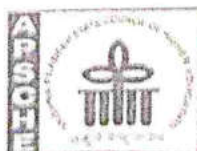


# Model Program Book



## 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: **Saddhadi Pavan Kumar**

Name of the College: **Government Degree College (Men)**

Registration Number: **2122001050037**

Period of Internship: **18 August - 30 September**

Name & Address of the Internship Organization: **Z.P.H.S Thotavada  
Burja (M)  
Srikakulam (D)**

University



**An Internship Report on**  
**Z.P.H School Thotavada - School Department**

*(Title of the Internship)*

Submitted in accordance with the requirement for the degree of  
**B.SC (MPCs)**

Under the Faculty Guideship of  
**M.S.NVS SRIDEVI KELLA**

*(Name of the Faculty Guide)*

Department of  
**Computer Science, Government**  
*(Name of the College)* **Degree, College (Men)**

Submitted by:  
**Saddhadi. Pavan Kumar**

*(Name of the Student)*

Reg.No: **2122001050037**

Department of  
**Computer Science**  
**Goverment Degree College (Men)**  
*(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.

-----<<@>>-----

## Student's Declaration

I, Saddhadi-Pavan Kumar a student of \_\_\_\_\_  
Program, Reg. No. 2122001050037 of the Department of Computer Science.  
College do hereby declare that I have completed the mandatory internship  
from 18 August to 30 September in Z.P.H.S Thotavada (Name of  
the intern organization) under the Faculty Guideship of  
Sri.K.Sridevi Mam (Name of the Faculty Guide), Department of  
Computer Science, Goverment Degree college(Men) Srihakulam  
(Name of the College)

S.Pavan Kumar  
(Signature and Date) 30/09/23.

## Official Certification

This is to certify that Saddhadi. Pavan Kumar (Name of the student) Reg. No. 2122001050037 has completed his/her Internship in Z.P.H.S Thotavada (Name of the Intern Organization) on \_\_\_\_\_ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC(MPCS) in the Department of Government Degree (Name of the College).  
College(Men) SriKakulam.

This is accepted for evaluation.

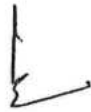
B. Deychew  
30/09/2023  
HEAD MASTER  
Z.P.H.S. Thotavada  
Burja Mandal  
Srikakulam Dist. 532 445

### Endorsements

Faculty Guide



Head of the Department



Principal



## Certificate from Intern Organization

This is to certify that Saddhadi.Pavan Kumar (Name of the intern)  
Reg. No 2122001050037 of GDCCM) Srihakulam (Name of the  
College) underwent internship in Z.P.H.S Thotavada (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).

B. Deepa Kumar  
Authorized Signatory with Date and Seal  
HEAD MASTER 30/09/2023  
Z.P.H. SCHOOL, THOTAVADA  
Burja Mandal  
Srikakulam Dist. 532.445.



## Acknowledgements

I am deeply grateful to Mrs Sri Kella. 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.

⇒ Intern organisation Z.P.H School thotavada 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 ranks and 111Ts in SSC level.

→ The Structure of the Organisation is Simple with the two floors with 5 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 got a Scholarship in National means Cum Merit Scholarship and active providing activeness in the duller Students.
- The Organisation new blocks working shall progress. My Schedule is mostly take NMMS Classes for 8th 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	<u>7th class: Maths - Simple Eq,</u> <u>8th class: Maths - Linear Eq,</u> <u>6th class: Maths - Fractions</u>	I learn Maths Basics	B. Dey
Day - 2	<u>7th class:</u> → Mathematics → Simple Eq, Ex 1	Students are listen Carefully and Understand	B. Dey
Day - 3	<u>6th class:</u> Hindi → Varnamala learning activity	Students are Understands the Varnamala	B. Dey
Day - 4	<u>9th class:</u> Mathematics → Polynomials Ex-3.1	I learn Maths Basic From 9th class.	B. Dey
Day - 5	<u>6th class:</u> Maths → Prime Numbers. <u>9th class:</u> Maths → Types of polynomials	I taught Students Clearly	B. Dey
Day - 6	<u>7th class:</u> Maths → Trial and Error Method.	Teach correctly the basics of Maths.	B. Dey

## WEEKLY REPORT

WEEK - 1 (From Dt. 18-08 to Dt. 24-08.)

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 Specious 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
24 Day - 1	<u>Hindi</u> → 6th class → Varnamala learning activity for duller students.	How to taught Poor Students.	B. Dey
Day - 2			
Day - 3	<u>NMMS</u> → Mental ability <u>8th class</u> Venn Diagrams <u>7th class</u> → Fractions.	I know the logic tricks to solve the problem.	B. Dey
Day - 4	<u>NMMS</u> → Social → The universe and the Earth. <u>9th class</u> → Degree in polynomials	I know that universe and students can able to understand.	B. Dey
Day - 5	<u>8th class</u> → Maths → Linear Equations Practice <u>NMMS</u> → Social → Bits	I know how to solve linear Equations	B. Dey
Day - 6	<u>7th class</u> → Maths Fractions and decimals.	Basic Skills in Fractions.	B. Dey

### WEEKLY REPORT

WEEK - 2 (From Dt...1-09... to Dt...1-09...)

Objective of the Activity Done:

Teaching & Evaluation

Detailed Report:

\* All the Students in the School are very active and listening all the lessons what I taught. The teachers are very good to taught the lessons.

\* In this week I observed the mid-day-meal of the z.p.h.s thatavad 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	<u>Hindi</u> → <u>6th class</u> → Hindi <del>बारहवडी</del> Learning.	Frequently learn the duller Students	B. Dey
Day - 2	<u>NMMS class</u> : Mental Ability → Number Series	To know More Knowledge	B. Dey
Day - 3	<u>6th class</u> : Maths → Working problems <u>7th class</u> : Maths → Integers	To know more Information about Integers.	B. Dey
Day - 4	<u>6th class</u> : Maths → Whole Numbers. <u>NMMS</u> : Alphabet Series	Short tricks For Alphabet Series	B. Dey
Day - 5	<u>Hindi</u> → <u>6th class</u> वर्तमाना for duller बारहवडी Students	I know How to taught hindi Basic level.	B. Dey
Day - 6			

WEEKLY REPORT

WEEK - 3 (From Dt. 1-09 to Dt. 7-09)

Objective of the Activity Done:

Teaching & 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.

~~The~~ At the Same time the telugu Sir also have to taught Special classes to the poor Students in the telugu Subject.



# ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	<u>NMMS</u> : → Explain coding decoding <u>9th class</u> : → Reasoning & Amplitude	TO Know about Coding decoding	B. Dey
Day -2	<u>8th class</u> : Maths → Rational Numbers. <u>NMMS</u> : → Coding -decoding	How to Solve Coding -decoding Problems.	B. Dey
Day -3			
Day -4	<u>NMMS</u> : Alphabet Series <u>6th class</u> : Hindi बोरोसडी learning	How to Solve Alphabet Series	B. Dey
Day -5	<u>7th class</u> : → Reasoning & Amplitude <u>6th class</u> :- Maths. → Playing with Numbers.	Reasoning & Amplitude.	B. Dey
Day -6	<u>7th class</u> :- Maths → BODMAS rule Based on Some Problems.	Bodmas rule.	B. Dey

# WEEKLY REPORT

WEEK - 4 (From Dt. 8-09 to Dt. 14-09)

Objective of the Activity Done:

Learning & Communication Skills

Detailed Report:

In this week, I have to check the Students who are taking Jagananna Vidya Kanya. I check the size of the shoes for some students, some students have sufficient and some students do 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	<u>NMMS:</u> Mental Ability -logical venn diagrams Test.	To know about logical venn diagrams.	B. Deepak
Day -2	<u>6th class:</u> Coding - decoding Alphabets positions are explained.	Short tricks Coding decoding.	B. Deepak
Day -3	<u>NMMS:</u> Mental Ability Number Ability Model Problems Explained.	Number Ability Simple Sums tricks.	B. Deepak
Day -4			
Day -5	<u>7th class:</u> → Reasoning & Amptitude Coding decoding.	Reasoning Practice	B. Deepak
Day -6	<u>NMMS:-</u> classification odd-man-out Test.	Classification Practice.	B. Deepak

## WEEKLY REPORT

WEEK - 5 (From Dt. 15-09 to Dt. 22-09)

Objective of the Activity Done:

Detailed Report:

### Learning & Technical Skills

The goal 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 came to know how to handle students with different mindsets and mentalities.





# WEEKLY REPORT

WEEK - 6 (From Dt. 25-08 to Dt. 31-08)

Objective of the Activity Done:

Detailed Report: School Office Administration

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 cowardice.



## 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 intern organisation that is of School department.

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

→ Building up mutual support leading to team work.

→ Better Functionation work Co-interns in the intern 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 intern organisation is truly based on time management, else there would be lack of some subjects to some classes.

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

→ The Intern organizes all the activities which are based on team work, Bringing up the Starting of rent 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 written more topics to Students which is easy to understand.
- My Confidencal level is my taugting Skills are and my Classes are very Interesting to understand the Students.
- I taught the Classes to the manner of Important points (Key points)
- I ~~am~~ 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 taught 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 everyday and I told that Students to acquire such development Skill and I learned them myself.
- \* I used to taught NMMS classes.
  1. Google to know more Informations
  2. Youtube - ~~Not~~ Misunderstanding Topics.



### Student Self Evaluation of the Short-Term Internship

Student Name: Saddhadi. pavan kumar

Registration No:

Term of Internship: From: 18th August To: 30 September

Date of Evaluation: 30-9-2023.

Organization Name & Address: Z.P.H school Thotavada, Burja(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. Pavan kumar.

Date: 30 September 2023.

Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*

Student Name: <u>Saddhadi-pavan kumar</u>	Registration No: <u>2122001050037</u>
Term of Internship: From: <u>18th August</u> To: <u>30 September</u>	
Date of Evaluation: <u>30-09-2023</u>	
Organization Name & Address: <u>Zilla parishad High School, Thotavada.</u>	
Name & Address of the Supervisor with Mobile Number <u>9440114096</u>	<u>B. Deepa KKumar, H.M</u> <u>Z.P.H. School, Thotavada</u> <u>Burja (MO), SKM</u>

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

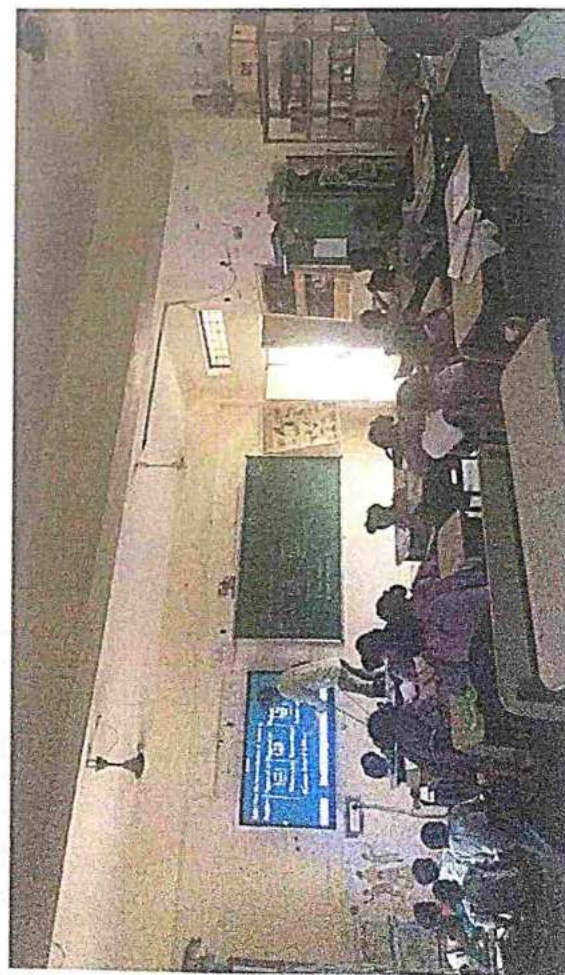
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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

Page No:

B. Deepa KKumar  
Signature of the Supervisor  
HEAD MASTER  
Z.P.H. SCHOOL, THOTAVADA  
Burja Mandal  
Srikakulam Dist. 532 445







## EVALUATION

Page No:



## 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)**

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