

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: Damodara. Nitish

Name of the College: Government Degree College (MEN) SRKM

Registration Number: 21220010⁶7026

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

Name & Address of the Intern Organization: Educational Department
Bellumada (V) Phanini (M) Manayana

Dr. B.R. Ambedkar

University

YEAR

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: Damodara. Nitin

Name of the College: GDC [KIEU] SPKLH

Registration Number: 212200107026

Period of Internship: From: 18-8-2023 To: 31-9-2023

Name & Address of the Intern Organization

Educational Department

Address

M.P.P School

Bellumada (Village)

Bhanini (Mandalam)

Manyam (D)

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(Gen)

Name of the College: Government Degree college [MEN] SRKLM
Damodara . Nitin

Department: Educ Commerce B.Come [General]

Name of the Faculty Guide: S. Eswarao (Sir)

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

Name of the Student: Damodara . Nitin

Programme of Study B . Come (General)

Year of Study: 2021 - 2024

Register Number: 212200107026

Date of Submission: 2/11/2023

Student's Declaration

I, Nithin, a student of B.Com Program, Reg. No. 212200107026 of the Department of Commerce, GDC (MEN) College do hereby declare that I have completed the mandatory internship from 18/8/23 to 30/9/23 in Educational (Name of the intern organization) under the Faculty Guideship of K. S. Rao (Sir) (Name of the Faculty Guide), Department of Commerce, GDC (MEN), S.P.K.M.I. (Name of the College)

N. D. Nithin
(Signature and Date)

Endorsements

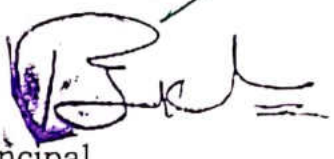
Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that D. Nitun..... (Name of the intern) Reg. No. 212200107026 of G.D.C (MEN) (Name of the College) underwent internship in Billumada..... (Name of the Intern Organization) from 18/8/23 to 30/9/23.....

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

P. Jeyathir

Authorized Signatory with Date and Seal
Head Master
M P P S BILLUMADA
Bhamini (M) Sklm (DL)

ACKNOWLEDGEMENTS

This school Entership report is the result of an end of a May of two months it could not have been possible without the participation assistance of uncountable 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, encouragements and enduring tagious interest in the Entership.

I extended my gratitude to my Classmates and especially to your 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 Billumada mpps School, Srikatulam for their feed back, love and support with which achieved skills and developments.

Last and most importantly would like to all those who made this report possible and become a 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.

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 opportunities will be available in terms of education.

P. Giripathin

Head Master
M P P S BILLUMADA
Bhamini (M) Sklm (Dt)

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.

In the future, by implementing the scheme today, changing the shape of the school and giving every student a chance to study in the school, every mother should also student their children in the government school, so that the school will develop very not well, and the principals and teachers should keep in mind the future of the student and give every information, think and convey to the students.

P. Durupattin

Head Master
M P P S BILLUMAD
Shamini (M) SKM (Dt.)

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.

In the school, every students is conducting Quiz competitions and playing games in the work. Physically, every student is at the forefront. Study hours also organised for every students to study actively, we also organised drilling. because of that, the teachers also expressed happiness.

P. Limpattin

Head Master
M.P.S. BILLUMADA
Bijapur (Dist)

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 contented self information for 2nd class and 4th class students.	It was a great day as a teacher and come to know about some students.	P. Lirupathin
Day - 2	I went to 2nd class and thought them english in a few and learning way	I have been prepared and come to know about teaching in few learning way	P. Lirupathin
Day - 3	Again i was set to 1st class and i have notice some problems in them	I come to know about their education student.	P. Lirupathin
Day - 4	I went to 5th class and teach them every thing in prepare manner like greeting	I come to know on to teach the childrenably.	P. Lirupathin
Day - 5	I thought the 5th class students on english lesson and played on activity	I observed about their knowledge on english	P. Lirupathin
Day - 6	I have interacted with the 1st class students through activities	I come to know about their minds and knowledge.	P. Lirupathin

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 contented self information for 2nd class and 4th class students.	It was a great day as a teacher and come to know about some students.	P. Jirupathin
Day - 2	I went to 2nd class and thought them english in a few and learning way	I have been prepared and come to know about teaching in few learning way	P. Jirupathin
Day - 3	Again i was set to 1st class and i have notice some problems in them	I come to know about their education student.	P. Jirupathin
Day - 4	I want to 5th class and teach them every thing in prepare manner like greeting	I come to know on to teach the childrenably.	P. Jirupathin
Day - 5	I thought the 5th class students on english lesson and played on activity	I observed about their knowledge on english	P. Jirupathin
Day - 6	I have interacted with the 1st class students through activities	I come to know about their minds and knowledge.	P. Jirupathin

WEEKLY REPORT

WEEK - 1 (From Dt.18.8.23... to Dt.24.8.23...)

Objective of the Activity Done:

Detailed Report:

In this online week I have conducted extra circular activities like self introduction Quiz performance with them to know about their state of mind and connect with them.

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

Totally I learn that some students are not very well in students and they like the teachings in fun and learning way.

P. Jeyapathi Reddy

Head Master
M P P.S. BILLUMADA
Bhamini (M) Sklm (Dt.)

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' attitudes on how to be a society	I have known so many new things to the students.	P. Jirupattin
Day - 2	I have taught 5 th class students about kindergartens like play group.	I got to know about teaching new things to the student	P. Jirupattin
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 singing Nergili	P. Jirupattin
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	P. Jirupattin
Day - 5	I have taught 5 th class students about numbers basics and tricks to them	I have learned to teach about how to going	P. Jirupattin
Day - 6	I have taught telugu lessons for the 5 th class in a practical way	I have learned to teach in practical	P. Jirupattin

WEEKLY REPORT

WEEK - 2 (From Dt. 26/8/23... to Dt. 2/9/23...)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my teaching skill from syllabus to a practical approach with enhanced my communication skill near well.

I have also interacted with the respective government teachers parents about the students problems environment etc.

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

P. Jeyapathi
Head Master
M.P.S. BILLUMADA
Bhamini (M) Sklm (Dt.)

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 lessons to the 5th class and 4th class	I have developed my teaching skills the students to use good.	P. Jimpalwa
Day - 2	I conducted a game for exploring their talent for 5th class.	I have to come to know about few problems in school.	P. Jimpalwa
Day - 3	I have checked about primary class programme - out the secondary facilities mater.	I have to come to know about few problems in school.	P. Jimpalwa
Day - 4	I have checked about primary class to problems of benefits.	I tried to solve students problem at possible level.	P. Jimpalwa
Day - 5	I have thought 1st class students about animals and birds.	I have dealt with 1st class students digital way.	P. Jimpalwa
Day - 6	I have teach 3rd class about english lesson	I have regular my communication skill.	P. Jimpalwa

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week i have developed my skills such as teaching, managing communication, managing and team participation skills.

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.

P. Jeyapathi

Head Master
MPPS BILLUR
Bhamini (M) Skm (H)

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today I went to school. I teaching divisions, additions to all third class students. I also explained the stories in english language.	I work with dedi-cation towards student-s. so I'am happy to teaching.	P. Jimpalthe
Day - 2	I teaching english words. and telugu words told all the fourth class students. Drilling period in last 30 minutes.	I am today I teach each students to understand said correctly.	P. Jimpalthe
Day - 3	Today I told general knowledge which I know to all itifere class students. I also explained the stories in english languages.	Students are Reading and understanding said correctly so, I am dedicated worker.	P. Jimpalthe
Day - 4	I went to school. I told addition and subtraction, to all the second class students I told them in English words.	Today I teach each students to understand said correctly	P. Jimpalthe
Day - 5	Today also I teaching addition subtraction, multiplications and division to all the third class students. Told telugu words and english language.	Students are Reading and understanding said correctly. so I am dedicated worker.	P. Jimpalthe
Day - 6	Today I went to school. Today also I teaching addition and divisions to all third class students.	I work with dedi-cation towards students. I am happy to teaching.	P. Jimpalthe

WEEKLY REPORT

WEEK - 4 (From Dt..10.1.23... to Dt..17.1.23...)

Objective of the Activity Done:

Detailed Report:

I am very to happy to teach Students
All the Students in the school are very active in listening lessons. All students are studying well. The teachers in the school are teaching very well. I behaved respectfully with all the teachers and teaching all the Students very happily.

Also today was not selected for the school week - week scheme. Also the school doesn't have a spacious playground. The midday meal is very good. Food that are high in nutrients. The school is also provided with government facilities. Also the school has a head master and a teacher. This week also told this all lessons in school with great satisfaction.

P. Tirupathin

Head Master
M.P.S. BILLUR
Bhramini (M) Skn

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge, Signature
Day - 1	Today I told general knowledge which I know to all fifth class students. I also explained the stories in english language.	Today I teach each students to understand said correctly.	P. Jirpattar
Day - 2	Today I went to school. Today also teaching addition and divisions to all third class students.	Students are reading understanding said correctly. So I am dedicated worker.	P. Jirpattar
Day - 3	All the 5 th class students were made a pair of TARL group in which I also participate.	I work with dedication towards students. So I am happy to teaching.	P. Jirpattar
Day - 4	Today I went to school. I told addition and subtraction to all the second class students I told them in english words.	Everyday I teach each students to understand said correctly.	P. Jirpattar
Day - 5	Today I went to school. Today I also teaching Telugu, mathematics, english, G.K, to all the fifth class students.	Today I teach each students to understand said correctly.	P. Jirpattar
Day - 6	Today I went to school Today, I checked the marks Register of students.	Students are Reading and understanding said correctly. So I am dedicated worker.	P. Jirpattar

WEEKLY REPORT

WEEK - 5 (From Dt. 18/9/23... to Dt. 25/9/23...)

Objective of the Activity Done:

Detailed Report:

I am very happy to teach students. All the students in the school are very active in listening. All students are studying well. The teachers in the school are teaching very well. I behaved respectfully with all the teachers and teaching all the students very happily.

Also today was not selected for the school naadu - needu scheme. Also the school midday meal is very good. Food that are high in nutrients. The school is also provided with government facilities, also, the school has a head master and a teachers. This week also I teaching lessons on telugu, English, Mathematics, E.V.S and General Knowledge in school with great satisfaction.

P. Laxpathi

Head Master

M P P S BILLUMADA

Ramini (M) Sklm (D)

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.)

The facilities in the school are very good. Also teachers also comes to the school daily. All programmes are also well done. School start at 8.30 in the morning and dismises at 3.30 in the evening. All children also listen very well.

Also, all the children in the school were divided into groups and given specially lessons. I think they still have a lot to learn. On the day of the school today the scheme has not yet been selected. But the teachers after some every students to every boy thinking to some society.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

I went to the school and prepared a report on how the present education system will be and how the future education system should be. The facilities in the school are very good. Also, teachers also come to the school daily. All programs are also well done.

I am happy to exploring all study in the school, by saying in school I see the possibility of getting employment opportunities in the future and by saying in school, I have prepared a report under -stand what education plan should be implemented in the future.

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 Paipadu Srikakulam.

As we have been interacting with each other students we have improved our oral communications written communications as well as but now we are confident while communicating as we may feel tense but now we are confident while communicating the students as we are communicating well and understanding very well to other.

We also come to getting understood by others we improved our each 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 thought a ~~the~~ skills to the work place we are then interact of M.P.P.s Billumada as a team to enhance and improve our work in an efficient way.

Firstly, as we have a 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 interact co-operatively and manage them as a unity in every activity. It gives me experiments 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)

I used to explain youtube lessons to all school students and through those lessons to I tried to help them develop their technical knowledge.

I went to school every day and I told every day students how to acquire such development skill and I learned them myself.

I am very happy to open you tube to every student in the school and show the audios in this video so that everyone can understand.

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Damodara Nitun. 2122001067026

Term of Internship: From 18/8/23 To 30/9/23

Date of Evaluation:

Organization Name & Address: M.P.P School, Billumada

Name & Address of the Supervisor
with Mobile Number:

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1) Oral communication	1	2	3	④	5
2) Written communication	1	2	③	4	5
3) Initiative	1	2	3	④	5
4) Interaction with staff	1	2	③	4	5
5) Attitude	1	2	3	4	③
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

P. Lionpathin
Signature of the Supervisor

Head Master
M.P.P. BILLUMADA
(M) SKM (DL)



PHOTOS & VIDEO LINKS

