

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: B. Suresh Kumar

Name of the College: G. D. C. (mem) Sivakulam

Registration Number: 2122001067016

Period of Internship: From: 18/08/23 To: 30/9/23

Name & Address of the Intern Organization: Vee Ramalliet P. M. P. P.
School (Sivakulam District)
Sivakulam (Dist)

Dr. B. V. Ramaswami
University
YEAR

An Internship Report on

School Education

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B. Com (General)

Under the Faculty Guideship of

S. Eswar Rao

(Name of the Faculty Guide)

Department of

Government Degree College (men) Sri Kakkulam

(Name of the College)

Submitted by:

Bommali Sunesh Kumar

(Name of the Student)

Reg.No: 2122001067016

Department of

Government Degree College (men) Sri Kakkulam

(Name of the College)

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: B. Suresh Kumar

Name of the College: Govt. degree college (mem) Sri Raghavam

Registration Number: 2122001067016

Period of Internship: From: 10/08/2022 To: 30/09/22

Name & Address of the Intern Organization

Veeramani, Peta

m. P. S. School (Veeramani, Peta)

Sambujji

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.A. (Com) (General)

Name of the College: Govt. Degree College (mem) Sirakulam

Department: B. (Com) General

Name of the Faculty Guide: S. Eswaran

Duration of the Internship: From 18/08/23 To 30/09/23

Name of the Student: B. Sureshkumar

Programme of Study: Department of Education

Year of Study: 2021-2024

Register Number: 212200106 7016

Date of Submission: 2.11.2023

Student's Declaration

I, I. S. Shabana, a student of Program, Reg. No. 2122001067016 of the Department of B.A., B.C. & B.E. 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 M. P. P. School (Name of the Faculty Guide), Department of B.A., B.C. & B.E. College (Name of the College)

S. K. Shabana

(Signature and Date)

HEAD MASTER

**M.P.P. SCHOOL, Veeramallipeta
Sarubujjili (M), Srikakulam (Dt.)**

Endorsements

Faculty Guide

Head of the Department

Principal



Certificate from Intern Organization

This is to certify that Bammali Suresh Kumar (Name of the intern) Reg. No. 12200106706 of G.V.T. Degree College (Name of the College) underwent internship in M.P.P.S. Veeramallipeta (Name of the Intern Organization) from 18/08/23 to 30/09/2023.

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

SK. Shabana
Authorized Signatory with Date and Seal
HEAD MASTER
M.P.P. SCHOOL, Veeramallipeta
Sarubujili (M), Srikakulam (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.

In my opinion a comprehensive report should be prepared on how the current education system will be implemented and

how the education system should be the future by teaching every single student in the school

Also I think that in the future employment will be available in terms of education.

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 ~~remdise~~ m.p.p.s school education department & plays an important role in every section. I observed many things in school that most of the children are beyond lack of knowledge. Interaction with students are very friendly and more valuable. I speed things with that children and I got to know that students are not able to understand that the basic things. I played a teacher's role in school and shared few things. I played a leader's role in school. I am 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.

I worked in m.p.s school ^{Veeyamallipeta} ~~Rajpeta~~ in the department of education I worked in the government school and i taught lessons to the student I used the black board and chalk piece and thought the basic of the lessons I performed some tasks with the children so that to encourage their capability I performed weekly tasks to the children this parts of internship more knowledge or learned more knowledge and i learned few things to change in school which should 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 class i have condensed self information for and class and with class student.	it was a great day as a teacher and come to know about some students	Sk. Shabane
Day - 2	I went to 2nd class and thought them english in a few and learning	I have been prepared and come to know about teaching from few learning way	Sk. Shabane
Day - 3	again i was sent to the class and i have notice some problem in them	I come to know about their education student	Sk. Shabane
Day - 4	I went to 5th class and teach them every thing in pre pare manner like free things.	I come to know on to teach the children greatly	Sk. Shabane
Day - 5	I taught the 5th class student on english lesson and played on activity	I observed about their knowledge on english	Sk. Shabane
Day - 6	I have interacted with the 5th class students through activities	I come to know about their interests and knowledge	Sk. Shabane

WEEKLY REPORT

WEEK - 1 (From Dt. 18.08.23 to Dt. 24.08.23)

Objective of the Activity Done: *teaching*

Detailed Report:

In this entire week I have conducted extra circular activities like self-introduction quiz programme with them to know about their state of mind and connect with them.

I am also teach them some lessons from their syllabus in understandable manner and know about some things and

i have observed their education

performance knowledge

To tally: I learn that some student are not very well in student 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 have checked about the 5 th class students awareness on how to in a quickly	I have know so many new things that kids things about their place home and students	Sk. Shabana
Day - 2	I have thought 5 th class students about kindi basics like every course	I got to know about teaching new things to the students	Sk. Shabana
Day - 3	I have conducted a fun activity to the 5 th class where all the students have participated very well	I have developed any communication monitory sking new skill	Sk. Shabana
Day - 4	I have helped the teachers and staff members in their respective works	I come to know about the working of teachers and staff	Sk. Shabana
Day - 5	I have taught 5 th class student about months basis and tricks to help them further	I have learned to teach about how to share more - ti - mail	Sk. Shabana
Day - 6	I have teach through lessons for the 5 th class in a practical way	I have learned teach in practical - cal.	Sk. Shabana

WEEKLY REPORT

WEEK - 2 (From Dt. 25.08.23 to Dt. 31.08.23.)

Objective of the Activity Done:

School office Administration

Detailed Report:

In this week i have developed my teaching skill from syllabus to a practical of teach which enhanced my communication skill very well

I have also interacted with the respective government teachers parents about the students problems environment etc .
I have also tried to teach to student that they feel like they are a open space

I have also worked with teachers and staffs work which made me know things that perform 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 to the 5 th class and 4 th class	I have developed my teaching skills the students to are good	Sk. Shabane
Day - 2	I conducted a game for exploring their talent for 5 th class	I have interacted with student and helped from them in their doubt	Sk. Shabane
Day - 3	I have checked about every class environment the sanitary facilities and water supply	I have to come to know about few problem in school	Sk. Shabane
Day - 4	I have interacted with students regarding their problems in school and give some benefits	I tried to solve students problem at a possible level	Sk. Shabane
Day - 5	I have taught 1st class students about animals and birds	I have dealt with 1st class students digital way	Sk. Shabane
Day - 6	I have teach 3rd class about english lesson	I have regular my communication skills.	Shabane

WEEKLY REPORT

WEEK - 3 (From Dt. 01-09..... to Dt. 07-09.....)

Objective of the Activity Done: teaching And Evaluation

Detailed Report:

In this week i have developed my skills such as teaching 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 game and get tried to some them in others ways.

the students also have been well 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 lesson to the 5 th class	I have developed my teaching skills the students to are goods	Sk. Shabane
Day - 2	I have conducted a game for exploring that belong for 5 th class	I have interacted with students and helped them in their doubts.	Sk. Shabane
Day - 3	I have checked about every class environment the sanitary facilities and material supply	I have to come to know about few problems in school	Sk. Shabane
Day - 4	I have interacted with students regarding their problems in school and gave some solutions	I tried to solve students problem at a passable term	Sk. Shabane
Day - 5	I have thought 1 st class students about teacher and facilities	I have dealt with 1 st class students digital way	Sk. Shabane
Day - 6	I have thought 5 th class to know about hindi in easy ways	I have improved my communication skills.	Sk. Shabane

WEEKLY REPORT

WEEK - 4 (From Dt. 09-09-23 to Dt. 14-09-23)

Objective of the Activity Done:

Learning Communication Skill

Detailed Report:

In this week i have developed my teaching skills from syllabus, lessons to a practical approach which enhanced my communication skills many weeks.

I have also interacted with the respected Government teachers parents about the students problems environment etc i have also tried to teach the students so that they feel like they are in a open

I have also worked with teachers and staff work which make me knowing things 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 5 th class about Desplace followed in uses room	I have intersted with the studies about disprine	Sk. Shabane
Day - 2	I have teach the 5 th used student about game Skill	I have tried to teaching the students about the seminars	Sk. Shabane
Day - 3	I have interced with 5 th class student through may	I have accsed the digital dance in the school	Sk. Shabane
Day - 4	I have thought 4 th class about english lesson	the students have learned doi- ng good in stude- nts	Sk. Shabane
Day - 5	I have thought the 3 rd class hindi lesyon	the students are doing well	Sk. Shabane
Day - 6	I have interceded with all students about previous status & exegent status	I have known so many thing in they journey	Sk. Shabane

WEEKLY REPORT

WEEK - 5 (From Dt. 15-09-23 to Dt. 22-09-23)

Objective of the Activity Done:

learning technical skill

Detailed Report:

In this week i have developed my skills such as teaching skills i have come to know that i have learnt so many things in they journey. I have developed my communication skills managerial skill inter-time skill teaching skill and other skill which chance me next well.

I come to know few good things and also some problem which i have find to learn about being a teaching. water and mostly on 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.)

In terms work environment is one of the aspects of interm's quality addressed in this report. The people at M.P.P.S ^{Veeramallipeta} ~~Rajpeta~~ School were a good interactive staff. We were given a desk for over and with basic things like chalk. Here our role is to enhance the students observe them and any other negativities. 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 teachers are very polite friendly ~~at~~ and very humble to me. The students are very nice and interactive, which made me socialize with them very easily. The other interms as a team were very active and focused in the work. We were also given space for our process - which made our internship very use full 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 mentoring. 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, head master if I have any doubts.

Asking and receiving feedback is very important. It is essential to take note of both the positive and negative points for future.

I learned that sometimes asking for feedback or receiving feedback is difficult to hear but it will have a significant impact on your future career 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 this 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 everyone improvements weekly wise. 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 per 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.S Veezhamanipeta Gikakulam

As we have been interacting with each other students we have improved our oral communications written communications as we are but now we are assigned to class rooms at first day we may feel tense, but now we are confident while communicating the students or we conveyating well and understand very well to other

We also come to getting understand from by others we improved our each skills from proposed level to extempore level. We have also developed few teaching skills in our way which made students better.

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 in education system to amplify digital transformed of school.

The venamallipeta M.P.S School of Srikakulam was devices in the procedure.

The Head master updates the information of school through smart phone they scan faces 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 practicing the primary. Students more than academic syllabus in english medium when compared to previous systems that one followed in government schools now the present system followed by our school is every enhanced use graded and enriched in every standards we have also used the technological devices for our tasks related to intership. even when the students are learning from school it is also recorded under the head master vision and is documented.

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 of the skills to the work place

We are the as a team to enhance and improve m.p.p.s. Veeramangalpetal Srikakulam) formed as a team to enhance and improve our work in an efficient way

Firstly 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 performance working as a team members and also as a leader we know about how to work as a team member. It's role in the team in my way to interact co-operative and manage them as a unity in every activity it give me experiences and experience knowledge about team work.

ACKNOWLEDGEMENTS

This school internship reports is the result of an end of a may of two months it might not have been possible without the participation assistance of numerous for and courageous people along the way I have to thank them all.

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

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

I extended my gratitude to my classmates and especially to group members with whom I started shared my dark days and together we sort out academic and social problems. A special must be given to the teachers and students of Samanipeta, Srikrishnam for their feedback and support with which I achieved skills and development and most importantly would like to all those who made report possible and become a reality with their kind assistance.

— B. Suresh Kumar

PHOTOS & VIDEO LINKS



Student Self Evaluation of the Short-Term Internship

Student Name & Registration No: **Bommali Suresh Kumar** (2122001067016)

Term of Internship: From **18/08/2023** To **30/09/2023**

Date of Evaluation:

Organization Name & Address: **Vee Samallipeta m.p.p. school (Sambaji) (Mandal)**

Name & Address of the Supervisor with Mobile Number: **S.K. Shabim**

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 Suresh Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Bommala'sureshkumar/2122001067016
 Term of Internship: From 18/08/2023 To 30/09/2023
 Date of Evaluation:
 Organization Name & Address: Veeramalipeta M.P.P School Sarubujili (Mandara)
 Name & Address of the Supervisor with Mobile Number: SK. Shabana

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

SK. Shabana
 Signature of the Supervisor

HEAD MASTER
 M.P.P. SCHOOL, Veeramallipeta
 Sarubujili (M), Srikakulam (Dt.)