

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:

Pathimivalasa Siva

Name of the College:

Government Degree college (men)
Sri Lanka kuluway

Registration Number:

2122.001066033

Period of Internship:

From: 18-08-23 To: 30-9-2023

Name & Address of the Intern Organization

M.P.P. School in
P.L. Devi Peta

University

YEAR

An Internship Report on
Education Department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
U.G Degree B.com Computers

Under the Faculty Guideship of
N. Pavani

(Name of the Faculty Guide)

Department of Commerce
Government Degree College (MEN) Srirakulam
(Name of the College)

Submitted by:

Pathinivalasa Siva

(Name of the Student)

Reg.No: 2122001066033

Department of
B.Com (Computers)

Government Degree collage (MEN) Srirakulam
(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 whenever 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 messle 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.

Student's Declaration

I, Rathinivalasa Siva, a student of Internship
Program, Reg. No. 2122001060033 of the Department of Govt Degree collage men
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in M.P.P School [PL Devipet] (Name of
the intern organization) under the Faculty Guideship of
B.Com (Computer) Education (Name of the Faculty Guide), Department of
Commerce Department, Government collage degree (men) saikakulur
(Name of the College)

T. Siva
(Signature and Date)

Official Certification

This is to certify that PATHINIVALASA SIVA (Name of the student) Reg. No. 2122001066033 has completed his/her Internship in MPPS PL Devipeta (Name of the Intern Organization) on Education internship (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 PL devipeta (Name of the College).

This is accepted for evaluation.



(Sign ~~Head~~ ~~Head~~ ~~Head~~ and Seal)

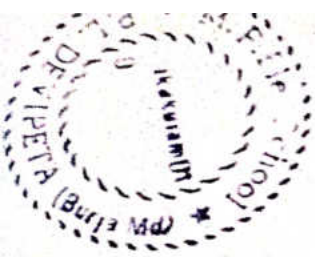
M. P. P. enool
P. L. DEVI PETA
Burja (Md) 5KL (Dt)

Endorsements

Faculty Guide

Head of the Department

Principal



Certificate from Intern Organization

This is to certify that Pathinivalasa Siva (Name of the intern)
Reg. No 2122001066033 of GDC (M) Srikakulam (Name of the
College) underwent internship in M.P.P School P.L. Devipeta (Name of the
Intern Organization) from 18-09-2023 to 30-09-2023

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

Authorized Signatory with Date and Seal

Head Master

M. P. P. School

P. L. DEVIPETA

Burja (Md) SKL (Dt)

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 M.P.P School P.L Devi Teta. I choose Education department to know the correct status of the Education and difference from past few years with children and I learn and observed many things.

The Interduction is very friendly and very valuable through this Internship I got to know some other decided area which has to be improved. I interacted with the children and let them know what they are teaching and talking in though.

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 M.P.P school in P.L Devi Peta. In Educational department plays a Important in Every class I observed many things in school that how the children are begloed lack ab knoweldge my Inter ducation. with students are very friendly and got To know that students perfbrooming was very poor The student and not able to understood that the basic things. In played a teacher doing in the school I am plamed to develop and Improve the Education system with any knowldage to save 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 M.P.P school in T.L Devi Peta
In Education department as I worked in the
Government school and I taught lesson to the
Students. I used to Black Board & Let's explain
the lessons with the student. I performed some
tasks in childrens Aincargear grabs and peoples
coeries guidences. I leared more knowldge and
I leared few things to changes in school
which be chadged.

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 1st and 3rd class	It was a teaching and come to know and about some students.	K. S. S.
Day - 2	I went 5th class i explain some maths problems in additions	I have prepared and come to collage how to teaching.	K. S.
Day - 3	Again I go to 3 class they facing some feel about our 3rd class	I come to know about their education states.	K. S.
Day - 4	I thought 4th class explain in some English lesson	I observed to students knowledge	K. S.
Day - 5	I teaching a lesson 3rd class e.v.s in subject	I observed in school discipline	K. S.
Day - 6	1st and 4th class some problems and explain that in today	I come to know about their mind and happy.	K. S.

WEEKLY REPORT

WEEK - 1 (From Dt. 18-08-23 to Dt. 19-08-23)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted extra-curricular activities is self-education games to interact with them to know about their state of mind and connect with them.

I have thought them few lessons from their syllables in an understandable manner so they have come to know about some new things and I have observed their education knowledge.

Totally I learn that some students and teacher very were in students' good learning and short mind and cloud and some where to be never the school.

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 3rd class in the school in peed tables	I observed as skills and core rmemet.	K. Suv
Day - 2	I go to 5th class I teach social in Evs and maths	I feel like a teacher	K. Suv
Day - 3	I go to 1st class I teach in numbers and A to Z	I observed to skills to kids ening teacher	K. Suv
Day - 4	I go to 4th class I loan the lesson to be students.	I felt feeling to teaching	K. Suv
Day - 5	I go to overall school in 1 and 3rd class.	I learning skills.	K. Suv
Day - 6	I go to school in all over class in school	managinitibly skills	K. Suv

WEEKLY REPORT

WEEK - 2 (From 16.11.2020 to 16.11.2020)

Objective of the Activity Done:

Detailed Report:

In this entire week I have observed about the students their performance in students and their students capability I have discerned about how to be Good and become better in academic performance.

I have conducted some activities regarding their syllabus and created an environment in which they were very active and telling the tables and small activities to be creative the school and class. 10 and 4th class must should be committed by the students.

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 2nd and 3rd class for class to 6-ues	we will change drawing skills	K. S. S.
Day - 2	I have 1st class to we will learn for the A to B and Z.	good discipline and cleaning surrounding	K. S. S.
Day - 3	I have checked the Home work in 3rd and 5th class	to be overall good students and good teacher	K. S. S.
Day - 4	I have checked class to be covered by the English in 3rd class	I come to school to nice atmosphere in school	K. S. S.
Day - 5	The lesson name "please help me"	good skills in student	K. S. S.
Day - 6	Additions and Home work in to be form all class	I feel like a teacher	K. S. S.

WEEKLY REPORT

WEEK - 5 (From 19.08.23 to 25.08.23)

Objective of the Activity Done:

Detailed Report:

I this week I have developed Teaching skills than syllables lesson to a practical which 4th and 5th class to be learn and telugu and English, and maths and E.V.S to these Subjects are learn and I will Explain the students.

I will all the objective in the 1st and 3rd class will to be changes to be all the condonation to be 5th class in work book learn to be telugu poems and to be class to in the school to be changes to be changes and marketing and to Numbers to be Explain the class.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have 3rd class maths lesson with new chapter in 4th class	I have developed E.V.S teaching skills.	K. S. S.
Day - 2	I have conducted a song for 3th class and Testuga sessions	teacher will be all over control.	K. S. S.
Day - 3	I have checked in home work in all the class	good teacher in the school	K. S. S.
Day - 4	the class will be stand in students for calls 2nd and 3rd	to observed the teacher manage nage skills	K. S. S.
Day - 5	4th and 5th class to lesson the tables and numbers	I have deal with 5th class student dioplane	K. S. S.
Day - 6	1st class to be learn the some tables.	I feel liked A should sing nater	K. S. S.

WEEKLY REPORT

WEEK - 4 (From Dt/4-07-21 to Dt/14-07-21)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills in school teaching mentorship skills. Communication skills managing. Leadership skills compared to the previous three weeks.

— I have also observed about the School Environment performance and I have also interacted with them and advice and get tried to solve them. In the way

The students as to have been were perform with good Rate and teacher will be good learning. for M.P.P School in T. L. Devipeta.

Day # Date	What description of the daily activity	Learning outcomes	Signature
Day - 1	I have thought of class about discipline with the student & can follow the classroom about discipline	I have introduced	
Day - 2	I have thought of 1st and 2nd class lesson to be done	I have tried to teach the student about seminar	
Day - 3	I have some poems and poemed activities in evening section	I have arranged to playing the K. S. L. Games	
Day - 4	the chaming clearing from Room to and one word	the students are doing well K. S. L.	
Day - 5	I will learning to be chaming tables	I now learn for students and K. S. L. teacher	
Day - 6	1st and 2nd class will change the students.	here for make ing key points	K. S. L.

WEEKLY REPORT

WEEK - 5 (From DL/18-09-23 to DL/23-09-23)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills and Teaching skills. I have come to know that I have learnt so many things. In this journey I have developed my communication skills managerial skills Interactive skills. Teaching skills and other skills which benefited me very well.

I come to know few good things and also some problems which I have tried to solve and made better out of it. Some days in ~~the~~ should be come to every day school.

I learn about being a technical work and monthly as an Internal in the work place at school for every day.

ACTIVITY LOG FOR THE SIXTH 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 coordinated self 1st and 4th class	It was a teaching and came to know about some students	K. Sub
Day - 2	I went 5th class it was a play in some mother in additions	Holiday	K. Sub
Day - 3	I went 2nd and 2nd class to be conducted for to be mothers	I was a teaching for school	K. Sub
Day - 4	to be changes to come to be personal teaching to be class	I was a student and teacher	K. Sub
Day - 5	that day to be call to and changes	I was a teaching for school in people.	K. Sub
Day - 6	Holiday	Holiday	K. Sub

ACTIVITY LOG FOR THE SIXTH 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 1st and 4th class	It was a teaching and comes to know about some students	K. S. S.
Day-2	I went 5th class it was a plain same matter in addition	Holiday	K. S. S.
Day-3	I went 2nd and 2nd class to be conducted for to be mothers	I was a teaching for school	K. S. S.
Day-4	to be changes to come to be personal teaching to be class	I was a student and teacher	K. S. S.
Day-5	that boy to be calls to and changes	I was a teaching for school in people.	K. S. S.
Day-6	Holiday	Holiday	K. S. S.

WEEKLY REPORT

WEEK - 6 (From Dt 25.09.23 to Dt 30.09.23)

Objective of the Activity Done:

Detailed Report:

In this entire weeks I have to be condation activities is 'Self Interducatious' Games to Be Intiact with them to know about thier state ab maind and connect with them.

It was have thought them few lesson from their gillait in understand mannel so they have come know about some new things and I observed their Education knowalge

Totally I learn that some students and very were in students Good learning to and staking maind and cloud and some where to be newer the school and student and teacher very findly and friendly

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.)

Internals work Environment is one the Inter's quality addresed In this Report the people at school in M.P.P School in T.L. Devi peta we are good Interactive stabb we were given a shool four our Role is to Exeance the students observed them. and ary bther negatives anany's All activities by students and slat our thining's 9.00 am to 3.30 Pm Come to (morning to Evening) in working in school.

— the principal / teachers and vely friendly to me the students are very fiendly and interative which mode to me than very equality the terms Inter's ab also to all Education to be changes and tent Books and not Books and work Books to Be couraged by students in every body to the School

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. Standards mentoring I learned how to communication and build Relationship. I learned how to communicate and build Relationship with out changes the people. I worked I learned that every dept (or) organization has its own culture. I quickly learned that every dept company own culture as a To learning new skills I learned that if the I can asked and closing feed back is more than Important.

It is essential to take note at both the positive that sometimes asking for feedback seeing back indirect to peer built it will significant impact on your future career and success for some to never then to be consolation for note the teacher.

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

There are two some managerial skills have acquired from this Internship

1. I learned how to effectively deal with people developing managerial skills is important to all professionals as a team we planned about scheduling with respect to time and we all acted as a leaders. For every week we created overwork pace culture for production web time

we have kept notes for observing every one improvement week wise we in discount our goals and our working style we all have kept our goals for this journey we also one developed our decision making skills with are very essential In further his as per first day we have discussed about our performance is uploaded.

that kept notes and to students in home work and finally some problems.

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 conversational abilities confidence levels while communicating anxiety management understanding others. getting understood maintaining extempore speech ability to articulate at key points closing the conversation maintaining niceties. and protocols greeting thanking appreciating others.

As we have been Internship with each other student have proved oral communication and written communication as we assigned condition while at we changes conversation understanding shares.

was also come to getting understood others. we I our speech skills proved free from station to an Intern we have also develop few teaching skills in our which made students better

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

Describe how could enhance your thinking in group discussions, team members, leading a team/activity.

Team work is one the most important skill found work place use the interest ab for P.L. Per beta formed as a team to enhance and improve as work team activity way.

Firstly as we have its familiarity with each other gradually if there time and we become a separate team.

every week and ab will led the team to work leadership we have discussed with each other about work performance.

working as a team means and also leadely made know about how to team members it side to team to internt co-operstured mange team as a and about team work.

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 technological development you have observed and relevant that subject relevant to the subject area of training.

The Government has taken a big step taken in technology to be education system to employ digital transactions at school.

The head master of Information at school from small phone they learn practices students every principal made school attractive through the digital method

that they had a digital class with using power point the help digital net and using videos etc. school.

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Rathinivalasa Siva</u>	Registration No: <u>2172001066053</u>
Term of Internship: From: <u>18-08-2023</u> To: <u>30-09-2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>M.P.P. School in P. L. Devi peta</u>	
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	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:


 Sig Head Master Supervisor
M. P. P. School
P. L. DEVIPETA
Burja (Md) SKL (Du)

Student Self Evaluation of the Short-Term Internship

Student Name: Talitha Anu Siva

Registration No: 2113001046033

Period of Internship: From 18-05-2023 To: 30-09-2023

Place of Evaluation:

Organization Name & Address: Education School M.P.P. P.L. Devi, Peta

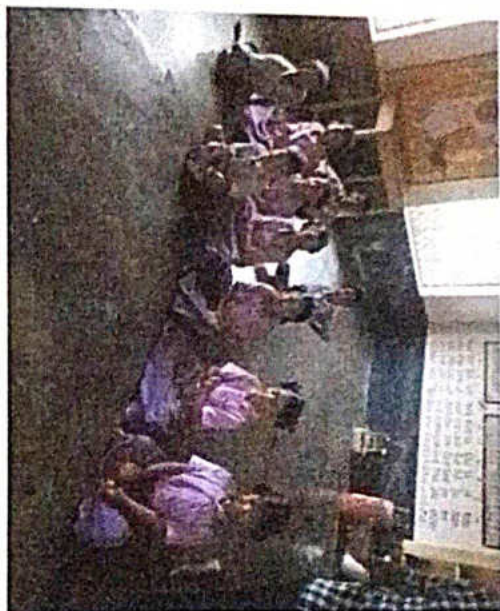
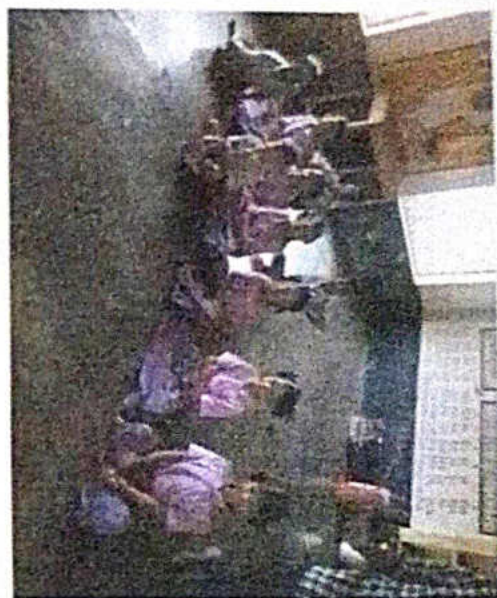
Please rate your performance in the following areas:

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:

T. Siva
Signature of the Student



EVALUATION

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

Objectives:

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

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

○ Activity Log	25 marks
○ Internship Evaluation	50marks
○ Oral Presentation	25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

3. New Core Technical Skills acquired.
4. Managerial Skills acquired.
5. Improvement of Communication Skills.
6. Team Dynamics.
7. Technological Developments recorded.

3. Real Time Technical Skills acquired
4. Managerial Skills acquired
5. Improvement of Communication Skills
6. Team Development
7. Technological Developments needed

MARKS STATEMENT
(To be used by the Examiners)