

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: NIKODIMO SAVARA -

Name of the College: Govt. Degree College (Men) - Srikakulam

Registration Number: 2122001050029 .

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

Name & Address of the Intern Organization: MPP School, Sunkoti,
Sompeta Mandal
Srikakulam Dist

D. B. R. Ambedkar - **University**
YEAR

An Internship Report on

M.P.P. School - Sunjidi - School Department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc (MP Cs)

Under the Faculty Guideship of

M.S. NYS. Sridevi Kella

(Name of the Faculty Guide)

Department of

Computer Science, Govt. Degree College (Men) -

(Name of the College)

Srikakulam.

Submitted by:

Nikodima Savang.

(Name of the Student)

Reg.No: 2122001050029.

Department of

Computer Science,

Govt. Degree College (Men) - Srikakulam

(Name of the College)

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, NIKODIMO SAVARA a student of INTERNSHIP
Program, Reg. No. 2122001050029 of the Department of Computer Science.
College do hereby declare that I have completed the mandatory internship
from 18 August to 30 September in MPPS - Sunkidi (Name of
the intern organization) under the Faculty Guideship of
Sri. K. Sridevi Mam (Name of the Faculty Guide), Department of
Computer Science, Govt. Degree College (Men) - Srikakulam.
(Name of the College)

S. Nikodimo
(Signature and 30/09/23)

Official Certification

This is to certify that NIKODIMO SAVARA (Name of the student) Reg. No. 2122001050029 has completed his/her Internship in MPPS - Sunkidi (Name of the Intern Organization) on Short term for two months (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc. (M.P.Cs) in the Department of Govt. Degree College (Men) (Name of the College).
- Srikulam.

This is accepted for evaluation.

S. Subhan 30/09/2023
(Signatory with Date and Seal)

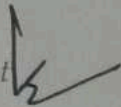
HEAD MASTER
M.P.P. SCHOOL
SUNKIDI - 532 264
Sompeta (M), SKLM Dist

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that NIKODIMO SAVARA (Name of the intern)
Reg. No 2102001050029 of GDC (Men) - Sri Katakam (Name of the
College) underwent internship in M.P.P.S - Sunkidi (Name of the
Intern Organization) from 18 August to 30 September.

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

S. Subhakar 30/9/2023
Authorized Signatory with Date and Seal

HEAD MASTER
M.P.P. SCHOOL
SUNKIDI - 532 264
Sompeta (M), SKLM Dist

Acknowledgements

I am deeply grateful to Mrs. Srikella Sridevi Madam, My mentor and advisor during this internship for their invaluable advice and guidance.

Their industry experience and expertise helped me to better understand the institute, and allowed me to most of my internship.

Throughout the internship, My Mentor provided me with valuable insights and guidance that helped me to navigate my tasks and responsibilities.

Thanking you.

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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.

In my opinion, a Comprehensive report should be prepared on how the current education system will be implemented.

How the education system should be the future by teaching the students in a school.

Also, I think that in the future Education system employment opportunities will be available in terms of education.

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.

Internship Organisation MPP school. Sunkidi is a Clean and Beautiful Environment.

→ The vision and mission of that school is a providing good education to the students.

The Mission of the school is get good ranks in their primary school level.

→ The structure of the Organisation is simple with one floors with 2 rooms, the new block will be construction.

→ My roles in the Intern Organisation is to provide more knowledge to the 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.

→ In Internship Organisation my plans during Internships are get a scholarship in National means Cam Merit scholarship and active providing activeness in the duller students.

→ The Organisation new blocks working skill program. My schedule is monthly take NMMS classes for 5th class students last period.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	3rd Class: Maths - Numbers. 4th class: Maths - Biggest Numbers.	I learn Maths Basics.	S. Subhanic
Day - 2	5th class: Mathematics,	Students are listen carefully and understand	S. Subhanic
Day - 3	3rd class: Addition, 5th class: Addition and Subtractions.	I learn Maths Basic from maths.	S. Subhanic
Day - 4	4th class: Subtractions	I learn maths Basic.	S. Subhanic
Day - 5	4th class: Multiplication 5th class: Multiplication and Division.	I taught students clearly	S. Subhanic
Day - 6	3rd class: Multiplication.	Teach Correctly the basics of maths.	S. Subhanic

WEEKLY REPORT

WEEK - 1 (From Dt. 18.08.23. to Dt. 24.08.23.)

Objective of the Activity Done:

Teaching.

Detailed Report:

All the students in the school are very active and listening lessons. All students are study and practise and studying well.

I behaved respectfully with all the teachers and teaching all students were happy to listen.

In this week I observed that the school does not have spacious playground.

The midday meal is very good the school have all the facilities of government.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	4th class: Divisional 5th class: Multiplication and Divisional.	How to teach poor students.	S. Subhanic
Day - 2	3rd class: English class.	English Basics, Alphabet letters.	S. Subhanic
Day - 3	3rd class: Alphabet Letters. 4th class: Words.	Basic skills in English.	S. Subhanic
Day - 4	5th class: Maths - Times -	Basic skills in times.	S. Subhanic
Day - 5	4th class: Multiplication. 5th class: Divisional.	I taught the problems in multiplication.	S. Subhanic
Day - 6	4th class: Subtraction and multiplication.	I taught the problems of subtraction.	S. Subhanic

WEEKLY REPORT

WEEK - 2 (From Dt 25.08.22 to Dt 30.08.22.)

Objective of the Activity Done:

Detailed Report:

Teaching and Evaluation.

- * All the students in the school are very active and listening all the lessons what I taught. The teachers are very good to teach the lessons.
- * In this week I observed the mid-day-meal of the M.P.P school - Sankidi. School is very good. The students are active participated in the games and Yoga.
- * I know and learn more information, what I have to forget or misunderstanding Topics.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Maths - 5th class : → Geometry .	To know more information about Geometry .	S. Subhanie
Day - 2	Maths - 1th class : Division of -	Frequently learn the duller students .	S. Subhanie
Day - 3	Maths - 3rd class . Multiplication .	Frequently learn the duller students .	S. Subhanie
Day - 4	Maths - 4th class . Subtraction	Frequently learn the duller students .	S. Subhanie
Day - 5	English - 4th class : Spelling test -	Frequently learn the duller students .	S. Subhanie
Day - 6	English - 5th class - words learn .	Frequently learn the students	S. Subhanie

WEEKLY REPORT

WEEK - 3 (From Dt. 01-09-23 to Dt. 07-09-23..)

Objective of the Activity Done:

Teaching and Evaluation

Detailed Report:

In this week, the school English teacher conduct a remedial classes to increase the knowledge of poor students in the English.

This type of development for the poor student is very like much.

At the same time the Maths sir also have to teach special classes to the poor students in the Maths subject.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	English class: 3rd class Help me - please?	Explain about the lesson.	S. Subhanii
Day - 2	English 3rd class. Tengali Ruma and the thieves.	Explain about the lesson.	S. Subhanii
Day - 3	English 3rd class. Spelling Test.	I taught the spelling mistakes.	S. Subhanii
Day - 4	English - 3rd class. Word Test	Each alphabet with 5 words - I taught.	S. Subhanii
Day - 5	English 4th class. Alphabet	Three types of alphabet I taught.	S. Subhanii
Day - 6	English - 4th class. Alphabet	I taught to poor student the Alphabets correctly.	S. Subhanii

WEEKLY REPORT

WEEK - 4 (From Dt. 08.09.23 to Dt. 14.09.23..)

Objective of the Activity Done:

Learning and writing

Detailed Report:

In this week, I have to check the students who are taken Jagannatha Vidya Kanaka.

I check the size of the shoes for some students, some students have sufficient and some students does not have proper JVK kits. Till this day in that school. the problem is no proper note books and no proper shoes and no proper sufficient bags.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	3 rd class: Addition	Classification Practice	S. Subhan
Day - 2	3 rd class: Subtraction	Classification Practice	S. Subhan
Day - 3	3 rd Class: Multiplication 4 th class: Multiplication	To practice all the students.	S. Subhan
Day - 4			
Day - 5	4 th class: Division	To practice all the students	S. Subhan
Day - 6	4 th class: Numbers	To practice. all the students	S. Subhan

WEEKLY REPORT

WEEK - 5 (From Dt. 15.09.23 to Dt. 22.09.23.)

Objective of the Activity Done:

Detailed Report:

Teaching and Practicing

The good is what is to be learnt and it is what has to be taught while teaching to the students.

I am not only a teacher but a Continuous learner through out the process of teaching.

As a teacher, I come to know how to handle students with different mindsets and mentalities.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	4th class: Maths 3rd class: Maths	To practice all the students in basic of maths	S. Subhan
Day - 2	4th class: Maths,	To practice all the students.	S. Subhan
Day - 3	3rd class: English.	word test to all the students.	S. Subhan
Day - 4	5th class: Addition and Subtraction	To practice all the students	S. Subhan
Day - 5	6th class: Multiplication and Division,	To practice all the students.	S. Subhan
Day - 6	5th class: Time,	To teach all the students about time.	S. Subhan

WEEKLY REPORT

WEEK - 6 (From Dt 25.09.23 to Dt 30.09.23.)

Objective of the Activity Done:

School and practice

Detailed Report:

The good as an Intern trainee to teach the major prior to job of the teachers the way the leaders shape the Society.

So the leader teacher must inside the traits of love, peace, kindness and loyalty in the place of hatred, jealousy and Cowardness.

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.)

- Designs Instruction to maximize student learning.
- Provides a safe, secure, and inviting Environment that is Conducive to learning.
- Has adequate Knowledge of faculty and student handbook.
- Follow school Rules
- Assumes responsibility for one's actions.
- Ask clarification questions.
- Respect students opinions.

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

There are lot of real time technical skills in the intem organisation that is of school department.

→ One can know how to manage their time in working hours.

→ Building up mutual support leading to learn work.

→ Better functioning work co-operations in the intem organisation and the organisation members.

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.

The interm organisation is truly based on time management, else there would be back of some subjects to some classes.

→ In real all of them are on schedule including Children's nutrition.

→ The Interim organizes all the activities, which are based on team work, bringing up the starting of work to each and every.

→ The leadership of Organisation and developing the school productivity of the organisation.

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.,)

→ I am improving my Communication skills through writing skills mostly.

→ I create more topics to students which is easy to understand.

→ My Confidential level is my teaching skills are and my classes are very interesting to understand the students.

→ I am closing the conversation to the every student.

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

- * When, I was not divided into groups, as a member of the group. I handled each subject differently and efficiently. The facilities in the school are very good.
- * I went to the school and prepared a report on how the present education system will be and how the future also teachers also come to the school.
- * I Conduct group discussions and Seminars to the students. In this type of discussions are used to the students to teach the self.

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

- * I used to explain the topics for NMMS with help of Google and Youtube.
- * I tried up to help them develop their Education technical knowledge.
- * I went school every day and I told that student to acquire such development skill and I learned them myself.
- * I used to teach NMMS classes:
 - ①. Google to know more Information
 - ②. Youtube - Topics Misunderstanding.

Student Self Evaluation of the Short-Term Internship

Student Name: NIKODIMO SAVARA

Registration No: 2122001050029

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

Date of Evaluation: 30-09-2023

Organization Name & Address: MPP School - Sankidi, Sompeta (M), Srikakulam (D)

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

S. Nikodimo
Signature of the Student

Date: 30-09-2023

Evaluation by the Supervisor of the Intern Organization

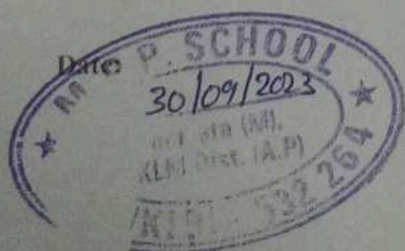
Student Name: NIKODIMO SAVARA	Registration No: 2122001050029
Term of Internship: short term From: 18-08-2023 To: 30-09-2023	
Date of Evaluation: 30-09-2023	
Organization Name & Address: M.P.P School - Sunkidi, Sompeta (M), SKLM (D)	
Name & Address of the Supervisor S. Subhasini with Mobile Number M.P.P. S, Sunkidi, 9640250020	

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:

S. Subhasini
Signature of the Supervisor

HEAD MASTER
M.P.P. SCHOOL
SUNKIDI - 532 264
Sompeta (M), SKLM Dist

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.