

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)

2023.11.27 12:34

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

Name of the Student: PONNANA UMA MAHESWARA RAO

Name of the College: GOUT DEGREE COLLEGE (M.W) SRIKALAHASTI

Registration Number: ~~212200630444~~ 2122001036044

Period of Internship: From: 18-08-23 To: 30-09-2023

Name & Address of the Intern Organization: MPP School / Lakshmi Potham

Ambedkar University
II YEAR

An Internship Report on
Department of School Education

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Ind P.A (HEP)

Under the Faculty Guideship of

K. Vasudeva Rao

(Name of the Faculty Guide)

Department of

Economics, VDC (Men) Srikakulam

(Name of the College)

Submitted by:

PONNANA. UMA MAHESWARA RAO

(Name of the Student)

Reg.No: 2122001036044

Department of

Economics, VDC (M) Srikakulam.

(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://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 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, P. Uma Maheswara Rao a student of short term Internship
Program, Reg. No. 2122001036044 of the Department of Economics, UDC(MEN)
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in Department of School (Name of
the intern organization) under the Faculty Guideship of
K. Vasudev Rao (Name of the Faculty Guide), Department of
Economics, UDC(MEN) Srikakulam
(Name of the College)

P. Uma Maheswara Rao
(Signature and Date)

Endorsements -

1. Faculty Guide K. Vasudev Rao

2. Head of the Department - C. V. Rao

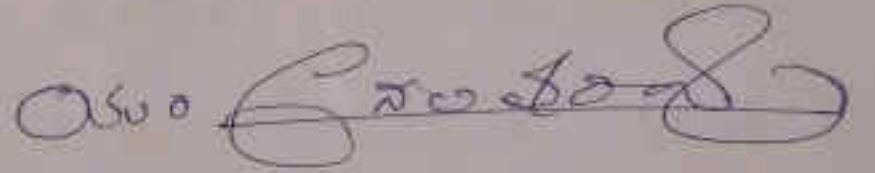
3. Principal

B. V. Rao

Certificate from Intern Organization

This is to certify that PONNANA OMA MAHESWARA RAO (Name of the intern)
Reg. No 2122001036044 of UDC(MEN) Srikalahasti (Name of the
College) underwent internship in Department of 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

ప్రధానోపాధ్యాయులు
మహా పరిశోధనా సంస్థానం విశాఖ
అధ్యక్షురం
సారవోలు మండలం, కృష్ణా జిల్లా

Acknowledgements

I heartfully reciprocate my special Thanks to our mentor Sri. K. Vasudevarao and principal Smt. Dr. P. Sorekha for providing me an opportunity for doing four months internship in MPP School, Lakshminagar, Saravali (Maddur).

I learnt many things I convey my thanks and regards to MPP School head master Sri Anantharao garu and other teachers Ramesh sir who are amicable and amiable with us during this Internship, also have given training for us we get knowledge at acquisition I used to teach my student and enjoyed it my self very much. I, as a student to my beloved faculty guide K. Vasudevarao, who supported me a lot and his able guidance for this Internship. I also specially thank my parents and friends for their kind support during this Internship.

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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.

This Report is prepared for the short term Internship phase of 3 years degree of B.A. B.Ed. Ambedkar University in this report as well as on indispensable at my course of Education department. After completion of my course (department of education) to the teachers are sent to different skills of students.

I did my Internship in the department of education. I visited the place in my school Lakshmiipooram. I choose this department to know the current status of the education and difference from past few years I spent a days with student and I learned and observed many things.

- I observed the student attendance and I see how many boys are there and how many girls are there.
- I learnt about the mid day meal programme Day by day different menus are provided to students.
- I learnt how to conduct exams to the students.
- I learnt how to develop my teaching skill in classroom
- I learnt about the online education to the students by using the B360 App

The Introduction is very friendly and very valuable through this Internship I got to know the some other decided areas which has to improved. I interacted with the children and let them to know their problems and what they are facing through.

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.

A) Introduction of the organisation:-
mandal parishath primary school (MPP)

is the name of many government primary schools in India and particularly in Andhra. These schools provide education from grade 1 to 5 class. These schools are founded and supervised by mandal parishath primary school.

B. Vission:-

1) To cultivate equality attitude among different students.

2) To provide the best quality of education

3) Helps students to develop and achieve learning goals.

Mission:- MPP schools have been providing education to the students from class 1 to 5

helping students a better education. providing good water facilities under NADU-NEDU scheme. Also providing meals in the Afternoon. which is base on nutrition etc. at free of cost this organisation provides every student with a platform to refine their skills.

policy of organisation:-

career and future of the student depends on their performance. This aim to provide depth training to make their base strong as well as good scoring marks.

organisation structure:-

This is very important. I did my internship only in teachers are there Head master provides uniforms and shoes to the students. Daily midday meal checks the teacher and after eat. this food is very nutrition.

Rules and Responsibilities:-

- Assess, monitor, record and report on learning needs, progress of pupils
- participate in arrangements for preparing pupils for exams

future plans:- Education is the important to the future plans of this organisation. Students career

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.

While, we are working here we acquired some knowledge regarding several skills. we have performed many books given by the Teacher.

I did my Internship in MPP School Reg. -
the Kharshipuram in Education department worked in government school and I thought the students. I also used black board and given pens to the student.

I also performed some tasks with the students so that to encourage them in participating. I also conducted weekly tasks like games, quiz, fun activities the students and students are engaged a lot.

I also teach some to the students
I also teach some lessons to the students
of the school and I learned how to

teach lesson's to the children about the best way to teach them and I learned how to control the children in the class

This part of Internship take me to learn more knowledge about education system especially in schools.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18-08-23 Day -1	Reporting to the organization about the progress of DR. BRAU	Intenship confirmed	Romy
19-08-23 Day -2	School was started with progress and good teacher said to me to keep display in the class	How to control children and how to make science in the class	Romy
20-08-23 Day -3	Sunday holiday	-	Sari
21-08-23 Day -4	Today I observed the class and the time table	I learned about thinking nature of the students	Romy
22-08-23 Day -5	Today I explained numbers and months problems	I learned about learning of students	Romy
23-08-23 Day -6	Today I explained one number to the children	I learned about the interest of the students	Sari

WEEKLY REPORT

WEEK - 1 (From Dt. 23-8-23 to Dt. 29-8-23)

Objective of the Activity Done:

Detailed Report:

I have learnt the following during the 1st week of my Internship through the officials and staff of this Organisation. I hope that this knowledge is useful in future.

- 1) In the entire week I have conducted extra circular activities like self introduction games to interact with them. to know their activities.
- 2) Interaction with the organisation and students and staff.
- 3) So that they come to know about some new things and observed studies.
- 4) I observed how many students, teachers and classrooms are there in school.
- 5) I tasted the saganna goro mudda (Roogianam) the taste is very well.
- 6) Finally, I observed students discipline, thinking nature and kindly manner.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Today I teach a Telugu lesson to the 4 th class	I learned 'Today teaching Sams.	Sai
Day - 2	Today I was conduct exam to the 4 th class	Today I learned how to conduct exam	Sai
Day - 3	Today I conduct a quiz program to the students	Today I learned how to conduct quiz	Sai
Day - 4	Today I observed 3 rd class students	Today I learned about how to control children	Sai
Day - 5	Today I take a class to the 5 th class	developing teaching skills	Sai
Day - 6	Today I was take a sports class to all children	learned about the physical skill's of the student.	Sai

WEEKLY REPORT

WEEK - 2 (From Date ~~24-23~~ to Dt. ~~23-23~~ 25-8-23 to 30-8-23)

Objective of the Activity Done:

Detailed Report:

I have learnt the following during the 2nd week of my internship through the officials and staff at this organisation. I hope that this knowledge is useful in future.

1) In this entire week, I have observed student attendance and regularity of students.

2) and I observed the mid day meals and I tasted the food and different type of menus.

3) I observed teaching of teachers and learning of students.

4) I have also worked with teachers and other staff members which made me to know about her things that happens behind school.

5) I observed play ground and benches in school. Then it things are perfect.

6) I already observed a supply of drinking water. The water supply is good.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
4.9.23 Day - 1 Monday	Today I explained grammar in english for 7th class students.	I learned about grammar experience for students.	Romy
5.9.23 Day - 2	Today I observed to the 8th class science class.	I learned about knowledge for 8th class students.	Romy
6.9.23 Day - 3 wednesday	8th Krishnastami	Holiday	Ane
7.9.23 Day - 4 Thurs day	Today I explained Telugu grammar for 2nd class students.	I Learned about knowledge in Telugu grammar - ex.	Romy
8.9.23 Day - 5 Friday	Today I observed to the 1st and 3rd class students.	I learned about Thinking nature of students.	Romy
9.9.23 Day - 6 Saturday	Today I observed mid day meals in school.	Today I learned about it is very healthy food.	Ane

WEEKLY REPORT

WEEK - 3 (From Dt. 4-4-23 to Dt. 9-4-23)

Objective of the Activity Done:

Detailed Report:

I have learnt the following during the 3rd week at my 'internship' through the officials and staff of this organisation. I hope that this knowledge is useful in future.

1) In this week, I have developed my teaching skills from their syllabus to a practice approach which enhanced my communication skills very well.

2) And I also interacted with the respected teachers, parents about their situations, problems, environments etc.

3) I have also tried to teach the students so that they are in an open space.

4) Day by day meals are provided with variety items.

5) I have also worked with teachers and staff workers which made me hear things that happens behind schools.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person Charged Signatu
11.9.23 Day - 1 Monday	Today I discussed worked in school about supply of water.	I learned about the supply of drinking water.	com
12.9.23 Day - 2 Tuesday	Today I observed digital class rooms and ground.	I learned about the play ground is very small.	See
13.9.23 Day - 3 Wednesday	Today I observed was rooms in school	I Learned about the wash rooms are perfected.	See
14.9.23 Day - 4 Thursday	Today I observed class periods and time table.	I learned about the tinkling of students	A
15.9.23 Day - 5 Friday	Today, I observed 4th and 5th class students	I Learned about school timings and time table.	A
16.9.23 Day - 6 Saturday	Today I explained mathematics problems for 5th and 4th class student.	I Learned about maths problems.	com

WEEKLY REPORT

WEEK - 4 (From Dt. 11-9-23 to Dt. 16-9-23)

Objective of the Activity Done:

Detailed Report:

I have learnt the following during the 4th week at my internship through the officials and staff at this organisation. I hope that this knowledge is useful in future.

1) In this week, I know about the syllabus of the 1 to 5th class students and I learn how to teach the students about their subjects.

2) In this week I have developed my skills such as teaching communication, managing and team participation skills compared to the previous three weeks.

3) I have also observed students health conditions and students immunity powers takes food.

4) And finally observed discipline of students and career guidance of students.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18.9.23 Monday	Today vinayaka charithi	Holiday	<i>[Signature]</i>
19.9.23 Day-2 Tuesday	Today I observed 8th and 2nd class students.	I learned about students behaviour.	<i>[Signature]</i>
20.9.23 Day-3 Wednesday	Today I observed 1st and 2nd and 3rd class students.	I learned about to how to control for children.	<i>[Signature]</i>
21.9.23 Day-4 Thursday	Today I observed social class for 7th class students.	I learned about teaching of teacher.	<i>[Signature]</i>
22.9.23 Day-5 Friday	Today I observed the biology class 8th class students.	I Learned about how to learn subject from teacher.	<i>[Signature]</i>
23.9.23 Day-6 Saturday	Today I explained tables for 2nd and 1st class students.	I Learned about memory power of students.	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 5 (From Dt. 18-9-23 to Dt. 23-9-23)

Objective of the Activity Done:

Detailed Report:

I have learnt the following during the 5th week at my internship through and staff of this organisation. I hope that ~~this~~ knowledge is useful in future.

1) In this week, I know about the schemes Nadv- Nedu Ammavad schem and jaganna gotumudda.

2) I know that these schemes are useful to the students for their education And day by day interacted with students and enjoy a lot them.

3) I this week conducted a games for students so many students are participated to the in games and it's very enjoyed.

4) I observed wash rooms and toilets and play ground. wash rooms and toilets are cleaned in school.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
25.9.23 Day - 1 Monday	Today I observed the maths classes in all classes	I Learned about to teach maths tricks.	<i>[Signature]</i>
26.9.23 Day - 2 Tuesday	Today I explained some child stories for the children.	I Learned about for student interest.	<i>[Signature]</i>
27.9.23 Day - 3 Wednesday	Today I observed 8th and 7th class students	I Learned about thinking nature of students	<i>[Signature]</i>
28.9.23 Day - 4 Thursday	Miled - un - anbi	Holiday	<i>[Signature]</i>
29.9.23 Day - 5 Friday	Today I explained numbers and match problems	I Learned about learning of students	<i>[Signature]</i>
30.9.23 Day - 6 Saturday	Today I observed total class rooms in school.	I Learned about land of students.	<i>[Signature]</i>

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WEEKLY REPORT

WEEK - 6 (From Dt. 25-9-23 to Dt. 30-9-23)

Objective of the Activity Done:

Detailed Report:

I have learn the follwing during the 6th week at my internship through the officials and staff of this organisation. I hope that this knowledge is useful in future.

- 1) In this week , I have learned some things and How to teach their students. and learning of students.
- 2) and I observed surroundings of school. and benches in class rooms and mentors of in digital classrooms.
- 3) Surroundings of school is very cleaned and benches of class rooms are perfectly All right.
- 4) I also observed it thinking nature of students and memory power of students in education.
- 5) I also observed physical and mental conditions of students in school.

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 at interns quality addressed in the report the people at MPUP school Regulapadu were a good interactive staff we were given a small work for students with basic things like use the chalkpiece our role is to enhance the students observe them. And any other negatives analyse all activities 9:00 AM to 3:30 PM.

The headmaster are very polite and humble to me the students are very friendly and interactive which made me socaise with them very easily. The other interns were also very co-operative in work.

We are the 'interns' as a team are very active and focused on the work. We were also given space for our process which made this "Internship" is very useful to me.

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 prove my knowledge and skills into practice such as mentoring I learned how to communicate and build relationship with the people. I worked and I learned that every department with the people. I worked and an organisation has its own culture. I quickly learned that every company has its own culture as a intern I discussed it's essential to be enthusiastic.

Asking and receiving feed back is very important. It is essential to take note of both the positive and negative points for future. I learned that some times asking the feed back. This internship is very important to this semester. And it is very useful in future.

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 skills. I have acquired from this internship.

I learned how to deal with students effectively. And developing my managerial skills is important to all professions as our team we planned about scheduling with respect to time and we all acted as a leaders for every week. we arranged our work place culture for productive work time.

We have kept notes for observing every improvement through out the week we all discussed about their syllabus. In our working style we all have kept our goals for this journey. We also developed our decision making skills which are very essential in future.

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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 the 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.

I have acquired from this internship at MPP school

Krishnapuram.

As we have been interacting with each student we improved our communication skills as we are assigned to class rooms of first day. We feel so happy. And students also very close to move friendly manner. Now we are confident which communicating or conversing with others.

We also came to know that how to understand other people we also improved our speaking skills. We developed ourselves from the student to an intern. We have also developed a few teaching skills in a way which made students to feel 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 'important' skills which is very useful in every work place.

We are the interns of MPP school. Krishna-puram formed as a team to enhance and improve our work in an efficient way firstly we have no familiarity with each other. gradually it took some time and we become a supportive team.

Every week one of us will lead the team to took leadership we also discussed with each other about our work and performance. Working as a team members and also a leader made me know about how to work as a team member and our team the way has to interact and co-operate how to manage unity in very active. This internship goes to fruitful experience.

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 schools. The M.P.P school, Krishnapuram we devices in their proceedings.

The Head master updates the information at school through smart phones. They scan faces of the students for checking and updating the attendance every day. Not only for students but also for other staff members now its biometric system for their attendance.

There is also used the online education for students. By using the BIJUS APP teaching the primary classes in a practical way through digital literacy.

Every student we have also used the technological devices for our task related to internship to improve digital literacy in school even. When the students are learning from school, it is also recorded under head master vision and also documented.

Student Self Evaluation of the Short-Term Internship

Student Name: Ponnam Uma Maheswara Rao Registration No: 2122001036044
 Term of Internship: Shoot From: 18-08-2023 To: 30-09-2023
 Date of Evaluation: 04-10-2023
 Organization Name & Address: MPP school lakshmi puram

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

Date: 04-10-2023

P. Uma Maheswara Rao
 Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: PONNANA UMA MAHESWARA Registration No: 212200103644

Term of Internship: short From: 18-08-2023 To: 30-09-2023

Date of Evaluation: 04-10-2023

Organization Name & Address: MPP school, lakshmi puram,
saravakota. seti kakulam.

Name & Address of the Supervisor: M. Ananth Kumar. Dedihi (vill)
saravakota (mandi) SKM
with Mobile Number

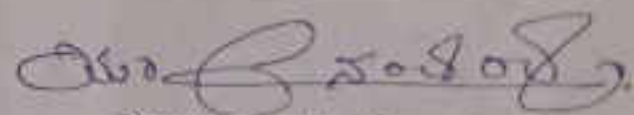
Please rate the student's performance in the following areas:

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

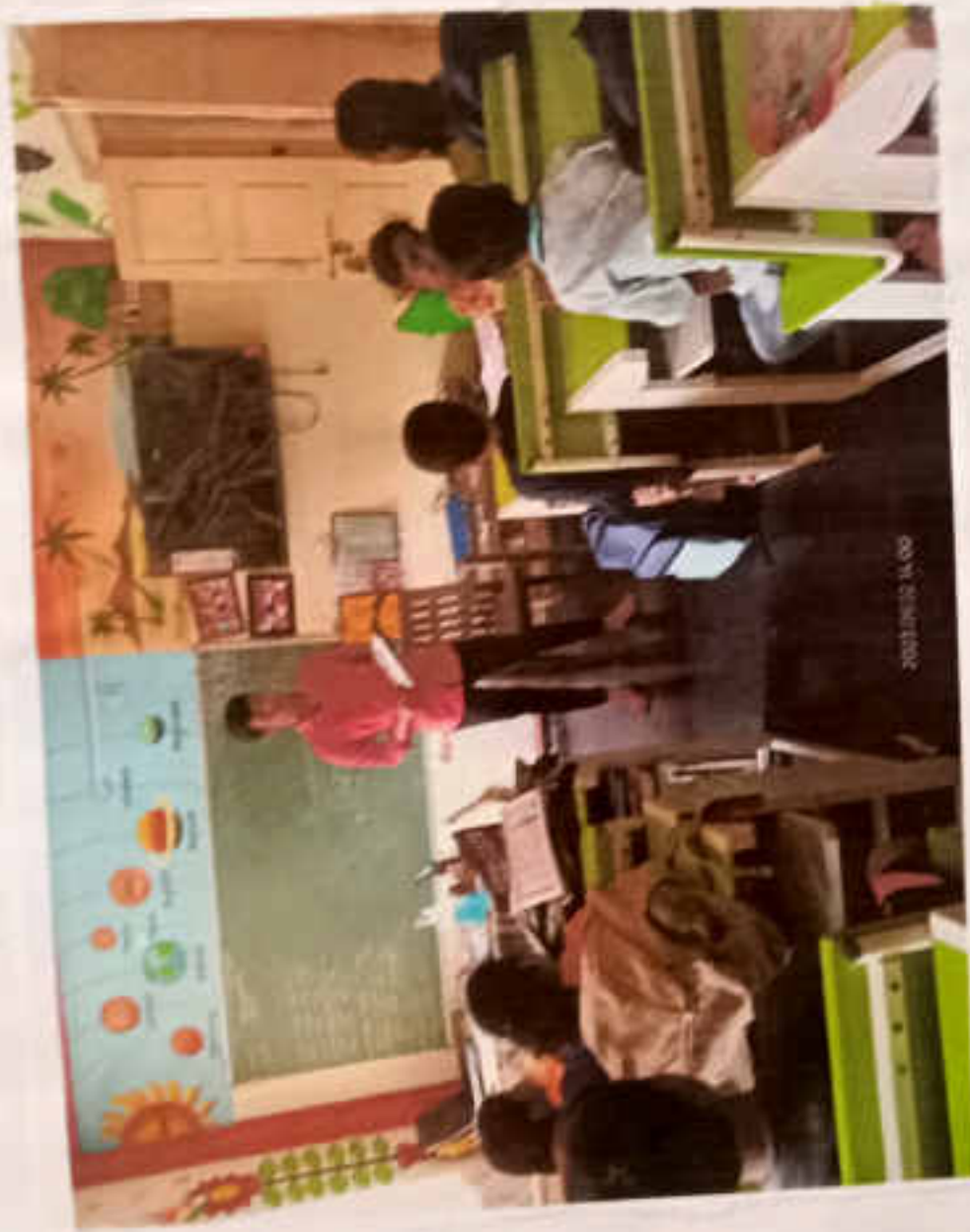
1	Oral communication	1	2	3	4 ✓	5
2	Written communication	1	2	3	4 ✓	5
3	Proactiveness	1	2	3	4 ✓	5
4	Interaction ability with community	1	2	3	4	5 ✓
5	Positive Attitude	1	2	3	4	5 ✓
6	Self-confidence	1	2	3	4	5 ✓
7	Ability to learn	1	2	3	4	5 ✓
8	Work Plan and organization	1	2	3	4 ✓	5
9	Professionalism	1	2	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: 04-10-2023


Signature of the Supervisor

PHOTOS & VIDEO LINKS







EVALUATION

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: **PONNANA UMANATHESWARA RAO**
Programme of Study: **B.A**
Year of Study: **III year**
Group: **HEP**
Register No/H.T. No: **2122001036044**
Name of the College: **VDC (M) SRIKAKULAM**
University: **DS-BRAU**

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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