

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: DHANALA VENKATI

Name of the College: A¹'s college degree srikakulam (MEN)

Registration Number: 2122001356006

Period of Internship: From: 18/08/23 To: 30/09/23

Name & Address of the Intern Organization MES School Balagamettu
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), SKIM.

Department: Education

Name of the Faculty Guide: Dr. DILLESWARA RAO SANAPALA

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

Name of the Student: BU DHANALA VENKATI

Programme of Study BA (TEP)

Year of Study: 3rd year

Register Number: 2122001356006

Date of Submission:

Student's Declaration

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

(Signature and Date)

Endorsements

Faculty Guide


(Dr. Dilleswararao)

Head of the Department



Principal



Certificate from Intern Organization

This is to certify that D. Venkati..... (Name of the intern) Reg. No. 22200135601 of G.D.S. (M.S.N.). Name of the College) underwent internship in MES. Bangalore (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
సాంఘిక సంస్థ ప్రాధమిక విభాగం
బెంగళూరు

ACKNOWLEDGEMENTS

This school internship Report is the result of an end of a way of two months it would not have been possible without the participation assistance of various brave and courageous people along the way thus I have to thank all them.

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 our group members with whom I started shared my days and to gether we sort out academic and social problems.

Special thanks must be given to the teachers and students of Babaga Mettu, Municipal elementary school Srikkulam for their feedback and support with which I achieved skills and development.

Last and most importantly, I would like to all those who made this report possible and became a Reliculy 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 in place in MES Balaga Mathu Srikaluam 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~~ The Introduction is very thindly and very valuable through this Internship I got to know the there are some other decided areas which has to improved I interacted with the children and get them to know their problems and what they are facing thought some lesson to them and I gave few suggestions to improve them. which should be clear by government there are some other 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 M.S. School Balaya Mettu. Sriakulam Education department plays a important role in every sector I observed many things in schools that how the children are beyond lack of knowledge. My introduction with students are very friendly and more valuable. 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 basic things I played a teacher role in school and shared very few things I played a few role in school I am planned to developed and improve 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 Balabada Mettu Srikakulam in the Department of Education I worked in the government school and I taught lessons to the students I used the black board and Chalk and taught the basic lessons I performed some tasks the children so that to encourage their capability I performed weekly tests to the children this part of internship more knowledge I learned more knowledge and I learned few things to change in school which ~~the~~ 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 class I have conducted self-Introduction to 5th class and 4th class.	It was a great day as a teacher and come to know about some students.	
Day - 2	I went to 5th 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.	
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.	
Day - 4	I went to 3rd class and taught them Everyday things in proper manner like greetings.	I come to know how to teach the children neatly.	
Day - 5	I taught the 5th class students, an English lesson and played an activity.	I observed about their knowledge on English.	
Day - 6	I have interacted with the 1st class student and 2nd class through activities.	I come to know about their mind sets and knowledge.	

WEEKLY REPORT

WEEK - 1 (From Dt.13.08/23. to Dt.25.08/23..)

Objective of the Activity Done:

Detailed Report:

In this entire week I have conducted Extra Circular Curricular activities like Self Introduction games to interact with them to know about 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 can know about 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 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 desipline.	I have know how to desipline the students as my standard.	
Day - 2	I went to 5th class and asked them about their goals which wass well interactive.	I got to know about their life style goals and problems	
Day - 3	I taught 3rd Class a teluge lessons and by them throught sentences.	I have managed the students to read in their mother language	
Day - 4	I have taught the 1st Class students some Rymes and Moral stories	I come to know about communication and management with students	
Day - 5	I have taught the 5th also about how to behave at particular places and situations	I have to come to know about mentichet in behaviour as respects	
Day - 6	I have conducted activites for 2nd class students on Maths	I have taught a subject in applicable manner.	

WEEKLY REPORT

WEEK - 2 (From Dt. 26/08/23... to Dt. 30/08/23....)

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 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 in class 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 things about their place home and students.	M
Day - 2	I have taught 4th Class students about English basics like Everyday Class	I get to know about teaching new things to the students	M
Day - 3	I have Conducted a fun activity to the 2nd Class where all the students have participated very well	I have developed and Communication Mentoring skills very well.	M
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	M
Day - 5	I have taught 5th Class students about Maths Basics and tricks to help them together.	I have learned to teach about how to solve arithmetic problems	M
Day - 6	I have taught Evs lesson for 4th class in a particular way.	I have learned to teach in practical practical way.	M

WEEKLY REPORT

WEEK - 3 (From Dt. 01/09/23 to Dt. 07/09/23...)

Objective of the Activity Done:

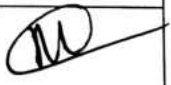
Detailed Report:

In this week I have developed my teaching skills from syllabus lesson to a practical approach which enhanced my communication skills very well.

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 feel like they are in a open space.

I have also worked with teachers and staffs work made me know things that happens 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 3rd Class and 4th Class	I have developed my teaching skills the student too are good	
Day - 2	I have conducted a game for explaining their talents for 7th Class	I have interacted with students and helped them in their doubts.	
Day - 3	I have Checked about every class Environment the sanitary facilities and water supply.	I have to come to know about two problems in school	
Day - 4	I have interacted with students Regarding their problems in school and give some solutions.	I tried to solve students problems at a possible level.	
Day - 5	I have taught 1st class students about animals and birds	I have dealt with 1st class students digital way.	
Day - 6	I have taught 3rd Class about Caring Claquehe.	I have increased my communication skills.	

WEEKLY REPORT

WEEK - 4 (From Dt. 03/09/23 to Dt. 12/09/23...)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills such as teachings, 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 got 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 maths lesson to the 3rd Class and 4th Class Rooms	I have interacted with the students about disciplinary	M
Day - 2	I have taught the 5th class students about seminar skills	I have tried to teach the students about seminar skills	M
Day - 3	I have interacted with 1st Class students through digital way	I have addressed the digital advice in the school.	M
Day - 4	I have taught the 2nd class about English lesson	the students have learned and doing good in studies	M
Day - 5	I have taught the 3rd Class about EVS lesson	the students are doing well	M
Day - 6	I have interacted with all students about previous students and present students.	I have known so many things in this journey.	M

WEEKLY REPORT

WEEK - 5 (From Dt. 13/09/23... to Dt. 20/09/23...)

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 learned so many things in this journey I have developed my communication skills management skills interpersonal skills teaching skills and other skills which enhanced me very well.

I come 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 work 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 aspect of Interns quality addressed in this report the people at MES Balga Netu school Srikakulam were a good interactive staff we were given a desk for work and which basic things like Chalk pieces our role is to enhance the students observe them and any other bagitties Analyse all activities by students and staffs our things are from 9:00 AM to 3:30 PM (Morning to Evening)

The headmaster 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 interns a team were very active and focused in the work we are also given space for our problems which made our internship very useful.

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

The 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 communicated and build relationships with the people of worked I learned that Every development an Organisation has it is own culture I quickly learned that Every Company has it is own culture As a intern i discovered its usential to be entostics and open to learning new skills I learned that is important to commu with teachers headmaster if i have any doubts.

Asking and Reading feedback is very important it is essential to take note of both me positive and negative points for future i learn that some times asking for feedback or Reciving feedback it difficult to hear but it will have a significant impact on your future carrier 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 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 leader. For every week we arranged our workplace culture for productive use of time.

We have kept notes for observing. Every one improvement weekly wise we will discuss about all progress and in our working style we all have developed our decision making skills which are very essential in further. As for the final day we have discovered about our performance is 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 Mathu Srikakulam

As we have been interacting with each other student we have improved our oral and written communication as we are assigned to class rooms At first day we were very shy but now we are confident while communicating as we are conversing understanding others.

We also come to getting understood by others we improved our speech skill from prepared level to extempore level we have developed from a student to an inter 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.

1 Team work is one of the most taught skill skills in the workplace.

We the interns of MES Balaga methu Srikalulam formed as a team to enhance and improve our work is 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 take leadership we have discussed with each other about work performance.

Working as a team members and other also as a leader made me known about how to work as a team member his role in the team in my way to interact Co-operate and manage team as a unity in Every activity it gave me Exposure and knowledge about Team work.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Dhanala Venkata / 2122001356011

Term of Internship: From To 18/08/2023 to 30/09/2023

Date of Evaluation:

Organization Name & Address: M.E.S. Balayga Mathu (Srikakulam)

Name & Address of the Supervisor with Mobile Number: Ravi Kumar.

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
15) OVERALL PERFORMANCE	1	2	3	4	5

Signature of the Student

D. Venkata

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Dhanu Venkati / 2122001356011

Term of Internship: From 18/08/2023 To 30/09/2023

Date of Evaluation:

Organization Name & Address: MES Balaya Melu (Srikakulam)

Name & Address of the Supervisor with Mobile Number: Ravi Kumar

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) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

K. Lakshmi Kumar
Signature of the Supervisor

ప్రధానోపాధ్యాయులు
సంగరసాలికి సంస్థ ప్రాధమిక పాఠశాల
బిల్డింగ్ శ్రీరామకుళం

PHOTOS & VIDEO LINKS





EVALUATION

Page No:

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal 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 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- 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)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: DHANALA VENKATI

Programme of Study: EDUCATIONAL DEPARTMENT

Year of Study: 3rd year

Group: B.A.C.T.E.P)

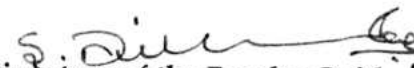
Register No/H.T. No: 8122001356006

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN) SRILAKULAM

University: DR.B.R. AMBEDKAR UNIVERSITY.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	PROJECT LOG	20	19
2.	IMPLEMENTATION	30	28
3.	REPORT	25	25
4.	PRESENTATION	25	24
	GRANDTOTAL	100	96

Date:


Signature of the Faculty Guide

Certified by

Date:

Seal:


Signature of the Head of the Department/Principal

Page No:



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

www.apsche.ap.gov.in