

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: Konna, Sravani

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

Registration Number: 2122001356024

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

Name & Address of the Intern Organization: MES school Hadco colony
(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 sklm

Department: Education

Name of the Faculty Guide: Dr. Dilleswara Rao sarabina

Duration of the Internship: From 18/05/23 To 30/09/23

Name of the Student: Konna. Sravani

Programme of Study BA TEP

Year of Study: 3rd year

Register Number: 212200135602A

Date of Submission:

Student's Declaration

I, K. Sravani, a student of intern Program, Reg. No. 2122001356A of the Department of B.A., College do hereby declare that I have completed the mandatory internship from 18/8/23 to 30/09/23 in (Name of the intern organization) under the Faculty Guideship of....., (Name of the Faculty Guide), Department of..... B.A. UTP degree Arts College (men) Srikanth (Name of the College)

K. Sravani
(Signature and Date)

Endorsements

Faculty Guide

S. Dille
(Dr. Dilleswar Rao)

Head of the Department

Prem

Principal

B. S. Rao

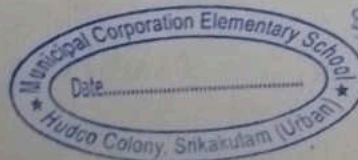
Certificate from Intern Organization

This is to certify that Konna. Sravani (Name of the intern) Reg. No..... of Name of the College) underwent internship in (Name of the Intern Organization) from..... to

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

Ch. M. g 30/9/2023
Authorized Signatory with Date and Seal

HEAD MASTER
M.C.E. SCHOOL
HUDCO COLONY
SRIKAKULAM (URBAN)



ACKNOWLEDGEMENTS

9:05 to 9:20 (Prayer)

1. National song 2. maa telugu talli song 3. Slogan All students are Prayer well

9:30 to 10:30 AM

Subject :- TELUGU

Class :- 1st class *

4 girls and 4 boys attend in my class

Class 8- 2nd class

2nd class are good response in my class but first and second members are doesn't active in my class. Remaining student's in my class wellen good.

Subject :- Maths

Report :- Some students are respond actively and other students are average

2:10 to 2:30 (break)

→ All 1st and 3rd class student are
read and Practice tables and Additions
and Subtractions

→ 3:30 pm (students are stand pladge) National
antham 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 students in my class
- I teach the lesson and how to write maths and english work book of explain all students
- the head madam 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 some programmes are conducted.

out comes

- All classes students are good response, in P&MES school Hadco colony total strength is 40 students
- I myself I explain lessons are good and also student's are good respond
- How to execute the lessons 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 MES school Hadco colony street, srikakulam on first day going to school prayer. national anthem pledge in prayer time. in prayer time all students are very discipline. The school head madam 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.

- musical chair, dance, essay writing. these games in teachers day celebration
- All games are playing to students very well
- some teams are won games 1st 2nd respectively some teams are doesn't won games but will played
- In september 5th 2023 first of all students and teachers and other intern 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.

1. Introduction :-

In MES school Hadco colony street srirakulam. Staff I head madam and also teachers

In lunch time 2 women serve to food all students. women's are srirakulam

2. Vision mission & values of organisation :- the

mission is only 2 months 2. How to teach us communication skills. doing activities. 3. How choose this school some reasons are there. school surroundings 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 students discipline and good behaviour learn to students.

→ I teach the lesson all students joining in school

→ Both Profit and loss of students joining in school 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 (Prahar 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	Ch. M. G.
Day - 2	Teaching the lesson to students in class room	I teach the lesson are silently listening respond	Ch. M. G.
Day - 3	Teaching the lesson to students in class room	adding multiple numbers and all students are good respond?	Ch. M. G.
Day - 4	I am writing the work books of 2nd class students and 1st class students	1st, 2nd class students work book are clear and good writing	Ch. M. G.
Day - 5	Prepare the all students for examinations. I am invigilator of 2nd class	All students are write the Exams as well	Ch. M. G.
Day - 6	Prepare the all students for examination conduct the examination	All students are write exams (social) normal	Ch. M. G.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

I. Preparing the examination of all students in first day. I Prepare the telugu exam of students in 2nd class. All students are attend in the class. all students are form a link and silently exam is writing

II. In second day I conduct the examination of 1st class. I am the Invigilation of 1st class. All students are attend the examination. All students attend the collect exam papers and finished exam all students papers are collected by me. Similarly remaining three days conduct the exams as usually all students 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 madam some activities and collection the Questions 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 lesson to students in 2 nd class	In the class, I teach the lesson at the same time Students raise doubts	Ch. M. g
Day - 2	Teaching the lesson to students in 1 st class	In the class all students are good response and reading is good	Ch. M. g
Day - 3	Teaching the lesson to students in 2 nd class	In the class all Students respond average one girl is well	Ch. M. g
Day - 4	Teaching the tables and spellings	Reading and writing all students very well	Ch. M. g
Day - 5	Conduct the normal dictation of 2 nd class students	all students are reading average	Ch. M. g
Day - 6	Teaching the sum of in 1 st class English	I am teaching the lesson to students are homework	Ch. M. g

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Teaching lessons in this week 2nd 1st classes

1. I teach the lesson in 1st class in the morning three ~~stude~~ sums are explain to the all students of 1st class. the students are write the in our notebooks. many students are respond very well.

2. In second day I explain how to interact with other persons. The lessons 2nd class students good 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 2nd class. for students are active and other student's are duller's and normal

5. in fifth day saturday morning teaching the maths multiplication of two ten numbers how multiply the numbers listinig carefully

Report :- The head madam gives exam papers correction that Answer Papers

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 8th class students answers on how to live in a society	I have know so many new things that kids thinks about their her situation	Ch. M. g
Day - 2	I have taught 1st class students about english basic like day day chores	I got know about teaching new things to the student's	Ch. M. g
Day - 3	I had conducted a fun activity to the 2nd class where as the student's have participated very well	I have developed my communication mentoring skills very well	Ch. M. g
Day - 4	I have helped the mother in their respectly work's	I come to know about the working the teacher	Ch. M. g
Day - 5	I have taught 2nd class students about maths basics and tips help them further	I have learned to teach about how to solve arithmetic problems	Ch. M. g
Day - 6	I have taught a ^{english} social lesson in 1st class in a practical way	I have learn to teach in practical way	Ch. M. g

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 enhanced my communication skills very well.

And I have also interacted with the respected government teaches, parent's about the situations, problems environment etc. I have also tried to teach the student's so that they feel like they are in a open space

I have also marked me know with teaches and staffs work which made me know thing's that happen's behind school it is also recorded under h

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 2nd class and 1st class	I have developed my teaching skills the students feedback are good	Ch. M. G.
Day - 2	I have conducted a game for exporting their talent for 2nd class	I have interacted with students and helped them in their doubts	Ch. M. G.
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	Ch. M. G.
Day - 4	I have interacted with students regarding their problems in school and gave some solution	I tried to solve students problems at a possible level	Ch. M. G.
Day - 5	I have taught 2nd class students about animals and birds	I have deal with 1st class student digital way	Ch. M. G.
Day - 6	I have taught 2nd class about Editing Etiquette	I have increased my communication skills	Ch. M. G.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills such as teaching monitoring 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 time to solve them. in other ways.

The students also have been went 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 2 nd class about discipline followed in class room	I have interacted with the students about disciplinary	Ch. M. G.
Day - 2	Vinayakachaviti holiday	-	Ch. M. G.
Day - 3	I have interacted with 1 st class students through digital way	I have accessed the digital devices in the school	Ch. M. G.
Day - 4	I have taught the 2 nd class about english lessons	the student's have learned and doing good in studies	Ch. M. G.
Day - 5	I have taught the 1 st class about maths work book	The student's are doing well	Ch. M. G.
Day - 6	I have interacted with all students about previous status and present status	I have know so many things in this journey	Ch. M. G.

WEEKLY REPORT

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

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 intern 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 in terms quality addressed in this report. The people at MES 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. Analysis all activities by student's and staff our things are from 9:00 Am to 3:30

The headmadam and the workers are very polite and humble to me. The students are very friendly and interaction which made me socialize with them very easily the other interns as a team were very active and focused in the works 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 that about how to put my knowledge and skills into practice such as monitoring. I learned how to communicate and build relationship with the people I worked. I learned that every department or organisation has its own culture. I quietly learned that every company has its own culture. As a intern I discovered its essential to be enthusiastic to and open to learning new skills. I learned that its important to communicate with teachers and head madam or have any doubts.

Asking and receiving feedback is very important it is essential to take note of both the positive and negative points for future. I learned that 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.

These 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 professions. As a team we planned about scheduling with respect to time and we all acted as a leaders for every week we arranged our workplace culture for productive use of time.

We have kept notes for Internship everyone improvement weekly wise we will discuss about all pro's and con's in our working style. We all 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 MES school Hadco colony Street Srikakulam

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 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 way which more 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 MES school Hadco colony Sriakulam formed as a team to enhance and improve our work in an efficient way

Firstly as we have no familiarity with each other obviously 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's 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 give me. Experience and knowledge about them 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 lead in implementing technology in education system to amplify digital transformation of school through smart phone MES school used devices in the procedure.

The head madam updates the information of school through smart phone. They scan face of the students for cheating every teacher and head madam 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 stands we have also used the technology device for our tasks related to internship. Even when the students are learning from school it is also recorded under head madam vision and is documented.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: K. Sraiani 2122001356024

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

K. Sraiani
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: K. Savani 2122001356024

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

Date of Evaluation: 30-9-2023

Organization Name & Address:

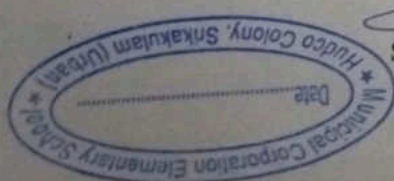
Name & Address of the Supervisor Ch. Mangamma, H.M., M.C.E. School
with Mobile Number: Hudco Colony, S.K.L. 9291228332

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



Ch. Mangamma HEAD MASTER
Signature of the Supervisor
M.C.E. SCHOOL
HUDCO COLONY
SRIKAKULAM (URBAN)
30/9/2023



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.

MAKING STATEMENTS
(To be signed by the team)

MARKS STATEMENT
(To be used by the Examiners)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: KANNA SRAVANI

Programme of Study: Educational department

Year of Study: 3rd year

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


Register No/H.T. No: 2122001356024

Name of the College: Government degree college (men) SRIKACULAM

University: Dr. B.R. AMBEDKAR UNIVERSITY.

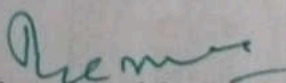
Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	PROJECT LOG	20	20
2.	IMPLEMENTATION	30	30
3.	REPORT	25	25
4.	PRESENTATION	25	25
	GRANDTOTAL	100	100

Date:


Signature of the Faculty Guide

Certified by

Date:


Signature of the Head of the Department/Principal

Seal:

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