to 30/09/2023.....

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

K. Lalitha Kumari
Authorized Signatory with Date and Seal

ప్రధానాధికారి
ఆంధ్రప్రదేశ్ సాంస్కృతిక విభాగం
విజ్ఞాన, క్రీడాశ్రమం

ACKNOWLEDGEMENTS

this school Internship report is the result of and end of a way of two months. It would not have been possible without the participation assistance of numerous brave and courageous people along the way. thus, I have to thank them all.

first and foremost, I would like to give special gratitude to my parents who give me every opportunity to keep my step ahead.

I am indebted to my college teachers and the principal for their vision, encouragement and enduring contagious interest in the internship.

I extended my gratitude to my classmates and especially to our group members with whom I shared my dark days and together we sort out academic and social problems.

special thanks must be given to the teachers and students of MES Balaga mettu srikakulam for their feedback and support with which I achieved skills and developments.

last and most importantly, I would like to all those who made this report possible and become a reality with their kind assistance.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page 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.

I worked in the Internship in the department of education. I visited the place in MES Balag me-Hu. I choose education department to know the current status of the education. and difference from past few years I spent a day with children and I learn and observed many things.

the Introduction is very friendly and very valuable through this internship. I got to know that there are some other decided areas which has to improved. I interacted with the children and ask them to their problems and what they are facing though I gave a friendly with interaction and I thought some lesson to them and I gave few suggestions to improve them, which should be clear by government. there are some other decided areas which has to improved them.

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 with 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.

I worked in the education department. I worked in Balaga mettu mps school education department plays a important role in every sector. I

observed many thing in school that how children are beyoud cock of knowledge. my introduction with students are very friendly and ~~more~~ valueble. I spend nearly 8 hours with that children and I got to know that students performing was very poor. the students are not able to understand. that the basic things. I played a teacher role in school and shared very few things I played few role in school. I am planned to deve top and imporve the education system with my knowledge to give the best students.

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.

I worked in MES school balaga Mettu in the department of education. I worked in the Government school and I taught lessons to the students. I used the best board and chalk piece and taught the basic lessons. I performed some tasks for the children so that to encourage their capability. I performed weekly tasks for the children. This part of Internship more knowledge I learned more knowledge and I learned few things to change in school. which school be changed.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	As it is my first day. I have conducted self-Introduction for 5th class and 4th class students	It was a great day as a teacher and come to know about some students	<u>Kuo</u>
Day - 2	I went to third class and taught them maths in a fun and learning way.	I have been prepared and come to know about teaching in fun and learning way	<u>Kuo</u>
Day - 3	Again, I was sent to 4th class and I have noticed some problems in them.	I come to know about their educational status.	<u>Kuo</u>
Day - 4	I went to 2nd class and taught them every day things. in proper manner like greeting	I come to know how to teach the children neatly.	<u>Kuo</u>
Day - 5	I taught the 5th class students, an english lesson and played an activity	I observed about their knowledge english.	<u>Kuo</u>
Day - 6	I have interacted with the 4th class students through activities.	I come to know about their mind sets and knowledge	<u>Kuo</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted extra circular curricular activities like self Instruction, games to interact with them to know about their state of mind and connect with them.

I have also taught them few lessons from their syllabus in understandable manner so that they have felt that they come to know some new things. And I have observed their educational performance knowledge.

Totally, I learn that some students are not very well in studies and they like the teaching in fun and learning way.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I went to 4th class and I have observed some students who needs to be disciplines.	I have know how to di-scipine the students as my standard.	<u>ku</u>
Day - 2	I went to 5th class and asked them about their goals which was well Interactive	I got to know, about their life style, goals and Problems.	<u>ku</u>
Day - 3	I thought 3rd class, a Telugu lessons and by them Through sentences.	I have managed the students to read in thair mother language	<u>ku</u>
Day - 4	I have thought the 1st class students some rhymen and moral stories	I come to know about Communicat-ion and managen but with students	<u>ku</u>
Day - 5	I have tough the 5th clas about how to behove at particular places and situations	I have to come To know about mentoring in Behaviour aspects	<u>ku</u>
Day - 6	I have conducted activities for 2nd class students on maths.	I have taughtq subject in appro chable manner.	<u>ku</u>

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about the students, their performance in studies, and their students capability. I have discussed about how to be good and become better in academic performance.

I have conducted some new activities regarding their syllabus and created an environment in which they are very active in group activities and is calm too.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have checked about the 5th class students awareness on how to live in a society.	I have known so many new things that kids think about their place home and students	<u>ked</u>
Day - 2	I have taught 4th class students and english basics like everyday chores	I got to know about teaching new thing to the students.	<u>ked</u>
Day - 3	I have conducted a fun activity to the 2nd class where all the students have pasted papered very well.	I have developed any communication mentoring skills very well.	<u>ked</u>
Day - 4	I have helped the teachers and staff members in their respective works	I come to know about the working of teachers and staff.	<u>ked</u>
Day - 5	I have taught 5th class students about maths class and tricks to help them further.	I have learned to teach about how to solve arithmetic problems.	<u>ked</u>
Day - 6	I have taught EVS lesson for 4th class in a practical way.	I have learned to teach in practical way.	<u>ked</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my Teaching skills syllabus lessons to a practical approach which enhanced my communication skills very well.

And I have also interacted with the respected Government teachers, parents about the situations, problems, environment etc.... I have also tried to teach the students so that they feel like they are in an open space.

I have also worked with teachers and staffs work which made me know things that happen behind school.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have taught maths lesson To the 3 rd class and 5 th class.	I have developed My teaching skills the students too are good.	<u>KD</u>
Day - 2	I have conducted a game for exploring their Talent box 5 th class.	I have interacted with students and helped them in their doubts	<u>KD</u>
Day - 3	I have checked about every class government, the sanitary facilities and water supply.	I have to come To know about few problems in school.	<u>KD</u>
Day - 4	I have interacted with students regarding their problems in school and gave some solutions.	I tried to solve students problems at a possible level.	<u>KD</u>
Day - 5	I have taught 1 st class students about animals and birds.	I have dealt with 1 st class students digital way.	<u>KD</u>
Day - 6	I have taught 3 rd class about catting etiquette.	I have increased my communication skills.	<u>KD</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as Teaching, mentoring, communication, managing and Team Participation skills when compared to the previous three weeks.

I have also observed about the school environment, students performance and I have also interacted with them and gave advice and get tried to solve them, in other ways.

The students also have been well performing with good rate.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have taught 4th class about discipline followed in class room.	I have interacted with the student about disciplinary	<u>YD</u>
Day - 2	I have taught the 5th class students about seminar skills	I have tried to teach the students about seminar skills	<u>YD</u>
Day - 3	I have interacted with 1st class students through digital way.	I have accessed the digital device in the school.	<u>YD</u>
Day - 4	I have taught the and class about english lessons.	the students have learned and doing good in studies.	<u>YD</u>
Day - 5	I have taught the 3rd class about E.V.S lesson	the students are doing well.	<u>YD</u>
Day - 6	I have interacted with all students about previous status and present students	I have known somany thigs in this journeys.	<u>YD</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching skills, I have come to know that I have learnt so many things in this journey. I have developed my communication skills, managerial skills, Interactive skills, Teaching skills and other skills which enriched me very well.

I came to know few good things and also some problems which, I have tried to solve and made better out of it.

I learn about being a teacher, worker and mostly as an internal in the court place.

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.)

Intern's work environment is one of the aspects of Intern's quality addressed in this report. The people at MES Balaga Mettu School were a good interactive staff. We were given a desk for our work and with basic things like chalk pieces. Our role is to enhance the students, observe them and any other negatives. Analyse all activities by students and staff. Our timings are from 9:00 Am to 3:30 Pm coming to evening.

The headmadam and the teachers are very polite and humble to me. The students are very friendly and interactive which made me socialize with them very easily. The other interns were also very cooperative in work. We are the internal team and were very active and focused in the work. We were also given space for our process which made our Internship very useful for us.

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

there are some technical skills i have acquired from this Internship.

I have know about how to put my knowledge and skills into practice such as mentoring. I learned how to communicate and build relationships with the people i worked. I learned that every department of organization has its own culture. I quickly learned that every company has its own culture. As a intern, I discovered its essential to be enthusiastic and open to learning new skills. I learned that its important to communicate with teachers, head master if i have any doubts.

Asking and receiving feedback is very important. It is essential to take note of both the positive and negative points for future. I learned that some times asking for feedback or receiving feedback is difficult to hear, but it will have a significant impact on your future career and success.

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.

there are also some managerial skills i have acquired from this Internship.

I learned how to effectively deal with people. Developing managerial skills is important to all professionals. As a team, we planned about scheduling with respect to time and we all acted as a readers for every week. we arranged our work place culture for productive use of time.

we have kept notes for observing everyone improvement weekly wise. we will discuss about all pro's and con's in our working style. we all have kept our goal for this journey we also have developed our decision making skills which are very essential in further. As per the final day, we have discovered about our performance in upgraded.

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 have improved our communication skills in this internship at MES Balaga Methu Srikakulam.

As we have been interacting with each other, students we have improved our oral communication's written communication as we are assigned to class rooms. At first day, we may feel tense, but now we are confident while communication as we conversating, understanding others.

we also come to getting understand by others. we improved our speech skills from prepared level. we have developed. from a student to an 'intern' we have also developed few teaching skills in our way which made students better.

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

Team work is one of the most taught after skills in the work place.

we, the interns of MES Balaga mettu Sriakulam formed as a team to Enhnce and And improve our work in an efficient way.

firstly as we have no familiarity with each other gradually it took time and we have also become a supportive team.

Every week one of us will lead the team to look leadership. we have discussed with each other about work. performance.

working as a team members and also as a leader made me know about how to work as team member, its role in the team is my way to interact, co-operate and manage them as a unity in every activity it gave me experience and knowledge about teamwork.

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

The Government has taken a big leap in implementing technology in education system to amplify digital transformations of schools.

The Balaga Mettu MES School of Srikakulam uses devices in the procedure.

The Headmaster updates the information of school through smart phone. They scan faces of the students for checking every teacher and headmaster of school make their attendance through face scan method.

There is a smart TV which can be used for teaching practicing the primary students more than academic syllabus in English medium when compared to previous systems that are followed in government school. Now the present system followed by our school is very enhanced, upgraded and enriched in every standard. We have also used the technological devices for our tasks related to Internship. Even, when the students are leaving from school, it is also recorded under headmaster vision and is documented.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **B. Sukanya (2122001356006)**

Term of Internship: From To

Date of Evaluation:

Organization Name & Address:

Name & Address of the Supervisor
with Mobile Number:

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
PERFORMANCE					

B. Sukanya
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No:

Bunga. Sukanya (2122001356006)

Term of Internship: From

To

Date of Evaluation:

Organization Name & Address:

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Quality of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
OVERALL PERFORMANCE	1	2	3	4	5

K. Lalitha Kumari
Signature of the Supervisor

ప్రధానాధ్యక్షులు
వీరవారిక నంబ్ ప్రాథమిక విద్యాలయం
బీజాపూర్, కర్ణాటక

PHOTOS & VIDEO LINKS