

# 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: CHITRA JAYA KUMAR

Name of the College: Government Degree College men  
(Sukakulam)

Registration Number: 2122001070009

Period of Internship: From 18-08-2020 to 30-09-2023

Name & Address of the Intern Organization: M.p.u.p school  
Kistappa petra

DR.BR Ambedkar University

YEAR



## An Internship Report on

Shad-doun internship

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

BBA

Under the Faculty Guideship of

N. Balakrishna

(Name of the Faculty Guide)

Department of

Commerce & management

(Name of the College)

Submitted by:

Chitti. Jayakumar

(Name of the Student)

Reg.No: 21220010710009

Department of

GTDC (m) SriKakulam (Commerce & management)

(Name of the College)

## 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 for 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 people 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 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:
  - a. Data and Information you are expected to collect about the organization and/or industry.
  - b. Job Skills you are expected to acquire.
  - c. 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 the 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.

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## Student's Declaration

I, CHITTI JAYAKUMAR a student of Internship  
Program, Reg. No. 212200107000 of the Department of management Govt. Degree  
College do hereby declare that I have completed the mandatory internship colleg  
from 18-08-2023 to 30-09-2023 in m.p.u.p school <sup>Kisteppepet a</sup> (Name of  
the intern organization) under the Faculty Guideship of  
N. Bala Krishna. (Name of the Faculty Guide), Department of  
Commerce & management Government degree College (men)  
(Name of the College)

Ch. Jayakumar  
(Signature and Date)

## Official Certification

This is to certify that Chitti Jayakumar (Name of the student) Reg. No. 212200107009 has completed his/her Internship in M.P.U.P. School Kistappa Peta (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 the Department of BDC (men) Srikakulam (Name of the College).

This is accepted for evaluation.



Endorsements

[Signature]  
(Signatory with Date and Seal)

HEAD MASTER  
M.P.U.P. SCHOOL  
KISTAPPA PETA  
Srikakulam (R) Mandal

[Signature]  
Faculty Guide

[Signature]  
Head of the Department

[Signature]  
Principal

## Certificate from Intern Organization

This is to certify that C.HITTI. JAYAKUMAR (Name of the intern)  
Reg. No. 2122001070009 of GIDC (M), SRIKAKULAM (Name of the  
College) underwent internship in M.P.U.P School Kistappa (Name of the  
Intern Organization) from 18-9-2023 to 30-09-2023 Peta.

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



Author [Signature] with Date and Seal

HEAD MASTER  
M.P.U.P. SCHOOL  
KISTAPPA PETA  
Srikakulam (R) Mandal



## Acknowledgements

The School Internship Report is the result of an easy way two months. It would not have been possible without the participation 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 endearing contagious interest in this Internship.

I entered my gratitude to my class mates and especially to our group members with whom I shared my dark days and together we solved our academic and social problems.

## 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. Visited the place in M.P.U.P School Kizlappa Peta. 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 and very value base though. This Internship I so to know be the are same other decided are which has to improved. I interacted with the children and let them. I know their problems and what they are facing though.



## 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 to 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 MPUP School Kizhappapet. Educational department plays a important role. In every school, I observed many things in school that how the children are began look at knowledge. my introduction with students are very friendly and I got to know that students performing was very poor. the student are not able to understand that the basic things. I played a teacher in school and should very few things. I played a teacher few days. 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 MPUP school Kistappa Peta. In the department of education I worked in the government and I taught lessons to the students. I used the Green Book & digital Book. I explained the lessons with the students. I performed some tasks in childrens Airforce and books and proper career guidances. I learned more knowledge and I learned few things to change in school which I 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 3rd and 4th class. | It was a gleeed day as a teacher and come to know about some Students | N. M.                      |
| Day -2     | I went 5th class I Explain some maths problems.                             | I have prepared and come to collage how to Teaching                   | N. M.                      |
| Day -3     | Again I go to 6th class They facing some -bees about not exams public       | I come to know about their Education study                            | N. M.                      |
| Day -4     | I Thought 7th students explain about Resume & G.K                           | I observed students knowledge   | N. M.                      |
| Day -5     | I Teaching a lesson I 5th class maths Subject                               | I observed out discipline   | N. M.                      |
| Day -6     | I teaching a multi plection, & divisions for 4th & 5th classes              | They are understand very well   | N. M.                      |

## WEEKLY REPORT

WEEK - 1 (From Dt..1.8/23 to Dt..2.4.8/23)

Objective of the Activity Done:

Detailed Report:

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

I have also thought them few lessons from their syllabus. In understand manner so that they have come to know about some new things and i have observed their educational performance, knowledge.

Totally. I learn that some students are not very well in studies. In study's and they like the teaching 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 5 <sup>th</sup> class and I have observe some students who needs to be discipline | I have know how to discipline the students all my student. | R. Man                     |
| Day - 2    | I go to 4 <sup>th</sup> class I teach in mathematics subject                                | I observed response  | R. Man                     |
| Day - 3    | I go to 6 <sup>th</sup> class I teach features  | I observed as skills and hidden talents.                   | R. Man                     |
| Day - 4    | I go to 8 <sup>th</sup> class and read english poems  | I feel like a teacher.                                     | R. Man                     |
| Day - 5    | I am go to 3 <sup>th</sup> class I will explain Resume                                      | I feel like a motivational speaker                         | R. Man                     |
| Day - 6    | I have conducted A General Knowledge in 5 <sup>th</sup> class                               | General knowledge.   | R. Man                     |

## WEEKLY REPORT

WEEK - 2 (From Dt. 25/8/23 to Dt. 30/8/23.)

Objective of the Activity Done:






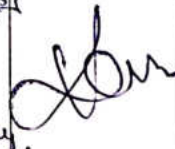
Detailed Report:

In this entire week I have observed about the students, their performance in studies and their students capability. I have discussed about how to be good and become better in academic performance.

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



### 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 5th class students accounts about Society. | I have known so many new thing that about their place |    |
| Day -2     | I thought I will go to 4th Social and explain                   | I got teaching things, leadership qualities.          |    |
| Day -3     | I have conducted General knowledge in 5th class                 | I hope to enjoy that day.                             |  |
| Day -4     | conducting the General knowledge activities in 3th class        | I learn in visualization activities.                  |  |
| Day -5     | I thought I am conduct exam in 5th class maths                  | I hope to I am enjoyed a lot                          |  |
| Day -6     | I have thought D & D Explain 6th class                          | I have learned to teach in particular way.            |  |

## WEEKLY REPORT

WEEK - 3 (From Dt.../9/23 to Dt.../09/23..)

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 Government teachers. I observed patience about the teachers' treated students. I am also tried to teach the students so that they feel like my air open in space.

I have also worked with teachers and staffs work made me know things that happens behaviour school.



# ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity                                 | Learning Outcome                                    | Person In-Charge Signature  |
|------------|---|---|---|
| Day -1     | I have thought maths lessons with 4th class                             | I have developed my teaching skills.                |    |
| Day -2     | I have conducted a game for 5th class students                          | I have closely interaction with 5th class students. |    |
| Day -3     | I have checked every class environment the cleanliness and water supply | I have come to know about problems in school.       |  |
| Day -4     | I have interacted with students on our problems                         | I observed my principal management skills.          |  |
| Day -5     | I thought I can explain Chandrayaan 5th and 4th class students.         | I have deal with 5th class students discipline      |  |
| Day -6     | I go to 6th class I can explain english poem.                           | I feel like a show of singing                       |  |

## WEEKLY REPORT

WEEK - 4 (From Dt...11/09/23 to Dt...19/09/23)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills such as Teaching skills, mentority skills, communication skills, managing & leadership 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 get tried to solve them. In other ways.

The student also have been well performing with good score.



# 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 5th class about discipline followed in class room         | I have interacted with the students about discipling.         | <i>me</i>                  |
| Day -2     | I have thought the 6th class students about communication skills         | I have tried to teach the student about communication skills. | <i>me</i>                  |
| Day -3     | I have interacted with 4th class students through digital way            | I have accessed the digital device in the school.             | <i>me</i>                  |
| Day -4     | I have thought the 5th class about mathes less problems                  | The students have learned about doing good instutions.        | <i>me</i>                  |
| Day -5     | I have thought the and class english lessons.                            | The student are doing well.                                   | <i>me</i>                  |
| Day -6     | I have interacted with students about previous states and present states | I have know so many things in this internship                 | <i>me</i>                  |

## WEEKLY REPORT

WEEK - 5 (From Dt...21/8/23... to Dt...27/9/23)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills such as teaching skills. I have come to know that I have learn so many thing in this journey. I have development my communication skills. managerial skills, Interactive skills. Teaching skills and other skills which enhanced me very well.

I come to know few good things and also some problems which I have faced to some and made better out of it.

I learn about being a teacher. what 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.)

Internal work environment is one of the aspects of internal quality on this report. The people of MRUP School Kistapparpeta we are good interactive staff we were given a check for our role is to enhance the students observe them. And any other negative analysis call activities by students and staff our timings are from.

The principal and teachers are very polite and humble to me. The students are very friendly and interactive which made me socialize with them very easily. The other interns were also very cooperation in work.

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 maintaining. I learned how to communicate and build relationship with people I worked. I learned that every dept (or) organization has its own culture. I quickly learned that every company has its own culture. As a intern discovered it's essential to be enthusiastic and open to learning new skills. I learned that it's important to communicate with teachers and principal. If have any doubts I can ask and clarifying feed back is more important.

It is essential to take note of both the positive that sometimes asking for feed back or receiving feed back isn't difficult to get but it will have a significant impact on your future growth 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 some managerial skills have acquired from this Internship

I learned how to effectively deal with people developing managerial skills is important to professionals as a team we planned about scheduling with respect to time and we are acted as a leaders for every week. we changed our work place culture for productive use of time.

we have kept notes for observing every one improvement weekly with we will discuss about all project and in our working style. we all have kept our goals for the journey. we also have developed our decision making skills which are very essential in further as for the final day we have discovered about our performance is up graded.

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.U.P school Kistappapeta

As we have been interacting with each other students we have improved our oral communications and written communications as are assigned to classrooms. At first day we may feel shy but now we are confident while communication as conversation understanding others.

we also come to getting understood by others we improved our speech skills from prepared level of four students to an informal 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 step taken in implementing technology in educational system to digital transformation of school.

The head master updated the information of school through small phone they scan portaces of the students for checking every teachers and principals to make school attendance through virtual method and digital method.

they conducted digital class with using Power Point. the help of taboored and playing videos etc..

### Student Self Evaluation of the Short-Term Internship

Student Name: Chitti. Jayakumar Registration No: 212200107009  
Term of Internship: <sup>term</sup> Short From: 18-08-2023 To: 30-09-2023  
Date of Evaluation:  
Organization Name & Address: M.P.U.P School Kistappapeta

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  | Proactiveness                      | 1 | 2 | 3 | 4  | 5✓ |
| 4  | Interaction ability with community | 1 | 2 | 3 | 4  | 5✓ |
| 5  | Positive Attitude                  | 1 | 2 | 3 | 4✓ | 5  |
| 6  | Self-confidence                    | 1 | 2 | 3 | 4  | 5✓ |
| 7  | Ability to learn                   | 1 | 2 | 3 | 4✓ | 5  |
| 8  | Work Plan 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 done               | 1 | 2 | 3 | 4✓ | 5  |
| 12 | Time Management                    | 1 | 2 | 3 | 4  | 5✓ |
| 13 | Understanding the Community        | 1 | 2 | 3 | 4  | 5✓ |
| 14 | Achievement of Desired Outcomes    | 1 | 2 | 3 | 4  | 5✓ |
| 15 | OVERALL PERFORMANCE                | 1 | 2 | 3 | 4  | 5✓ |

Date:

Chitti. Jayakumar  
Signature of the Student



## Evaluation by the Supervisor of the Intern Organization

Student Name: Chitti . Jayakumar Registration No: 21220010700091  
 Term of Internship: ~~start term~~ From: 18-08-2023 To: 30-09-2023  
 Date of Evaluation:  
 Organization Name & Address: M.P.U.P School Kizhappapeta  
 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  | Proactiveness                      | 1 | 2 | 3 | 4   | 5 ✓ |
| 4  | Interaction ability with community | 1 | 2 | 3 | 4 ✓ | 5   |
| 5  | Positive Attitude                  | 1 | 2 | 3 | 4   | 5 ✓ |
| 6  | Self-confidence                    | 1 | 2 | 3 | 4   | 5 ✓ |
| 7  | Ability to learn                   | 1 | 2 | 3 | 4   | 5 ✓ |
| 8  | Work Plan 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 done               | 1 | 2 | 3 | 4   | 5 ✓ |
| 12 | Time Management                    | 1 | 2 | 3 | 4 ✓ | 5   |
| 13 | Understanding the Community        | 1 | 2 | 3 | 4   | 5 ✓ |
| 14 | Achievement of Desired Outcomes    | 1 | 2 | 3 | 4   | 5 ✓ |
| 15 | OVERALL PERFORMANCE                | 1 | 2 | 3 | 4   | 5 ✓ |

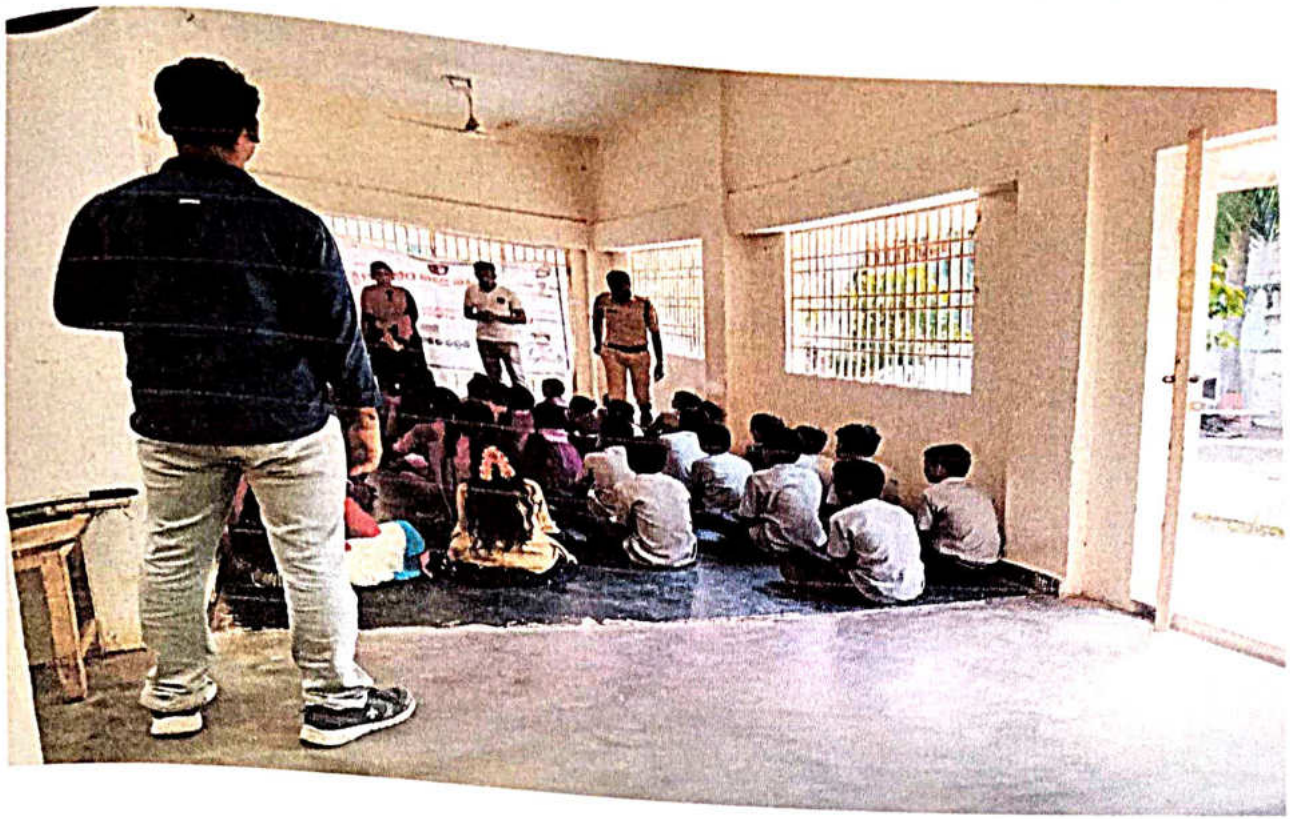
Date:

*B. Gayathri*  
Signature of the Supervisor

Page No:

HEAD MASTER  
M.P.U.P. SCHOOL  
KIZHAPPAPETA  
Srikakulam (R) Mandala









# **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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