

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:

Gurugit

Name of the College:

Govt. College

Registration Number:

1108

Period of Internship:

From 1/8 To

Name & Address of the Intern Organization

University

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 Guidance of

N. P. Lakshmi

(Name of the Faculty Guide)

Department of

Commerce & Management Studies

(Name of the College)

Submitted by:

Gurugateeti Henshika Kumar

(Name of the Student)

Reg No: 222001070013

Department of

GDC (M) SCLANAYAN

(Name of the College)

Student's Declaration

I, Gurugubelli Hemantha Kumar a student of Internship

Program, Reg. No. 2122001070012 of the Department of Management Cont. Degree

College do hereby declare that I have completed the mandatory internship

from 18-08-23 to 30-09-23 in Sakroon peta (Name of

the intern organization) under the Faculty Guideship of

_____ (Name of the Faculty Guide), Department of

Comerce & management, Cont. Degree college CAJES

(Name of the College)

G. Hemantha Kumar

(Signature and Date)

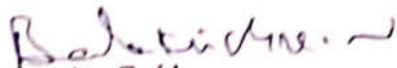
Official Certification

This is to certify that Gussugubelli, Hemant Kumar (Name of the student) Reg. No. 2122001030012 has completed his/her Internship in Short term intern (Name of the Intern Organization) on Saksham pata (education) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.B.A. in the Department of Degeel College (men) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements


Faculty Guide


Head of the Department


Principal



Certificate from Intern Organization

This is to certify that Geenigobelli Shreebh Kumar (Name of the intern)
Reg. No. 222000101001 of APJ K J Somaiya (Name of the
College) underwent internship in Sakshinagar (Name of the
Intern Organization) from 12.07.22 to 30.07.22

The overall performance of the intern during his/her internship is found to be

Satisfactory (Satisfactory/Not Satisfactory)

U. S. Kumar

HEADMASTER

Authorised Signatory with Stamp and Seal

ETCHING & MARKING
DEPARTMENT, AND DISTRICT

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 internet role
- D. Organizational structure
- E. Roles and responsibilities of the employees in which the internet is placed
- F. Performance of the Organization in terms of turnover, profits, market reach and market value
- G. Future Plans of the Organization

Worked In the Education department I work in
gig. school. Now Educational department is in
one place. In every sector I meetings in school
that the children are being lack of knowledge
Interaction with students are very friendly and
of to know that students performing may vary
The students are not able to know about
basic things. I played a Teacher role in school
ed very few things. I played a few more I know
Planned to develop and improve the system
in with of 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.

Worked In a kindergarten school. Peter In defense
of children I worked In the government school
I taught lessons to the students I used
a green board & digital board let
appreciate the children with the students I felt
the tasks in children friendly, joyful and
careful guidance. I learned more things
I learned few things to change in
school which I be changed.

Acknowledgements

School Internship report is the result of a way two months. It would not have been possible without the participation of NUMBERS and colleagues people along the way. Thus 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, sir, and principal for their vision - encouragement and enthusiastic interest in this internship.

Expressed my gratitude to my class mates and specially to our group members with whom I steadily shared my dark day and together we sort out academic and social problems.

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 8 th and 9 th class	It was a greet day as a teacher and come to know about some students.	
Day - 2	I went 8 th class I explain some machine P.T.O. items	It have prepared and come to college how to Teaching	
Day - 3	Again I go to 10 th class they taking some fees about our exams paper	I come to know about their studies	
Day - 4	I taught XII students explain about Resume G.C.V	I observed students knowledge	
Day - 5	I Teaching a lesson I 8 th class social	I observed discipline	
Day - 6	8 th class Resurvey and Resurvey project	I come to know about their mind interest in Agriculture	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

IN this entire week, I have conducted extra curricular activities like soft Introduction. games to Introduce them to know about their state of mind and connect with them

I have also taught them few lessons from their syllabus in understandable manner that they have come to know about some new things and I have observed their evaluation performance. change.

Today, I learn that some students are not very well in subjects 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 7th class I have observed some students who are not doing well in class	I have known to distinguish the students who are not doing well	
Day-2	I go to 7th class I teach some students	I observe their response	
Day-3	I go to 10th class I observe the students who are not doing well in class	I observe the skill and ability of the students	
Day-4	I go to 6th class I teach English poetry	I feel like a teacher	
Day-5	I am going to class I will bring some and p.v	I feel like a motivational speaker	
Day-6	I have copied the poem and given it to the class	motivating the students	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week I have observed about the students. Their performance in studies and their study 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 activities and in class too.

ACTIVITY LOG FOR THE THIRDS SEMESTER

Day & Date	Brief Description of the Activity	Learning Outcomes	Signature of Charge Supervisor
Day - 1	I have been assigned to the first shift of the day. I have been assigned to the first shift of the day. I have been assigned to the first shift of the day.	I have been assigned to the first shift of the day. I have been assigned to the first shift of the day. I have been assigned to the first shift of the day.	
Day - 2	I have been assigned to the second shift of the day. I have been assigned to the second shift of the day. I have been assigned to the second shift of the day.	I have been assigned to the second shift of the day. I have been assigned to the second shift of the day. I have been assigned to the second shift of the day.	
Day - 3	I have been assigned to the third shift of the day. I have been assigned to the third shift of the day. I have been assigned to the third shift of the day.	I have been assigned to the third shift of the day. I have been assigned to the third shift of the day. I have been assigned to the third shift of the day.	
Day - 4	I have been assigned to the fourth shift of the day. I have been assigned to the fourth shift of the day. I have been assigned to the fourth shift of the day.	I have been assigned to the fourth shift of the day. I have been assigned to the fourth shift of the day. I have been assigned to the fourth shift of the day.	
Day - 5	I have been assigned to the fifth shift of the day. I have been assigned to the fifth shift of the day. I have been assigned to the fifth shift of the day.	I have been assigned to the fifth shift of the day. I have been assigned to the fifth shift of the day. I have been assigned to the fifth shift of the day.	
Day - 6	I have been assigned to the sixth shift of the day. I have been assigned to the sixth shift of the day. I have been assigned to the sixth shift of the day.	I have been assigned to the sixth shift of the day. I have been assigned to the sixth shift of the day. I have been assigned to the sixth shift of the day.	
Day - 7	I have been assigned to the seventh shift of the day. I have been assigned to the seventh shift of the day. I have been assigned to the seventh shift of the day.	I have been assigned to the seventh shift of the day. I have been assigned to the seventh shift of the day. I have been assigned to the seventh shift of the day.	
Day - 8	I have been assigned to the eighth shift of the day. I have been assigned to the eighth shift of the day. I have been assigned to the eighth shift of the day.	I have been assigned to the eighth shift of the day. I have been assigned to the eighth shift of the day. I have been assigned to the eighth shift of the day.	

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my teaching skills from syllabus lessons to a practical approach which enhances my communication skills very well.

And I have also interacted with the respective govt teachers. I observed a lot about the teachers' ready students and also tried to track the students so that they feel like my one opening page.

I have also worked with teachers and their work which made me know things that are happening behind school.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning outcome	Teacher's Observations
Day-1	I have taught music, singing, with special focus on rhythm.	I have been able to teach rhythm.	
Day-2	I have taught music, singing, with special focus on rhythm.	I have been able to teach rhythm.	
Day-3	I have taught music, singing, with special focus on rhythm.	I have been able to teach rhythm.	
Day-4	I have taught music, singing, with special focus on rhythm.	I have been able to teach rhythm.	
Day-5	I have taught music, singing, with special focus on rhythm.	I have been able to teach rhythm.	
Day-6	I have taught music, singing, with special focus on rhythm.	I have been able to teach rhythm.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

This week I have developed my skills such as writing skills, mentoring skills, communication skills, negotiating & leadership skills when compared to the previous two weeks.

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

The student also OK have been well performing with good rate.

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day - 1	I have tried to help about discipline telling the class about the school rules.	I have tried to help with the school about discipline.	
Day - 2	I have tried to help students (old and new) to learn the skills.	I have tried to teach the students about the skills.	
Day - 3	I have interacted with the class students through digital way.	I have observed the digital device in the school.	
Day - 4	I have noticed that the class English lesson.	The students have learned about the good things.	
Day - 5	I have taught the class about the lesson.	The students are doing well.	
Day - 6	I have interacted with all students about the school and the students.	I have worked on the English language.	

WEEKLY REPORT

WEEK - 5 (From D..... to D.....)

Objective of the Activity Done

Detailed Report:

In this week, I have developed my skills such as
being skills. I have come to know that I have learnt
things in this journey. I have developed my
communication skills, managerial skills, interactive skills,
writing skills and other skills which enhanced me very
much.

I have come to know few good things and
some problems which I have tried to solve
and get better out of it.

I learn about being a Teacher. Co-ordinator
as an Internal in the work place.

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.

Overall work environment is one of the aspects of this quality addressed in this report. The people who work for us are good Interactive Staff we were given a check for our role is to enhance the talents observe them and any negatives, angles, activities by students and staff and optimize them from 9.00 AM to 4.00 PM (mong working)

The Principal and Teachers are very like and humble to me the showings are very friendly and interactive which make me align with them very easily the others. They were also very cooperative in work we were. Internally a Team

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 some managerial skills have acquired in
teamship

I learned how to effectively deal with professional
managerial skills is important to call professional as a
planned about scheduling with respect to
me and we all acted as a leader for every
week we strengthed our work place culture for
productive use of time

We have kept notes for observing everyone
improvement weekly since we will discuss about
the pros and in our working style we all have
next for his journey we also have developed
decision making skills which are very distinct
further as per the final day we have discussed
our performance is upgraded.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.)

We have Improved our communication skills In this
internship at ~~the~~ school pete Srikantham

As we have been interacting with each
other students we have Improved our oral communication
and written communication. As we are assigned to
class rooms. at first day. we may feel there but now
we are confident while communicating as conversation.
reducing stress.....

We also come to getting understood by others we
Improved our speech skills from prepared lectures
from a student to an intern we have also
developed new 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 important skill in that place. we the interns of A.P. Jyoti School formed as a team to enhance and improve our work in an efficient way.

firstly as we have no animosity with each other gradually it took time and we have also become a cohesive 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 members and as a leader we know what how to work as a team members with role in the team in my opinion. Interact, co-operative and manage the team as a unit in every activity. It gives the 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)

Government has taken a big leap towards
improving Technology in Educational Systems to
achieve digital Transformation of School
The new master laptop the Introduction of
small Tablet Small Phone They have Policies of
for checking every teacher and Principal
of School attendance through virtual the today
digital method
They have been consolidating
with the using paper point the help of
net and playing video etc.

Student Self Evaluation of the Short-Term Internship

Student Name:

Registration No:

Term of Internship:

From:

To:

Date of Evaluation:

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:

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Q. Vagubelli Hemant</u>	Registration No: <u>212 200611012</u>
Term of Internship: <u>From 18-07-2024</u>	To: <u>26-07-2024</u>
Date of Evaluation:	
Organization Name & Address: <u>Solvaampet</u>	
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:

Signature of the Supervisor