

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: AVALA . Anil

Name of the College: Government Degree, Men Srikakulam

Registration Number: 2122001070004

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

Name & Address of the Intern Organization M. C. C. School, Kalinga Road

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.....

Name of the College: *Govt. Degree College (new) skm.*

Department: *Commerce & Management Dept*

Name of the Faculty Guide: *N. Balakrishna*

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

Name of the Student: *Avala Anil*

Programme of Study: *short-term internship*

Year of Study: *2021-2023*

Register Number: *2122001070004*

Date of Submission: *7-11-2023*

Student's Declaration

I, Anil, a student of Inter P Program, Reg. No. 212001070004 of the
Department of management Govt. Degree College do hereby declare that I have
completed the mandatory internship from 12-08-23 to 30-01-2023 in M.C.R. School
(Name of the intern organization) under the Faculty Guideship
of Susatra, (Name of the Faculty Guide), Department of commerce
management Govt. Degree (Name of the College)

A Anil

(Signature and Date)



Official Certification

This is to certify that Avala Anil (Name of the student) Reg. No. 212001010004 has completed his/her Internship in M.C.E. School (Name of the Intern Organization) on Short Term Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce Management in the Department of Class Degree College (Name of the College).

This is accepted for evaluation.

B. Reddy
(Signatory with Date and Seal)

HEADMASTER
M.C.E. SCHOOL
KALINGA ROAD
Srikakulam Corporation

Endorsements

[Signature]
Faculty Guide

[Signature]
Head of the Department

Principal

[Signature]



Certificate from Intern Organization

This is to certify that Avula. Anil (Name of the intern) Reg. No. 212201070004 of G.D.C.M/Srikakulam (Name of the College) underwent internship in M.C.E. School Kalinga Road (Name of the Intern Organization) from 18-08-2023 to 30-09-2023.

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

B. Reddy 7/11/2023

Authorized Signatory with Date and Seal
HEAD MASTER
M.C.E. SCHOOL
KALINGA ROAD
Srikakulam Corporation

ACKNOWLEDGEMENTS

The School Internship JEPPI is the dream of on end of a way two months. It would not have been possible without the facilitation of numbers have and courageous people along the way, Thus, I have 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, Sirs and Principal for their vision, Encouragement and Endlessly contagious Interest in this Internship

I extended my gratitude to my class mates and Ex-Relaty to our group members with whom I started shared my dark days and Together we sort out academic and social Problems.

A. Anil

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CHAPTER 1: EXECUTIVE SUMMARY

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

I worked at Internship in the department of Education. I visited the place in

I choose Education department to know the current status of the Education and difference from past few years. I spent a day with children and I learn and observed many things.

The Introduction is very friendly and very valuable. Through this Internship I got to know do are some other decided areas which has to be improved. I interacted with the children and let them know their problems and what they are facing through.

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 ATR model

Educational department plays a ~~important~~ place in very sector. I observed many things in school that how the children are beggled lack of knowledge. My introduction with students are very friendly and I got to know that student performing was very poor. The student are not able to understand the basic things. I played a ~~few~~ role in school I am planned to develop and improve the Education system with any 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 A.P

In the department of Education of I worked
In the government school and I taught lessons
to the students. I used the But green
Based & digital Based let Explain the lessons
with students. I performed same tasks in
childrens Aitharge our goods and Tootex
cassies guidences I learned more knowledge
and I learned few things to change
In school which school be changed.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	As it is my first day I have conducted self Introduction 3 th and 4 th class	It was a greetal as a teacher and come to know about some students	Ran
Day - 2	I went 2nd class I explain some maths problem learning	I have listened and come to college how to Teaching	R
Day - 3	Again I go to 10th class They teaching some feel about our Exams Public	I come to know about their Education status	R
Day - 4	In through III student EXPLAIN about Resume E.C.V	I observed student knowledge	R
Day - 5	I teaching a lesson I 8th class social subject	I observed our display	R
Day - 6	3 th class Resource and Development	I come to know about their mind about Agriculture	R

WEEKLY REPORT

WEEK - 1 (From Dt. 18/08/2022 to Dt. 24/08/2022)

Objective of the Activity Done:

Detailed Report:

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

I have also through them few lessons from this syllabus in understandable manner so that they come to know about some new things and I have observed their Educational Performance Knowledge.

—totally. I lesson that some students not very well in student in studies and they like the teaching in fun and learning way.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I went to 4th class and I have observe some student who need stable	I have know how to display the student as my student	R
Day - 2	I go to 5th I teach Maths subject	I observe way resistance	R
Day - 3	I go to 4th class teach features start use are 4th class	I observed as skills and hidden talents	R
Day - 4	I go to 5th class and read English Books	I feel Like a Teachers	R
Day - 5	I am job 5th class I will explain resume and P.V	I feel like a motivational speaker	R
Day - 6	I have conducted A management game In 5th class	management skills	R

WEEKLY REPORT

WEEK - 2 (From Dt...25/08/2023 to Dt...30/08/2023)

Objective of the Activity Done:

Detailed Report:

In this entire week I have observed a lot of the student. Their performance in students and their students capability I have discussed about how to be good and become better in academic performance.

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

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have checked about 4th class students, awareness about Society	I have know as many new things that about this pay, name and study	
Day - 2	I Thought I will go to 3rd Science and Exhulin	I get teaching thingie leadership things	
Day - 3	I have conducted I am activity in 1st class	I hope to energy that day	
Day - 4	containing the Jam activity in 4th class	I have I am Engage lot	
Day - 5	I through I a Condition ing Exam 4th Classmate	I learn Inivation activities	
Day - 6	In have taught RSD Explain 8th class	I have taught teach in Practice way	

WEEKLY REPORT

WEEK - 3 (From Dt.../09/2023 to Dt.../09/2023)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my Teaching skills from syllabus lessons to a Practical Approach which enhanced my communication skills very well.

And I have also interacted with the respected Govt Teachers. I observed patience about the Teachers towards students. I am also tried to teach the student so that they feel like my are open in space.

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

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have thought maths lesson with 5th class	I have developed new teaching skills	R
Day - 2	I have conducted a show for 4th class students	I have done by introduction 4th class students	R
Day - 3	I have checked every class environment, the sanitary facilities and study problems in school	I have come to know about the problems in school	R
Day - 4	I have interacted with student I am ask the problems	I observed our Principal management skills	R
Day - 5	I thought I can explain Chandayan 3 in 4th class students	I have deal with 5th class student discipline	R
Day - 6	I go 5th class I can explain English poem	I feel like a show of singing	R

WEEKLY REPORT

WEEK - 4 (From Dt...11/07/2023 to Dt...19/07/2023)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills
Such as Teaching skills mentorship skills Communi-
-cation 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 get tried to solve
them. In other ways

The student also have been were
performing with good Rate

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have Throught 4th class about displain followed In class Room	I have Interacted with the student about discliping	R
Day - 2	I have Through The students about Seminar skills	I have tried To Teach The students about Seminar skills	R
Day - 3	I have Interacted with 4th class student Through digital way	I have accessed the digital device in The school	R
Day - 4	I have Through The and class English lessons	The students have learned about being good in students	R
Day - 5	I have through the 3rd class about R&D Lesson	The students are doing well	R
Day - 6	I have Interacted with all students about Paving status and Present skills	I have know so many thing in This Internship	R

WEEKLY REPORT

WEEK - 5 (From Dt. 21/08/2021 to Dt. 28/09/21)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as Teaching. I have come to know that I have learnt so many things in this journey. I have developed my Communication Skills, Managerial Skills, Interactive Skills, Teaching Skills and other skills which enhanced me very well.

I came to know few good things and also some problems which I have tried to solve and made better out of it.

I learn being a teacher cooked and monthly as an Internal in the work place.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Internals work Environment is one of the aspects of Internal Quality addressed in this Report. The Role of A. School we have good Interactive. Staff we were given a check for our Role is to Enhance. The students observe them. and any other negatives analyse all activities by student and staff our timings are from 9. AM. 3.30 PM (the Morning Evening)

The Principal and Teachers are very Polite and helpful to me. The students are very friendly and interactive which made me sit along with them very easily. The other Interns were also very co-operative. In work we have the Interns a Team were very active.

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

I have known about how to put my knowledge and skills into practice such as mentoring. I learned how to communicate and build Relationship. I learned how to communicate and build Relationship with the people I worked. I learned that every organisation has its own culture. I quickly learned that every company has its own culture. As an intern I discovered its essential to be enthusiastic and open to learning new skills. I learned I have any date I can ask for fixing - feed back's more important

It is essential to take note of both the positive that sometime asking for feed back or leaving feed back indiffact to need but it will have a significant impact on my future career 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 some managerial skills
have acquired for this Internship

I learned how to effectively deal
with people, developing managerial skills
is important to all professional as
Team we planned about scheduling with
week. we arranged our work time
culture for productive use of time
we have kept notes for observations
Every one Improvement weeks we will
discuss about all pros and in our
working style we all kept our
goals for this journey we also
developed our decision making skills
which are very vital in further as
As per the final day we have discovered
about our performance is upstaged

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.C.E. School Kalingarod
Srikakulam

As we have been Interacting with
Each other students we have Improved
our oral communication and written
communications as we are assigned
to class rooms. at first day, we
may feel shy but now we are confident
which communications conversation understanding
others.

was also come to getting understood
by others we Improved our speech
skills from the past level for from
student to an Intern have also
developed few teaching skills in
our way which made student 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 important skill in that work place we the Interims of M.C.E School Kalingaxood formed as a Team to enhance and improve our work in an efficient way.

Since 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 work performance working as a team members and also as a leader made known about how to work as a Team members it role in the manage them as a unity in every in every activity. It gave me experience and 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 taken in Implementing Technology Education system to amplify digital Transformations of School

The head master The information of School Through Smart Phone they scan Barcode of the Students for checking Every Teachers and Principals to make School attendance Through Virtual method and digital method.

And they have been Conducted digital digital class with using Power Point. The help of files met and Playing videos etc.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Avanish Anil & 2122001070004

Term of Internship: From 10/08/23 To 30-09-2023

Date of Evaluation:

Organization Name & Address: Kalinga, road, MCE School.

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 ✓

A. Anil
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: *Avela. Anil. 2122001070001*

Term of Internship: From *10/08/23* To *30/09/23*

Date of Evaluation:

Organization Name & Address: *Kalinga road, MCE School*

Name & Address of the Supervisor
with Mobile Number:

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

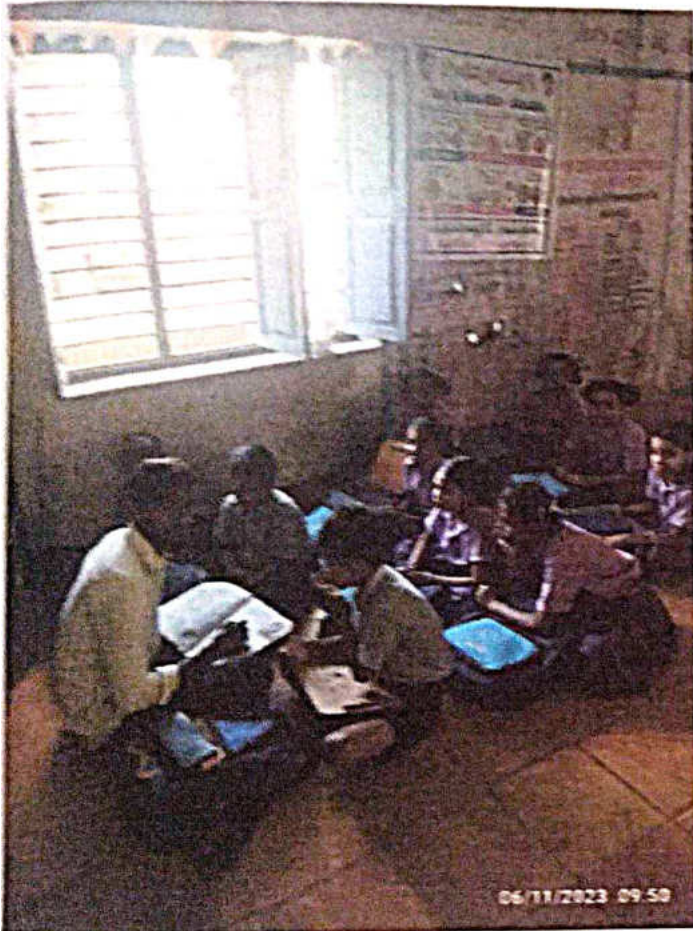
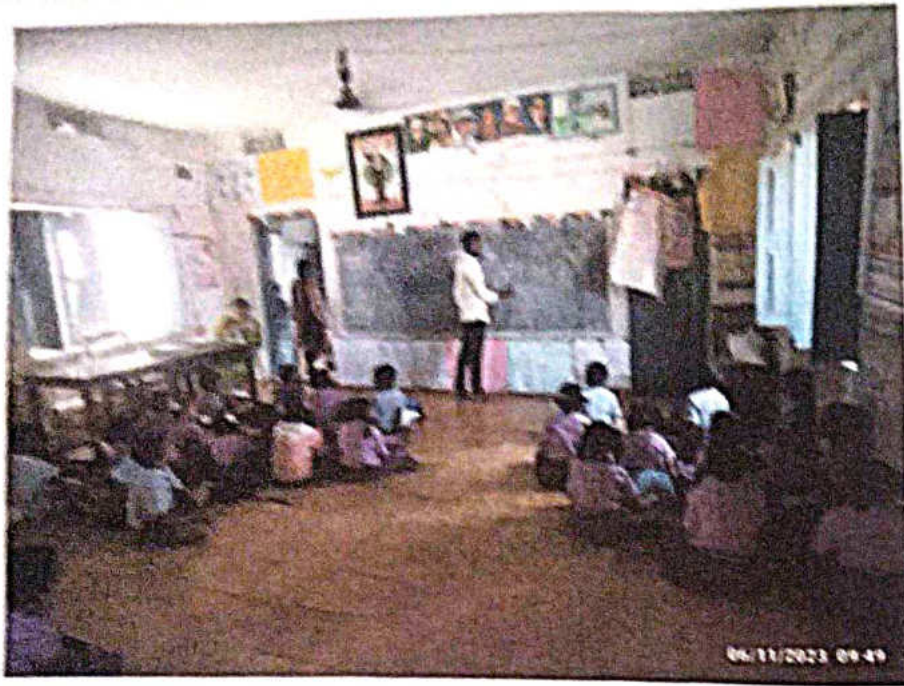
Please note that your evaluation shall be done independent of the Student's self-evaluation

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	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. B. B. B.
Signature of the Supervisor

HEAD MASTER
M.C.E. SCHOOL
KALINGA ROAD
Srikakulam Corporation





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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