

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: KURAKULA PAVAN KUMAR

Name of the College: Govt. Degree Arts Collage (Sri Patalam)

Registration Number: 2122001070019

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

Name & Address of the Intern Organization

Dr. B. V. Arundhan

University
YEAR

An Internship Report on

Short term internship.

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.B.A

Under the Faculty Guideship of

BALU

(Name of the Faculty Guide)

Department of

Education Department

(Name of the College)

Submitted by:

R. paran Kumar.

(Name of the Student)

Reg.No: 2122001070019

Department of

Commerce & Management

(Name of the College)

Student's Declaration

I, Kurakula Pavan Kumar a student of Government Degree
Program, Reg. No. 2122001070019 of the Department of BBA, Govt degree (Men)
(commerce department).
College do hereby declare that I have completed the mandatory internship
from 18/8/23 to 30/9/23 in M.P.P School (Name of
the intern organization) under the Faculty Guideship of
BALU (Name of the Faculty Guide), Department of
BBA (Arts), Govt. degree, collage (men)
(Name of the College)

Guz
(Signature and Date)

Official Certification

This is to certify that Kurakula Pavan Kumar (Name of the student) Reg. No. 21220001070019 has completed his/her Internship in M.P.P 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 BBA, Govt degree [Commerce department] in the Department of BBA (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 KURAKULA, PAVAN KUMAR (Name of the intern)
Reg. No 2122001070019 of Government Degree (Name of the
College) underwent internship in M.P.P School, vadama (Name of the
Intern Organization) from 18/8/23 to 30/9/23

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


Authorized Signatory with Date and Seal

Acknowledgements

This school internship report is the result of an end of a way two months. It would not have been possible without the participation of numerous brave and courageous people along the way. us, 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 during contagious interest in the internship.

Special Thanks must be given to the teachers and students of Vyathinagar, MES school, Sirakulam for their feedback, advice and support with which I achieved skills and developments.

last and most importantly, I would like to all those who made this report possible and become a reality with their kind assistance.

CHAPTER 1: EXECUTIVE SUMMARY

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

I Worked in the internship in the department of Education. I joined the place in MPP school, radama. I chose 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 there was some other decided areas which has to improved.

I interacted with the children and let them know their problems and what they are facing through. I gave friendly with interaction and I thought same lesson to them and I gave few suggestions to improve them - which should be relay by government. There are some other decided areas which has to improved them.

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 Palakonda, vadama, npp school education department. I observed many things in school. That how the children are brought here. My introduction with students are very friendly and more valuable. I spend nearly 10 hours with that children and I got to know that students performing was very poor, the students 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 my 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 m.p.p school, vadama (palekonda) in the department of education. I worked in the government school, and i taught lessons to the students. I used the blackboard and chalk and thought the basic lessons. i performed same tasks main the children so that the children. This part of internship more knowledge as learned more knowledge and i cleared 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 for 5th class and 4th class students	It was a great day as a teacher and come to know about some students	Guez
Day - 2	I went to third class and taught them maths in a fun and learning way	I have been prepared and come to know about teaching in fun and learning way	Guez
Day - 3	Again, I was sent to 4th class and I have noticed some problems in them.	I come to know about their educational status	Guez
Day - 4	I went to 2nd class and taught them everyday things in proper manner like greetings	I come to know how to teach the children neatly	Guez
Day - 5	I taught the 5th class students, an english lesson and played an activity.	I observed about their knowledge on english.	Guez
Day - 6	I have interacted with the 1st class students through activities.	I come to know about their mindsets and knowledge.	Guez

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

I have also taught them few lessons from syllabus in understandable manner so that they have felt that they 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 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 have observed some students who needs to be discipline	I have know how to discipline the students as my standard.	Guz
Day - 2	I went to 5th class and asked them their goals - which was well interactive.	I got to know about their life style, goals and problems.	Guz
Day - 3	I taught 3rd class. on telugu lessons and by this through the students to read sentences.	I have managed the students to read in their mother language.	Guz
Day - 4	I have taught the 1st class students some rhymes and moral stories	I came to know about communication and management with students	Guz
Day - 5	I have taught the 5th class about how to behave at particular places and situations.	I have to come to know about mentoring in behaviours aspects.	Guz
Day - 6	I have conducted activities for 2nd class students in maths.	I have taught a subject in approachable manner.	Guz

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 studies and capabilities. 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 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 the 5 th class students awareness on how to live in a society.	I have known so many new things that bids thinks about their place, name and studies	Gleg ✓
Day - 2	I have taught 4 th class students about English basics the like every day chores.	I got to know about teaching new things to the students.	Gleg ✓
Day - 3	I have conducted a fun activity to the 2 nd class - where all the students have participated very well	I have developed my communication mentoring skills very well.	Gleg ✓
Day - 4	I have taught 5 th class students about maths basics and teaches to help them further.	I have learned to teach about how to solve arithmetic problems.	Gleg ✓
Day - 5	I have taught helped the teachers and staff members in their respective works.	I come to know about the working of teachers and staff.	Gleg ✓
Day - 6	I have taught EVS lesson for 4 th class in a practical way.	I have learned to teach in practical way.	Gleg ✓

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 enhanced my communication skills very well.

And I have also interacted with the respected government teachers, parents about the situations, problems, environment, etc..... I have also tried to teach the students so that they feel like they are in a open space.

I have also worked with teachers and staffs work which made me know things that happens behind 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 to the 3rd class and 4th class	I have developed my teaching skills. The students too are good	Guez
Day - 2	I have conducted a game for exploring their talent for 5th class	I have interacted with students and helped them in their doubts.	Guez
Day - 3	I have checked every class environment, the sanitary facilities and water supply	I have to connect to know about few problems in school.	Guez
Day - 4	I have interacted with students regarding their problems in school and gave some solutions	I tried to solve students problems at a possible level.	Guez
Day - 5	I have taught 1st class students about animals and birds	I have dealt with 1st class students digital days	Guez
Day - 6	I have taught 3rd class about coding/cheque	I have improved my communication skills	Guez

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills. Such as teachings, mentoring, communication, managing and team, participation skills when compared to the previous three weeks.

I have also observed there about the school environment, students performance and i have also interacted with them and gave advice and get tried to solve them ; in other ways.

the students also them in other have been well 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 taught 4th class about discipline followed in classroom.	I have interacted with the student about disciplining.	G. George ✓
Day - 2	I have taught the 5th class students about seminar skills	I have tried to teach the students about seminar skills	G. George ✓
Day - 3	I have interacted with 1st class students through digital way	I have accessed the digital device in the school.	G. George ✓
Day - 4	I have taught the 4th class English lessons.	The students have learned and doing good in students.	G. George ✓
Day - 5	I have taught the 3rd class about E.V.S lesson.	The students are doing well	G. George ✓
Day - 6	I have interacted with all students about previous status and present status.	I have known so many things in this journey.	G. George ✓

WEEKLY REPORT

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

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

I learn about being a teacher, worker 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.)

Intern's work environment is one of the aspects of intern's quality addressed in this report. The people at P.P. Madama school were good interactive staff. The main task for our role is to enhance the students, observe them and any other negatives, analyse all activities by students and staff our timings are from 9:00 AM to 3:30 PM (morning to evening).

The head master and the teachers are very polite and humble to me. The students are very friendly and interactive which made me feasible with them very easily. The other teachers were also very co-operative in work. All the teachers as a team were very active and focused in the work. We were also given space for our process which made our internship very useful for us.

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

There are some technical skills have acquired from this internship.

I have known about how to put my knowledge and skills into practice such as mentoring. I learned how to communicate and build relationships with the people I worked. I learned that every department or organization has its own culture. I quickly learned that every company has its own culture as a intern, I discovered. It's essential to be enthusiastic and open to learning new skills, I learned that it's important to communicate with teachers, head master if it have any doubts.

Asking and receiving feedback is very important. It is essential to take note of both the positive that sometimes asking for feedback or receiving feedback. difficult to hear, but it will have a significant impact on your future 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 professionals

As a team we planned about scheduling with respect to time and we all acted as a leaders for every work. We arranged our work place culture for productive use of time.

We have kept notes for observing everyone improvement weekly wise. We will discuss about all pros and cons in our working style. We all have kept developed our decision making skills which are very essential in further.

As for the final days, we have discovered about 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 MPP vadama, palakonda.

As we have been interacting with each other, students we have improved our oral communications. Written communication as we are assigned to class rooms. At first day we may feel tense, but now we are confident while communicating as we conversating understanding others.

We also come to getting understood by others we improved our speech skills from prepared level to from a student to an intern we have also developed few teaching skills in our way which made students better.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Team work is one of the most sought after skills in the work place.

We the interns of NPP School palakonda, vadama, formed as a team to enhance and improve our work in an efficient way.

Firstly we have no familiarity with each other gradually it takes time and we have also become a supportive team.

Every week one of us will lead the team to teach and 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 member, it's role in the team in my way to interact, co-operate and manage them as a unity in every activity. It gives 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 leap in implementing technology in education system to amplify digital transformations of school.

The headmaster updates the information at school through smartphone they scan faces of the student's for checking every teacher and headmaster of school make their attendance through face scan method.

There is a smart tv. watch which can be used for teaching practising the primary students more than Academic syllabus systems that are followed in government school is very enhanced, upgraded and embed in every devices for our tastes related to internship. even when the students are learning from school. It is also recorded under headmaster vision and is documented.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>L. parav Kumar</u>	Registration No: <u>212200107009</u>
Term of Internship: From: <u>18/8/23</u>	To: <u>30/9/23</u>
Date of Evaluation:	
Organization Name & Address: <u>Mpp. school, vadama village, palakonda mandal.</u>	

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:

L. parav Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>K. parash Kumar.</u>	Registration No: <u>2122001070019</u>
Term of Internship: From: <u>18/8/23</u>	To: <u>30/9/23</u>
Date of Evaluation:	
Organization Name & Address: <u>MPP School, vadama village, palatonda.</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

PHOTOS & VIDEO LINKS

