

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: BISAI RAMESH

Name of the College: GDC (men) SRIKAKULAM

Registration Number: 2122001067014

Period of Internship: From: 18-8-2023 To: 30-9-2023

Name & Address of the Intern Organization EDUCATION DEPARTMENT
(DOLA GOVINDAPURAM)

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..B.com (General)

Name of the College: GDC (MEN) SRIKAKULAM

Department: EDUCATION DEPARTMENT

Name of the Faculty Guide: S. ESWAR RAO

Duration of the Internship: From 18-8-23 To 30-9-2023

Name of the Student: BISAI RAMESH

Programme of Study EDUCATION DEPARTMENT / B.COM (General)

Year of Study: FINAL YEAR

Register Number: 2122001067014

Date of Submission: 2-11-23

Student's Declaration

I, B. RAMESH, a student of Program, Reg. No. 2122001067014 of the Department of ED (MDC (MCA) SKIM) College do hereby declare that I have completed the mandatory internship from 18.8.23 to 30.9.23 in EDUCATION DEPARTMENT (Name of the intern organization) under the Faculty Guideship of S. ESWAR RAJ (Name of the Faculty Guide), Department of COMMERCE DEPARTMENT, GOVT (MCA) SKIM (Name of the College)

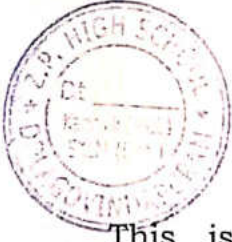
B. RAMESH
(Signature and Date)

Endorsements

Faculty Guide

Head of the Department

Principal



Certificate from Intern Organization

This is to certify that BISAI RAMESH (Name of the intern) Reg. No 2122001067014 of G.D.C.(M.N).SKM (Name of the College) underwent internship in EDUCATION DEPARTMENT (Name of the Intern Organization) from 18-8-2023 to 30-9-2023

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
Z.P.H.SCHOOL
DOLAGOVINDAPURAM
Kanchali (M), Skm Dt

ACKNOWLEDGEMENTS

This school internship report is the result of an end of may of two months if mind not have been possible without the particular assistance of uncles for and courageous people among to way - I have to thank them all.

first and foremost I would like to give special gratitude to my parents who give me every effort fully to keep my step ahead.

I have feel to my college teachers and the principle for their vision encouragement and enlig in the internship

I extended my gratitude to my class mates and especially our group members with whom I share my dark days together we sort out problems.

special must be given to the teachers and students of P.C. puram Z.P.H. school for their feel back force and support with which achieved skills and development.

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.

The internship programme aims to provide our students the opportunity. To consolidate thought practical experiments it provide direct school experience to the inter as various roles of including the shes. planios more than activities in the The Education Department.

Education Department is designed to make to the development of our propose respective professional capacities teacher discipation.

I am second year B.Com (Criminal) graduated of Govt. degree college our college.

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 the Z.P.H.School Education department plays an important role in every sector. I observed many things in school that now the children are becoming lack of knowledge. Interaction with students are very fruitful and more valuable. I spend 6 hours with that children and I got to know that students learning was and student are not able to understand the basic things. I played a teacher role in school. I am planned to develop and improve the Education system with my knowledge 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 Z.P.H. School D.G. Puram in the department of Education. I worked in the government school and I taught lessons to the students. I used to use the black board and chalk piece and the bases of the lessons. I performed some tasks with the children so that to enhance their capacity. I performed weekly tasks to the children. This part of internship more knowledge as learned more knowledge and learned how to in school which should be charged.

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 class I have collected self info rmation for 6th class and 7th class students.	It was a good day as teacher and come to knowledge some students.	Girl
Day - 2	I went to 8th class and thought their English in a few and learning way.	I have been prepare and come to knowledge taking few learning way.	Girl
Day - 3	again I was sent to 9th class and I have notice some problems in them	I come to know about their Education skills	Girl
Day - 4	I went to 9th class and I learn every thing in prepare manner like greeting	I come to know on to teach the children near	Girl
Day - 5	I thought the 6th class students on English lesson and played activity.	I observed above their knowledge on English	Girl
Day - 6	I have interacted with the 10th students through activities.	I come to know about their more details and more	Girl

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 activities like self introduction of performance with them to know about the state of the mind and created with them.

I am also teach them few lessons from their syllabus in understandable manner so that they have if they come to know about some things and I have observed their education performance knowledge.

Today I learn that some students are not very wise in students and they like the teaching in fun and learning ways.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have checked about the 10th class students aware on how to in assembly	I have know so many how to the because when home and student	
Day - 2	I have thought 7th class students about kinds like every course.	I got to know develop each things to the student.	
Day - 3	I have conducted a fun activity to the have a where a story capture to all.	I have developed connection to skills new and they	
Day - 4	I have helped the teacher and soft members in their respective works.	I come to know about the to working reacts to skill.	
Day - 5	I have thought 6th class students about monthly babies to was they.	I have learned to teach how to a new name.	
Day - 6	I have teach through lesson for the 7th class in a practical way.	I have learned teach in the practical.	

WEEKLY REPORT

WEEK - 2 (From Dt. 28-8-23 to Dt. 3-9-23.)

Objective of the Activity Done:

Detailed Report:

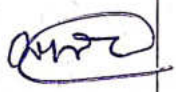
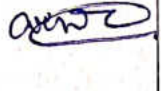
In this week I have developed my leading skill from syllabus to a particular approach which enhanced my communication skill very well.

I have also interacted with also respective government teachers parents about the school's problem environment etc.

I have also tried to teach to students that they feel like they are a to open space.

I have also worked with teachers and to staffs work which made me know things from behind school.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have thought hindi lesson for 7th class and 8th class.	I have developed my talking skills students to are good	
Day - 2	I conducted a game for explore their talents for 9th class.	I have interest students and helped to them	
Day - 3	I have checked about every class environment sandy tables and safely.	I have to come to about few to problems should.	
Day - 4	I have interacted with girl regarding their problems and gave some benefit	I tried to solve to students problem at possible.	
Day - 5	I have thought 7th class students about animals and birds.	I have earth with 9th class student digital way.	
Day - 6	I have talk 8th class about English lesson.	I have regular my communicational skills.	

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 develop my skills such as seeking meaning communication managing and item participation skills when to compenend to the promicialion three weeks.

I have also observed about the school environment students preference and The I have also interacted with them and game advice and get used to some in other ways.

The students also have been well to performing with good rate.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have teach maths lessons to the 6th class.	I have developed my teachy skills are good.	<u>Rashmi</u>
Day - 2	I have conducted a game for explaining that to belong for 8th class.	I have interact with student in this doubt.	<u>Rashmi</u>
Day - 3	I have checked about every class environment same facilities supply.	I have come to know about few problem in school.	<u>Rashmi</u>
Day - 4	I have interact with student regarding to school and game to	I used to so in student problem possible.	<u>Rashmi</u>
Day - 5	I have thought 7th class student teach to and facilities	I have discuss student's problem a possible.	<u>Rashmi</u>
Day - 6	I have thought 10th to know about kind of ways	I have in school communication student.	<u>Rashmi</u>

WEEKLY REPORT

WEEK - 4 (From Dt. 11.09.23. to Dt. 16.09.23.)

Objective of the Activity Done:

Detailed Report:

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

I have also interacted with the respected government teacher parents to the about the situation problems environment etc.

I have also tried to teach the student so that they like are in a open space.

I have also worked with teachers and students works which make me know thing that happen behind the school.

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 7th class about Desplace followed in the room.	I have interact with the student about discipline	
Day - 2	I have teach the 9th class student about same skill.	I have tried to teach the students about seminars	
Day - 3	I have interact thought class student about may.	I have allowed digital dance in this school.	
Day - 4	I have things interact with 9th class about English lesson.	The students have learned good in their	
Day - 5	I have taught the 9th class about Hindi lesson.	The students are doing well.	
Day - 6	I have interact with all students about their present state.	I have know so many thing they know.	

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 skills I have come to know that I have lesson so many things in the money. I have developed my communication skills teaching skills and other skills which change may well.

I come to know new govt things and also some problem which I have find to school and made better out fit.

I learn about being a teacher were and moshy as an inlined 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.)

In terms work environment is one of the aspects of internal quality addressed in this report the people at m.p.p. Raipadu school were a good interactive staff we were given a desk for place. our side is to enhance things like chalk place our side is to enhance the students observe this and any other pedagogical analysis all activities by student and staffs our things are from 9:00 am to 3:00 pm (Morning to evening)

The headmaster and the teacher are very polite friendly and very humble to me. The students are very nice and interaction which made me socialize with them very easily. The other interns as a team were very active and focused in the work role 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 I have acquired from this internship.

I have known about how to put my knowledge and skills into practice such as monitoring. I learned how to communicate and build relationships with the people I worked. I learned that every department or organization has its own culture. I quickly learned that every company has its own culture as an intern I discovered it's essential to be enthusiastic and open to learning new skills. I learned that it's important to communicate that teachers heard me if I have any doubts.

asking and receiving feedback is very important. It is essential to take note of the feedback receiving that some times asking for feedback. It will help you future careers and even.

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 is have
acquired from this internship

I learned has 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 everyone
improvement weekly with we will discuss about
all pros and cons in our working style
we all have kept our ~~own~~ 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 discussed
about our performance is appreciated

the time was a some consider
to the have a leadership to the him

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 ~~our school~~ ~~school~~ ~~school~~ Z.P.H. School, Dola govindapuram.

As we have been interacting with each other (communication) written communication as we are but now we are confident while communicating and have a now. at first day we may feel some but now we are able to as conversing well and understanding very well to others.

we also come getting understood by others improved our each skills from land to extreme talking to the 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 to a after skills to the work place. we are the inmates of Z.P.H. school, D.G. puram formed a class to enhance and improve our work in an efficient way.

firstly as we have no formality with is each other gradually it took time is a process to also become a supervisor.

Every week one of us will lead the team to a leadership we have a know with each other about week performance

working as a team members and also a leader make to me know about how to a work to the have a new in way as a know to co-operative and manage them as a to experiments and experience knowledge team works.

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 made a big leap in simple implementing technology education system to digital transformed of school.

The J. P. H. school, POLA GOVINDAPURAM was devices - in the procedure.

The headmaster updates the information of school through smart phone, they scramble of student for checking the every teacher and head master of school more this is a through face can method.

There is a smart TV which can be used for teaching preventing the primary students to more than academic followed academic to the for the government schools now the have present system followed by our eamed in every standard every each devices for our school when also used to the technology to the when students are learning from school its also and is documents.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **B. RAMESH , 2122001067014**
Term of Internship: From **18-8-23** To **30-9-2023**
Date of Evaluation: **30-09-2023**
Organization Name & Address: **EDUCATION DEPARTMENT, DOLA GOVINDAPURAM,**
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

B. RAMESH
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: BISA RAMESH 2122001067014

Term of Internship: From 18-08-2023 To 30-9-2023

Date of Evaluation:

Organization Name & Address: EDUCATION DEPARTMENT, DOLA GOWINDAPURAM

Name & Address of the Supervisor UPPADA RAMESH
with Mobile Number: 9441619814

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



