

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: Grantyada Ganes h
Name of the College: Government Degree college (M E U) SriKakulam
Registration Number: 2122001036016
Period of Internship: From: 18/8/23 To: 30/9 / 2023
Name & Address of the Intern Organization M.P.U.P School| Dattavallasa

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.....B.A

Name of the College: *Government Degree college (Men) Sri KA KULAM*

Department: *BA*

Name of the Faculty Guide: *DR. K. Vasudha RAO*

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

Name of the Student: *G. Ganesh*

Programme of Study *BA H.E.P*

Year of Study: *2021 - 2024*

Register Number: *2122001036016*

Date of Submission: *03/10/2023*

Student's Declaration

I, G. Ganesh, a student of Program, Reg. No. 21.22.001036016 of the
Department of GDC (Men) SKLM College do hereby declare that I have
completed the mandatory internship from 18/8/2021 to 30/9/2021 in M.P. UP School
(Name of the intern organization) under the Faculty Guideship
of DR. K. V. S. Deo (Name of the Faculty Guide), Department of BA (Arts)
Govt. Degree College (Men) (Name of the College)

G. Ganesh
(Signature and Date)

Endorsements

Faculty Guide

K. V. S. Deo

Head of the Department

C. S. S.

Principal

B. S. S.

Certificate from Intern Organization

This is to certify that Gentyada Ganes h. (Name of the intern) Reg. No 21220010360160f G.D.C.(M.E.N) S.K.L.M (Name of the College) underwent internship in School Education... (Name of the Intern Organization) from 12/02/2021 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

this school Internship Report is the Result of a way of Two Months. It would not have been possible without the participation assistance of meimerous 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 a head. I am Imdebted to my college teachers and the principal for their vision, encouragement and enduring contagious Interest in the Internship

I extended my gratitude to my classmates and especiauly to our group Members with whom I shared my dark days and enduring. toge ther we sort out academie and social problems

Special thanks Must be given to the teachers and Students of Dattavajaya M.P.V.P school for their feedback, love and support with which I achieved skills and developments.

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.

The Internship programme aims to provide our students the opportunity to consolidate through practical experience. It provided a direct learning experience to the intern on various roles of including teaching the subject.

School Internship is designed to lead to the development of a broad repertoire of perspectives, professional capabilities, teacher, dispositions, sensibilities, and skills. Student teachers shall be equipped to cater to the diverse needs of learners in school.

I am G. Ganesha studying second year B.A Graduate of Government Arts College Srikakulam. Our college sends the BA 2nd year students for Internship in different departments.

I have been sent to M.P.U.P school Danavalasa
for the Internship for two Months It
commenced from Oct 1 continued

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

uggestive 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.

the organisation i have worked in the education department in M.P.U.P Dallavallasa it's vision is to empower children in education system and to prepare bright students for future the policy of the school with Res pect to interns us is to that the students should follow time period correctly and follow the instructions of head master

our role is to obey the respective instructions of the head master and work as a substitute teacher to observe the the environment, solve the situations at a possible level.

The performance of M.P.U.P school Dallavalasa was going very well. The students of the school were also doing good at academic performance. It also encourages extra curricular activities such as outdoor games yoga etc. Its goal is to enhance the rural children into excellent 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.

school Internship Requires Interns to do a variety of activities. we are Responsible for assisting class activities teaching students with various learning methodologies under a head Instruction supervision.

we the Interns should reach the school at 9:00 AM we have to go to the classes that are assigned to us and help the students in academic performance, disciplinary, etc. we can also use the smart TV, for digital learning we have to observe the students, premises, the environment and have to give some advice if there are any problem. As we also have to make the students understand about new system like the OMR sheets exams.

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 to students	It was a great day as a teacher and came to know about students	
Day - 2	I went to five class and taught them maths in a fun and learning way	I have been prepared and came to know about teaching in fun and learning way	
Day - 3	Again, I was spend to 8th class and I have noticed some problems	I came to know about their educational status.	
Day - 4	I went to 4th class and taught them everything in proper manner like greetings	I came to know how to teach the children neatly.	
Day - 5	I taught the 6th class students, an english lesson and played activity	I observed about their knowledge on english	
Day - 6	I have interacted with the 7th class students through activities	I came to know about their mind sets and knowledge	

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 connect with them

I have also taught them few lessons from their syllabus in understandable manners so that they have felt that they come to know about some new things And I have observed their educational performance knowledge.

Totally I learn that some students are not very well in studies and they like the teaching in fun 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 2nd, 3rd class and I have observed; students who needs to be disciplined	I have know how to discipline. the students at My standard	
Day - 2	I went 6th class and asked them about their goals which was well interactive	I got to know about their life styles goals	
Day - 3	I taught 7th class, a English lesson and by them through sentences	I have managed the students to Read in their Mother language	
Day - 4	I taught 6th class Students biology 3rd lesson	I came to know about how to explain students well	
Day - 5	I have taught the 6th class how to behave at particular places	I have to come to know about mentoring in behaviour aspect	
Day - 6	I have conducted activities for 2nd class students on Math	I have taught a subject in approachable manner	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about the students, their performance in studies and their 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 too.

✓ ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have checked about the 7th class students awareness on society	I have, known many new things	✓
Day - 2	I have taught 8th class student about how to talk in English	I got to know about teaching new things to them	✓
Day - 3	I have conducted or few activity to 8th class about Science	I have developed My communication Mentoring skills very well	✓
Day - 4	I have helped teachers and staff members in their works	I came to know about the working teachers staff	✓
Day - 5	I have taught 6th class students about Maths basics tricks	I have learned to teach about how to solve different problems	✓
Day - 6	I have taught EVS lesson for the 6th class	I learned to teach in practical way	✓

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 teachers parents about the situations, problems, environment etc. I have also tried to teach the students so that they feel like they are in a open place

I have also ~~na~~ 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 class for 7th class	I have developed my teaching skills	
Day - 2	I have conducted a game for exploring their talent for 8th class	I have interacted with students and helped them in their doubts	
Day - 3	I have checked about every class environment	I have to come to know about few problems in school	
Day - 4	I have interacted with students regarding their problems in school	I tried to solve students problems at a possible well	
Day - 5	I have taught 1st class students about animal characters	I have deal with 7th class students digital way	
Day - 6	I have taught 8th class about technology	I have increased my knowledge	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In (thing) this week, 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, 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 well performing with 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 6th class about discipline follow in class Room	I Interacted with the students about disciplinary	✓
Day - 2	I have taught the 7th class students about seminar skills	I have tried to teach the students about seminar class	✓
Day - 3	I have taught the 8th class about value of education	the students have learned and doing good in studies	✓
Day - 4	I have taught the 8th class about biology class	the students are bring new	✓
Day - 5	I have taught to 7th class about English tenses	they are very active	✓
Day - 6	I have Interacted with all students about previous status present status	I have known so many things in this journey	✓

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 skills and other skills which enhanced me very well.

I came to know few good things and also some problems which I have tried to solve and made better out of it. I learn about being a teacher worker and mostly as an 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 intern's quality addressed in this report. The people at M.P.U.P. School Davao were a good interactive staff we were given a desk for our work and with basic things like chair pieces. Our Role is to enhance the students, observe them and any other negatives, Analyse all activities by students and staff. Our timings are from 9:00 AM to 3:30 PM.

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 the interns as a team were very active and focused in the work we were also given space for our privacy 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 about how to put my knowledge and skills into practice such as mentoring. I learned how to communicate and build relationships with the people I worked with. I learned that every department or organization has its own culture. I quickly learned that every company has its own culture. As an intern, I discovered it is 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 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 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 professionals. As a team we planned about scheduling with respect to time and we all acted as leaders. For every week we arranged our work place culture for productive use of Time.

We have kept notes for observing every one. Improvement weekly wise, we will discuss about all pro's and con's 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 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 skills in this internship at M.P.U.P school Dallavallasa

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 by we may feel tense, but now we are confident while communication, 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 few teaching skills in our way which made students better

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Team work is one of the most sought after skills in the work place

we, the interns of m.p.u.p school Dallavara formed as a team to enhance and improve our work in an efficient way.

Firstly. as we have no familiarity with each other. Gradually it took time and we have also become a supportive team

Everyone week. One of us will lead the team to take leadership we have discussed with each other about work performance.

working as a team, member and also as a leader made me known about how to work as a team member its role in the team and responsibility As a leader, I have lead the Team in my way to interact, cooperate and manage them as a unity in every activity. It gives 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 transformations of schools.

The Dhallavalaya M.P.U.P school of uses devices in 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.

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 is very enhance, up graded and enriched in every standards we have also used the technological devices for our tasks related to intern ship. Even, when the students are leaving from school. it is also Recorded under head master vision and is documented.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Ganthyada. Ganesha

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

Date of Evaluation:

Organization Name & Address: M.P.U.P school Dahanu

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

G. Ganesha
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Ganthyada. Ganesha 2122001036016
 Term of Internship: From 18/08/23 To 30/09/2023
 Date of Evaluation:
 Organization Name & Address: M.P. Up School Dallavulasa
 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

Signature of the Supervisor



