

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

Name of the Student: BANTUPALLI. DHARMA RAJU

Name of the College: GDC (Men) SKLM

Registration Number: 2122001067008

Period of Internship: From: 18-08-23 To: 30-09-2023

Name & Address of the Intern Organization M.C.E. School.
Bondilipuram, Srikakulam.

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of...B...Com,

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

Department: Education Department

Name of the Faculty Guide: S. Eswar Rao

Duration of the Internship: From 18-08-23 To 30-9-23

Name of the Student: B. Dharma Raju

Programme of Study: 3rd year B.com (General)

Year of Study: 3rd year

Register Number: 2122001067008

Date of Submission: 21/11/23

Student's Declaration

I, B. Pharma RAJN, a student of Program, Reg. No. 2122 001067002 of the
Department of Govt. degree college (men) College do hereby declare that I have
completed the mandatory internship from 18-9-23 to 30-9-23 in Education Dept
(Name of the intern organization) under the Faculty Guideship
of S. eswar Rao (Name of the Faculty Guide), Department of Commerce
G.D.C. (men) s.k.Lm (Name of the College) Department

B. Pharamarajin
(Signature and Date)

Endorsements

Faculty Guide [Signature]

Head of the Department [Signature]

Principal

Certificate from Intern Organization

This is to certify that B. Dharma Raju (Name of the intern) Reg. No. 172001067008 of G.P.C. (men) SKM (Name of the College) underwent internship in education Department (Name of the Intern Organization) from 18-8-23 to 30-9-2023.

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

B. Eswar

Authorized Signatory with Date and Seal

HEAD MASTER
MCE SCHOOL
BONDILIPUR
SRIKAKULAM-536 001

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.

ACKNOWLEDGEMENTS

This school internship report is the result of an
a way of two months it would not have
possible without the participation assistance of
brave and courageous people along the way.

I have to thank them all.

First and foremost, I would like to give special
tribute to my parents who give me every opportunity
keep my step a head.

I am indebted to my college teachers and the
principal for their vision, encouragement and constant
interest in the internship.

I extended my gratitude to my classmates and
especially to our group members with whom I started
my dark days and together we sort out academic
social problems.

Special thanks must be given to the teachers.
students of Karajada Mpps school, Srikakulam for
feedback, love and support with which I achieved
is and developments.

Last and most importantly, I would like to
those who made this report possible and
me a reality with their kind assistance.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

I worked in the Internship in the department education I visited the place in Mpps Karajash. choose education department to know the current status of the education and difference from past few years I spent a day with children and I learn and sawed many things.

The Introduction is very friendly and very valuable. Through this internship I got to know the there same other decided areas which has to improved interacted with the children and them to know their problems and what they are facing through gave a friendly with interaction and I thought a lesson to them and I gave few suggestions improve them which should be clear by

government. There are same other decided areas which has to improved them.

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.

I worked in the education department. I worked in Karajada MPPS school. Education department plays an important role in every sector. I observed many things in school that how the children are beyond their knowledge. My introduction with students was very friendly and more valuable. I spend nearly 2 weeks with that children and I got to know that their performance was very poor. The students are not able to understand what the basic things are. I played a teacher role in school and shared many things. I played a new role in school. I planned to develop and improve the education system with my knowledge to give 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.

worked in Mpps school . karajada in the Depart
of education . I worked in the . Government
al . and . I taught lessons to the students I
The back board . and chalk piece and taught
basics lessons I performed some tests . the
even so that . to encourage their capabilities
performed . weekly tasks to the children this
of Internship more knowledge as learned
knowledge . and I learned few things
change in school . which . school be changed .

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 for 5th class and 4th class students	It was a great day as a teacher and come to know about some students	B. Gow
Day - 2	I went to third class and taught them maths in a fun and learning way.	I have been prepared and come to know about teaching in new and learning way	B. Gow
Day - 3	Again, I was sent to 4th class and I have noticed some problems in them.	I come to know about their educational status	B. Gow
Day - 4	I went to 2nd class and taught them everyday things in proper manner like greetings.	I come to know how to teach the children neatly.	B. Gow
Day - 5	I taught the 5th class students, an English lesson and played an activity.	I observed about their knowledge on English	B. Gow
Day - 6	I have interacted with the 4th class students through activities.	I come to know about their mind sets and knowledge.	B. Gow

WEEKLY REPORT

WEEK - 1 (From Dt. 21-8-23 to Dt. 26-8-23)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted extra circular curricular activities like celebration of Introduction comes to interact with them to know about their state of mind and connect with them.

I have also taught them few lessons from their syllabus in understandable manner so that they have felt that they 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 studies and they like the teaching in fun 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 4th class and I have observed some students who needs to be discipline	I have know how to discipline the students as my standard	M. Vijay
Day - 2	I went to 5th class and asked them about their goals which was well inter active	I got to know about their life style, goals and problems	M. Vijay
Day - 3	I taught 3rd class a Telugu lessons and by them through sentences	I have managed the students to read in their mother language	M. Vijay
Day - 4	I have taught the 1st class students some rhymes and moral stories	I come to know about mentoring in Behavioural aspects.	M. Vijay
Day - 5	I have taught the 5th class about how to behave at particular places and situations.	I have to come to know about mentoring in Behavioural aspects.	M. Vijay
Day - 6	I have conducted activities for 2nd class students on months.	I have taught a subject in approchable manner.	M. Vijay

WEEKLY REPORT

WEEK - 2 (From Dt...8-8-23 to Dt...7-9-23.)

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 you be good and become better in academic performance.

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

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 students awareness on how to live in a society.	I have know so many new things that kids thinks about thir place home and students	
Day - 2	I have taught 4th class students about english basic like everyday chores.	I got to know about teaching new things new things to the students	
Day - 3	I have conducted a bun activity to the 2nd class where all the students have particepates very well	I have developed any comminication mentoring kids very well	
Day - 4	I have taught 5th class and staff members in thier respective works.	I come to know about the working of teachers and staff	
Day - 5	I have taught 5th class students about maths basic and to help the further	I have learned to teach about how to solve arithmetic problems	
Day - 6	I have taught evs lesson for 4th class in a practical way.	I have learned to teach in practical way.	

WEEKLY REPORT

WEEK - 3 (From Dt...4-9-23 to Dt...9-9-23)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my teaching skills from syllabus lessons to a practical speech which enhanced my communication skills very well.

And I have also interacted with the respected Government teachers panels about the situations, problems, environment etc. I have also tried to teach the students so that they beat like they are in an open space.

I have also worked with teachers and staffs work which made me know things that happen behind 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 maths lessons to the 3rd class and 4th class.	I have developed my teaching skills the students too are good.	G. Neel
Day - 2	I have conducted a game for exploring their talent for 5th class	I have interacted with students and helped them in their doubts.	G. Neel
Day - 3	I have checked about every class environment the sanitary facilities and water supply.	I have to come to know about few problems in school.	G. Neel
Day - 4	I have interacted with students regarding their problems in school and gave some solutions.	I have tried to solve students problems at a possible level.	G. Neel
Day - 5	I have taught 10th class students about animals and birds.	I have dealt with 1st class students digital way	G. Neel
Day - 6	I have taught 3rd class about eating etiquette.	I have increased my communication skills.	G. Neel

WEEKLY REPORT

WEEK - 4 (From Dt...11-9-23 to Dt...16-9-23)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as Teachings, Mentoring, communication, Managing and Team, participation 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 students 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 discipline followed in class room.	I have interacted with the students about seminar skills.	G. Neel
Day - 2	I have taught the 5th class students about seminar skills.	I have tried to teach the students about seminar skills.	G. Neel
Day - 3	I have taught the 4th class about english lessons.	The students have learned and doing good in studies.	G. Neel
Day - 4	I have interacted with 1st class students through digital way.	I have accessed the digital device in the school.	G. Neel
Day - 5	I have taught the 3rd class about E.V.S lessons.	The students are doing well.	G. Neel
Day - 6	I have interacted with all students about previous students and present studies.	I have known so many things in this journey.	G. Neel

WEEKLY REPORT

WEEK - 5 (From Dt. 25-9-23 to Dt. 30-9-23)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching. I have come to know that I have learnt so many things in the journey. I have developed my communication skills, Managerial skills, Interactive skills, Teaching skills and other skills which enhance 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.

I learn about being a teacher, worker and mostly 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.)

Interns work environment is one of the aspects of Interns quality addressed in this report. The people at MPPS Karajada school were a good interactive staff we were given a desk for our work and with basic things like chalk pieces. our role is to enhance the students observe them and any other negatives, Analyse all activities by students and Staffs. our things are from 9:Am 3:30pm coming to evening.

The headmaster and the teachers are very polite and humble to me the students are very friendly and interactive which made me work with them very easily. The other interns were also very cooperative in work. we are the interns as a term were very active and based in the work. we were also given space for our process which made our Internship very useful for us.

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 have acquired from this Internship.

I have know about how to put my knowledge and skills into practice such as mentoring. I learned how to communicate and build relationships with the people. I worked I learned that every department of organization has its own culture I quickly learned that Every company has its own culture. As a intern I discovered its essential to be enthusiastic and open to learning new skills. I learned that is important to communicate that teachers head masters if have any doubts.

Asking and receiving feed back is very important it is essential to take note of both the positive and negative points for future I learned that sometimes asking for feed back or receiving feed back is difficult to heart but it will have a significant impact on your future carrier 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 managerial skills i have acquired from his internship.

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 leader for every week of time.

we have kept notes for observing every one improvements weekly with we will discuss about all pro's and con's 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 for the final day we have discussed 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.P.S Raikadu sikakulam.

As we have been interacting with each other students we have improved our oral communications written communications as we are - but now we are confident while now at first day we may feel tense but now we are confident while communicating the students as are conversing well and understanding very well together

we also come to getting understood by others we introduced our english skills from prepared. but to extempore level 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 taught after skills to the work place.

We are the interns of MPPS Raichur
Sarikulam formed as a team to enhance and improve
our work in an efficient way.

Initially as we have no familiarity 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 we have discussed with each other
about week's performance.

Working as a team members and also as a leader
we are known about how to work as a team members
its role in the team. In my way to interest co-ope-
rative and manage them as a unity in every activity it
give me enthusiastically and experience knowledge 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 government has taken a big leap in implementing technology education system to amplify digital transformation of schools.

The Railadu. MPS school of Chikagalam, uses devices in the procedure.

The head master updates the information of school through smart phone they scan the QR codes of the students for checking. Every teacher and head master of school make their attendance through face scan method.

There is a smart TV which can be used for teaching practising the primary students more than academic syllabus in English medium now compared to previous system that are followed in government schools now the present system followed by our school is very enhanced, upgraded and enriched in every standard. We have also used the technological devices for our tasks related to internship even when the students are learning from school it is all recorded under head master vision and is documented.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: B. Dharmaraj, 2122001067008
Term of Internship: From 18-8-23 To 30-9-23
Date of Evaluation:
Organization Name & Address: Education Department, Bondilipnam SKLM
Name & Address of the Supervisor B. eswathmma, M.C.E. school
with Mobile Number: Bondilipnam, SKLM, 9652530939

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

B. Dharmaraj
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: B. Dharma Raju 212200/067008
 Term of Internship: From 18-8-23 To 30-9-23
 Date of Evaluation:
 Organization Name & Address: Education Department, Bondilipuram SKLM
 Name & Address of the Supervisor B. Eswaremma, M.C.E. School
 with Mobile Number: Bondilipuram, SKL, 9652530939

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)

B. Eswaremma
 Signature of the Supervisor
HEAD MASTER
M.C.E. SCHOOL
BONDILIPURAM
SRIKAKULAM - 522 014

