

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: M. Palay:

Name of the College: Govt degree college (men) - skkm

Registration Number: 212L001440021

Period of Internship: From: 14/08/2023 To: 14/09/2023

Name & Address of the Intern Organization - ~~Govt. Govt. Institution~~
P.H. School - Veda Pavilays
Jannavalur, Madhavadasa, St. Kathulam.

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the persons working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns and

**An Internship Report
On
(Title of the Internship)**

Submitted in accordance with the requirement for the degree of

Name of the College: Govt degree college (men)

Department: B.A (T.G.E)

Name of the Faculty Guide:

Duration of the Internship: From 16/01/2023 To 14/09/2023

Name of the Student: M. Balaji

Programme of Study

Year of Study: 2021 - 2024

Register Number: 2122001440021

Date of Submission:

12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. **Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.**
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

Student's Declaration

BA rd ~~sem~~

I, M. Balaji, a student of Program, Reg. No. 202408189302, of the
Department of English, G. D. C. College do hereby declare that I have
completed the mandatory internship from 14/5/2023 to 14/9/2023 in Ambedkar
(Name of the intern organization) under the Faculty Guideship
of Dr. K. K. K., (Name of the Faculty Guide), Department of Government
College, College, (Name of the College)

M. Balaji

(Signature and Date)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that M. Balaji..... (Name of the intern) Reg. No 211255194964 of G. R. C. - Men... (Name of the College) underwent internship in Amudalavudai..... (Name of the Intern Organization) from 14/08/2023 to 14/09/2023.

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

D. N. Ramesh Rao
Authorized Signatory with Date and Seal



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.

We undertook this project to bring awareness among the citizens and impact the community in particular to focus on specific health issues and bring a solution to them.

The summary of the community service is as follows:-

Aims objectives :-

We understand this community service project to bring awareness among people about various health problems and precautions to be taken, to overcome these health problems. Besides the awareness, to evaluate the rate of people to be health conscious. The main aim is to educate the people about this health condition and make them healthy.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

The community where we conducted campaign is "SAJAY NAGAR" its locality is Amadavalu city in A.P, India. Telugu is the local language here. The demographical profile of sajay nagar is as follo

- Area - 1.43 sq.km
- population - 13,430
- Male - 6,556
- Female - 6,374
- population density - 9,362 people per km².

In the past this area was a cultivated farmis land. But along with the time and changing adverse this land remained as a dry land with waste or bushes and trash. After that this land of sajay nagar control of government.

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.

I have done the community service project over for 6 weeks during these 6 weeks I have understood many activities including camping, surveys and other programs etc.

Field visiting work:

-At first I started the community service by visit the community and checked whether this community is suitable for my project. Then, I need the officials of community to get permissions for the implementation and also the required support from community service project.

What I learned through CSP:-

In particular, through CSP I learned the life and other enhancing skills, leadership skills, teamwork. Communication in CSP used in the work place and organizing thing etc..

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Introduction to Community service project	A community service project is a volunteer to help people particular to them.	
Day - 2	Need and Importance of Community service project	It is significant to enhance the quality of life and welfare in region.	
Day - 3	Forms of Community Service	There are 3 types of community service.	
Day - 4	① Direct Service	Direct service activities are those which involves direct interaction & targeted.	
Day - 5	② Indirect Service	Indirect service is the channeling resources to a problem being solved.	
Day - 6	③ Advocacy	During advocacy activities, we bring awareness to an issue and inspire	Datta

WEEKLY REPORT

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

Objective of the Activity Done: Learning what is a CSP

Detailed Report:

In a few week I learned what is Community service project and take further step at first we need to know what we are going to do it. In this week I researched about community service and learned the process and forms of CSP.

Service learning is a process of involving students in community service activities combined with facilitated means for applying and personal development.

It is a form of experiential Education aimed at enhancing and involving student learning in social material. When compared to other forms of experiential learning CSP is more practical and rich social method.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Awareness about health care	To enable people to know the perfect health status.	
Day - 2	Activities regarding their health.	Only physical and mental health activities by them	
Day - 3	Types of health care awareness among people.	① physical health ② mental health.	
Day - 4	knowing about participation in various health care activities.	Ensuring perfect informing from the people medical participating.	
Day - 5	need of health insurance policies.	To ensure the people well-being by making many health.	
Day - 6	Why people should be aware of health status?	It is a very important to take care of health.	D.N.G.

WEEKLY REPORT

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

Objective of the Activity Done: knowing about the project topic.

Detailed Report:

In this week we all gathered together as a group and discussed the importance of health care to ensure the people to know about their health status. we have chosen some areas where the health status of the people is not good and researched about the particular issues and finally we have chosen the varigay nagor community where the people should be aware of their health, performance and status and based on that we prepared a questionnaire and we came to know the major health problems faced by them.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Field visiting	To collect data through selected a particular community.	
Day - 2	Overview of the community	profile of the habitation condition history and condition	
Day - 3	planning and -forming work.	On the basis of habitation condition we planned and organised work.	
Day - 4	Met the officials of the community.	To start our CSP work we met the officials to implement work.	
Day - 5	Collected information about the habitation local issues.	we also gathered information about local issues with clear scope.	
Day - 6	preparations made to conduct survey.	pre-planning the requirements for conducting of survey	

WEEKLY REPORT

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

Objective of the Activity Done: Doing ground work.

Detailed Report:

Our group decided to conduct a survey on the topic we have chosen, so, this week we did all the required ground work.

Firstly we selected an area and went for a field visiting, whether the chosen habitation is suitable regarding our CSP work or not we checked the area in all parameters as we needed and selected it. Then we gathered the profile or overview of community. It includes the habitation history, demography, population, socio-economic condition etc...

By the guidance of our mentor and team we planned the process as per habitat condition and also prepared everything for smooth conduct of the survey.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Sampling process	The large area can't covered in less time. So, through group response	
Day - 2	Conducted survey with sample group (day - 1)	We asked some relation and through the responses we gathered data.	
Day - 3	Conducted survey with sample group (day - 2)	Gathered required information	
Day - 4	Conducted survey (day - 3)	Gathered relevant data.	
Day - 5	Conducted survey (day - 4)	Organised data in proper order and analysed issues.	
Day - 6	Analysed this week survey results.	Gathered data.	

WEEKLY REPORT

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

Objective of the Activity Done: Gathering required data through survey

Detailed Report:

This week we started survey by samples in the large group of community. The habitation here contains more than 10,000 population. So, difficult thus, through sampling process we simplified the large group into small samples.

The next day we conducted survey to the sample groups. It is a large habitation. So we took more number of samples. The survey process conducted for more than 8 days.

In this week we analysed the presented collected data from survey to minimize the work. This analysis of these results highlighted some problems. But, we are awaited for final full pledged survey results.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Conducted survey with sample group. (day - 5)	Gathered data	
Day - 2	Surveying another sample group (day - 6)	Gathered data	
Day - 3	Conducted survey (day - 7)	Gathered data	
Day - 4	Conducted survey (day - 8)	Gathered data	
Day - 5	filtering and analysing survey results	Gathered information being filtered, survey and combined with previous analysis.	
Day - 6	problem statements of the survey reports.	① drinking alcohol issues. ② chronic disease. ③ Covid complication.	

WEEKLY REPORT

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

Objective of the Activity Done:

Analyse the results.

Detailed Report:

This week also we conducted survey to various sample groups to cover a large portion of people easily. In accurate data we collected information that will be enough to lead our CSP further work.

The results of the survey were arranged in a chronological order though altering and sorting process later we analysed the data results of survey. The previous analysis reports, also combined with present reports. we made a final survey report with the help of survey report and found issues like

- 1) Many of the people are suffering from chronic health conditions.
- 2) Most of the people of that community are having problem with alcohol issues. Most of the people are habituated to drinking alcohol.

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.)

- 1) DO you have any hereditary conditions?
- 2) How much protein you intake everyday?
- 3) How health do you consider yourself on a scale of 1 to 10?
- 4) Are you habituated to drugs and alcohol?
- 5) In your opinion at what capacity can you perform everyday activities?
- 6) Is there anyone handicapped?
- 7) Do you use any medical application app to improve your health?
- 8) Do you have any chronic diseases?
- 9) Did you get covid?
- 10) Did you get any post-covid complications?
- 11) What do you say about your overall health.

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

Basic clinical procedures :-

I gained proficiency in essential clinical procedures such as wound care, vital sign monitoring, and administering basic medications.

Diagnostic skills :-

I became adept at conducting basic diagnostic tests like blood pressure tests like blood pressure measurement, blood glucose monitoring and urinalysis.

First Aid and emergency response :-

I received training in providing immediate care in emergency situations, stabilizing patients, and co-ordinating transfers to higher-level care facilities.

Medical records management :-

I learned how to accurately document patient information, treatment plans, and follow up care in a structured and organized manner.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

We also found the solutions to the identified problems of the community primarily we implemented the short term measures and long term measures which needs to be implemented. The long term and short-term are discussed as follows :-

The best term measure, we as our team suggested the community people to drink as much as water daily to keep their health well.

Another short term measure we suggested the community people to intake proteins and mineral rich contain food daily.

Another best short term we suggested the community people to perform daily 'Exercise to' perform their daily activity good.

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

Surveys are an important means of collecting health and social science information from a sample of people in a standardized way to better understand a large population.

TO understand general health and need of maintaining good health.

-The opinion about the medical services provided and the risk factors associated with the individual's health.

TO tell the community people about the medical campus and meetings held by the health officials and the need of attending the campus.

TO know about the physical health and mental health status of community.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

In this over health care awareness project, we have found some short and long-term issues and long-term issues and some of the recommendations have been made by our team members to the people of the community.

Our team members firstly recommended the people of the community to drink plenty of water.

To maintain perfect health we have recommended the people to consume more number of fruits and vegetables.

To be healthy and fit people should engage in physical activities daily.

To keep their mental health better, people should participate in group communication activities.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **M. Balaji** — **2122001440021**

Term of Internship: From **14/01/2023** To **14/09/2023**

Date of Evaluation:

Organization Name & Address: **Green World Hotel**

Name & Address of the Supervisor: **Ajith Kumar**
with Mobile Number: **9014534509**

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

M. Balaji

Signature of the Student

INTERNAL ASSESMENT STATEMENT

Name of the Student : M. Balaji

Programme of Study :

Year of study : 2021 - 2024

Group : BA - (T.G.E)

Regd.No/HT.No : 2122001440021

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

University : Ambedkar 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



PHOTOS & VIDEO LINKS

