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: Dus? . Granga Maurika

Name of the College: AXX'S college begyer skrkullummen

Registration Number: 2122001356012

Period of Internship: From: 18/08/23 To: 30/9/23

Name & Address of the Intern Organization MUP School Ama

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: Soul sessee course sklen

Department: Education

Name of the Faculty Guide: 08- Blesword RAO Sarakora

Duration of the Internship: From 18/08/23 030/09/123

Name of the Student: O. Garga Mourika

Programme of Study BA TEP

Year of Study: 300 years

Register Number: 2122001356012

Date of Submission: 07/11/2023

Student's Declaration

I,D. Moundles studer	nt of MProgram,	Reg. No.	212200135602	of the
Department of, .				
completed the mandat	ory internship from	3/8/23to30159	123.in	
(Name of the inter	n organization) u	nder the	Faculty Gui	deship
of, (Name of	of the Faculty Guide),	Departmen		
SE AXIS COIRSIMEND	Name of the Colle	ege)		

D. Garga Maurika (Signature and Date)

Endorsements

Faculty Guide S. Dilleswara Rao)

Head of the Department News

Principal



Certificate from Intern Organization

This is to certify that D. Granga mounted. (Name of the intern) Reg. No.2122013 Con of Grave degrae selformen Name of the College) underwent internship in mupsched. Amudalavaka. (Name of the Intern Organization) from 12 08 12023 to .30.109/2023.

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

Authorized Signatory with Date and Seal

Amadalavalasa Gate

AMADALAVALASA

Srikakulam (Dist.)

ACKNOWLEDGEMENTS

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song All student's oxe exousex well

9:30 to 10:30 Am

Subject: Telugu

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11800 to 12800 Am

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-> usoo pm (student's one stand pladse)

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.

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- HOW to Execute the lesson's

 Discipline and communication

 SKILS.

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.

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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.

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ACTIVITY LOG FOR THE FIRST WEEK

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WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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ACTIVITY LOG FOR THE SECOND WEEK

DA & DA	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
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Day 2	teaching the legson's to students in ath	Bringen 3 ace a	B
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WEEKLY REPORT

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

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ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day -	Thave checked about 8th on how to blue in a. So clerk	any new Hirth 2004 Klds Figur 2000 Floor Swar 2000 Share Share	Broban
Day -	Those foughts loss close student owns English of the cost of the costs of the charges	Esse Kraw assay	
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WEEKLY REPORT

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

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ACTIVITY LOG FOR THE FOURTH WEEK

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WEEKLY REPORT

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

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Detailed Report:	
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ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day -	I have lought 2nd dass about Electrin follo mad ?n class soom	ed with the s	802
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The ho	al students about exposes skitus and present status	rany things	in 810

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WEEKLY REPORT

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

Detailed Report: As rex the week Thave come to know that Those looked to anny things in this could be the source of the transport of the templated any common cation skells, managerial skell inhabite the skells to the template the skells and other skells which enchanced are very well. I come to know few that this and the same exclusion which that the template and and the relies and to the fit it leads and a template and a template and a template the same as the same and a template and a template and a template the same template and a templ	Objective of	f the Activity Done:
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	w inse.	SU IN SUE WOOD STATE
		张信仰是一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个

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.)

untexus wask sourcent is one of the as FOLE OF IN SEXUE OVERFA OPPRESSED IN SP is repost. The people of MES echal were and with hosic never she adesk for BUX WORK and with hosts Things like chalk pieces. our role is so enhance the students. onsexue then and any other negative Analysis all activities by Student's and staff ax things are for m 9800 Am 20 3830 The headenadam and the workers axe very politie and humble to me the students are very exemply and intreact Pon which more me socialine with Frem very exendly and introaction which mise me socialine with them very Easily th e other engens as a team were also BINEN Stores 6025 OX Exacess Mych made oux internship very useful for Describe the real time technical skills you have acquired (in terms of the jobrelated skills and hands on experience)

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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.

· Thexe axe some managexent skell I have ocavisces exam ship indexniship I learned now to essectively teal as a more persone and some some some some of the Encondant to all exceptions. As a lexa agest Aller grulledand scores dannels an al to sew and we all acted as a sea gexe box enext meek me accountly onx WOXK place culture for expulike use of lane we have kept notes for subexnelle the su sale placement weekly were us will LISCUSS about all exo's and con's in one working style we all have developed ax descision making skills which are vexy Essential in sixthex as fex the sinal gait me part precented apart and bextormance is aboxaged

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 smekoved ask communication skills in this Enlerght at MES school Hodge colony sexcel Amadalavalasa. All we have been Indexacting with each others students we have gravere COUR OFOR COMMONWORDS WEDDEN COMMON Calion as we are assigned so class some At fixel day we feel these but know we ar confident while communication. convexeasion others. we also come to selling orderstand by affects we surred and seem skill exem exercised level to extengulerell. he have also developed few seaching skill in as may which more shureness weller.

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 sought after skill in the work place we the Intexins of MES school House Grate School Amadalavalasa formed as a EPP? cient way Probly as we have no familaxily with Each other oxpically of Just the ond we have also became assignable town. EVEXY week one of us will lead the fear to take leadership we have liscusse with Each allex's and work expander. working as a season members and also as a leadex made me know about how to work as a seam member it's xale in the from and xesponsivilities as a lender. I have lead the seam in my way on inte sack coopexalive and marage them as a unilly. In Every activity it sive me. Expexience and knowledge and Dem work?

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

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Student Self Evaluation of the Short-Term Internship

Dosi Ganga mounika	(2122001356012)
30/09/2093	
P. Janardhan Rao	mu.p school
	20/09/2093 P. Janardhan Rao

Letter grade of CGPA calculation to be provided

Please rate your performance in the following areas:

Rating Scale:

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		2	3	4	5
6)	Dependability	1	2	3	4	5
7)	Ability to learn		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) 1	Productivity	1	2	3	4	5
13) 1	Progress of learning	1	2	3	4	5
(4) A	Adaptability to organization's culture/policies	1	2	3	4	5
5) (OVERALL PERFORMANCE		2	3	4	5

D. Granga Mouril 2a Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No:	D. Gianga mounilea (2122001356012)
Term of Internship: From 18/01	8/2023 To 30/09/2023
Date of Evaluation:	
Organization Name& Address:	
Name & Address of the Supervisor with Mobile Number:	P. Janardhan Ras

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

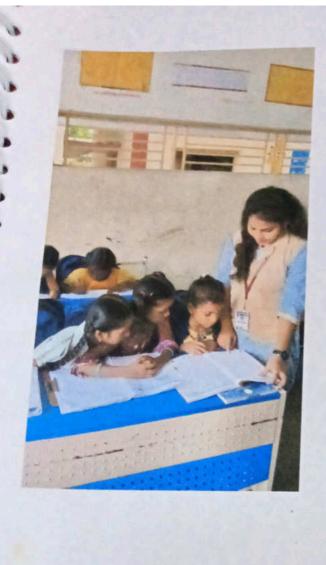
Rating Scale: 1 is lowest and 5 is highest rank

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	(3)
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	(3)
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	(3)
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)
4) Adaptability to organization's culture/policies	1	2	3	4	38.54
5) OVERALL PERFORMANCE				4	5
ONIMATION	Anna I	2	3	4	(5)

HEAD MASTER
Municipal High School
Amadalavalasa Gate
AMADALAVALASA
Srikakulam (Dist.)



Signature of the Supervisor









EVALUATION

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
 Internship Evaluation
 Oral Presentation
 25 marks
 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)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: DISI . GIANGIA MOUNTIKA

Programme of Study: EDUCATIONAL DEPARTMENT

Year of Study: 2nd year

Register No/H.T. No: 8188001356002

Name of the College: GOVERNIMENT DEGREE COLLEGE (MEN) SRIICAKULAM

University: DR. B. R. AMBEDICAR 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	25
	GRANDTOTAL	100	97

Date:

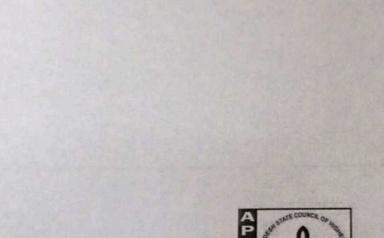
Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statuory 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