

**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:** Netenti Neela prasad

**Name of the College:** Govt degree collage (men)

**Registration Number:** .....

**Period of Internship:** From: To:

**Name & Address of the Intern Organization**

## **Instructions to Students**

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

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



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

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

*Submitted in accordance with the requirement for the degree of.....*

Name of the College: *Ajitha College*

Department: *BA (T&E)*

Name of the Faculty Guide: *V. Prathishtha*

Duration of the Internship: From *18/8/23* To *30/9/23*

Name of the Student: *N. Neelapriya*

Programme of Study *BA*

Year of Study: *2021 - 2023*

Register Number: *2122001440026*

Date of Submission:

### Student's Declaration

I, N. Neelaprasad a student of .....Program, Reg. No. 21220014026 of the Department of TGT...BA..... College do hereby declare that I have completed the mandatory internship from 28/8/23 to 30/9/23 in Schoo/..... (Name of the intern organization) under the Faculty Guideship of Pruthi....., (Name of the Faculty Guide), Department of TGT..... AP/5 Clg. Rang..... (Name of the College)

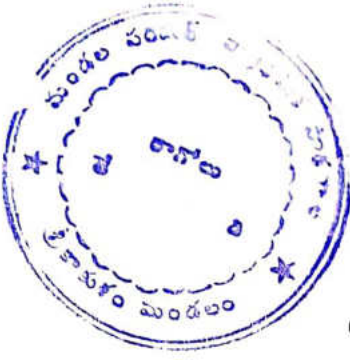
Neelaprasad N.  
(Signature and Date)

### Endorsements

Faculty Guide Pruthi

Head of the Department B. Meenakshi  
4/11/23

Principal



### Certificate from Intern Organization

This is to certify that N. Neelaprasad (Name of the intern) Reg. No 2122601440016 of BA. (Zak.)..... (Name of the College) underwent internship in School: Ragolu..... (Name of the Intern Organization) from 28/8/23..... to 30/9/23.....

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

Authorized Signatory with Date and Seal

HEAD MASTER

M.P.P. School

RAGOLU

Srikalahasti (M.P.P. Dist.)



## ACKNOWLEDGEMENTS

I am deeply grateful to all staff members to the Sachivalayam Grama ward Sachivalayam and also my mentors and advisors during this Internship. For their valuable and advisors during this internship for their industry experience.

throughout the Internship. The subhalayer Grama ward sachivalayam provided me with valuable insights and guidance that helped me to navigate my tasks and responsibilities.

They are always available to answer my questions, and provide support, and their wisdom.

I am thankful for their time and support and for sharing their valuable insights with me.



## 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 school internship  
~~I am~~ grateful thanks for subhalaya <sup>education</sup> ~~gana~~  
~~and~~ sachivalayam support and the opportunity  
they have provided me. their financial  
assistance allowed me to focus on my  
internship and my professional development.  
and I am thankful for their commitment  
to helping me succeed. I hope to continue  
working with <sup>education</sup> sachivalayam in the future  
and to make the most of this incredible  
opportunity.

finally I would like to thank for  
providing the funding and support that  
enabled me to complete this internship. without  
their assistance I would not have been  
experiencing.

## 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.

Plans of the Organization.

Intereducation at ~~Gyana~~ education department  
~~and Sathya~~ Sathiyam.

- ① providing vision citizen services up a short possible type.
- ② single window services & system.
- ③ door to door services & welfare to home.
- ④ providing ambience environment are the living organization. education school
- ⑤ each functioning has a specific value full fill the required of the villages.
- ⑥ planning ~~GDP~~ GPSC in the village ~~General~~ <sup>education</sup> ~~General~~ <sup>panchayat</sup> department



### 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.

- ① vision service of <sup>education department</sup> ~~Gorima~~ ~~panchayat~~
- ② various welfare ~~schemes~~ <sup>schemes</sup> school
- ③ on going projects / communication
- ④ ~~Gorima~~ ~~word~~ <sup>sabha</sup>
- ⑤ working culture of each function

I worked in ~~mpps~~ z.p.t.s school regular department of education I worked in the Government school and I taught lesson to the students. I used the black board and chalk and taught the black board and chalk and taught boys children so that lessons to the children this part of Internship.

# 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 day, I have conducted self-induction for 5th class and 1st class.	It was a great day as a teacher knowledge.	
Day - 2	I went to third class and taught them maths in fun and way.	I have been prepared and about internship.	
Day - 3	Again I went to 1st class. I have noticed some problem there.	I came to know how to teach the children.	
Day - 4	I went to 2nd class and taught them everyday things activity.	I observed about the knowledge of English.	
Day - 5	I thought the 5th student an English lesson and activity.	I observed about the knowledge of English.	
Day - 6	I have internship with me 1st class students there.	I come to know about their mind sets and things.	



## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

I this entire week, I have conducted to extra extracurricular activities like - Entertainment Gang to interact with them to know about their state - them.

We have also taught them few lessons from their students in understandable manner understandable manner so that have their that come to knowledge.

Totally I learn that some students are not very well in studies way.

## 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

### 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 4th class and I have observed some about students who needs desable.	I have know how to discipline the students army standards	
Day - 2	I went to 5th class and asked them about their goals which was well interactive	I got to know about their life style, goals and	
Day - 3	I taught 3rd class, a Telugu lessons and by them through sentences	I have manged the student to read in their	
Day - 4	I have taught the 1st class student some gnyms and moral stories	I came to know about and mangement	
Day - 5	I have tough the 5th class about how to believe at particular places and strations	I have to come to know about Bhavur aspects	
Day - 6	I have Conducted activity for 2nd class student on brother	I have taught Subject in appo chubale	



## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about the students their performance in students and their student capability. I have discussed about how to be good and performance.

I have some new their syllable and created an environment in which class play,



# 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 5th class student live in a society	I got to know about teaching thing student	
Day - 2	I have taught 4th class student about english basics like	I got to know about teaching student	
Day - 3	I have conducted a fun activity to the 2nd class well	I have developed my communication	
Day - 4	I have helped the teachers and staff works.	I come to know about the working.	
Day - 5	I have taught 5th class students about further.	I have learned to teach about to select one	
Day - 6	I have taught 6th class for 4th class class	I have learned to teach in pway.	

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week I have improved my teaching skills from syllabus level to practical approach which runs well.

and I have also interacted with the respected Government. are a open space

I have also worked with teachers and staffs work which made me know things that happens inside a school.



# ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have taught the lesson to the 3rd class and 4th class.	I have deepened my teaching the students.	
Day - 2	In pointing to their formation 5th class	I have tried to help them in their class	
Day - 3	I have checked about every class environment supply	I have to come to know few problems	-
Day - 4	I have interacted with student suggesting some solution	I tried to solve student's problem.	
Day - 5	I have taught 1st class students about animal brain	I have dealt with 1st class	
Day - 6	I have taught 3rd class about counting stress	I have deepened my communication skills.	

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week. I have  
improved my skills such as  
teachings, mentoring, to this  
compounding. to the previous

I have also observed about the  
School. environment. Students' char  
performance.  
solve them. 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 4th class about classroom.	I have taught with the student.	
Day - 2	I have taught the 5th class student about	I have tried to teach the students	
Day - 3	I have interacted with 1st student	I have advised the digital advice in the school	
Day - 4	I have taught the 2nd class about English	The students are doing well	
Day - 5	I have taught the 1st class + E.V.S lesson	The students are doing well	
Day - 6	I have interacted with all students about past, present and future.	I have known many things from this knowledge.	

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills such as Teaching skill. I have come to know that I have learnt so many things in the short of time. also better out of it.

I learn about being a teacher also problem. I have tried to solve and had better out of it.

I learn about in the class room. mostly in the work place.



## CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Inter's work environment is  
all the aspects of. Inter's  
Qualified School a govt inst  
starts evening 3:30pm to 2:30  
pm. to 3:30 pm (coming  
to (evening))

to headmaster and the teachers  
are very polite and amiable  
to we are The in, was also  
given space. for out in  
the work. we were, also given  
space. SIO for our process  
which made our Partnership  
very useful thing.

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

There are some technical skills I have acquired from this internship.

I have known about how to put my knowledge and to into computerized worked teachers. And I have doubts.

As being and saving your future to take already future of financial points. for future I learned that some times asking for feedback. It will have a significant impact on your future career success.



**Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.**

There are also some managerial skills I have acquired from this internship,

I learned how to effectively deal with people. Developing Managerial skills is important to all professions as a team we planned about scheduling.

We have kept notes for observing important areas about our performance is upgraded.

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

We have improved our communication skills in this internship at MPPS Farayada Soukaseulam.

As we have been interacting with each other, students, we have improved as we are very fearful, tense but now we are confident who we are communicating, understanding others.

We also come to getting understood by others we improved our speech from prepared to extempore to student teaching skills in our way which made students better.



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

Team work is one of the most taught other skills in the work place.

the inters of Dups Karagada sei group formed as a timer to chance improve our work in an efficient way

fully as we have no famil any with each other gradually it took time and we have also become a supportive team

every week one of us will lead the team to take leadership,

working as a team members and also as a leader, reader the and knowledge about teamwork.



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 step in implementing teaching for education system to amplify the performance of schools.

The Sree Narayana Guru School of Sekatulu, uses devices in the procedure.

The Headmaster updates the information of school through smart phone. They have face of the students for school. Make their attendance through face scan method.

There is a smart TV which can be used for teaching providing the primary students more than Academic syllabus in English medium when compared to previous is very enhanced, upgraded and enriched in very standards for our tasks under head master vision. and is facilitated.

### Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:

Term of Internship: From To

Date of Evaluation:

Organization Name& Address:

Name & Address of the Supervisor  
with Mobile Number:

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Neelaprasad . N  
Signature of the Student



### Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:

Neelaprasad . N

Term of Internship: From

To

28/

Date of Evaluation:

Organization Name & Address:

Name & Address of the Supervisor  
with Mobile Number:

**Please rate your performance in the following areas:**

**Rating Scale:**

Letter grade of CGPA calculation to be provided

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

Neelaprasad . N  
Signature of the Student



## Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No:

Term of Internship: From To

Date of Evaluation:

Organization Name& Address:

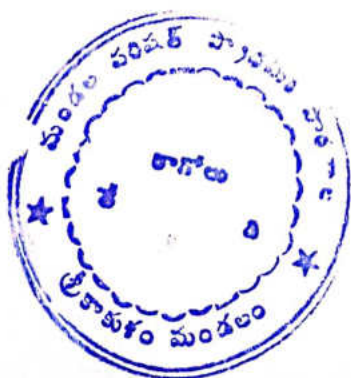
Name & Address of the Supervisor  
with Mobile Number:

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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



  
 Signature of the Supervisor  
 M.P.P. School  
 RAGOLU  
 Srikakulam (Mdi&Dist.)

## INTERNAL ASSESMENT STATEMENT

Name of the Student : N. Neelaprasad  
Programme of Study : BA  
Year of study : 2021-2023  
Group : TUE  
Regd.No/HT.No : 2102001440026  
Name of the College : Arts Ctg (Hons)  
University : Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Project Log	20	20
2.	Internship Evaluation	30	20
3.	Reporting	25	20
4.	Presentation	25	20
5.	Grand Total	100	80

Date:

  
Signature of the Faculty Guide

Certified by

Date :

Seal:

  
Signature of Head of department/principal  
4/11/23