

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: *Kenna . Amith Kumar*

Name of the College: *Art's College GDC (men) Srikakulam*

Registration Number: *2122001356023*

Period of Internship: From: *18/08/23* To: *30/9/2023*

Name & Address of the Intern Organization *PSNM School 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: *Arts college GDC (men) Srikakulam*

Department: *Education*

Name of the Faculty Guide:

Duration of the Internship: From *18/8/23* To *30/9/23*

Name of the Student: *Konna. Smith Kumar*

Programme of Study *Education Department*

Year of Study: *3rd Year*

Register Number: *2122001356023*

Date of Submission:

Student's Declaration

I, K. Amith, a student of intcm Program, Reg. No. 2122001356023 of the Department of TEP, HITS GDC College do hereby declare that I have completed the mandatory internship from to in PSNM School (Name of the intern organization) under the Faculty Guideship of, (Name of the Faculty Guide), Department of TEP HITS College GDC (men) (Name of the College)

K. Amith
(Signature and Date)

Endorsements

Faculty Guide S. Dillewar
(Dr. Dillewar Rao)

Head of the Department M. S. Rao

Principal

B. S. Rao

Certificate from Intern Organization

This is to certify that *Kanna Armith Kumar* (Name of the intern) Reg. No..... of *A.I.S. College*.... Name of the College) underwent internship in *PSNM School*..... (Name of the Intern Organization) from *18/08/2023* to *30/09/2023*.....

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

Authorized Signatory with Date and Seal

ACKNOWLEDGEMENTS

9:05 to 9:20 (Prayer)

1. National Song 2. maa telugu thall Song 3. Slogan

All student's are prayer well

9:30 to 10:30 Am

Subject - Telugu

Class - 6th class

13 girls and 14 boy's attend in my class

Class - 7th class

7th class are good response in my class but first are second members doesn't active my class reming student's responding in my class.

10:30 to 10:40 Am (Break)

11:00 to 12:00 Am

Subject - Social Studies

Class - 9th class

18 girls and 24 boy's attend in my class. I Explain History and polytics all student's are respond very well.

12:00 to 1:00 (Lunch break)

1:05 to 2:00

Subject - Hindi Class - 8th class

10 girls and 12 boy's attend in my class.

Report - Some student's are respond well but other student are doesn't respond.

2:30 to 2:30pm (break)

→ All students are 6th class are read tables

→ 4:00 pm (students are stand pladge) National anthem song
School dispers.

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.

Learning objects :-

- I teach the lesson all student's in my class,
- I Teach The lessons and how to write work book of Explain all student's.
- The head master how to Explain lessons and how to interact with students to Explain to me.
- In my internship training I Explain lessons and conduct games and so many spend with children's.

Out Comes :-

- All classes students are good response. in PSNM school Konna vedhi total strength is ~~fifty~~ 465 students.
- I my self. I Explain lesson's are good and also student's are good respond.
- How to Execute the lesson's, Discipline and Communication skills.

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.

In PSNM School Konna Vedhi Sriharikulam on first day going to school prayer, National anthem, pledge in prayer time. in prayer time all students are very discipline. The school Head master doing the activities with me and other intern student's also attend the activities.

In classroom I teach the lesson all students are listen silently and very carefully. I conduct the Exams with all student's are silently writing Exam. after Exam I give the papers and correction the papers. Childrens is celebration on Teachers day. (sep 5th)

→ musical chair, dance, Essay writing. a quiz conduct these games in teachers day celebration.

→ All games are playing to students very well.

→ Some team's are won games 1st 2nd 3rd respectively Some teams are doesn't won games but well played.

→ in September 5th 2023 first of all students and teachers and other intern student's.

→ str gives the prizes in all win the students. and others cultural activities are conducted in my intern school.

→ in September 5th 2023. It very good day in my life.

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.

1. introduction ?

In PSNM school Konna Vedhi Sriakulam. Staff 1 head master and also teachers.

In lunch time 4 women's serve to food all students. women's are Sriakulam.

2. vision, mission & values of organisation ? The mission is only 2 month's. 2. How to teach us Communication skills, doing activities. 3. How choose this school some reasons are there. School surrounding good faculty and good students.

3. Role & personality ? Teach the lessons, writing the work book notes in the school, and my role is teacher. I respond of all student's discipline and good behaviour learn to students.

→ I teach the lesson all students joining in school.







→ Both profit and loss of students joining his children in.

→ Now a day's parents are can't joining his children in govt school because teaching skill is nice in govt school

Teacher.

future plans of the organisation ? Teachers are teach the lesson very well school surroundings are more beautiful plants and cleaning in the school outside (prahari wall)

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Teaching the lesson to students in class room	I teach the lesson students are silently listening respond.	
Day - 2	Teaching the lesson to students in class room	I teach the lesson students are silently listening respond.	
Day - 3	Teaching the lesson to students in class room	adding multiple numbers and all students are good respond.	
Day - 4	I am writing the work books of 6 th class student's and 8 th class student's.	6 th , 8 th class student work books are clear and good writing.	
Day - 5	Prepare the all student's for Examinations. I am invigilator of 6 th class.	All students are write the Exam's as well.	
Day - 6	Prepare the all student's for Examination Conduct the Examination.	All student's are write Exam's (social) normal.	

WEEKLY REPORT

WEEK - 1 (From Dt. 18/8/23 to Dt. 25/8/23)

Objective of the Activity Done:

Detailed Report:

I. preparing the Examination of all students in first day. I prepare the Hugu Exam of student's in 4th class. All students are attend in the class. all students are form a line and silently Exam is writing.

II. In second day I conduct the Examination of 6th class. I am the invigilator of 6th class. All student's are attend the Examination. All students are attend the Exam. Collect exam paper and finish Exam is finished all student's papers are collect by me. Similarly remaining three days conduct the Exams as wellly all student's are sitting the Examination places and silently writing.

Report - All Students good writing the Exam well.

The learning outcome control the students and H.M Sir some activities and collection the Question paper. all students are gain good marks and next day I Explain highest wrong Answer of the class. that question Explain to student's in my class.



ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Teaching the lessons to students in 7th class	in the class. I teach the lesson at the same time students raise doubts	KS
Day - 2	Teaching the lessons to students in 9th class.	in the class all students are good response and reading is good.	KS
Day - 3	Teaching the lesson to students 8th class.	in the class all students respond average one boy is well	KS
Day - 4	Teaching the numbers and 1.B.C.D.... Z	Reading and writing all students very well.	KS
Day - 5	Conduct the normal dictation of 8th class students.	all students are reading average.	KS
Day - 6	Teaching the sum of math's in 9th class. Social	I am teaching the lesson to students are home work.	KS

WEEKLY REPORT

WEEK - 2 (From Dt. 26/8/23 to Dt. 30/8/23)

Objective of the Activity Done:

Detailed Report:

Teaching lessons in this week 7th 9th 8th classes.

1. I teach the lesson in 9th class in the morning. Three sums are explain to the all student's of 9th class. The students are write the sum in our note books. many students are respond very well.

2. in second day. I Explain how to interact with other persons. The lesson 8th class students god response. total class attend my class.

3. in third day. I Explain how to interact with other persons some Communication skills Explain with us.

4. in fourth day. I teach lesson in 7th class. for student's are active and other student's are duller's and normal.

5. in fifth day. saturday morning teaching the math's multiplication of two. two numbers how multiply the number's student's are listining to carefully.

6. In sixth day I Explain padhya ratnale. in the kluge poem of 7th class student's.

7. in seventh day I takes lesson 9th class.

Report: The Head master gives Exam papers & Correction that Answer paper's.



ACTIVITY OR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have checked about 8th class student's awareness on how to live in a society.	I have know so many new things that kids thinks about their place here situations.	Cy
Day - 2	I have taught 7th class student's about English basic like Every day Chars.	I got know about teaching new things to the student's.	Cy
Day - 3	I had Conducted a group activity to the 8th class where on the student's have partici pated very well.	I have developed my Communication mentoring skills very well.	Cy
Day - 4	I have helped the student in their respecting work's.	I Come to know about the working the teacher.	Cy
Day - 5	I have taught 8th class student's about math's basics and this help them further.	I have learned to teach about how to solve arithmetic problem's.	Cy
Day - 6	I have taught a social lesson in 9th class in a practical way.	I have learnt to teach in practical way.	Cy

WEEKLY REPORT

WEEK - 3 (From Dt. 1-9-23 to Dt. 7-9-23.)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my teaching skills from 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 situation's, 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 marked me know with teachers and staff's work which made me know things that happens behind school.

cp

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 Social Chapter to the 7th class and 6th class.	I have developed my teaching skills the students too are good.	P. Shazali
Day - 2	I have conducted a game for Exploring their talent for 6th class.	I have interacted with students and helped them in their doubts.	P. Shazali
Day - 3	I have checked about every class environment the sanitary facilities and water supply.	I have to come to know about few problem in school.	P. Shazali
Day - 4	I have interacted with student regarding their problems in school and gave some solution.	I tried to solve students problems at a possible level.	P. Shazali
Day - 5	I have taught 6th class student's about animals and bird's.	I have deal with 6th class student digital way.	P. Shazali
Day - 6	I have taught 7th class about editing Etiquette	I have increased my communication skills.	P. Shazali

WEEKLY REPORT

WEEK - 4 (From Dt. 8-9-23 to Dt. 12-9-23)

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 these 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 went performing with good rate.

P. Bhaskar

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 7th Class about discipline followed in class room.	I have interacted with the students about disciplinary	
Day - 2	vinayaka chavithi holiday	—	
Day - 3	I have interacted with 6th class students through digital way.	I have accessed the digital devices in the school	
Day - 4	I have taught the 7th class about English lessons.	The students have learned and doing good in studies	
Day - 5	I have taught the 8th class about social lesson	The students are doing well	
Day - 6	I have interacted with all students about previous status and present status.	I have know so many things in this journey,	

WEEKLY REPORT

WEEK - 5 (From Dt. 13-9-23 to Dt. 20-9-23)

Objective of the Activity Done:

Detailed Report:

As per the week 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 skill and other skills which enhanced me very well.

I came to know few good things and also some problem which I have tried to solve and made better out of it. I learn about a teacher worker and mostly as an inter in the work space.

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.)

interns work environment is one of the aspects of interns quality addressed in this report. The people at PSNM School were and with basic never give a desk for our work and with basic things like Chalk pieces. Our role is to enhance the students. observe them and any other negative Analyse all activities by students and staff our things are from 9:00 am to 3:30 (morning to afternoon)

The headmaster and the workers 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 as a team were very active and focused in the work. We were also given spaces 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 what 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 wanted. I learned that every department or organisation has its own culture. I quickly learned that every company has its own culture. As an intern, I discovered it's essential to be enthusiastic and open to learning new skills. I learned that it's important to communicate with teachers and headmaster of here 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 sometimes 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 some managerial skill I have acquired from this internship.

I learned how to effectively deal with people developing managerial skill 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 everyone's improvement weekly. We will discuss about all pros and cons in our working style. We all have kept our goals of 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 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 skill in this internship at PSNM School Konna vedhi Srikalaiyam.

As we have been interacting with each others students. we have improved our oral communication written communication as we are assigned to class rooms. at first day we may may feel these but know we are confident while communication. Conversation others.

we also come to getting understand by others we improved our speech skill from prepared level to extempore level. we have also developed few teaching skills in our may 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 sought after skills in the work place.

We the interns of PSNM school Kenna vedhi Srikrakulam formed as a team to enhance and improve our work in an efficient way.

Firstly as we have no familiarity with each other initially 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 others 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 and responsibilities as a leader. I have lead the team in my way on interact cooperative and manage them as a unity. In every activity it gave me. Experience and knowledge about team 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)

The government has taken a big leap in implementing technology in education system to amplify digital transformation of school through smart phone and school used devices in the procedure.

The headmaster updates the information of school through smart phone. They scan face of the student's for cheating. 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 student's more than academic syllabus in English medium when compared to previous system that are followed in government school. Now the present system followed by our school is very enhanced upgrade and enriched in every standards. We have also used the technology device for our tasks related to internship. Even when the students are leaving from school it is also recorded under head master vision and is documented.

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Konna. Smith Kumar

Term of Internship: From _____ To _____

Date of Evaluation: _____

Organization Name & Address: PSNM School Konna vedhi (Srikakulam)

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

HEAD MASTER
P.S.N.M.C.H. SCHOOL
SRIKAKULAM

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Konda. Smith Kumar

Term of Internship: From 8/8/23 To 30-9-2023

Date of Evaluation:

Organization Name & Address: PSNM School Konda Udh (Srikakulam)

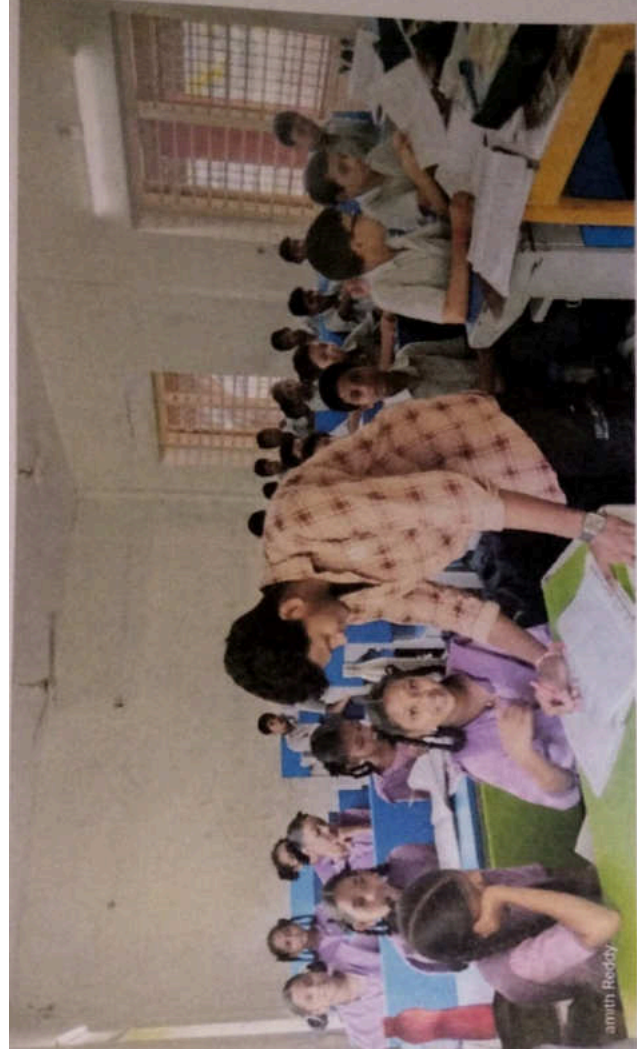
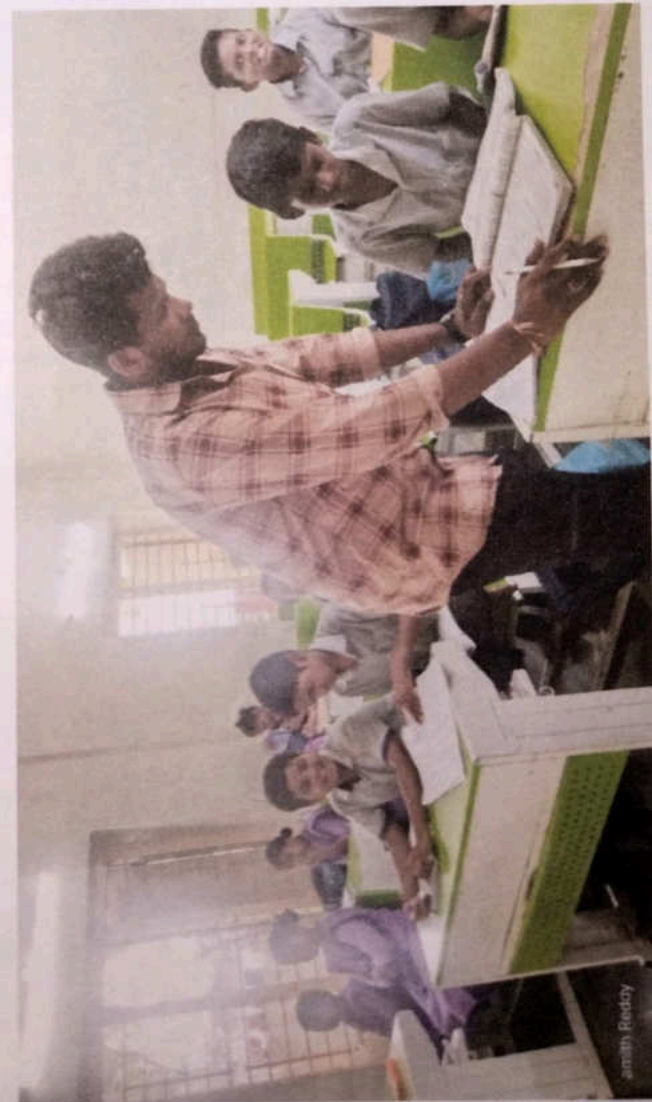
Name & Address of the Supervisor
with Mobile Number:

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

K. Smith
Signature of the Student





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)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: KONASA - AMITH KUMAR

Programme of Study: EDUCATIONAL DEPARTMENT

Year of Study: 3rd YEAR

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


Register No/H.T. No: 2122001356022

Name of the College: GOVERNMENT DEGREE COLLEGE (OPEN) SRILAKSHMAN

University: DR. B. R. AMBEDKAR UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	PROJECT LOG	20	18
2.	IMPLEMENTATION	30	27
3.	REPORT	25	24
4.	PRESENTATION	25	24
	GRANDTOTAL	100	93

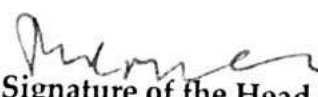
Date:


Signature of the Faculty Guide

Certified by

Date:

Seal:


Signature of the Head of the Department/Principal





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