

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: Mahanthi Sai Kumar

Name of the College: Government Degree college [MEN]

Registration Number: 2122001049059

Period of Internship: 45 Days From 18/08/2023 To 30/09/2023.

Name & Address of the Interning Organization

M.P.P.S; chorlangi village, L.N. peta mandal, Sri. Kakkulam

Dr. B.R. Ambedkar University

2023.

An Internship Report on
internship program in sports organization education.

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

Ravi Babu / V. Hayathi mam

(Name of the Faculty Guide)

Department of

Government Degree college (men) srikakulam.

(Name of the College)

Submitted by:

Mahanthi Sai Kumar

(Name of the Student)

Reg.No: 2122001049059.

Department of

Government Degree college (men) srikakulam.

(Name of the College)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Mahanthi Sai Kumar.

Programme of Study: B.Sc [B.Z.C].

Year of Study: IIIrd year

Group: IIIrd B.Sc(B.Z.C)

Register No/H.T. No: 2122001049059

Name of the College: Government Degree College (men) Sri Kakula.

University: DY. BY. AMBEDKAR University, Etcherla, Sri Kakula.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	25
2.	Internship Evaluation	50	49
3.	Oral Presentation	25	25
	GRAND TOTAL	100	99 99

Date: 30-10-2023.


31/10/2023
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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Student's Declaration

I, Mahanthi Sai Kumar, a student of 3rd B.Sc [B.Z.C]
Program, Reg. No. 2122001049059 of the Department of Govt. Degree college [zoology]
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in M.p.s charlangi village (Name of
the intern organization) under the Faculty Guideship of
Ravi Babu/V.Harathimam (Name of the Faculty Guide), Department of
Zoology, Government Degree College [men] SKM.
(Name of the College)

M. L. K. 30/10/2023.
(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 courages 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 a head. i am indebted to my college, teachers and Principle 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 dark days and together we sort out academic and social problems.

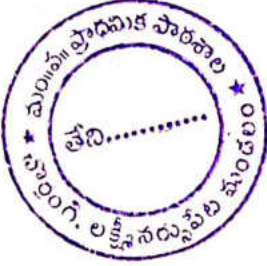
special thanks must given to the teachers and students of "M.P.P. school of chorlangi". L.w peta srikakulam for their feedback love, and support with, which i acheived skills and development

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

Certificate from Intern Organization

This is to certify that mahanthi Sai Kumar (Name of the intern)
Reg. No 2122001049059 of Govt Degree college (men) skln (Name of the
College) underwent internship in M.P.P.s Chorlangi, L.N peta (Name of the
Intern Organization) from 19/08/2023 to 30/09/2023.

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



M. L. S.

Authorized Signatory with Date and Seal

Head Master
M.P.P. School
Chorlangi, L.N Peta (M)

Official Certification

This is to certify that Mathurhi Sai Kumar (Name of the student) Reg. No. 2122001049059 has completed his/her Internship in M.P.P. School, Choralagi (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 Zoology in the Department of Govt Degree College (men) (Name of the College).

Satisfactory

This is accepted for evaluation.

M. L. K.
30/10/2023.
(Signatory with Date and Seal)

Endorsements

Faculty Guide :- V. Harathi

Head of the Department :- [Signature]

Principal

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 subject.

School internship is designed to lead to the developing of a broad repertoire of perspectives, professional capacities, teachers, dispositions, sensibilities, and skills students. Teachers shall be equipped to cater to the diverse needs of learners in the school.

I am a third year B.Sc Graduated of Government Degree College [men]. Our college sends the B.Sc 3rd year students for internship in different Departments. I have been sent to "M.P.P. school, Chaslangi village, Linpet mandal, Srikakulam for the internship for two months. It commenced from August 18/08/2023 and till September 30/09/2023.

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 organization I have worked in the education Department in cherlangi village. its 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 to that the students should follow time period correctly and follow the instructions of Headmaster.

our role is to obey the respective instructions of headmaster and work as a substitute teachers, to observe the environment, solve the situations at a possible level.

The performance of M.P.School cherlangi village, Unipet, SriHakulam was going very well. The students of the school were also doing good at academic performance. it also encourages extra circular activities such as out door games, yoga etc.... its goals is to entrance the rural children into excellent 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.

School internship requires interns to do a variety of activities. We are responsible for assisting class activity teaching students with various learning methods. Legies under a head instructions. 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 students in academic performance, discipliancy etc.... We can also use the smart T.V. for digital learning we have to give to observe the students. The environment and have to give advices if there are any problems. As we also have to make The students understade about new systems. like the OMR sheets exams.

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 my self introduction for 5th class and 4th class students.	it was great Day as a teacher and come to know about some students.	W.S
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.	W.S
Day - 3	Again i was spend to 4th class and i have noticed some problems in them.	i came to know about their education status.	W.S
Day - 4	i went to 2nd class and taught them everyday things in proper manner like greeting.	i came to know how to teach the children neatly.	W.S
Day - 5	i taught the 5th class students an english lesson and played an activity.	i observed about their knowledge on english.	W.S
Day - 6	i have interacted with the 1st class students through activities.	i came to know about their mind-sets and knowledge.	W.S

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: in this entire week, I have conducted extra circular activities like self introduction, Games to introduce with 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 so that they have felt that they came 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 i have observed some students who needs to be disciplined	i have to know how to discipline the students at my student	L.T.S
Day - 2	i went to 5th class and asked them about their goals which was well interactive.	i got to know about their life style. goals and problems.	L.T.S
Day - 3	i taught 3rd class, english lesson and by then. though sentences	i have managed the students to read in their mother language	L.T.S
Day - 4	i have taught the 1st class students some rhymes and moral stories	i came to know about communication and management with students.	L.T.S
Day - 5	i have taught the 3rd class about how to behave at particular places and situations.	i have to come to know about managing in behaviour. aspects.	L.T.S
Day - 6	Holiday for onam, Raksha bandhan.		L.T.S

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 capability. i have discussed about how to be good and become better in academic performance.

i have to 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 5th class students awareness on how to live in a society	i have known so many new things that kids think about their place, home and situation.	L.T.S
Day - 2	i have taught 4th class students about english basics like every chores.	i got to know about teaching new things to the students.	L.T.S
Day - 3	i have conducted a few activities to the 2nd class where all the students participated	i have developed by communication, motivation skills. Very well.	L.T.S
Day - 4	Holiday for Janmashtami		L.T.S
Day - 5	i have taught 5th class students about maths basics and tricks to help future.	i have learned to teach about how to solve arithmetic problems.	L.T.S
Day - 6	second Saturday.		L.T.S

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, present 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 work work which 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 students about Discipline.	✓
Day - 2	i have taught 7th class students about seminar skills.	i have tried to teach the students about seminar skills.	✓
Day - 3	i have interacted with 10th class students through digital way.	i have assessed the digital device in the school.	✓
Day - 4	i have taught the 2nd class about english lesson.	The students have learned and doing good in studies	✓
Day - 5	i have taught the 3rd class about extension.	The students are doing very well.	✓
Day - 6	i have interacted with all students about previous status and present status.	i have knowing many things in this journey.	✓

WEEKLY REPORT

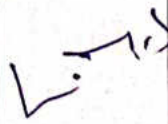
WEEK - 4 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: As per the week, i have come to know that i have learnt so many things in this journey. i have developed. my communication skills managerial skills, interactive skills. teaching skills and other skills which enriched me very well.

i come to know few good things and also some problems. which have tried to solve and made better out fit i learnt about being a teacher. worker. and mostly as an intern in the workplace.

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 maths chapter to the 3rd class and fourth class.	i have Developed my teaching skills to the students two are good.	
Day - 2	Holiday for "Vinayaka chavithi"		
Day - 3	i have checked about every class environment, the sanitary facilities.	i have to come to know about few problems in school.	
Day - 4	i have interacted with students regarding their problems in school.	i tried to solve students problems at a possible level.	
Day - 5	i have taught 1st class students about animal and birds.	i have Deal with 1st class students digital way.	
Day - 6	i have taught 3rd class about entry Etiquette.	i have increasing my communication skills.	

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, maintaining, communication, managing and team participation 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.

Other students also have been well performing with good rate.

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 mpps cherlangi village school were a good interactive staff. we were given a desk for our work and with basic things like chalk pieces our role is to embelish the students, observe them and any other negatives. Analyzing all activities by students and staff. our timings are from 9:00 am to 3:30 pm [morning to afternoon].

The headmaster and the teachers are very polite and humble to me. The students are very friendly and interactive with made me socialite with them very easily. The other interns were also very cooperative in work we, the intern as a team were very active and focussed 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 I have acquired from this internship.

I have known about how to put my knowledge and skills into practice such as meeting. I learned that every department or organisation has its own culture. I quickly learned that every company has its own culture. I quickly learned that every. 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 the teachers, Head master if I have any doubts.

Asking and receiving feedback is very important. It is essential to take note of both the positive and negative points for future. I learned that sometime asking for feedback or receiving feedback is difficult to here.

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 scheduling with respect.

to time and we all 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 wise, we will discuss about all pro's

and con's in our working style we all have kept our goals

for this journey we also have developed our decision making

skills, which are very essential in future. As per the final

day. 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 M.P.P.s school chorlangi village, L.P. Peta mandal, Sri Kakulm.

As we have been interacting with each other, students, we have improved our oral communication written communication as we are assigned to class room. At first Day we may feel tense. but now we are confident while communication, conversation, understanding others.

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 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 a better skill in a work place.

we, the interns of M.P.P.s chorlangi village, L.N. Peta mandal, srikakulam, 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 such until as every 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 MPPS school chosangi village, L.P.Peta mandal, Sri Kakulam uses devices in the procedure

The Headmaster updates in the information of school through smart phone. They scan faces of students, & checking every teacher and headmaster of school marks their attendance through face scan method.

This is a smart T.V which can be used for teaching practice. The primary students move the Academic syllabus in English medium. When compared the previous system that are followed by our school is very encouragement upgraded and enriched in every standards we have used. The technological devices for our tasks related to internship, even when the students are learning from school, it is who recorded under head master vision and is deconnected.

Student Self Evaluation of the Short-Term Internship

Student Name: Mahanthi Sai Kumar

Registration No: 212200104954

Term of Internship: Short term From: 18/08/2023.

To: 30/09/2023.

Date of Evaluation:

Organization Name & Address: MPPS choslagi, L.N.Petu. Sri Kalakulam.

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: 30/10/2023.

M. Sai Kumar
Signature of the Student 30/10/2023.

Evaluation by the Supervisor of the Intern Organization

Student Name: Mahanthi Sai Kumar

Registration No: 2122001049059

Term of Internship: short term From: 18/08/2023.

To: 30/09/2023.

Date of Evaluation:

Organization Name & Address: MPPS choslagi, L.W.Peta, Sri Kalahasti.

Name & Address of the Supervisor :-
with Mobile Number

Please rate the student's performance in the following areas:

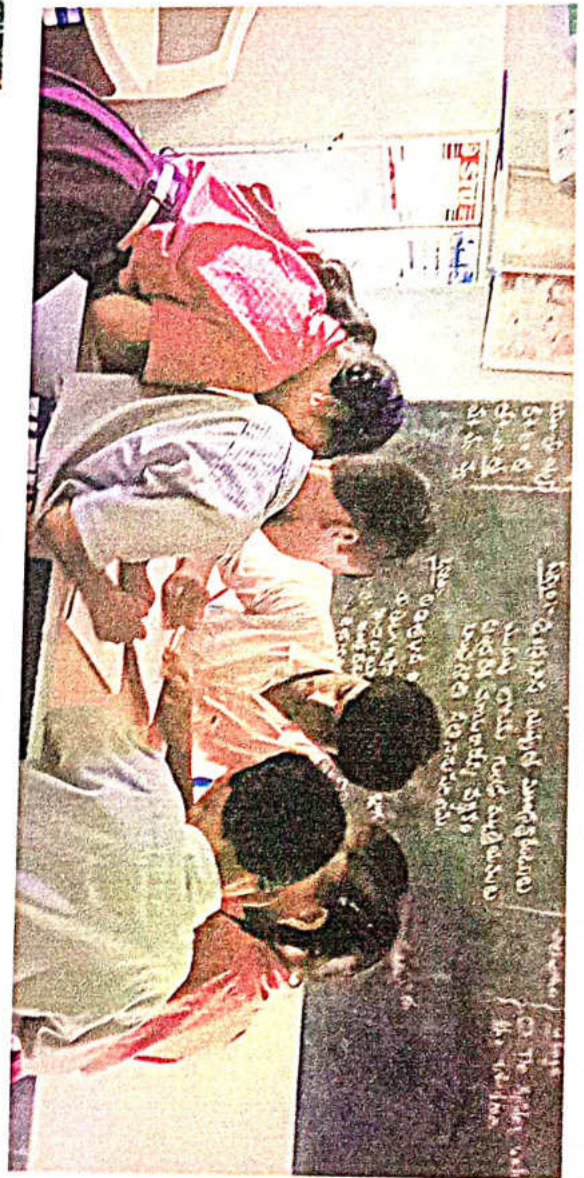
Please note that your evaluation shall be done independent of the Student's self-evaluation

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

EVALUATION

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

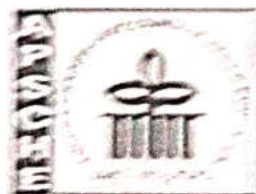
- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)



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 Banjara Road

Attmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 505

www.apsche.ap.gov.in