

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student:

Masili Vasudeva Rao

Name of the College:

Government degree College (Mens)

Registration Number:

2122001036034

Period of Internship:

From: 18-08-23 To: 30-09-23

Name & Address of the Intern Organization:

AP Model School,
Rathayatham

Ambedkar University
III YEAR

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student:

Majidi Vasooliva Rao

Name of the College:

Government degree College (Mens)

Registration Number:

2122001036034

Period of Internship:

From: 18-08-23 To: 30-09-23

Name & Address of the Intern Organization

AP Model School,
Pothanur

Ambedkar

University

III YEAR

An Internship Report on

School Education

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor of Arts

Under the Faculty Guideship of

K. Vasudeva Rao

(Name of the Faculty Guide)

Department of

Government Degree College (Men) SriKukulam

(Name of the College)

Submitted by:

Majji. Vasudeva Rao

(Name of the Student)

Reg.No: 2122001036034

Department of

Government Degree College (Men) SriKukulam

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apche.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 for 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 people 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 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:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. 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 the 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.

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Student's Declaration

I, Majji Vasudeva rao a student of int year IVth sem
Program, Reg. No. 2122001636034 of the Department of GDC (Men) SKM
College do hereby declare that I have completed the mandatory internship
from 18-08-23 to 30-09-23 in School education (Name of
the intern organization) under the Faculty Guideship of
K. Vasudeva rao (Name of the Faculty Guide), Department of
B.A (H.Economics), Government Degree College (Men) SKM.
(Name of the College)

(Signature and Date)



Official Certification

This is to certify that Majji. Vasudeva rao (Name of the student) Reg. No. 2122ech36034 has completed his/her Internship in AP Model School (Name of the Intern Organization) on Education department (K.A.) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (HEP) in the Department of Government degree College (Name of the College).

This is accepted for evaluation.

Rathna 30/9/2022
(Signatory with Date and Seal)
PRINCIPAL
AP MODEL SCHOOL
PATHANATHAM

Endorsements

Faculty Guide K. V. Rao

Head of the Department C. S. S.

Principal

R. S. S.



Certificate from Intern Organization

This is to certify that Mr. J. Vasudeva Rao (Name of the intern)
Reg. No 2122001036034 of GDC (Men) Skm (Name of the
College) underwent internship in School education (Name of the
Intern Organization) from 18-08-23 to 30-09-23

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

Dattatreya
30/9/2023
Authorized Signatory with Date and Seal
AP MODEL SCHOOL
PATHAPATNAM

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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 numerous brave and Courageous People along the way. Thus it if 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 interest in the Internship.

I extended my gratitude to my classmates and especially to our group Members with whom I shared my dark days and enduring. together.

We sort out academic and social problems.

Special thanks must be given to the teachers and students of Pathapatnam A.P Model 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 an opportunity to consolidate through practical experience to the interns 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, Teachers Dispositions, Sensibilities and Skills. Student teacher shall be equipped to cater to the diverse needs of learners in school.

I am Majji. Vasudha rao studying third year
BA Graduate of Government Arts degree
College Srikrakulam. our college sends the
B.A third year students for internship in
different departments.

I have been sent to A.P Model School
Puthapatnam. Srikrakulam for the internship for
two months. It commenced from 18 August
and continued till September 30 2023.

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 to 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 ~~K&B~~ AP Model school, Pathepatnam, Srikakulam. It's vision is to empower children in education system and to prepare bright student and to prepare bright student for future. The policy of the school with respect to interns is to that the student should follow time period correctly and follow the instructions of headmaster.

Our role is to obey the respective instructions of the headmaster and works as a substitute teacher, to observe the

The environment, solve the situation at a possible level.

The performance of Apmode school, pathapacham, 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 to 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 teach 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 to observe smart TV, for learning. We have to (observe smart TV, for) students, premises,

The environment and have to give some advice if these are my problem.

As we also have to make the students understand about new system like the OMR sheets exams.

There are daily 7 periods with duration of 45 minutes. There are 5 grades i.e from vi to x and including intermediate education

There we approximately 80 students in each grade. I done my Internship from 9am to 4 pm during period.

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 student	It was a great day as a teacher and came to know about answers.	R. Nagellu
Day - 2	I went to tenth class and taught them maths in a fun and learning way	I have been prepare and came to know about teaching in fun and learning way	PS
Day - 3	again, i will spend to 8th class and i have noticed some problems.	I came to know about their educational status.	Shree
Day - 4	I went to 9th class and taught them everything in Proper Manner like greeting.	I came to know how to teach the Children properly.	Praseeth
Day - 5	I taught the 6th class students, an english lesson and played activity.	I observed about their knowledge on english.	M
Day - 6	I have interacted with the 7th class students through activities.	I came to know about their mind sets and knowledge.	M

WEEKLY REPORT

WEEK - 1 (From Dt. 08-08-23 to Dt. 06-09-23)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted extra Curricular Curricular activities like Self Introduction, games 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 came 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 to 8th class and i have observed students who needs to be disciplined.	I have known how to discipline the students at my standard.	
Day - 2	I went to 9th class and asked them about their goals which was well interactive.	I got to know about their life style and goals.	<u>R. Nagum</u>
Day - 3	I taught 7th class a english lesson and by them through sentence.	I have manage the students to send in their mother language.	
Day - 4	I taught 6th class students biology 3rd lesson.	I came to know about how to explain students well.	<u>N. S.</u>
Day - 5	I have taught the 6th class how to behave at Particular Places.	I have to come to know about ment-oring in behaviour aspect.	
Day - 6	I have conducted activities for 7th class students on Maths.	I have taught a Subject in appropriate Manner.	<u>R. S. H.</u>

WEEKLY REPORT

WEEK - 2 (From Dt. 06-09-22 to Dt. 12-09-22)

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 that 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.

WEEKLY REPORT

WEEK - 2 (From Dt 06-09-22 to Dt 12-09-22)

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 that 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.	<i>[Signature]</i>
Day - 2	I have taught 8th class student about how to talk in english..	I got to know about to teaching new things to them	<i>R. Jha</i>
Day - 3	I have conducted two activity to 9th class about Science.	I have developed the communication, mentoring skills very well.	<i>R. Nagam</i>
Day - 4	I have helped teachers and staff members in their work.	I came to know about the working teacher and staff	<i>PSR</i>
Day - 5	I have taught 6th class students about maths basic & tricks	I have learned to teach about how to solve different probles.	<i>Neeraj</i>
Day - 6	I have taught EVS lesson for 6th class.	I learned to teach in a practical way.	<i>R. Jha</i>

WEEKLY REPORT

WEEK - 3 (From D~~18.07.23~~ to D~~18.07.23~~)

Objective of the Activity Done:

Detailed Report:

In this week, i have developed my teaching skill from syllabus lessons to a practical approach which enhanced my communication skill very well.

And i have also interacted with the respect 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 the open space.

I have also ~~work~~ed with teachers and staff's work which made me know things that happens behind School.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught maths class for 4th class.	I have developed my teaching skill	prafect.
Day - 2	I have conducted a go for explaining their talent for 8th class.	I have interacted with students and helped them in their doubts.	Thurach
Day - 3	I have checked about every class environment.	I have to come to know about few problems in school.	Thurach
Day - 4	I have interacted with students regarding their problems in school.	I tried to solve students problems at a possible level.	PSE
Day - 5	I have taught the 7th class about animal characters.	I have dealt with 7th class students digital way.	Mew
Day - 6	I have taught 8th class about technology.	I have increase my knowledge.	st

WEEKLY REPORT

WEEK - 4 (From Dt. 18.07.23. to Dt. 24.07.23.)

Objective of the Activity Done:

Detailed Report:

In (thing) this week, ~~as~~ if have developed my skills such as teaching, mentoring, communication, managing and team participation skill when compared to the previous three weeks.

I have also observed about the school environment, student 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 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 6 th class about discipline follow in class room	I interested with the students about disciplinary.	<i>[Signature]</i>
Day - 2	I have taught the 8 th class about value of education	The students have learned and doing good in studies.	<i>[Signature]</i>
Day - 3	I have taught the 7 th class students about Seminar class.	I have tried to teach the students about Seminar class.	<i>[Signature]</i> 30/10/23
Day - 4	I have taught the 8 th class about the Biology Class	The students are doing well.	<i>[Signature]</i>
Day - 5	I have taught to 9 th class about english tenses	They are very active.	<i>[Signature]</i>
Day - 6	I have interested with all students about previous status in Present status	I have known so many things in this journey.	<i>[Signature]</i>

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 6 th class about discipline follow in class room	I interacted with the students about disciplinory.	<i>[Signature]</i>
Day - 2	I have taught the 8 th class about value of education	The students have learned and doing good in studies.	<i>[Signature]</i>
Day - 3	I have taught the 7 th class students about Seminar class.	I have tried to teach the students about seminar class.	<i>S. Arpal</i> 30/10/23
Day - 4	I have taught the 8 th class about the Biology Class	The students are doing well.	<i>[Signature]</i>
Day - 5	I have taught to 9 th class about english tenses	They are very active.	<i>[Signature]</i>
Day - 6	I have interacted with all students about previous status in present status	I have known so many things in this journey.	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 5 (From Dt 24.09.21. to Dt 30.09.21.)

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, Managing skills, interrelated 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 workplace.

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.)

AP MODEL SCHOOL, PATHAPATNAM

The environment where we got internship was absolutely perfect with everything alright. I had very good relations with the school students, as an Intern trainee teacher.

The school Principle K.V. Ratha Kumari Madam had supported a lot to learn about the organization to enable us understand the nature of the school students.

The teachers made up learn about the teaching and the history of the school which dates back to the year. It had a large assembly stage to conduct programmes and to engage in the celebration of national festivals.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

Technical skills

1. Problem solving
2. writing
3. Conceptual skills
4. Public speaking
5. critical Thinking
6. communication skills

I have acquired many technical skills like project management, data analysis, technical writing, mathematics, problem-solving, conceptual, public speaking, critical thinking, scheduling, care taking etc.

During the internship I used to teach student with different mindsets. Hence, I learnt to deal with people. During teaching I have to explain the concept to be understandable to every student.

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).

MANAGERIAL SKILLS

1. Relationship Management
2. Planning
3. Critical Thinking
4. Resilience
5. Strategic Thinking
6. Effective communication
7. Patience

Good managerial skills are vital for the school to succeed and achieve its goals and objectives. Management and leadership skills are often used interchangeably as they both involve planning, decision-making, problem solving, communication, delegation, and time management.

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.,)

COMMUNICATION SKILLS

1. Listening
2. Non verbal communication
3. clarity and conclusion
4. Friendliness
5. confidence
6. Empathy
7. open-Mindedness

Communication is key in the classroom, successful teaching is generally considered to require only 50% knowledge and 50% communication skills. As a result, a teacher should be proficient in all four modes of communication - listening, speaking, reading and writing and should know how to utilise this proficiency effectively in a school environment.

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

It improves your thinking, listening and speaking skills. It also liked my confidence. In part of my enhancing abilities. I improved my verbal communication, speaking skills in group discussions. Participation in teams made me how to solve the problems & decision making and it improved my personality assessment.

The aspects, we learnt during group discussions are verbal communication, decision making ability and co-operation between us was developed. We have been thrived a much in group discussion. As well as my contribution as a team member me to learn about understanding & improving in critical thinking and also leading a team.

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 effective use of digital learning tools in classrooms can increase student engagement, help teachers improve their lesson plans, and facilitate personalized learning. It also helps students build essential 21-century skills.

Built in report that 92% of teachers understand the impact of technology in education. According to project Tomorrow, 59% of middle school students say digital educational tools have helped them with their grades and test scores.

However, educational technology has its challenges, parts early when it comes to implementation and use.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Maji Vasudeva rao</u>	Registration No: <u>2122001031034</u>
Term of Internship: <u>short</u> From:	To: <u>30-09-23</u>
Date of Evaluation:	
Organization Name & Address: <u>AP Model School. Pathupatnam.</u>	

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	Proactiveness	1	2	3	4	5 ✓
4	Interaction ability with community	1	2	3	4	5 ✓
5	Positive Attitude	1	2	3	4	5 ✓
6	Self-confidence	1	2	3	4	5 ✓
7	Ability to learn	1	2	3	4	5 ✓
8	Work Plan 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 done	1	2	3	4	5 ✓
12	Time Management	1	2	3	4	5 ✓
13	Understanding the Community	1	2	3	4	5 ✓
14	Achievement of Desired Outcomes	1	2	3	4	5 ✓
15	OVERALL PERFORMANCE	1	2	3	4	5 ✓

M. Vasudeva rao

Signature of the Student

Date:

Student Self Evaluation of the Short-Term Internship

Student Name: *Majji Vasudeva rao*

Registration No: *2122001031034*

Term of Internship: *Short* From:

To: *30-09-23*

Date of Evaluation:

Organization Name & Address: *AP Model School. Patnupatnam.*

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	Proactiveness	1	2	3	4	5 ✓
4	Interaction ability with community	1	2	3	4	5 ✓
5	Positive Attitude	1	2	3	4	5 ✓
6	Self-confidence	1	2	3	4	5 ✓
7	Ability to learn	1	2	3	4	5 ✓
8	Work Plan 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 done	1	2	3	4	5 ✓
12	Time Management	1	2	3	4	5 ✓
13	Understanding the Community	1	2	3	4	5 ✓
14	Achievement of Desired Outcomes	1	2	3	4	5 ✓
15	OVERALL PERFORMANCE	1	2	3	4	5 ✓

M. Vasudeva rao

Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: Majji Vasudeva rao

Registration No: 2122001036034

Term of Internship: Sept From: 15/09/23

To: 30-09-23

Date of Evaluation: 30-09-23

Organization Name & Address: A.P Model School, Pathrupatnam

Name & Address of the Supervisor K.V. Ratha Kumari
with Mobile Number 8919820148

Please rate the student's performance in the following areas:

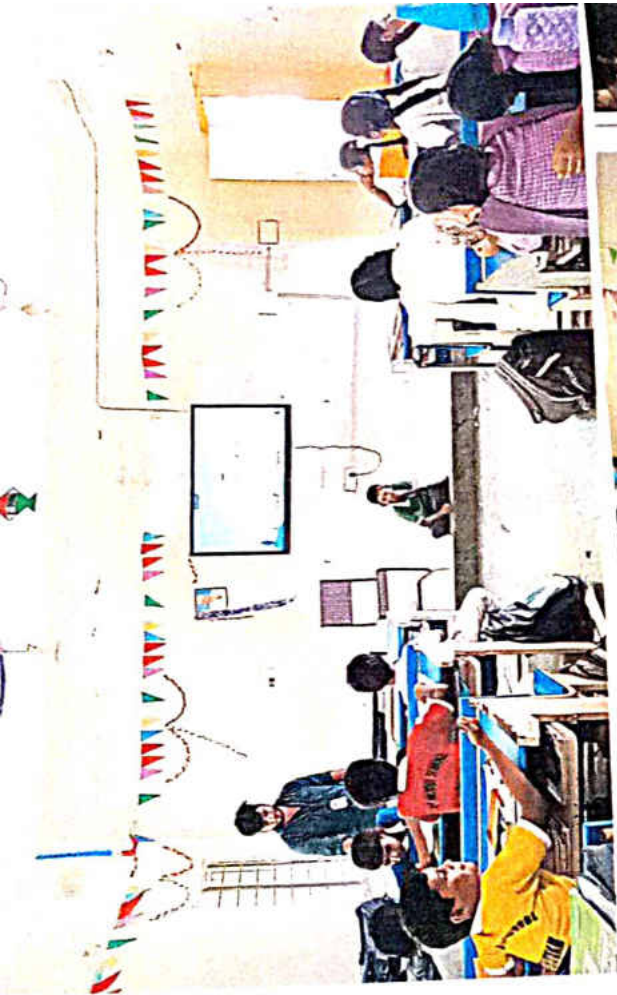
Please note that your evaluation shall be done independent of the Student's self-evaluation

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	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan 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 done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor Ratha



PHOTOS & VIDEO LINKS



