

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: Dhavala Jara Poudal

Name of the College: Government Degree College, MEN, Srikakulam

Registration Number: 2122001070011

Period of Internship: From: 18-08-2022 To: 30-09-2023

Name of the Organization: A.P. Model school,
D.Vipeta.

YEAR

An Internship Report on
Short - Term 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
Govt. Degree College (Men) SICIM.

(Name of the College)

Submitted by:
Dharula Vasa Prasad

(Name of the Student)

Reg.No: 2122001040011

Department of
CDC (M), SPIKAKULAM

(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, Dhaval Vora Prasad a student of Internship
Program, Reg. No. 212200107001 of the Department of Management Govt. Degree College
do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in A.P. Model School (Name of
the intern organization) under the Faculty Guideship of
Ramana Murthy sir (Name of the Faculty Guide), Department of
Commerce & Management Govt. Degree College Men.
(Name of the College)

PRINCIPAL

A.P. Model School & Jr. College
(Signature and Date)
O.V. PETA, Guntur (M)
Srikakulam (Dist.)-532 185

Official Certification

This is to certify that D. Varaprasad (Name of the student) Reg. No. 2112001080011
2011220011 has completed his/her Internship in APHS O.V. Peta (Name of the Intern Organization) on Short Term (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce management Short SKM in the Department of Short. Degree SKM (Name of the College).

This is accepted for evaluation.


PRINCIPAL
A.P. Model School & Jr. College
O.V. PETA, Burja (M)
(Signatory with Date and Seal)
Srikakulam (Dist.)-532185

Endorsements


Faculty Guide


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that Dhaval Vora Prasad (Name of the intern)
Reg. No. 2122001040021 of GDC(M), Srikakulam (Name of the
College) underwent internship in A.P. Model School (O.V.Beta) (Name of the
Intern Organization) from 18-09-2023 to 30-09-2023

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


PRINCIPAL
A.P. Model School & Jr. College
O.V. BETA, Burtla (M)
Srikakulam (Dist)-532 183
Authorized Signatory with Date and Seal

Acknowledgements

School Internship Report is the result of an ~~easy~~ a two months. It would not have been possible without participation of numbers have and ~~encourageous~~ people along way. Thus, I have Thank Them all

First and foremost, I would like to give special attitude to my Parents who give me every opportunity keep my step ahead

I am indebted to my college Teachers, sirs, and Principal their vision, encouragement and ~~endurability~~ contagious Interest this Internship

Entered my gratitude to my classmates and especially to our members with whom I started shared my dark days. Together we sort out 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. I started the place in A.P. Model School O.V. Peta. I choose education department to know the current status of the location 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 there are some other good ideas which has to be improved. I interacted with the children and let them know their problems and they are facing though.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- Introduction of the Organization
- Vision, Mission, and Values of the Organization
- Policy of the Organization, in relation to the intern role
- Organizational Structure
- Roles and responsibilities of the employees in which the intern is placed
- Performance of the Organization in terms of turnover, profits, market reach and market value.
- Future Plans of the Organization.

worked in the education department. I worked in A. P. del School, O. V. Peta, Educational department plays a important role. In every sector, I observed many things in school that the children are besetted lack of knowledge. my Introduction the students are very friendly and I got to know that students performing way very poor. The student are not able understood that the basic things. I played a Teacher role in school and should very few things. I played a Teacher role in school I am planned to develop and Improve Education system with my knowledge to give the best

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.

Worked In A.P. Model School, O.V. Peta In The department
location of I worked In The government school and I taught
ing TO the students . I used The blackboard
BT Green Board & digital
to let explain The lessons with The students . I performed
the tasks mainly In childrens Amcargaur groups and proper
verbal guidences . I learned more knowledge and I learned
so things TO change In school which school be changed.
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 with 8th class.	It was a great day as a teacher and come to know about some students.	A. P. Singh
Day - 2	I went 8th class I explain some math's problems.	I have prepared and come to college how to Teaching	A. P. Singh
Day - 3	Again I go to 10th class They facing some fear About our Exams Public	I come to know about their Education status	A. P. Singh
Day - 4	I thought XII students Explain about Resume & C.V	I observed students knowledge	A. P. Singh
Day - 5	I Teaching a lesson I 8th class social Subject	I observed as discipline	A. P. Singh
Day - 6	8th class Resource and Development	I come to know about their mind view about Agriculture.	A. P. Singh

WEEKLY REPORT

WEEK - 1 (From Dt. 18-09-23 to Dt. 18-09-26)

Objective of the Activity Done:

Detailed Report:

This entire week, I have conducted extra curricular activities like Salt Induction Introduction, games to Interact with them to know about their state of mind and connect with them.

I have also taught them few lessons from their habits in understandable 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 well in studies and they like the teaching and learning easy.

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 9th class and I have observe some students who need to be discipline	I have know how to discipline the students as my student	
Day - 2	I go to 8th class I Teach social subject	I observed our response.	
Day - 3	I go to 10th class I teach features gap after 10th class	I observed all skills and hidden talents	
Day - 4	I go to 6th class and read English Poem	I feel like a Teacher.	
Day - 5	I am go to 10th class I will explain Resume and P.V	I feel like a motivational speaker.	
Day - 6	I have conducted A management game for 8th class.	Management skills	

WEEKLY REPORT

WEEK - 2 (From Dt. 16.09.23 to Dt. 22.09.23)

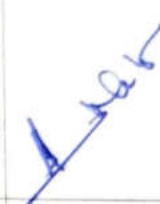
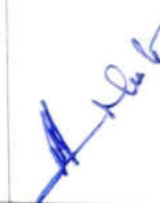
Objective of the Activity Done:

Detailed Report:

In this entire week I have observed about 2 students. Their performance in studies and their study capability. I have discussed about how to get capability to be good and become better in academic performance.

I have conducted some new activities regarding in syllabus and created an environment in which they are very active in group activities 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 10th class students and -erney about society	I have know so many new things that about their Play Name, and shud	
Day - 2	I Thought I will go to gth social and Explan.	I got Teaching things, leadership Quality.	
Day - 3	I have conducted Jan'activity in gth class	I hope to enjoy that day	
Day - 4	continuing the Jan'activity in gth class	I hope I am Enjoyed a lot	
Day - 5	I thought I am conducting exam gth class social	I learn Initiation activity,	
Day - 6	I have thought & R&D Explan gth class	I have learned to Teach in practical way.	

WEEKLY REPORT

WEEK - 3 (From Dt. 01-08-23 to Dt. 08-08-23)

Objective of the Activity Done:

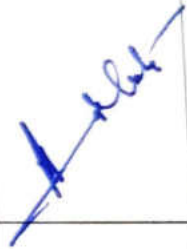
Detailed Report:

This week I have developed my Tech Teaching skills from various 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 Teacher's reaction to students. I am also tried to teach the students so that they feel like they are open in space.

I have also worked with Teacher and work which made me know things that happen in 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 making lessons with 6th class	I have developed my teaching skills	
Day -2	I have conducted a game for 6th class students	I have closely interacted with 6th class students	
Day -3	I have checked every class environment, the sanitary facilities and water supply	I have come to know about ^{NO} problems in school	
Day -4	I have interacted with students I can ask our problems	I observed our principal management skills	
Day -5	I thought I can explain Chandrasekhar 3 in 7th class students	I have deal with 10th class students discipline	
Day -6	I go 6th class I can explain English poem	I feel like a show of singing	

WEEKLY REPORT

WEEK - 4 (From Dt. 8-10-23 to Dt. 15-10-23.)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills such as ^{Team} Teaching Skills, Creativity skills, communication skills, managing & leadership skills when compared to the previous three weeks.

I have also observed about the school environment, student performance and I have also interacted with them and gave feedback and get tried to solve them. In other words,

The students also ~~also~~ have been well performing at a 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 Thought 9th class about discipline followed in class Room	I have Interacted with the student about disciplining	
Day - 2	I have Thought The 10th class students about Seminar skills.	I have Tried To Teach The students about Seminars skills	
Day - 3	I have Interacted with 6th class students through digital way	I have accessed the digital device in the school	
Day - 4	I have thought the and class English lessons	The students have learned about doing good in students	
Day - 5	I have Thought The 8th class about R&D Lesson.	The students are doing well.	
Day - 6	I have Interacted with all students about previous status and present status	I have known so many things in this Internship.	

WISDOM'S REPORT

WISDOM'S Report From 17/10/2019 to 12/11/2019

Observation of the students' class

Teacher's Report

In this report, I have described my class's progress
and skills. I have some reasons that I have learnt so
much. In this journey, I have developed my communication
and management skills, interactive skills, teaching self and
others, which enhanced me very well.

I came to know few good things and
some problems which I have tried to solve and
I solved it all.

I learn about being a Teacher, worker and
being as an Intern 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.)

Overall work Environment is good. No aspects of Interiors
quality addressed in this Report. The people at A.P. Model
School C.V. Peta are very good Interactive. Staff we were given
to check for our Role is to Enhance the students
serve them. and any other negatives, away. All activities
students and staff. our timings are from 9.00 AM to
(Morning to Evening)

The Principal and Teachers are very polite and
friendly to me. The students are very friendly and interactive
which made me socialize with them very easily. The other
interns were also very co-operative in work. we are
an Internship team and we are 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 practise such as mentoring. I learned how to communicate and build Relationships. I learned how to communicate and build relationship with the people I worked. I learned that every department of organization has its own culture. I quickly learned that every company has its own culture. as a Intern I discovered its essential to be enthusiastic and open to learning new skills. I learned that it is important to communicate with teachers and principals. I have no doubts. I can ask and clarify. Feedback is very important.

It is essential to take note of both the positive and negative asking for feedback or receiving feedback indicates that you are not perfect but it will have a significant impact on your 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 some managerial skills have acquired from this internship

I learned how to effectively deal with people developing managerial skills is important to all professional as a team. Planned about scheduling with respect to time and we all act as a leaders for every week. we arranged our work culture for productive use of time.

We have kept notes for observing everyone improvement. Likewise we will discuss about all pros and in our working. We all have kept our goals for this journey. we also have adopted our decision making skills which are very essential. Further As per the final day we have discovered about 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.,)

have Improved our communication skills in this Interact
A.P. Model School D.V. Peta, Spikakulam.

As we have been interacting with each other students
have Improved our oral communication and written communication
as we are assigned to class rooms. at first day, we may
at these. But now we are confident while communication
resolution, understanding others

we also come to getting understood by others we Improved
speech skills from prepared level for from a student to an
on we have also developed few teaching skills in our way
to make 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~~ Important skill in that work place.
The Interns of A.P. Model School, D. V. Peta. formed as a Team
to enhance and improve our work in an efficient way.

firstly as we have no familiarity with each other
initially it took time and we have also become a supportive
team.

Every week one of us will lead the Team to took
leadership we have discussed with each other about work,
performance.

working as a Team member and also as a leader
made known about how to work as a Team member if
one in the Team in my way to interact, co-operative
manage them as a unit in every activity. It gave me
experience and knowledge about Teamwork.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

Government has taken a big step taken in Implementing technology in educational system to amplify digital transformation of school.

The headmaster updates the information of school through phone. They scan ~~faces~~ faces of the students for checking Teacher and Principal to make school attendance by virtual method and digital method.

And they have been conducted digital class with the Power point. The help of fiber net and playing videos

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Dharaa Jara Prasad.</u>	Registration No: <u>2122001070022</u>
Term of Internship: From: <u>18-08-2023</u> To: <u>30-09-2023.</u>	
Date of Evaluation:	
Organization Name & Address: <u>A.P. Model School, O.V. Peta</u>	
Name & Address of the Supervisor with Mobile Number: <u>Burja (M) Srikakulam (Dist)</u>	
	<u>R. Srinivasa Rao (Principal)</u>
	<u>9550331946</u>

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:

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Signature of the Supervisor
PRINCIPAL
A.P. Model School & Jr. College
O.V. PETA, Burja (M)
Srikakulam (Dist.)-532 185

Student Self Evaluation of the Short-Term Internship

Student Name: Dhanala Vani Prasad

Registration No: 2122001040011

Term of Internship:

From: 18-08-2023 To: 30-09-2023

Date of Evaluation: A.P. Model School O.V.Peta

Organization Name & Address:

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:

Dhanala Vani Prasad
Signature of the Student





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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