

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: Savara Kiran

Name of the College: Government Degree College (men) Sirkim

Registration Number: 2122001049077

Period of Internship: From 18-08-23 To 30-09-2023

Name & Address of the Intern Organization

Community Health Center (C.H.C) Kothur.

Dr. B.R. AMBEDKAR **University**
YEAR

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 **MEDICAL DEPARTMENT**

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

Havathi madam

(Name of the Faculty Guide)

Department of :- ZOOLOGY

Govt. Degree college (men) Srirang

(Name of the College)

Submitted by:

Savara. Kiran

(Name of the Student)

Reg.No: 2122001049077

Department of :

Govt. Degree college (men) Srirang

(Name of the College)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Savana. Khan

Programme of Study: 2 months internship

Year of Study: 2022-2023

Group: BSc (C.B.Z)

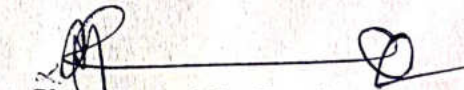
Register No/H.T. No: 2122001049077

Name of the College: Govt Degree College (men) Srikakulam,

University: Dr. B.R. Ambedkar University

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	23
2.	Internship Evaluation	50	50
3.	Oral Presentation	25	22
	GRAND TOTAL	100	95

Date: 30/10/2023


Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

Student's Declaration

I, Savara. Kiran a student of 2 months internship
Program, Reg. No. 212200104077 of the Department of C.B.Z, G.D.C (men) Sikim
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in C.H.C Korumu (Name of
the intern organization) under the Faculty Guideship of
Harathi madam (Name of the Faculty Guide), Department of
Zoology, Gaut Degree College (men) Sikim
(Name of the College)

S. Kiran 30/10/2023.
(Signature and Date)

Official Certification

This is to certify that Savna. Rani (Name of the student) Reg. No. 2122001049077 has completed his/her Internship in C.H.C Kotturu (Name of the Intern Organization) on B.S.C (CB-Z) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (CB-Z) in the Department of Gout. Degree college (M) skh (Name of the College).

This is accepted for evaluation.

Civil Asst. Surgeon
(Community Health Centre
KOTTURU, Sri Kalahasti Dist)

Endorsements

2 Faculty Guide 

2 Head of the Department 

Principal 

Certificate from Intern Organization

This is to certify that Savara. Kiran (Name of the intern)
Reg. No 2132001049077 of Govt. Degree college(m) Srikulam (Name of the
College) underwent internship in C.H.C (Kothuvu) (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 (Satisfactory/Not Satisfactory).

Civil Asst. Surgeon
Community Health Centre
KOTTURU, Srikulam Dist.
Authorized Signatory with Date and Seal

Acknowledgements

The medical internship report is the result of an end of a way of two months I would not have been possible without the participation assistance of numerous brave and courageous people along the way. 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 the principle for their vision encouragement and enduring contagious interest in the internship.

Specially special thanks must be given to the faculty and my superiors of Kothane C.H.C Hospital for their operation, feedback love and support with which, achieved skills and development.

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

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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 medical firstly visited the hospital called Kothuru C.H.C. I had chosen medical department to know the current status of the medical field, and as a science student it is very useful for our future studies. I spent so much of time in the lab I learned and observed many things with the practicals examination mostly by conducting tests for patients.

The introduction is very friendly and very valuable they welcomed me with warm attitude through this internship I got know about many medical tests which I don't know and I had learn from my lab technicians Sir/madams very clearly I had conducted many test like blood group and Hemoglobin.

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 medical department as a intern in the C.H.C Kothuru medical department place on important role in every sector I observed many things in the hospital, different categorised faculty are serving the patients very well may worked and Experience as a intern in hospital was very appreciable. I interacted with many senior faculty members honourably.

I spent really 180 Hours with the faculty in the Lab of the hospital and I got to know the various medical machines which are used for various tests.

The organisation which I had worked in medical field the Kothuru C.H.C Hospital was well organised with all facilities and well worked faculty.

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 C.H.C Kothuru hospital, in the Department of education. I worked in the lab, I did many test like PCR, electrolytes and total blood count and haemoglobine.

In the Lab, they are two Sectors of departments are held they are pathology. They were many machines with highly sophisticated techniques and tools are there for conducting various tests for patients very accurately. I did many test with full of alertness and with full of self caring during collection of samples and in urine tests.

I conducted many tests like blood group determination etc under the supervisor of my sir/madams.

After the work we used to clean our hand very well with Savi-tizers.

Due to this internship I got to know the various diseases and various tests for it conducted and report them with modern superficial technology.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have joined in the given internship organisation	We observed the surroundings and Hospital inside.	
Day-2	Interaction with lab technician and lab staff disposal of different drug bins	Got to learn communication skills.	
Day-3	I was allotted in the General ward	I observed in cannels and fluids. Staff room	
Day-4	I learnt how set the drips to the canals.	I observed how the cannals were inserted into the veins	
Day-5	I observed the injections were given to the patients	I learned the injection were given to the patients	
Day-6	In this week I observed how the patients are staff and obey to them	I have gained the trust from the patients	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this first week we are allotted in General ward we observed the patient. Hands are Canuls and fluids connected. and the next day I observed and learned Canuls and fluids staff room. I learnt how set the drips to the canuls. the canuls were inserted into the veins. the next day I observed the injections were given to the patients. I learned the injection were given to the patients. in this week i observed how the patients are staff and obey to them I have got and the trust from the patients.

Page No:

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Second week first day I was allotted to check the scan	I observed the scan equipment	✓
Day -2	On the second day I observed how ECG scan were taken	I observed how the clips and buttons were attached to skin	✓
Day -3	Third day I took ECG scan to the patients from what I learned yesterday	I have taken the scan and shown the report to doctor.	✓
Day -4	On fourth day I learned how to Bp apparatus.	I observed how to check the Bp of a person	✓
Day -5	I was assigned to check B.p to a patient	I gave the best result to the patient.	✓
Day -6	I observed to check the scan blood pressure temperature of patients	I learned the scan and B.p. temperature	✓

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week I learned and know about the sample analyzer machine operation by giving blood sample to it and its operating process me about blood cells composition and platelets RBC, WBC. count in the sample of every individual of the patients.

and I learned to determine the positive result test for HIV, HCV, Hepatitis B using reagents Buffer Solution in the kit which results with dots and I used to learn about the ESR test and its testing procedure.

And I learn how to repeat sample analysis for giving tests for Hb and total cell count in the blood.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	in third week I was allotted to do office	I checked the office equipment	✓
Day -2	I have observed that how the patients details are most important	patients should hold the necessary reports.	✓
Day -3	patients adhar card, arogya card & health card in most important	it gives benefits to the patients treatment.	✓
Day -4	General treatment patients details must be submitted in the arogya registration	the govt. can pay money for the treatment	✓
Day -5	the patients photo must be uploaded	so that they can give a clear sight of a problem.	✓
Day -6	in third week, I was internment needed govt card. I learned	got to know how useful the health cards.	✓

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week mainly I had learnt about the electrolytes levels in normal in person and operating of electrolyte analyser and is I learned how to centrifugate the coagula blood sample for 3 min in the centrifugation machine.

I had learnt about thyroid test and T_3 , T_4 Test hormones and I learned about the dengue test.

mostly I get level will known about the cath lab and it examination of cardiological problems of the patient with will sophisticated machines.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	In this week, I was allotted to the general ward in the pharmacy	I observed all over the pharmacy department	✓
Day-2	Adjusting medicines in their compartments	Studied the medicines and their uses.	✓
Day-3	Selection of medicines which are used and which are going to expire	Learning the uses of the medicines	✓
Day-4	Observed the wastage of the hospital	Got to know the differentiation of waste	✓
Day-5	General wastage, plastic wastage and wrappers are need to be in different bins	Learned how to do the differentiation of waste.	✓
Day-6	End of the week I observed that we should clean the environment to make our self clean	Learned how to clean the waste in the hospital	✓

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week entirely I learned about the test of Bio-chemistry test

I learned about lipid profile and its components and calculation for the result.

I learned about liver function test and its symptoms and functions and I learned and observed about ECG and Cardiograph.

I learned about PPBS and FBS test and its symptoms etc.. I learned about the VORL Test which results protein measurements.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	More time was allotted to work in out patient injection area	I observed the op area	✓
Day-2	The staff in the op was explaining everything in a detailed manner	Got to learn the new thing of op area	✓
Day-3	Arrangement of needed essentials in their places	Observed the arrangement of things in the op	✓
Day-4	Cotton wastage, plastic wastage & ampils or vilo wastage section.	Learned about the wastage in this section	✓
Day-5	Names of an injection and uses of the viles	Learned the op injection names and the uses	✓
Day-6	It was best time working here and learned about so many in the week	Learned the regit red for the basic treatments.	✓

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week of internship, I learned about the procedure of urine tests and different components in urine under the examination of microscope.

And I got to know about what is pathology and biopsy. And I collected many blood samples from the patients under the supervision of my sir/madam. I got to know different types of wounds and I learned the process about the dactylitis and its importance.

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.)

The Internship work environment is one of the aspects of interns quality addressed in this report. The people at Kms hospital were welcomed me heartfully and with good interactive staff.

First and foremost I had worked most of the time in lab. I had trained and examined many things like tests and medical procedures and my lab sirs/madams explained and trained very well. We are the interns 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)

These are many technical skills that I have acquired from my medical internship I have to know about how to put my knowledge and skills into these practice such as an intern in medical field I learned how to communicate and build relation ~~day~~ with the people I had been worked.

I learned that every department of organization has its own importance and role as an intern I discovered its content for future. I learned that sometimes asking for feedback or receiving feedbacks is 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.

These are also some managerial skills I have acquired from this internship. I learned how to effectively deal with people developing managerial skills. An important to all professionals. As a team, we planned about scheduling with respect to time and we all acted as a learned and business for every week enthusiastically.

We have kept notes for observing everything. Improvement of our weekly work. We will discuss about the have kept pros and cons in our working style. We will keep our goals for this journey. We also have developed decision making skills which are very essential in future. As per the final day we have discovered about our performance was top graded.

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 are about the lab and medical tests and various disease etc and many medical procedure in this internship at Kims hospital in the department of medical.

As we have been interacted with the faculty of the lab technician and nurses etc As we assigned to works and to learn more about every medical test and its importance At first time we felt very tens. but now we are confident while communication as we conversing understanding others.

we also come to getting understood by others we improved our speech skills from prepared level to extempore level. we have developed from a student to an intern we also developed so much of interacting 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 toughest best work offer skills in the workplace in the internship place.

We the interns of Kims Hospital, Srikakulam formed as a team to enhance and improve our works in an efficient way.

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

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

Working as a team members and also as a leader made me known about how to work as a team member's role in the team in my way to interact cooperate and manage them as a unity in every activity it gave me expression and knowledge about teamworks.

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

- ⇒ Digital technologies is used to test blood samples and to give the report also
- ⇒ Digital values are shown on the computers and give the test result quickly to give the reports
- ⇒ Computer based Reports may be done and given the print out as a medical Report.

Student Self Evaluation of the Short-Term Internship

Student Name: SAVARA, KIRAN

Registration No: 2122001049077

Term of Internship: From: 18-08-2023 To: 30-09-2023

Date of Evaluation:

Organization Name & Address: C.H.C KOTHURU.

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: 30-09-2023

S. Kiran
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	Savara. Kiran	Registration No:	2122001049077
Term of Internship:	From: 18-08-2023 To: 30-09-2023		
Date of Evaluation:			
Organization Name & Address:	C.H.C. Kothuru.		
Name & Address of the Supervisor with Mobile Number	Venugopal sir (C.H.C Kothuru)		

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

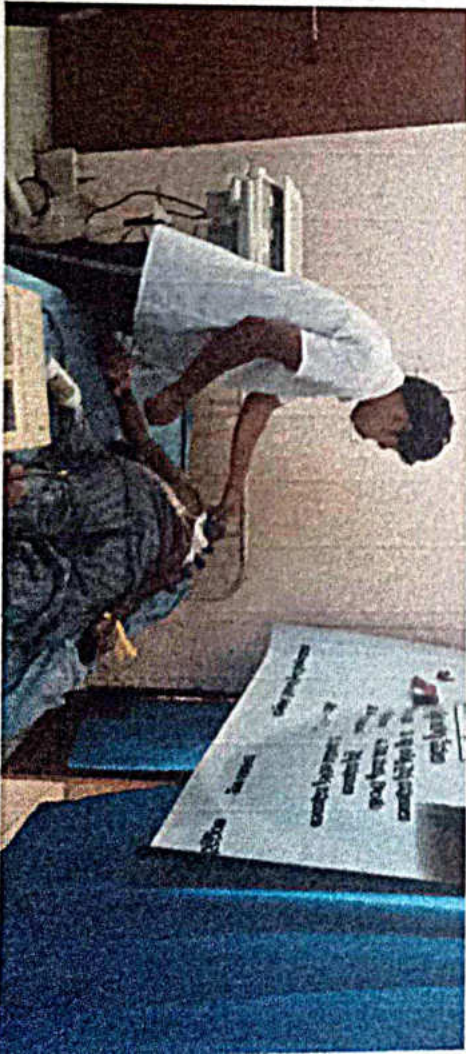
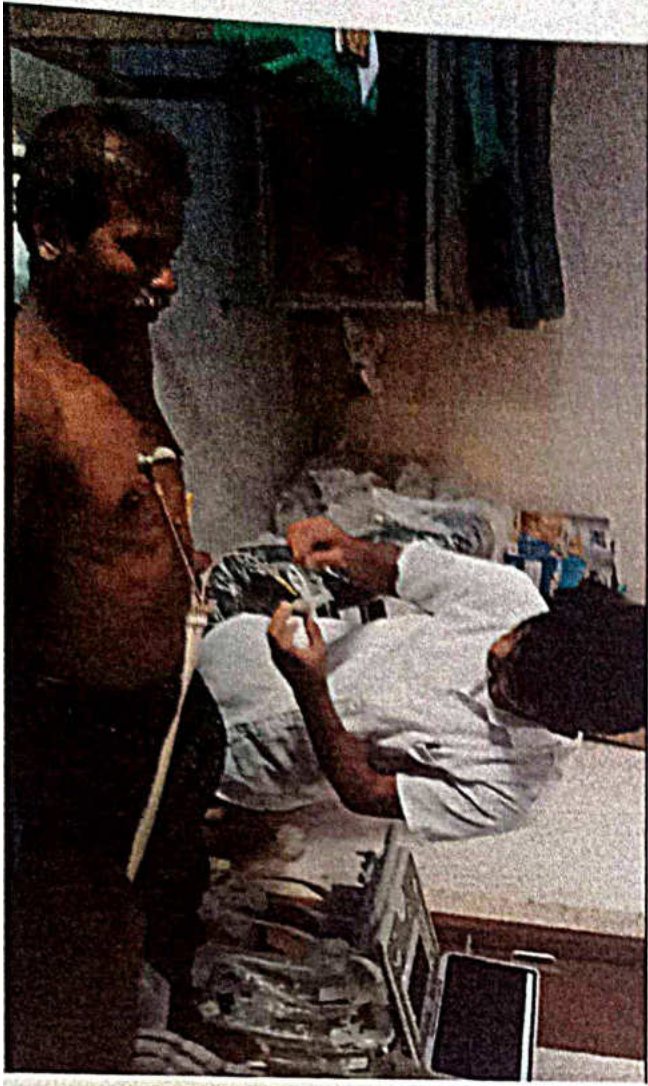
Please note that your evaluation shall be done independent of the Student's self-evaluation

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: 30/09/2023

Civil Asst. Surgeon
Signature of the Supervisor
KOTTURU, Srikakulam Dist



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.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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