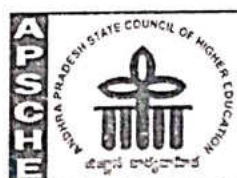


Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(ONSITE/VIRTUAL)

Name of the student: Bingu . Veera Kumar

Name of the college: Government Degree College (Mens) SKM.

Registration number: 2122001049015

Period of internship : 45 days from: 18/08/23 To: 30/9/2023

Name & Address of the intern organisation Mpp. school, Ibrahimbad.

Dr. B.R. Ambedkar ^{UN} University

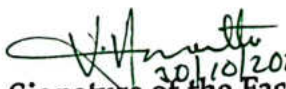
YEAR

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Bingu Veenakuman
Programme of Study: Education Department
Year of Study: 2023
Group: B.Sc. (C.B.Z)
Register No/H.T. No: 2122001049015
Name of the College: Govt. Degree college (Men) in Enikakulam.
University: Dr. B.V. Ambedkar university in Enikakulam

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	25
2.	Internship Evaluation	50	50
3.	Oral Presentation	25	25
	GRAND TOTAL	100	100

Date: 30-10-2023


Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

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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An Internship Report on

Education Department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

V. Harathi

(Name of the Faculty Guide)

Department of

Government Degree College for Men SKLM

(Name of the College)

Submitted by:

Bingu veerakumar

(Name of the Student)

Reg.No: 2122001049015

Department of

Government Degree college

(Name of the College)

Official Certification

This is to certify that Bingu Veerakumar (Name of the student) Reg. No. 2122001049015 has completed his/her Internship in Mpps Ibrahimbad (Name of the Intern Organization) on Education Department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc Zoology in the Department of GDC (Men) SKM (Name of the College).

This is accepted for evaluation.



(Signatory with Date and Seal)
Head Master
M.P.P. School, Ibrahimbad,
Etcherla Mandalam

Endorsements


Faculty Guide Havathi - V


Head of the Department Zoology

Principal

Student's Declaration

I, Bingu Vengakumar a student of 21022001049015
Program, Reg. No 2122001049015 of the Department of Government Degree
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in Mpps Thachimbud (Name of
the intern organization) under the Faculty Guideship of
V. Harathi (Name of the Faculty Guide), Department of
zoology, G.D.C (Men)
(Name of the College)

B. Vengakumar
(Signature and Date)

Acknowledgements

This school Internship report is the result of an end of a way of two months, it would not have been possible without the participation assistance of numerous brave and courageous people along the way. Thus I have to thank them all

First and foremost I would like to give special gratitude to my parent's who give me every opportunity to keep my head a head. I am indebted to my college teachers and the principal for their vision, encouragement and ending contagious interest in the internship.

I extended my gratitude to my classmates and especially to our group members with whom I should my book days and together we sort out academic and social problems.

special thanks must be given to the teachers and students of k.p.m.p.p school, srirakulam for their feed back, love, and support with which I achieved skills and developments

Certificate from Intern Organization

This is to certify that Bingu Veepakumar (Name of the intern)
Reg. No. 21220010149015 of G.D.C (Men) Skln (Name of the
College) underwent internship in Mpps Ibrahimbad (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/Not Satisfactory).


Head Master
Authorized Signatory with Date and Seal
M.P.P. School, Ibrahimbad,
EtcherlaMandalam

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.

The internship programme aims to provide our students the opportunity, to consolidate through practical experience. It provided a direct learning experience to the Intern on various roles of including teaching in school

School Internship is designed to lead to the development of a broad repertoire of perspective, professional capacities, teacher dispositions, sensibilities, and skills, student teacher shall be equipped to cater to the diverse needs of learners in school,

I am a second year B.Sc Graduated of Government Degree college (men) our college sends the BSc 2nd year students for internship in different departments. I have been sent to MPP school Karimnagar colony, srirakulam for the internship for two months. It commenced from October 1 and continued till November

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

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.

The organisation I have worked in the education department in Karimelli peta. It's vision is to empower children in education system and to prepare bright students for future. The policy of the school with respect to interns is that the students should follow time period correctly and follow the instructions of Headmaster.

Our role is to obey the respective instructions of Head Master and work as a substitute teachers, to observe

The environment, solve the situation at a possible level.

The performance of Mpp school Karimellipeta Srikalahasti was going very well. The students of the school were also doing good at academic performance. It also encourage extra

curricular activities . such as outdoor games, yoga etc. ... It's goal's is to entance the sueral children in to excellent student's

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.

School Internship requires Intern to do a variety of activities we are responsible for assisting class activities, teaching student's with various learning method legies under a head instruction's supervision.

We, the interns should reach the school at 9:00 AM

We have to go to the classes that are assigned to us and help the student's in academic performance, disciplinary etc... we can also we the student's, the environment and have to

advices if there are any problems. As we also have to make

student's understand a good new system like the OMR

sheet's exam's.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Assist in my first day. I have conducted self-introduction on first day and it's class students	It was a great day as a teacher and I came to know about some students	G. Pradi
Day - 2	I went to third class and taught them maths in a fun and learning way	I have been prepared and came to know about teaching in fun and learning way	G. Pradi
Day - 3	Again, I was spend to 4th class and I have noticed	I came to know about their	G. Pradi
	some problems in them	educational status	G. Pradi
Day - 4	I went to 2nd class and taught them everyday things in prepare manner like greetings	I came to know how to teach the children really	G. Pradi
Day - 5	I thought the 1st class students an English lesson and played an activity	I observed about their knowledge on English	G. Pradi
Day - 6	I have interacted with the 1st class student's through activities	I came to know about their mindset's and knowledge	G. Pradi

WEEKLY REPORT

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

Objective of the Activity Done: In this

Detailed Report: In this entire week, I have conducted extra

curricular like self Introduction, Games to interact with them to

Objective:- know about their state of mind and connect with them,

I have also taught them few lesson from their syllabus in understandable manner so that they have felt that they came to know about some new things, and I have observed their education al performance, knowledge

Today. I learn that some student's are not very was 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 I have observed some student's who needs to be	I have know how to discipline the students at my standard	C. Prasad
Day - 2	I went to 5th class and asked them about their goals which are their life style goals which are their interests and problems	I got to know about their life style goals	C. Prasad
Day - 3	I thought 3 rd class English lesson and by them through sentences.	I have managed the student's to read in their mother language	C. Prasad
Day - 4	I have thought the 1 st class student's some rhyme and moral stories.	I came to know student's to read in their mother language	C. Prasad
Day - 5	I have thought the 5th class about how to behave at particular places and situations	I have to come to know about meeting in behaviour aspects	C. Prasad
Day - 6			

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: In this entire week, I have observed about the student's, their performance in studies, and their capacity. I have discussed about how to be good and become better in academic performance.

I have conducted some new activities ~~less~~ 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 situation of students around here on how to live in a safe place here and	I have known some new things that kids things about their place here and	C. Prasad
Day - 2	I have taught the class student's about English basic like everyday things, to the student	I got to know about teaching new things, to the student	C. Prasad
Day - 3	I have conducted a few activities to the 2nd class where the student's have participated with works	I come to know about the working maintaining skills very well	C. Prasad
Day - 4	I have helped the teachers and staff members in their respect list works	I come to know about the working of teachers and staff	C. Prasad
Day - 5	I have taught the class student's about Maths basics and tricks to help them	I have learned to teach about how to solve arithmetic problems	C. Prasad
Day - 6	I have taught E.V.S lesson for the class in a practical way	I have learned to teach in practical way	C. Prasad

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: In this week, I have deepened 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 situation, problems, environment etc... I have also tried to teach the students so that they feel like they are in an open space

I have also worked with teachers and staffs whose work made me know things that happen 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 taught 4th class about discipline followed in class room	I have interacted with the student about discipling	C. P. Singh
Day - 2	I have taught the 5th class students about seminar skills	I have tried to teach the student about seminar skills	C. P. Singh
Day - 3	I have interacted with 1st class students through digital way	I have accessed the digital device in the school	C. P. Singh
Day - 4	I have taught 2nd class about English lesson	7th students have learned and doing good in studies	C. P. Singh
Day - 5	I have taught the 3rd class about EVS lesson	The student's were doing well	C. P. Singh
Day - 6	I have Interacted with all students about permi our status and present	I have knowing many things in this Journey	C. P. Singh

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As per the week, I have come to know that I have developed least 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 have tried to solve and solve made better out of it. I learn about being a teacher worker and mostly work inter in the work place.

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 Math. chapters to the 3rd class and 4th class	I have developed my teaching skills the students were good	G. B. Singh
Day - 2	I have conducted a game for explaining their talent for 5th class	I have interacted with students and helped them in their doubts	G. B. Singh
Day - 3	I have checked about every class environment, the school facilities and work	I have to come to know about few problem in school	G. B. Singh
Day - 4	I have interacted with students regarding their problems in school and save some solution	I tried to solve students problems at a possible level	G. B. Singh
Day - 5	I have thought 1st class students about animals and birds	I have deal with 1st class students digital way	G. B. Singh
Day - 6	I have thought 3rd lesson about eating etiquette	I have increased my communication skills	G. B. Singh

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have develop my skills, such as Teaching, maintaining, communication, Managing and Team participated skills when compared to the previous three, weeks

I have also observed about the school environment students performance and I have also tried to solve them in other ways

The students also have been well performing with good state

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 Int'l's quality addressed in this report. The people at mpps Icarimelipeta colony school were a good interactive staff, we were given a book for our work and with basic things like check pieces. Our role is to enhance the students, observe them and any other negatives, analyze all activities by student and staff. Our timing is from 9:am to 3:30pm coming to afternoon.

The Headmaster and the 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 cooperative in work as the in the work we were

the intern as a team were very 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 I have acquired from this Internship

I have know about how to put my knowledge and skills into practice such as mentoring I learned how to communicate and build relationships with the people of worked I learned that every department or organisation has its own culture. I quickly learned that every company has it's own culture I quickly As a intern I discovered its essential to be enthusiastic and open to learning new skills, I learned that it's important to communicate with

asking and receiving feedback is very important It essential to take note of both the positive and negative points for future, I learned that sometimes asking

Feedback is difficult to share, 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 I have acquired from this internship

I learned how to effectively deal with people developing managerial skills is important to all professionals as a learner, we planned about acted as a leaders for every weeks. we arranged our work place culture for productive use of time.

we have kept notes for observing every one improvement weekly wise, we will discuss about all pro's and con's in our working we also have developed our decision making skills style we all have kept our goals for this journey we also have developed our decision making skills which are very essential in further. As per the final day. we have discovered

about owl 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 Mpps Karamelipeta colony sūka-kulam.

As we have been interacting with each other students, we have improved our oral communication skills. At first day we many feel tense, but now we are are assigned to class rooms. At first day we many feel tense, but now we are confident while communication conversation understanding other's

we also come to getting understanding by others we improve our speech skills from prepared level to extempore level. we have developed from a student to

our 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 this work place

we, the intern of mpps karimellipeta colony srilakulam formed as a team to enhance and improve our work in an efficient way

firstly as we have no familiarity with each other gradually it took time and I 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 member and also as a leader made me known about how to work as a team member it's role in the team in my way to interact

cooperate and manage them as a unit in every activity. I have 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)

The Government has taken a big leap in implementing technology in education system to amplify digital transformation of schools.

The Mpp school karimpelipeta colony of school through smart phone. They scan faces of student's & checking every Teacher and head master of school updates the information student's & checking every Teacher and head master of school make their Attendance through face scan method.

There is a smart TV which can be used for teaching practicing the primary students made the Academic syllabus in English medium when compared the previous systems that are followed by our school.

is very enhancements, upgraded and enriched in
Every standards we have used the technologed
devices for our tasks related to Internship
Even, when the student are leaving from school
it is who recorded under head master vision
and is documented

Student Self Evaluation of the Short-Term Internship

Student Name:	Bingu Veerakumar	Registration No:	202200049015		
Term of Internship:	Short	From:	18/08/2023	To:	30/9/2023
Date of Evaluation:					
Organization Name & Address:	Mpps school Ibrahimbad				

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:

B. VEERAKUMAR
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Bingu veerakumar</u>	Registration No: <u>212200107pp15</u>
Term of Internship: <u>Shoud</u> From: <u>18/08/2023</u>	To: <u>30/9/2023</u>
Date of Evaluation:	
Organization Name & Address: <u>Mpps school Ibrahimbad</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



Page No:


 Signature of the Supervisor
Head Master
M.P.P. School, Ibrahimbad,
Etcherla Mandalam

