Model Program Book



SHORT-TERM INTERNSHIP

(On-Site/Virtual)

Designed & Developed by



STATE COUNCIL OF HIGHER EDUCATION **ANDHRA PRADESH**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR

SHORT-TERM INTERNSHIP (Onsite / Virtual)

Name of the Student PAIDI DEVIKA

Name of the College: GOVERNMENT DEGREE COLLEGE

[MEN] SRIKAKULAM

Registration Number: 2122001050031

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

Name & Address of the Intern Organization M.P.U.P. SCHOOL

BR · AMBEDKAR University

An Internship Report on

M.P.U.P SCHOOL KUSALAPURAM - SCHOOL

DEPARTMENT

(Title of the Internship)

Submitted in accordance with the requirement for the degree of BACHELOR OF SCIENCE IN M.P.CS

Under the Faculty Guideship of

M. S NVS SRIDEVI KELLA.

(Name of the Faculty Guide)

Department of COMPUTER SCIENCE GLOVERNMENT DRGREE COLLEGE [MEN] SRIKAKULAN

(Name of the College)

Submitted by:

PAIDI DEVIKA

(Name of the Student)

Reg.No: 2122001050031

Department of BSC [MPCS]
GOVERNMENT DEGREE COLLEGE IMEN]
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.
- 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.
- You should maintain punctuality in attending the internship. Daily attendance is compulsory.
- 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.
- 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.
- 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.
 - 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.



Student's Declaration

I, PAID DEVIKA a student of two months internship

Program, Reg. No. 21220010500 of the Department of BSC MPCS -GDC MEN SRIKAKULAM

College do hereby declare that I have completed the mandatory internship

from 18-08-23 to 30-09-23 in KUSOLOPUYOM. (Name of the intern organization) under the Faculty Guideship of

MIS NIVE SRIDEVI ICELLA: (Name of the Faculty Guide), Department of

BSC COMPUTEYS , GOVERNMENT DEGREE COLLEGE MENT

(Name of the College)

SRIKAKULAM

Bengit: 30 fog 23

Official Certification

This is to certify that PAIDI DEVIKA (Name of
the student) Reg. No.212200105003] has completed his/her Internship in
J.P.U.P School Kusalapuvam (Name of the Intern Organization) on
School Department (Title of the Internship) under my
supervision as a part of partial fulfillment of the requirement for the
Degree of BSCMPCS in the Department of
gvernment Degree College (Name of the College).
[MEN] srikakulam
This is accepted for evaluation.

M.V. Namarth 30/9/23 (Signatory with Pate and Seal)

MPUP School, Kusalapuram Etcherla Mandal, Srikakulari. Dt.

Endorsements

Faculty Guide

Head of the Department

Principal



Certificate from Intern Organization

This is to certify that PAIDI DEVIKA (Name of the intern) Reg. No. 2122.001050031 of GDC [MCN] Sickalcula (Name of the College) underwent internship in M.P.O.P.School Kusalagura (Name of the Intern Organization) from [8-08-2023 to 30-09-2023

The overall performance of the intern during his/her internship is found to be Satisfactory/NotSatisfactory).

m. V. Rananers 30/9/23

Authorized Siguate New Mate Date and Seal MPUP School, Kusalaguram Etcherla Mandal, Srikakulan, Ot.

Acknowledgements

For the successful completion of short term intenship, I would like to express my sincree gratitude to honorable "chief ulinister" yes tagan uchan reddy garu and to "commissionarate of college Education" for taking the unitialize of their internship program which is to be done by exaluating students in order to know the real life responsibilities through interaction with various people of olifferent institutions

I would like to extend my gratitude to my college principal "P. surekha gavi for implementing this initative and providing hurfull support in executing this short term internship program.

Besider, I am also thankful to nut faculty quide "Sci devi madam" who gave her valuable time and commitment for the completion of all the proceeding's and leading us in every step of this great initiative

Tam highly indebted to the intern organisation thead waster "M.V Ramana Mushy" gave and all the faculty members for their loyalty and allegiance in letting me do my short turn internship program in their organisation

Finally words are not sufficient to express my gratitude ito the co-interns and the students of the intern organisation in giving their dedication shroughout my short term internehip

without their encouragement and support, I would not have completed their initiative successfully.

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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.

This short term inturview was done by me in M.P.U.P School Rusalapurano of Estenula Mandal. while the learning objectives are

anteraction with students

one can have a better interaction with students in knowing their way of thinking rewal Communication

As for school department various subjects to be laught some should have a grash over them which improves verbal communication

Tean work. In executing various activities than work us required

Time boundedness

School itself resembles descipline and time management so en other area one can improve et Learning back the barice.

On teaching one can occall the basics

which may are of further use.

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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.
- My intern organisation M.P.D.P school Rusalapura iv located en kuralapuran village et Etcherla mondal with a simple and clean unfranktucture Having all ext of facilities required by students init -> They have a great vision in providing a better education to students and making them to be the proud citizens of country -> Creating an attractive phase of work and building up team nock environment -> They have a two storiged brildings with a spacious work area and material structure -> Their roler are of teachings students from 1st to 8th clark with all subjects of equally diskilouted time according to their [trachui] work designation.

Page No: | |

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 accordance to the work days and special occasion.
- "Gidugu Ramnuerther pantulu's brith anniversary", "sarveficilli Radha Breitman's brith anniversary", oilso known for teachers day and conducts various activities where each and every student participates and show his or her talent.
- Jack to showing respect to our national language i. e. Hindi divas celebrations and givency speeches on it.
- Tulvidar both anniversary, world Heart day, Literacy day, world Rabies day. Mother Jeresa's both anniversary, Nethrilions day for providing knowledge on all there activities

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	Gave an introduction about them [Studink]	with children	S.
Day - 2	A day with colours. and colours ful dickers on saturday Taught to uthelass students.	Knowing about	No.
Day -3	Back after a holida, Monday. Then to. 816 classitudinis Mathematics subject	Revision of basic laws (on formulas.	Hobery.
Day -4	then this day tuckday to theid class. well known subject known	Intectings	N/S
Day - 5	23 of August. A buch specen of Tulsid on his birth-Anniversal areat specifiby teacher	4	yn
Day -6	Taught to Jth clars students - About social subject · Really intribing one	General basic	5 <u>68</u>

WEEKLY REPORT WEEK-1 (From Dt. 18 08 23 to Dt2 4 08 23)

Objective of the Activity Done:

Introduction and basic class teaching.

Detailed Report:

- → The first day was of interaction with students then to co-interns and intern organisation what.
- -> Barks Marks for class 8 16 students.
- -> Detailed English class for 3rd class students.
- -> l'elebration of Fuleridar birth Amivusary
- -> Back again of Louis clau to 7th claus students.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	& activity Learning (Person In- Charge Signature
Day -1	Devotional days with full of students. Gave a small descipt about the day	interaction	Midely.
Day-2	Back to thital end. waskend. But intersting with 8th class students of Biologi	Unkrown balics are about to be revised	L
Day -3	start of week with a nubining needge asusual then back to clavers	Getling More anvolved with students.	Wb.
Day -4	Telugu Pivas of the buth remembrance of Gidugu Rammurshy panihulu's clelebralit	gual poct and his writin	
Day - 5	First class to 6th class students. Got back to Flindi subje intensing poem	Back to.	402
Day -6	Great celliplation of bother and sister relationship even at school	raught some intresting facts and learn t	BJ c

WEEKLY REPORT WEEK-2 (From Dt25) 8 23. to Dt.31 08 23

Objective of the Activity Done: deaching

Detailed Report:

- * Recalling the historical day celebration and a small speech on it?
- -> Claren for . 8th to the entresting subject Biology
- -> Gridugu Rammenthy Parthulu's Birth anniversary celebrations
- -> Flindi class to 6th class students.
- -> Celebration of Raksha bandhan at school.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	Thusday with some motivational works of future work scope.	known by fette the aciponic. about their intent in future	ng XV
Day - 2	Start of ancwmonth National Nutrition week · Discussed Lugene habits	Letting me getlengpinvolva un sheir kliet speech	Llubez.
Day - 3	General science (Or) Environmental science with live scope of guencier	Science eproced to be an intusting oubject.	L.
Day -4	Start with a new. week with new story of Akbar-Bibalfor with class studens	New neal from the story and nuch modeluson	35
Day - 5	Saurpalli Radha Kruhnan's birthday also known fa Teacher day's celebration	Jad grat team wakeon collabiation with cointures	Am
Day –6	Back to school after a cleave for school on Snikeushna Janmashle Daught-Hindi clesson.	Gelling deep	FPS-

WEEKLY REPORT WEEK - 3 (From Dt 1.) 0.9 2.3 to Dt 8 0.9 2.3)

Objective of the Activity Done:

Teaching and celebrations

Detailed Report:

- Ja students.
- National vitrition day, discussion on health and hygere habits.
- -> International reteracy day speech,
- Students
- -> Jeachers day celebrations -

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	Basics for Reasoning taughto Sligher class students so. That they can be rugul	Aven I revised some of the reasoning = topics.	W
Day-2	Start of the week with a new mother tengue language	Not related to	g. Bhat
Day -3	First clar for 1st law students. very funny in teaching them Alphabets		Alabegy.
Day -4	The class was again to students. For some basic maths	basics by teaching them	
Day - 5	Hindi Divan allindi Divan School Great Hear work with various activiti		
Day -6	International day of Democracy · Paught Stuckents about our democratic country	on teaching	i B

WEEKLY REPORT WEEK - 4 (From Dt.11) 9 23 to Dt.16 9 23)

Objective of the Activity Done: Speeches and Teaching

Detailed Report

- -> Reasoning topics small touch over basics for higher class students
- -> Hindi Divas celebrations -
- -> Engineer's day occarrion, spech for the necessity of engineers
- Attinational day of democracy, discussion over our great democratic country.

WEEKLY REPORT WEEK - 4 (From Dt.!!) 9 23 to Dt.16 9 23)

Objective of the Activity Done: Speeches and Teaching

Detailed Report:

- -> Reasoning topics small touch over basics for higher elass students
- -> Hindi Divas celebrations.
- -> Engineer's day occarrion, ypech for the necessity of engineers
- → Intinational day of democracy, discussion over our great democratic · country.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	theid weekend with a new descend to 5th class students with a currous mind	an intusting	KRAPAK
Day-2	Taught Flindi to. 6th class students. Rept an assessment. They did their best	Knowing nup Capability in Leachingsthem	S
Day - 3	Gave a discussion topic to higher class students, letting them involved in it		
Day -4	International day of Peace. Taught the value of peace and ethics and their necessi-	knowing those	Alabeg.
Day - 5	Gave a small note on the necessity of learning and envolver in cultural aclivition	Guat group enbolvement and Team water	83/
Day -6	fauth weekend with nucle intratings scrulpture of flutily ein social forhigher da	ascarenformation	n 1882_

WEEKLY REPORT WEEK - 5 (From Dt 1.9, 9, 23. to Dt 23, 9, 23..)

Objective of the Activity Done:

Jeaching.

Detailed Report:

- -> English class to 5th class students.
- -> Thouday for Garesh chatwithe
- -> Hirdi for 6th class students.
- ->. Intunational day of peace, speech and discussion
- > Social class for John class students.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	final week start of ienternship. Taught some basics concepts of biology to 8th class	Enowing about some solution of their workings	K.D.
Day - 2	Took mathematics claus for 45 h. Explains Lincal Canalions basic bolving.	Do - 1 1 0 0 0 1	P/S
Day -3	Gave some Honework and a sudden tet to shstudents along with co-intern	Reclifyings	ed
Day -4	After national holiday. Class to. 3rd class students er explaining walkbook	Envolved in finding	482
Day - 5	Final day of ienteurs	is great work him with lot of Executives.	Slaber.
Day -6	Flolidays of this month of Svi krushna jeunnastr Vinaya charithi, Mulad-un-NGhi and one scool sciturday	LNr,	· ,

WEEKLY REPORT WEEK-6 (From Dt2.5 al. 2.3. to Dt.309,123.)

Objective of the Activity Done:

Teaching

Detailed Report:

- -> Bullogy for 68th class students.
- -> 7th class were taught basic Mathematics
 - → world Rabies day, speech on cure and precaution
- -> Milad -un-vabi choliday.
- Nak space environment.

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 internorganisation is well aganised with better future goals the aganisation workers. are of great enteraction with interns in terms of molivating this type of initiative
 - Ihr organisation has atmost all facilities like drenking water, mid-day meals, snacks with all due schedule given by government.
 - Juli attentive clar according to their given protocol.
 - They have well maintained time table for their work purposetive simply saying great time management and overall progress.
 - Jhey conduct lot of cultural and bocio- activities with all respect and neutral buppert between them.

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

Thue are lot of real dime dechnical skells in the intern organisation that is of school department

- one can know how to manage their time in working area
- -> Building up mutual support leading to team work
- -> Better intuaction with co-interns in the intern organization and the organization members.
- -> Letting children in participating in all cultural activities sheld by organisation.
- -> Knowing about great personalitions and their orde towards the history and development of country.

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 intern organisation is terrly based on time management, else streve would be lack of some subjects to some claver.

including children's nutrition.

→ The intun organizes all the activities which are based on team work, Bringing up the starting of event to the endefelicitation.

inten organisation member is truly appreciative

the leadership of organizing and developing the school productivity depends on head and faculty of the organization

-> The improvement of digital equipment leads to great knowledge progrex and helping children to have better goal for their future.

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.,)

In simple words the internation skells is completely based on communication skells.

The when it comes to dal communication all the subjects are to be taught dal at first, then to be explained which are of irrespective of languages.

occipler, pretocial presentation which even anyways

creativity

in cleaning doubt and maintaining a friendly relationship between them

Teaching field requires a lot of confidence and emotion control and managing them in front of lot of students. If so only one can give the Clarification over double and ileading to the butter output from the students.

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

- A lot of abilities can be enhanced in Working in my intern organisation
- between students en knowing their orequirement if at all confthing were left but
- members et organisation in conducting events
 for social knowledge development and lettings
 , students involved in event activity
- Jot of social vesponsible activities are performed so that the students can have a better grain over the present society and it's problems which are yet to be solved.
- member in successful completion of these activities un the untern organisation

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 ientur organisation has a big sceen television which helps in understanding the concepts with various faculties for the students.
- It even has a spacious worm fitting a lot of students reducing the wastage of time in repeating the same class again and again.
- They also have intunet facilities which can be accessed by every student and organisation members for much development of knowledge.
- claus students providing a way for digital education.
 - Students if their go through their required information from higher class students

Student Self Evaluation of the Short-Term Internship

Student Name: PAIDI DEVIKA Registration No: 21 220010 50031

Term of Internship: \$100 From: 18-08-23 To: 30-09-23

Date of Evaluation: 8 9 23

Organization Name & Address: M.P.U.P School, Kusalapuram

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	15
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	7 5

Date: 8/9/23

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: PAIDI DEVIKA Registration No: 2122001050031

Term of Internship: +600 From: 18-08 -2023To: 30.09-2023

months

Date of Evaluation: 23 9 23

Organization Name & Address: M.P.U.P School, Kusalapuvam

Name & Address of the Supervisor M.V. Ramana Murthy with Mobile Number 9491812523 'Kusalapuram

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

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

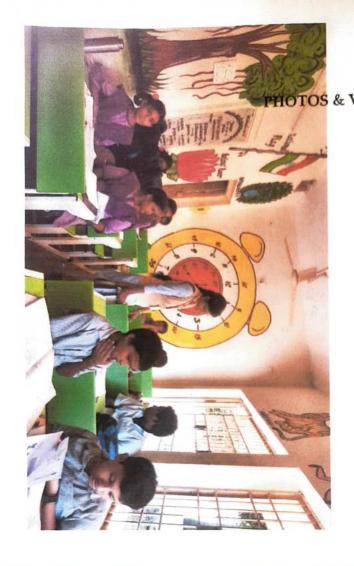
Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	15
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	15
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date: 23/9/23

Signature of the Supervisor
MPUP School, Kusalapuram
Etcherla Mandal, Srikakulam Dt.

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EVALUATION

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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:

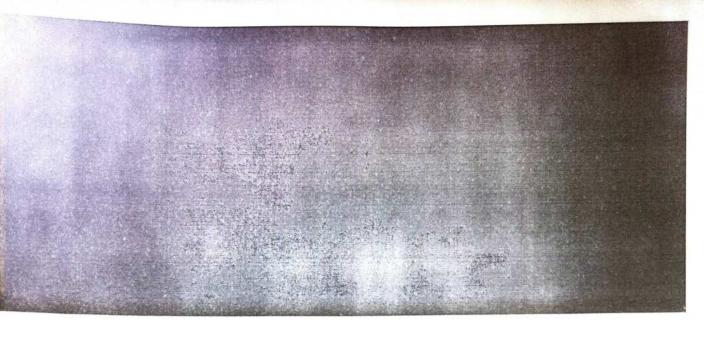
- · There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

Activity Log
 Internship Evaluation
 Oral Presentation
 25 marks
 Oral Presentation

- 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 Statuory 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