

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: Grade. Seethalakshmi

Name of the College: Arts. college degree srirajakulam (men)

Registration Number: 2122001356013

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

Name & Address of the Intern Organization: MES School kalaga mettu
srirajakulam

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). 8/km
Department: Education
Name of the Faculty Guide: Dr. Dilleswara Rao Samapala
Duration of the Internship: From 18/08/23 To 30/09/23
Name of the Student: Gade. Seethalakshmi
Programme of Study BA (TEP)
Year of Study: 3rd year
Register Number: 2122001356013
Date of Submission: 02/11/2023

Student's Declaration

I, Mr. Seetha Lakshmi student of Intern Program, Reg. No. 2192001356013 of the
Department of B.A. Govt. Degree College do hereby declare that I have
completed the mandatory internship from 18/08/22 to 30/08/22 in
(Name of the intern organization) under the Faculty Guideship
of..... (Name of the Faculty Guide), Department of B.A.
Govt. Degree College (Name of the College)

Mr. Seetha Lakshmi
(Signature and Date)

Endorsements

Faculty Guide

S. Dillewarao
(Dr. Dillewarao)

Head of the Department

One m...

Principal

B...

Certificate from Intern Organization

This is to certify that Mr. Seethalakshmi (Name of the intern) Reg. No. 2122001356013 of Govt. degree college (Name of the College) underwent internship in M.S. (balaga) Sakaratham (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
సర్వవారి సంగ్రహము, వాతావరణ
మరియు శ్రమ

ACKNOWLEDGEMENTS

The 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 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 days and together we sort out academic and social problems.

Special thanks must be given to the teachers and students of municipal elementary school Balaga Selirakulam (MES).

for their feedback. Love and support with which I achieved skills and developments.

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.

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 m/s municipal elementary school balaga srikakulam 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 get to know the there are some other decided areas which has to be improved I interacted with the and I thought same person do them and I gave few suggestions to improve them which should be clear by government there are some other decided areas which has to be 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 Mrs. municipal elementary school balaga srivakulam education department plays a important role in every sector I observed many thing in school that how the children are beyond work of knowledge my interduction with students are vaby friendly and more valuble I spend nearly .8 hours with that children and I got to know that student's performing was very poor. the students are not able to understand that the basic things I played a teacher work in school and shared very few things I played a few work in school I am planned to

develop 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 would be in M's school badaga
Srikakulam in the department of education
For I worked in the government school
and I taught lessons to the students
I used the blackboard and chalk and the
whiteboard lessons. I performed some data
for the children is that to encourage their
capability. I performed weekly tests to the chil-
dren. This part of internship more knowl-
edge I learned more knowledge and I learned
few things to change in school which
should 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 I have come to know some students' knowledge.	Saxena
Day - 2	I went to third class and taught them maths in a fun and clearing way.	I have been reported and can know about teaching in a fun and clearing way.	Saxena
Day - 3	Again I was sent to 4th class and I have noticed some problems for them.	I come to know how to teach the children easily.	Saxena
Day - 4	I went to 5th class and students, an English lesson and played an activity.	I observed about their knowledge of English.	Saxena
Day - 5	I went to 2nd class and taught them everyday things in proper manner like greetings.	I come to know how to teach the children easily.	Saxena
Day - 6	I have interacted with 1st class students through activities.	I come to know about their mind sets and knowledge.	Saxena

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

I have also thought of them being lessons from their syllabus in understandable manner so that they have fun that they come to know about some new things and I have observed their education 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 of the students who needs to be discipline.	I have know no how to discipline the students as my standard.	Saswatha
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, goods and problems.	Saswatha
Day - 3	I thought 3rd class a little lessons and by them through sentences.	I have managed the student to read for their mother language.	Saswatha
Day - 4	I have taught the 1st class students some sh games and moral stories.	I come to know about communication and management with students.	Saswatha
Day - 5	I have taught the 5th class about how to behave at particular places and situations.	I have to come to knowledge mentoring about behavior aspects.	Saswatha
Day - 6	I have conducted activities for boy and class students on maths.	I have taught a subject in approachable manner.	Saswatha

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In the 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 in class.

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 many new things → that kids think about their life at home and students.	Saswathi
Day - 2	I have taught 4th class students about English lessons like everyday chores.	I got to know about teaching new things to the students.	Saswathi
Day - 3	I have conducted a fun activity for the 2nd class where all the students have participated very well.	I have developed my communication and mentoring skills very well.	Saswathi
Day - 4	I have helped the teachers and staff members in their respective works.	I came to know about the working of teachers and staff.	Saswathi
Day - 5	I have taught 5th class students about maths basics and tricks to help them in further.	I have learned to teach about how to solve various problems.	Saswathi
Day - 6	I have taught EVS lesson for 4th class in a practical way.	I have learned to teach in a practical way.	Saswathi

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week I have developed my teaching skills from syllabus lessons to a practical approach which enriched 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 they feel like they are in an open space.

I have also worked with teachers and staffs work which 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 lessons to the 3rd class and 4th class.	I have developed my teaching skills the students too are good	Sawatha
Day - 2	I have conducted a game for exploring their talent for 5th class.	I have interacted with students and helped them in their doubts.	Sawatha
Day - 3	I have checked about every class government the nearby facilities and water supply.	I have to come to know about few problems in school.	Sawatha
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.	Sawatha
Day - 5	I have taught 1st class students about animals and birds.	I have dealt with 1st class students digital work.	Sawatha
Day - 6	I have taught 3rd class about taking estimate	I have improved my communication skills.	Sawatha

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this, 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 also observed their three weeks performance and I have also started with them and gave advice and got help to solve them in other ways.

The students also have been 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 class room	I have interacted with the student about discipline.	Sawatha
Day - 2	I have taught the 5th class students about senior skills.	I have tried to teach the students about senior skills.	Sawatha
Day - 3	I have interacted with 1st class students through digital way	I have accessed the digital device for the school	Sawatha
Day - 4	I have taught the 2nd class about english class	The students have cleaned and doing good first	Sawatha
Day - 5	I have taught the 3rd class about E-V-S lesson	The students are doing well.	Sawatha
Day - 6	I have interacted with all students about pre-low stocks and present study	I have been so many things for this journey.	Sawatha

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 learn so many things. In this Journey I have developed my communication skills, managerial skills, interactive 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 working as an intern 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 aspects of Interns Quality addressed in this report the people of MES Balaga school were a good interactive staff we were given a task 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 staffs our things are also from 8:30 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 as a team 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 known that about how to put my knowledge and skills into practice. Such as mentoring I learned how to communicate and build relationship with the people I worked. I learned that every department or organization has its own culture. I quickly learned that every company has its own essential to be enthusiastic and open to learning new skills. I learned that it is important to communicate with teachers, Headmaster if I have any doubts.

Asking and receiving feedback is very important. It is essential to take note of the both the positive and negative points for feedback on receiving feedback 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 professional. As a team we planned about schedule with respect to time and we all acted as a leaders for every week. used time. workplace culture for productive use of time.

We have kept notes for observing everyone improvement weekly wise. we will discuss about all pros and cons in our working style we all have kept our goals for this journey we also have developed our decision making skills which are very essential in further. as for the final day we have discussed 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 M's Balaga school Srikakulam.

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

We also come to getting understood by others we improved our speech skills from prepared level to extempore level. We have developed from a student to an intern we have also developed basic 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 extra skills in the work place.

We the interns of MES bab-ga school saikafalam learned as a team to chance and improve our work in an efficient way.

Initially 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 be at 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 a team member, it's role in the team in my way to interact, cooperate 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 step up in implementing technology in education system to amplify digital transformations of schools.

The mēs school balaga' sukakulam uses devices for 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 standards. 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.

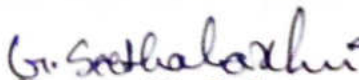
Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:	Grade. Sathalaxmi.. (2022001356012)
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
15) OVERALL PERFORMANCE	1	2	3	4	5


Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Grade. Seetha Lakshmi (0122001356013)

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

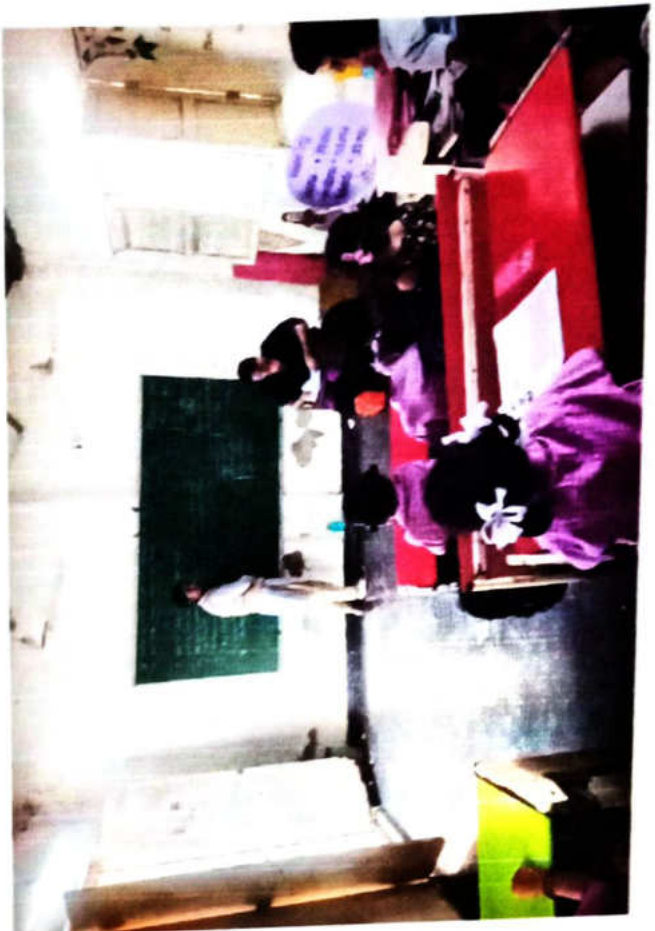
Rating Scale: 1 is lowest and 5 is highest rank

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) 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. Lalitha Kumar
Signature of the Supervisor

ప్రతిపాదించబడిన
అధికారి నాటి ప్రతిపాదన పత్రం
పంపిణీ చేయబడింది

PHOTOS & VIDEO LINKS





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 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: GADE, SEETHA LAXMINI

Programme of Study: EDUCATIONAL DEPARTMENT

Year of Study: 3rd Year

Group: B.A.(T.E-P)

Register No/H.T. No: BR2001356078

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

University: DR. B.R. AMBEDKAR UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	PROJECT LOG	20	18
2.	IMPLEMENTATION	30	28
3.	REPORT	25	25
4.	PRESENTATION	25	24
	GRANDTOTAL	100	95

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 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