

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR

SHORT-TERM INTERNSHIP

(Onsite / Virtual)

Name of the Student: BAItupalli Rajeswarai

Name of the College: Govt. Degree college (men) saikakulam

Registration Number: 2122001066007

Period of Internship: 2 months from 18/8/2023 to 30/9/2023

Name & Address of the Intern Organization: Venkanna goudi Peta. M.P.P school.

Dr. Ambedkar

University

YEAR

An Internship Report on

Education, Department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.COM (COMPUTERS)

Under the Faculty Guideship of

N. Pavani

(Name of the Faculty Guide)

Department of

Govt. Degree college (men) srirakulam

(Name of the College)

Submitted by:

Bantupalli. Rajeswari

(Name of the Student)

Reg.No: 2122001066007

Department of

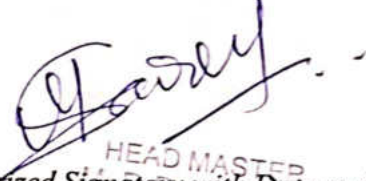
GDC (men) Srirakulam

(Name of the College)

Certificate from Intern Organization

This is to certify that Bantupalli. Rajeswari (Name of the intern)
Reg. No. 2122001066007 of Govt. Men's Srilakshmi (Name of the
College) underwent internship in M.P.U.P. School Venkannagaripeta (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).


HEAD MASTER
Authorized Signatory with Date and Seal
VENKANNAGARIPETA
Etcherla (Mandal)
Srikakulam (Dist.)

Student's Declaration

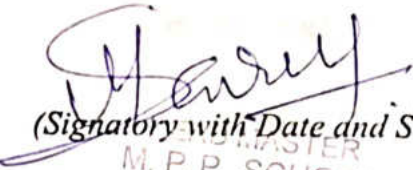
I, Bantupalli. Rajeswari a student of Internship
Program, Reg. No. 2122001060007 of the Department of B.Com Government degree College
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in Education department (Name of
the intern organization) under the Faculty Guideship of
Smt. N. Pavani (Name of the Faculty Guide), Department of
commerce, Govt. Degree college (men) Srikakulam.
(Name of the College)

B. Rajeswari
(Signature and Date)

Official Certification

This is to certify that B. Rajeswari (Name of the student) Reg. No. 9122001066007 has completed his/her Internship in MPP School, Venkannagaripeela (Name of the Intern Organization) on Education Department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com (Computers) in the Department of Govt. Degree College for men, Srikakulam (Name of the College).

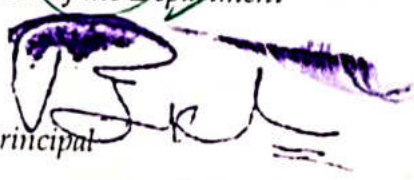
This is accepted for evaluation.


(Signatory with Date and Seal)
VENKANNAGARIPELA
M. P. P. SCHOOL
Etcherla (Mandal)
Srikakulam (Dist.)

Endorsements


Faculty Guide


Head of the Department


Principal

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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Acknowledgements

The school internship report is the result of an end of a way two months. It would not have been possible without the participation of numbers have and courag-
-er people along the way. Thus, I have thank
them all.

First and foremost, I would like to give special
glanitude to many parents who give me every opportunity
to keep my step ahead.

I am. Indebted to my college teachers, Sirs, and
principals for their vision-encouragement and endubity
contagious interest in this internship.

I entered my gratudation to my classmates
and especially to our group members with whom
is started shared my dark days and together
we sort out academic and social problems

B. Rajswari

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 at internship in the department of education. I visited the place in (Venkanna garipeta M.P.M.P school). I choose education department to know the current status of the education and difference from past few days years. I spent a day with childrens and i learn and observed many things.

The introduction is very friendly and very valuable through this internship. I got to know be true are some other decided areas which has to improved. I interacted with the children and let their. I 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.

I worked in the education department. I worked in Venkanna garipeta M.P.M.P.S school. Education department plays a important role. In every sector. I observed many things in school that how the children are beloged like of knowledge. my introduction with students are very friendly and I got to know that students performing was very poor. The students are not able to understand that the basic things. I played a teaching role in school and shared very few things. I played a role in school. I am planned to development and improve the education system with my knowledge to the best students.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

I worked in (Venkanna gami peta M.P. P. school).

In the department of education of I worked in the government school and I taught lessons to the students. It used to be by green board & digital board but let explain the lessons with the students. I performed some tasks. In children's encourage our goals and proper carrier guidances. I learned more knowledge and I learned few things to change in school which some particular students are there. Communication skills are improved.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	As it is my first day. I have conducted self introduction 3rd and 4th classes.	It was a great day as a teacher and come to know about some students	Ru
Day -2	I went 5 th class. I explain some Maths problems	I have prepared and come to college how to teaching	Ru
Day -3	Again I go to 5 th class they facing some feel about our exams	I come to know about their education status	Ru
Day -4	I thought VI students explain about our further studies.	I observed students knowledge	Ru
Day -5	I teaching a lessons I 5 th class mathematics subject	I observed our discipline	Ru
Day -6	I teaching a multiplication, & divisions table 13 rd & 4 th class	They are underit- and very well.	Ru

WEEKLY REPORT

WEEK - 1 (From Dt. 11/9/2023 to Dt. 16/9/2023.)

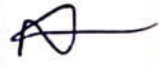
Objective of the Activity Done:

Detailed Report: In this entire week, I have conducted extra curricular activities like self introduction, games to interact with them to know about their ^{set} state of mind and connect with them.

I have also thought them few lessons from their syllabus in understand manner so that they have come to know about some new things and I have observed their educational performance, knowledge.

Totally. I learn that some students are not very well in other students. In study and they like the teaching and learning way.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I went to 5 th class and I have observe some students who needs to be discipline	I have know how to discipline the students as my stand-ard.	
Day -2	I go to 4 th class. I teach in mathematics subject.	I observiour Responce.	
Day -3	I go to 8 th class I teach features & plans. in studies.	I observed as skills and hidden talents	
Day -4	I go to 6 th class and read english poems	I fee like teach-ers.	
Day -5	I am go to 8 th class I will explain in acoun-tings.	I feel like a motivational speaker	
Day -6	I have conducted a General knowledge in 5 th class.	General knowledge	

WEEKLY REPORT

WEEK - 2 (From Dt. 21/8/2023 to Dt. 26/8/2023)

Objective of the Activity Done:

Detailed Report: In this entire week I have observed about the students, their performance in studies and their students capability. I have discussed about how to be good and become better in academic performance.

I have conducted some new activities regardingly their syllabus and created an environment in which they are very active in group activities and in classroom.

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 8th class student's accuracy about society	I have know so many new things that above their place, name, and study	Chud
Day -2	I thought I will go to 5th social and explain	I got teaching things, leadership qualitys.	Chud
Day -3	I have conducted jam activity in 8th class	I hope to enter that day	C. no
Day -4	Continuing the jam activity in 7th class	I hope to I am enjoyed a lot	Chud
Day -5	I thought I am conducting exam in 3rd class maths.	I learn Invizati-on activitys.	Chud
Day -6	I have thought R & D explain 5th class	I have learned to teach in particular way.	Chud

WEEKLY REPORT

WEEK - 3 (From Dt 28/8/2023. to Dt 3/9/2023.)

Objective of the Activity Done:

Detailed Report: In this week, I have developed my teaching skills from syllabus lessons to a practical approach which enhanced my communication skills very well.

And I have also interacted with the respected Government teachers. I observed patience about the teachers treated students. I am also tried to teach the students so that they feel like my an open in space.

I have also worked with teachers and staff alone which made me know things that happens behind school.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have thought maths lessons with 5 th class	I have developed my teaching skills.	
Day -2	I have Conducted a game for 4 th class students	I have closely Interdution with 5 th class students	
Day -3	I have checked every class enviroment, the snaty healty and water supply	I have come to know about- no problems in school	
Day -4	I have interersted with students-I can ask our problems	I observed our principal manage-ment skills.	
Day -5	I thought I can explain Chandrayan 3 in 5 th class students	I have deal with 5 th class students discipline	
Day -6	I go 6 th class I can explain english poems	I feel like a show of singing	

WEEKLY REPORT

WEEK - 4 (From Dt..4/9/2023. to Dt..9/9/2023.)

Objective of the Activity Done:

Detailed Report: In this week I have developed my skills such as Teaching skills, Mentoring skills, Communication skills, Managing & leadership skills when compared to the previous three weeks.

I have also observed about the school environment, students performance and I have also interacted with them and gave advice and get tried to solve them. In other ways.

The student also have been were performing with good role.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have thought 7 th class about discipline followed in class room	I have interacted with the student about discipling	A. V. S.
Day - 2	I have thought the 6 th class students about out goals. Communicati-on skills	I have tried to teach the students about-communicati-on skills.	A. V. S.
Day - 3	I have interacted with 4 th class students throug-h digital way	I have assessed the digital device in the school.	A. V. S.
Day - 4	I have thought the 3 rd class about R & D lessons.	The students have learned about doing good in students	A. V. S.
Day - 5	I have though the and class english lessons	The student-are doing well.	A. V. S.
Day - 6	I have Interacted with all students about-previous states and present-states.	I have known so many things in this internship.	A. V. S.

WEEKLY REPORT

WEEK - 5 (From Dt ^{25/9/2023} ~~24/9/2023~~ to Dt ^{30/9/2023} ~~29/9/2023~~)

Objective of the Activity Done:

Detailed Report:

In this week. I have developed my skills such as teaching skills. I have come to know that I have learn so many things in this journey. I have development my communication skills. managerial skills, Interactive skills, Teaching skills and other skills which enhanced me very well.

I come to know few good things and also some problems which. I have tried to save and made better out of it.

I learn about being a Teacher. workex and Monthly as an internal 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.)

Internal's work environment is one of the aspects of internal's quality as addressed in this report. The people at M.P.N.P school Venkanna gori pita. we are good interactive staff we were given a chance for our Role is to enhance the students observe them. And any other negatives. analysis all activities by students and staff. our timings are from 9.00 AM to 3.30 PM (morning to evening)

The principal and teachers are very polite and humble to me. The students are very friendly and interactive which made me socialize with them very easily the others interns were also very Co-operative in work. we are

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

I have known about how to put my knowledge and skills into practice such as maintaining. I learned how to communicate and build relationship. I learned how with the people I worked learned that every dept (or) organization has its own culture. I quickly learned that every company has its own culture. As a Intern I discovered it's essential to be enthusiastic and open to learning new skills. I learned that it's important to communicate with teachers and principal. If I have any doubts. I can ask and clarifying. feed back is more important.

It is essential to take note of both the positive that sometimes asking for feed back or receiving feed-back is difficult to hear but it will have a significant impact on your future careers and 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 have acquired from this internship.

I learned how to effectively deal with people developing managerial skills, is important to as professional as a team we planned about scheduling with respect to time and we all acted as a leaders for every work. We arranged our work place culture for productive use of time.

We have kept notes for observing every one improvement. Weekly wise we will discuss about all pros and in our working style we all have kept our goals for this journey. We also have developed our decision making skills which are very essential in further as per the final day we have discovered 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 M.P.U.P school Vekanna gari peta, Srikakulam.

As we have been interacting with each other students we have improved our oral Communications and written Communications as we are assigned to classrooms. At first day, we may feel these out now we are confident while Communications or Conversation, understanding others. ---

We also come to getting understood by others. We improved our speech skills from prepared level of formal student to an intern we have also developed few 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 important skill in that work place. We the interns of M.P.U.P school Vucannagari put a. formed as a team to enhance and improve our work in an efficient way.

Firstly as we have no formality 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 took leadership we have discussed with each other about work, performance.

Working as a team members and also as a leader made known about how to work as a team members its role in the team in my way to interact, co-operative and manage them as a unity in every activity. It gave the experience 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 taken in implementing technology in educational system to digital transformation of school.

The headmaster updates the information of school through small phone. They scan per faces of the students for checking every teachers and principal to made school attendance through virtual method and digital method.

They Conducted digital class with using Powerpoint. The help of fiber net and playing videos etc - - -

Student Self Evaluation of the Short-Term Internship

Student Name: B. Rajeswari

Registration No: 2122001066007

Term of Internship: 2 Months From: 18/8/2023

To: 30/9/2023

Date of Evaluation: 4/9/23

Organization Name & Address: M.P.P School vekannagudi Peta.

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:

B. Rajeswari
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: B. Rajeswari

Registration No: 2122001066007

Term of Internship: 2 months From: 18/8/2023

To: 30/9/2023

Date of Evaluation:

Organization Name & Address: M.P.P school vekannagasi peta.

Name & Address of the Supervisor: venkateswari
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

Oral communication	1	2	3	4	5 ✓
Written communication	1	2	3	4 ✓	5 ✓
Proactiveness	1	2	3	4 ✓	5 ✓
Interaction ability with community	1	2	3	4 ✓	5 ✓
Positive Attitude	1	2	3	4 ✓	5 ✓
Self-confidence	1	2	3	4 ✓	5 ✓
Ability to learn	1	2	3	4 ✓	5 ✓
Work Plan and organization	1	2	3	4 ✓	5 ✓
Professionalism	1	2	3	4 ✓	5 ✓
Creativity	1	2	3	4 ✓	5 ✓
Quality of work done	1	2	3	4 ✓	5 ✓
Time Management	1	2	3	4 ✓	5 ✓
Understanding the Community	1	2	3	4 ✓	5 ✓
Achievement of Desired Outcomes	1	2	3	4 ✓	5 ✓
OVERALL PERFORMANCE	1	2	3	4	5 ✓

te:

Signature of the Supervisor

PHOTOS & VIDEO LINKS

