

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: CHITTEVALAS A. RAMU

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN) SONIKAKULAM

Registration Number: 2122001067025

Period of Internship: From 15/08/2023 To 30/09/2023

Name & Address of the Intern Organization: SHASTRI APETA
M.P.P. School
SONUBUTLI (in Andal)

DR. B.R. AMBEDKAR **University**
YEAR

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)

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

Sri. S. Eswara Rao

(Name of the Faculty Guide)

Department of

Government Degree College (men) Srihankulam

(Name of the College)

Submitted by:

CHITTEVALASA, RAMU

(Name of the Student)

Reg.No: 2122001067025

Department of

GOVERNMENT DEGREE COLLEGE (men) Srihankulam

(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: CHITTEVALASA. RAMU
Name of the College: GOVERNMENT DEGREE COLLEGE (MEN) BRICKAKULAM.
Registration Number: 2122001067025
Period of Internship: From: 18/08/2023 To: 30/9/2023
Name & Address of the Intern Organization: SHASTRULAPETA
M.P.P SCHOOL
SARUJITLI.

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: Govt. Degree College (men) Sorikakulam

Department: B.com (General)

Name of the Faculty Guide: M.B. Eswari Rao

Duration of the Internship: From 18/08/2023 to 30/09/2023

Name of the Student: CHITTEVALAGA, RAMU

Programme of Study 2021-2024 B.com (General)

Year of Study: 2021-2024

Register Number: 2122001067025

Date of Submission: 02-11-2023,

Student's Declaration

I, Ch. Ramu, a student of Program, Reg. No. 2122001067025 of the Department of S.D.C (men) Sriika kulam College do hereby declare that I have completed the mandatory internship from 18/04/2023 to 30/09/2023 in M.P.P. School.
(Name of the intern organization) under the Faculty Guideship of Sri S. P. Subramanian (Name of the Faculty Guide), Department of B.Com (General).
Government Degree College (men) Sriika kulam.
..... (Name of the College)

Head Master
M.P.P. SCHOOL
SASTRULAPETA
SARUBU - 511001
Srikakulam Dist.

Bohus Rein
(Signature and Date)

06/11/2023

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that ch. Ramu (Name of the intern) Reg. No. 2122001067025 of Govt. Degree college (Name of the College) underwent internship in M.P.P.S. sastrulapeta (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).



Authorized Signatory with Date and Seal

Head Master
M.P.P. SCHOOL
SASTRULAPETA
SARUBUJJI
Srikakulam

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 m.p.s school. Education Department plays an important role in every sector. I observed many things in every sector that have the children are beyond their knowledge. Interaction with students are very friendly and more valuable. I spent 6 hours with that children and I got to know that students are not able to understand that the basic things. I played a teacher role in school and shared few things. I played a peer role in school. I am planned to help 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 Shastri Nagar in the Department of Education. I worked in the Government School And I taught lessons to the students. I used the black board And Chalk piece And taught the basic of the lessons. I performed same tasks with the children so that to encourage their capability I performed weekly tasks with the children this part of internship more knowledge as I learned more knowledge and I learned few things to change d.

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 2nd class And 4th class students	it was a great day as a teacher And came to know about some students	
Day - 2	I went to 2nd class And taught them English in a few and learning way	I have been foretold And came to know about teaching in few learning way	
Day - 3	again i was sent to 1st class And i have notice some problems in them	I came to know about their education student	
Day - 4	I went to 5th class And teach them every thinking prepare manner like greetings	i came to know on to teach to children health	
Day - 5	I taught the 5th class students on English lessons And played on activity	I observed about their knowledge on English	
Day - 6	I have interacted with the 1st class students through activities	I came to know about their mind-set And knowledge	

WEEKLY REPORT

WEEK - 1 (From Dt. 19-08-20 to Dt. 24-08-20)

Objective of the Activity Done: teaching

Detailed Report:

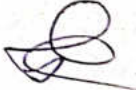
in this ending week, i have conducted end-of-the-year activities like self introduction quiz performance with them to know about their state of mind and connect with them.

I can also teach them few lessons from their syllabus in understandable manner so that they have felt that they came to know about some 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 have checked About the 3th class students awareness on hours to in a society	I have known so many new things that kids things About their place Name And students	
Day - 2	I have thought a fun activity to the 3th class students about like every course	I got to know about teaching new things to the students	
Day - 3	I have conducted a fun activity to the 3th class where all the students have participated very well	I have developed any communication amongst any skingheriyiii	
Day - 4	I have mapped the teachers And staff members in their respective work	I came to know About the working of teach And staff	
Day - 5	I have thought 3th class students about months basic And to help them future	I have learned to teach About how to she men determination	
Day - 6	I have teach Telugu lessons for the 3th class in practical way	I have learned teach in practical	

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 poster on porch which enhanced my communication skills very well.

I have also interacted with the respective Government teachers (parent) and the student's problems environment etc... I have also tried to teach to student that they feel like they are a open place.

I have also learned with teachers and staffs work which made me know things that perform behind school.



WEEKLY REPORT

WEEK - 3 (From Dt. 01-09-23 to Dt. 07-09-23)

Objective of the Activity Done: teaching And evaluation

Detailed Report:

in this week I have developed my skills such as teaching, mentoring, communication, meaning 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 got to know them in other ways.

The students also have been well performing with good marks.



ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have taught Hindi lessons to the 5 th class and 4 th class	I have reviewed my teaching skills and find out to be good	
Day - 2	I conducted a game for explaining their talent for 5 th class	I have interacted with students and helped them in their doubts	
Day - 3	I have checked about every class environment the secondary facilities and give some benefits	I have to count to know about few problem in school	
Day - 4	I have interacted with student regarding their problems in school and some benefits	I tried to solve students problems as a possible way	
Day - 5	I have taught 1 st class students about plants animals and birds	I have dealt with 1 st class students digital way	
Day - 6	I have teach 3 rd class English lesson	I have improved my communication skills	

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 5th class	I have developed my teaching skills the students do are good	
Day - 2	I have conducted a lesson for exploring what belong for 5th class	I have interacted with student and helped them in their doubt	
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	
Day - 4	I have interacted with students regarding their problems in school and gave some solutions	i tried to solve in student's problems at a possible time	
Day - 5	I have taught 1st class students about teachers and facilities	I have deal with all class students Digital way	
Day - 6	I have taught 3rd class to know about hindi in easy way it	I have in chared my communication skills	

WEEKLY REPORT

WEEK - 4 (From Dt. 08-09-23 to Dt. 14-09-23)

Objective of the Activity Done:

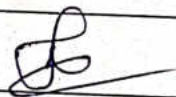
Learning Communication Skill

Detailed Report:

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

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 are in a open place.

I have also learned with teachers and staff work which make me know 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 Taught 5 th class about Displace followed in use of room	I have interacted with the students about Displace	
Day - 2	I have teach the 5 th use of students about same skill	I have tried to teach the students about the seminars	
Day - 3	I have interacted with 4 th class student through map	I have accessed the Digital Dance in the school	
Day - 4	I have through the 5 th class about English lesson	the students have learned of doing good in students	
Day - 5	I have through the 3 rd class about Hindi lesson	the students are doing well	
Day - 6	I have interacted with all student about previous status of present status	I have known so many thing in they Journey	

WEEKLY REPORT

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

Objective of the Activity Done:

Learning teaching skills

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 the journey. I have developed my communication skills, managerial skill, interpersonal skill, teaching skill and other skill which come me very well.

I came to know new good things and also some problem which I have find to school and made better outfit.

I learn about being a teacher write and mostly as an internal in the work.



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.)

intern's work environment is one of the aspects of interns quality Addressed in this report the people at M.P.S. staff at Mahatma school were a good interactive staff. we were given a desk for our and with basic things like stationery and a chair to enhance the students observe them and with basic enhance the students observe them and any other regular activities analysis all activities by students and staff our things are from 9:00 am to 3:00 pm (morning to evening)

The head master and the teacher are very polite friendly and very humble to me the students are very nice and interactive which made me socialize with them very easily. the other interns as a team were very active and focused in the work. 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 to communicate and build relationships with the people, I learned. I learned that every department of organization has it own role and I quickly learned that every company has its own culture as a intern, I discovered it's overall and open to learning new skills. I learned that it's best method 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 same time asking for feedback on 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 leaders for every week of time.

We have kept notes for observing everyone's improvements weekly. We even discuss about all pros and cons 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 disconnected 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.R. Sasthulapeta, Srikakulam

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 communication as we are confident to class rooms at first day we may feel tense now we are confident while communication understand very well to other

we also came to getting understand by others we improved our effch skills from prepared and 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 M.P.P's Sakthi Lakshmi farm as a team to chance 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 work leadership we have discussed with each other about week performance

Working As A team members And Also As a leaders we know about how to work as a team members & role in the team in my way to interact to cooperative. And manage there as a unity in every activity it give me experience 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 on education system to amplify digital transformation of schools

The Gastomalela MPP's school of Enikalan was services in the procedure

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

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

ACKNOWLEDGEMENTS

this school internship report is the result of an end of many of months it would not have been possible without the participation of numerous far 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 if and to keep step my ahead. I am indebted to my college teachers and the Principal for their encouragement and enduring interest in the internship.

I extend my gratitude to my class mates and especially to our group members with whom I started shared my dark days and together we sort out academic and social problems.

Special must be given to the teachers and students of Sri Lakshmi School, Sri Lakshmi for their feedback, love and support, with which achieved development.

Last and most importantly would like to all those who made their report possible and became a reality with their kind assistance.

Ch. Ramesh —

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Chittelevalaga, R/MU (2122001067025)

Term of Internship: 2 months From 18/08/2023 To 30/09/2023

Date of Evaluation:

Organization Name & Address: Shastri APETA, M.P. School, Anubusli (mandal)

Name & Address of the Supervisor with Mobile Number: B. Jhansi Pani

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

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: CHITTEVALABA RAMU (2122001067025)

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

Date of Evaluation:

Organization Name & Address: SHASTRIWAPETA M.P.P School, Sarukhili (Mandal)

Name & Address of the Supervisor with Mobile Number: B. Jhansi Pani

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
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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

Ch. Ramu
Signature of the Student

PHOTOS & VIDEO LINKS

