

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

Name of the Student: *Runku. Balakrishna*

Name of the College: *Government degree college (MEN) skdm*

Registration Number: *21220010360416*

Period of Internship: From: To:

Name & Address of the Intern Organization: *Mamidiwalasa*
M.P.P. school.

Br. Anandkay **University**
YEAR

An Internship Report on

Mpps School Navidi Valasa

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

C-Commerce

(Name of the College)

Submitted by:

30-8-2023

(Name of the Student)

Reg.No: 212200/03607/6

Department of

Govt degree clg (men) Sriakulam

(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, Runkh. B. Balakrishna a student of BA (Hep)
Program, Reg. No. 2122001036416 of the Department of Economics
College do hereby declare that I have completed the mandatory internship
from 18-8-23 to 30-9-23 in Mpps mavidi valasa (Name of
the intern organization) under the Faculty Guideship of
K. Varaduniasa. (Name of the Faculty Guide), Department of
Cvt. degree clg (men)
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that RUNKU. Balakrishna (Name of the student) Reg. No. 2122001036011 has completed his/her Internship in _____ (Name of the Intern Organization) on MPPS Mavidi Valasa (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Economics in the Department of Gvt degree clg (men) (Name of the College).

This is accepted for evaluation.

K. Ramani
(Signatory) **HEAD MASTER**
M. P. P. SCHOOL
MAMIDIVALASA
Griekulam Mandal

Endorsements

Faculty Guide

K. V. Rao

Head of the Department

C. V. S.

Principal

B. S. R.

Certificate from Intern Organization

This is to certify that Runku Balakrishna (Name of the intern)
Reg. No. 2122021636046 of bmt degree ckg (men) (Name of the
College) underwent internship in Mpps Mamidi Valasa (Name of the
Intern Organization) from 1/9/2023 to 30/9/2023

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

K. Ramana
Authorized Signatory with Date and Seal
HEAD MASTER
M. P. P. SCHOOLS
MAMIDIVALASA
Gothakota Mandal

Acknowledgements

This school internship report is the result of an end a way two pm four months it would not have been possible without the participation assistance of numerous brave and courageous people along the way. This I have to thank them all.

First and foremost I would like to give special gratitude to my Parents who gave me an opportunity to keep my step ahead.

I am indebted to my college teachers and the Principal for their vision, encouragement and enduring vigorous interest in the internship.

I extended my gratitude to my classmates and specially to our group members with thanks. I started and my duck days together we started our academic and social problems.

Special thank must be given to the teachers and students of mpaps school of ^{mavidi valasa} ~~mavidi~~ puttuga in their feed back, love and support with which i achieved skills and development. Last and most importantly. I would like all those who made this report possible and home a reality with their kind assistance.

Contents

chapter - 1 :- Executive summary

chapter - 2 :- overview of the organization

chapter - 3 :- Internship Port

chapter - 4 :- Weekly report and activity log

- * Activity log for week - 1 and weekly report

- * Activity log for week - 2 and weekly report

- * Activity log for week - 3 and weekly report

- * Activity log for week - 4 and weekly report

- * Activity log for week - 5 and weekly report

- * Activity log for week - 6 and weekly report

chapter - 5 :- outcomes description

- * Describe the creative technical skills you have

- * Describe the managerial skill you have acquired

- * Describe how you could improve your communication skills.
- * Describe how you could enhance your abilities
- * Describe the technological development you have observed and relevant to the subject area of training.

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.

I worked in the internship in the department education. I visited the place is ~~mapas~~ school of mandirialasa street, srirakulam. I choose education development to know the current status of the education and difference from past few years. I spent a day with them and, I learn & observed many things.

The introduction is very friendly and very suitable through this internship. I know that there are some other decided areas which has to be improved. I interacted with the children and left them to know their problems and what they are facing through. I thought some persons

to them and i gave few suggestions to improve them
which should be done by government there are no other
decided actions which has to be improved.

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.

Introduction to education means to ensure the highest levels of academic achievement for all students and it helps students develop a positive self-concept by providing knowledge about various dimensions of teaching. To provide affordable quality education, while equipping students with knowledge and skills in their chosen stream, identify hidden talents, provide opportunity for students.

Depending upon their placement & program they perform various tasks from shadowing staff to administrative assistance to taking in depth projects with fellow intern in government they provide mid-day meal system without partiality.

Between the students and finally provide the school uniform, shoes, books and bag and improve the education system in india it is a future plan/ goal of educational organization.

The woman capital perspective suggest a that turnover negatively affects organizational performance because of a loss of organizational memory as well as a loss of the knowledge, skill and abilities that employees have developed through experience.

Education marketing is a type of marketing that promotes valuable educational content & help institution and individual take advantage of it. Our educational world has been reshaped in the after the problems. for so many these changes will see for a longtime. many educators have continued to use apps to supplement in classroom learning as well increase the reach of apps to the students, teachers, and families for digital learning solutions.

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.

An internship is a period of the work experience offered by an educational organization for a limited period of time. Internship is used to practice for a wide range of developing skills. Internship for professional career are similar in some work. Similar to internship, apprenticeship transition students from mhrs school into the work force.

An internship consists of an exchange of service for experience between the intern and the organization. Internship is used to gain life experience. Internship provide current colleges students with the ability to participate in a field of their choice to receive hands on learning about a particular future career preparing them for full time work and the purpose of internship is to provide the students.

With the knowledge and experience that will enable to teach and service effectively in the public schools.

Students are expected to contribute to day to day work at the organization possible internship activities include attending departmental meetings assisting a colleague with relevant talks training is based on improving the skills and knowledge of the trainee where as internship is more focused on letting the person gain practical knowledge about the field.

Practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills and intern gain practical & technical knowledge.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18-8-23 Day - 1	It was a free day because in my internship Program not planned to begin for that day	Develop work habits & attitude necessary for job success	KJ
19-8-23 Day - 2	I explained the maths doubts in 5th class students	Develop strategies and thinking power	KJ
21-8-23 Day - 3	I teach the maths class in 3rd class students and give some problems and solve it	understand why that knowledge and those skill will be useful to them	KJ
22-8-23 Day - 4	I conduct dictation in 4th class students	Improving the pronunciation of the person words	KJ
23-8-23 Day - 5	I wrote the science workbook for 5th class students	think about what student should be able to know to do open successful	KJ
24-8-23 Day - 6	I checked the work book and help to complete the work book	Improving my patience level & have to treat with student.	KJ

WEEKLY REPORT

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

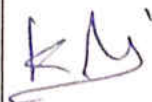
Objective of the Activity Done:

Detailed Report:

I started my long term internship on first day. I was introduced myself all the students and staff. The staff & students well received. It was a free day because it in my internship program not planned to begin for that day.

The students are understood my way teaching and listed to my class very carefully and sincerely and most of the student asked to mathematic doubts I explained the all students doubts in clearly. I conduct dictation in 4th class students and developing the words pronunciation and I wrote the science work books for 5th class students. some students faced some problems for my bad writing.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
25-8-23 Day - 1	I reexplained the additions and subtraction for 3rd class students	improving the fundamental concepts of maths	
26-8-23 Day - 2	To get the learners familiarised with the concept of lower case & upper case of the letter	the learner will be able to identify the difference between lower & upper case of the letter	
28-8-23 Day - 3	I give teaching english lesson for 5th class student	stage fear is gone and improve my teaching skills	
29-8-23 Day - 4	I give some english home work to 4th class students	more good grades and lower failure rates	
31-8-23 Day - 5	I conducted an exam for students.	exam can energise, providing motivation even new things	
1-9-23 Day - 6	I wrote the telugu work book on the black board	students complete workbook and it was little hard	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During completion of my 2nd week

I improved my teaching skills and stage fear is gone and freely move with staff i check the work book and help to complete the work book in that improving my patience level and how to deal with misbehaving my after that day i explained additions and subtraction for 3rd class students and newly revise with fundamental concepts of maths.

To get the learners familiarised with the concept of lower case and uppercase i gave some english home work to 4th class students make good grades and lower failure grades i conducted exam for students and them can engage themselves, Providing motivation to learn new things.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I explained maths sums	they solved easily and fastly another sum	Rajesh
Day - 2	I taught science lesson on the 5th class students	they understand the lesson & work the key points	Rajesh
Day - 3	they celebrate new year celebrations	students celebrate the new year party	Rajesh
Day - 4	I checked the Telugu work book on 5th class student	students complete the work book	Rajesh
Day - 5	I give some work on 1st and 2nd class students	students acquire the knowledge.	Rajesh
Day - 6	I conduct the english dictation on the 4th class students	they wrote the words and develop the knowledge	Rajesh

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

By the completion of 3rd week internship I write the telugu work book on the black board students complete the work book and it was little hard I explained the maths sums and they solved the another sums I taught the english lesson on 3rd class students they understand the lesson and wrote the key points.

on the next day they are all celebrate the newyear party the students are enjoyed a lot and I checked the telugu work book on 3rd class students. students complete the work book on and I give some work on 1st and 2nd class students and the childrens are acquire the knowledge.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	summative assessment are started they are study for the exam	they are all doing their doubts	
Day - 2	conduct the exams on 3rd class students	students success fully complete their test	
Day - 3	conduct the exams on 4th class students	I helped to clearing their doubts	
Day - 4	conduct the exams on 5th class students	students success fully complete their test	
Day - 5	sankranti celebrations in school	student and staff enjoyed a lot	
Day - 6	Government declare the after thought new lesson for 3rd class	listened the class an and clarity their doubts	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

completion of 4th class in-ternship program

i conduct the english dictation on 5th class students and they work the words and develop the knowledge on the next day summative assessment are started they are study for are exam they are all clarity their doubts.

conduct the exam on 3rd class students students successfully complete their for conduct the exam on 4th class students i helped the clarity their doubts and conduct the exam on 4th class students student successfully complete their test next all are celebrate in school childrens and staff enjoyed a lot.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I give some work on science	complete their work	Rajah
Day - 2	I explained the science workbook on 3rd and 4th class student	students complete their work books	Rajah
Day - 3	I taught the lay grassy hopes lesson on 3rd class student	students listened the lesson and ask some doubts	Rajah
Day - 4	I wrote the 5th class telugu class notes on black board	student found of telugu notes	Rajah
Day - 5	I conduct the spelt be exam on 5th class	they write the exam very well	Rajah
Day - 6	on the occasion of maths doubts on 4th class	students clearly their doubts.	Rajah

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

on the completion of 5th week Program in this one day is due to i teach the mathes class and solve the fractions and Practice telugu valnamala on 1st class childrens childrens Practice the telugu verna mala.

I help the teacher post the formative marks in a record and madam and me completed the work and i prepare a lesson for plan for 5th class and improving my knowledge and i checked maths work book on 3rd class students and finally complete the telugu work book.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I give sums to students and wrote the answers in their notes	some students solved correct and remaining student solve wrong	Pooja
Day - 2	I give english home work to prepare a speech	they faced problem to speak english	Pooja
Day - 3	they wrote english work book	they asked doubts to me	Pooja
Day - 4	I conduct declamation for 4th & 5th class	they prepare very good work very well	Pooja
Day - 5	I give students they wrote	they practice dance and songs the sentences	Pooja
Day - 6	No - bad day they practice dance.	they practice dance and songs	Pooja

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

By the completion of 6th week Program

In this week first day conduct spell bee exam on 3rd and 4th classes. All are they wrote very well. And conduct a formative assessment on 3rd class students written tests are designed to test the ability of student knowledge. I studied for exam clarify their doubts & to create awareness of assessments process & practice the students.

And I taught the science lesson on 5th class measurable observable specific statements that clearly indicate I conduct formative test on 2nd class. Students require to learn everything understand every concept I conduct formative test on 1st and 2nd class. Exam help convincing the person of institution in evaluating of the proficiency.

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.)

In my internship i expose career after natives prior to graduations and integrate theory and practice. access interests and abilities in their field of study. learn to appreciate work and its function in the economy and it develops work habits and attitudes necessary for job success and develop the communication, interpersonal & develop the critical skills in the job interview process.

Build a record of work experience acquire employment contacts leading direct by to all time job following graduation from college and develop work habits and attitudes necessary for job success purpose fully reflect upon their experiences, identify goals, develop strategies and determine further actions for personal growth explore new possibilities embrace new challenges and adopt new roles.

Internship help students master professional soft skills such as communication, punctuality and time management. These are skills that are key for success at a job and college and are highly sought after by us focus on teaching not just specialist knowledge, but also the skills needed to embrace change and solve tomorrow's challenges. That's why practical experience, like an internship is incorporated into every degree internship offers students the chance to put what they are learning into action, in real world environment for student who are great! you will have a much clearer idea of your own strengths weaknesses likes and dislikes.

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).

Students and supervisors also stated each individual soft skills significantly higher at the end of the internship compared to the beginning of the internship. The largest differences between Preinternship and post internship soft skills were noted in communication.

Critical Thinking and Problem Solving Skills
Internship studies will help you think critically to provide creative solutions to work challenges. This is a skill that is highly valued and emphasized. In the field of teacher education the school internship program has an important place for the development of professional skills related to teaching work in prospective teacher to get acquainted with the realities of the teaching and coaching teaching -internship some communication skills will be tested were before you receive the internship

Students interns are given a lot of tasks and goals and information all at once and constantly during the three to six months in the position. Organizational skills "is actually an umbrella term for a group of skills that lets you use time and resource efficiently and effectively including time management, delegation, scheduling and setting goals. The decision making process identifies one or multiple possible courses of action, gathers data and potential options. Known in everyday conversation as "social skills" "people skills" interpersonal skill adds up to the ability to interact with work with others.

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 is an important skill for every modern students to master. Advances in digital media, changing career land scapes, & greater competition in college and make improving students communication skill a must. when it comes to acquiring indispensible communication skills. there's no-time like the present conversation is the of the most basic and essential communication skills. It enables people to share thoughts opinions and ideas & receive them in turn.

- * Body language

- * Eye contact

- * Summarizing

- * Paraphrasing

- * Responding

Young students can learn the foundational elements of conversation by working from or videos of the interactions taking place.

These can be done verbally or through written assignments that give students the chance to answer questions creatively using their own words and expressions. Students to give a presentation apply critical thinking and problem solving in constructing effective informative & persuasive message to various internal & external groups including but not limited to employees, clients & community members. Writing skills are utilized in email communication as well as professional report writing, both of which are common in the work place. Empathy is the ability to recognize emotions in others, and to understand other people's perspective on a situation. At its most developed, empathy enables you to use that insight to empathize someone's mood and to support them through challenging situations.

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

Not everyone is a fan of group discussions but most would agree that group communication is an important form of communication in academic, professional and social contexts. Your communication with others in the discussion and the way you define your role in the group and effect how others perceive you. I need have a voice in those meetings. Merely telling myself to be confident and to speak up is not enough.

Don't often use qualifiers such as "I think" and "I feel" in your sentences because they imply your uncertainty about what you are suggesting. Respect the contribution of other speakers. And listened well to the ideas of other speakers.

Acknowledge what you find interesting respect differing
views. Think about your contribution before you speak
Remember that a discussion is not a fight.

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 imparting technology in education system to implement digital transformations at school.

The mpps school monidi valasa uses devices in the procedure the head master updates the information of school through smart phone. They scan the faces of the students for checking every student teacher and head master at school make their attendance through face scan method.

There is a smart TV which can be used for teaching practically for students more than academic syllabus in both telugu and english medium. when compared to previous systems that are followed in government school now the Parent system followed by our school is very enhanced, upgraded and enriched in every standing.

When students used to learn, it is also recorded under head master vision and is documented. Technological tools should be a seamless in learning situations. Students would conduct a it at the school digital library it at a remote resources are needed school digital library it at a administrative records and cafeteria food requirements would be updated automatically from entry scanning systems it perhaps the attendance software on a teacher's Personal Digital assistant.

The guide uses the term Professional development to represent learning activities of all kinds for school staff that prepare them to use technology in the school setting. Professional development includes support for teachers and staff as they apply technology to their evolving practice depending on whether they helped one to learn in that context. If research were required.

Student Self Evaluation of the Short-Term Internship

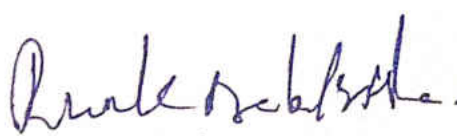
Student Name:	Runku. Baburam.	Registration No:	2122DD/0360H6
Term of Internship:	From: 18-8-23	To:	30-9-2023
Date of Evaluation:			
Organization Name & Address:	MPP school manduribare.		

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:


Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Runku. Balakrishna</u>	Registration No: <u>2/2250/0360/</u>
Term of Internship: <u>1 month</u> From: <u>1/9/2023</u>	To: <u>30/9/2023 (one month)</u>
Date of Evaluation: <u>(29-9-2023)</u>	
Organization Name & Address: <u>Sri Kakulam (Dist), Sri Kakulam (mandalam)</u> <u>Mamudivalasa (village)</u>	
Name & Address of the Supervisor with Mobile Number <u>K. Ramani (702894368)</u> <u>(MPPS, Mamudivalasa)</u>	

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

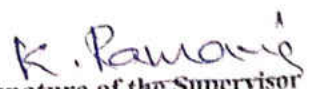
Please note that your evaluation shall be done independent of the Student's self-evaluation

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:

Page No:


 Signature of the Supervisor
HEAD MASTER
M. P. P. SCHOOL
MAMUDIVALASA
Sri Kakulam Mandalam



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:

o Activity Log	25 marks
o Internship Evaluation	50marks
o 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. Short Term Financial Policy suggested
- c. Management Policy suggested
- d. Management of the International Trade
- e. Trade Policy
- f. International Management and Organization

MARKS STATEMENT
(To be used by the Examiners)

Page No:

INTERNAL ASSESMENT STATEMENT

Name of the Student :

Programme of Study :

Year of study :

Group :

Regd.No/HT.No :

Name of the College :

University :

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Project Log	20	
2.	Internship Evaluation	30	
3.	Reporting	25	
4.	Presentation	25	
5.	Grand Total	100	

Date:

Signature of the Faculty Guide

Certified by

Date :

Seal:

Signature of Head of department/principal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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