

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: Gujjala ANIL. (Bsc)

Name of the College: Government degree college (men) sklm.

Registration Number: 2122001051015

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

Name & Address of the Intern Organization: M.P.U.P.S School
(Education depart) Matalabpeta, Sarubujjili (mandal)
Srikakulam (Dist).

DR. AMBEDKHAR University
YEAR (2021 - 2024)

An Internship Report on

Education department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

BSC (MECS)

Under the Faculty Guideship of

P. Malluswari

(Name of the Faculty Guide)

Department of

Education ; MPUP school, Martakalipota.

(Name of the College)

Submitted by:

GRIJALA . ANIL

(Name of the Student)

Reg.No: 21022001051015

Department of

GDC (MEN) skm Electronics (MECS)

(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, G. ANIL a student of Internship
Program, Reg. No. 212200105015 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 18/08/23 to 24/09/23 in MPUPS School (Name of
the intern organization) under the Faculty Guideship of
P. Mallikarjuni (Name of the Faculty Guide), Department of
Education, Govt. degree college (new) KCHD
(Name of the College)

G. Anil

(Signature and Date)

Official Certification

This is to certify that GUJJALA ANIL (Name of the student) Reg. No. 2122001051015 has completed his/her Internship in Dept of education (Name of the Intern Organization) on Education (Teaching) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC CMECS in the Department of Govt. Degree college (men) ^{SKM} (Name of the College).

This is accepted for evaluation.

P. Malleswari

(Signatory with Date and Seal)

Head Master
M.P.U.P. School
MATALABUDET
Sarubujilli Mandal
Srikakulam Dist

Endorsements

P. Malleswari

Faculty Guide : 

Head of the Department

G. Raju Bhenu

Principal



Certificate from Intern Organization

This is to certify that Department of education (Name of the intern)
Reg. No 2122001051015 of GRC(MEN) college (Name of the
College) underwent internship in MPUPS School (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).

P. Malleswari
Authorized Signatory with Date and Seal
Head Master
M.P.U.P School
MATALABUDET
Sarubujjili Mandal
Srikakulam Dist

Acknowledgements

I went to school every day and actually went to school taught the children. Also, I was disciplined everyday and treated the students miserably. I checked about Anna Vadi. Jagananna vidyabanuka. for every student in the school. I also had lunch as part of the mid-day meal plan. Govt provides nutritious food. All the teachers in the school also teach very well. In this school only two students. I taught, English, Mathematics and Environmental science.

I have hereby declared that above statement is true. But if you can punish me punish. This is a real program. I organized this program in Nrupps school matalabpeta village. It's true.

Thanking you.

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 and how the education system should be the future by the teaching every single student in the class (school).

Also, I think that in the future 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.

In the future, By Implementing the scheme today, changing the shape of the school and giving every student a chance to study in the school, Every mother should also study their children in the Government school, so that the school will develop very not well, And the principals and teacher should keep in mind the future of the student and give every information. Think and convey 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 the school, Every students is conducting Quiz competitions and playing games in the week, physically, Every student is at forefront. Study hours also organized for every student to study activity. We also organized drilling. Because of that, The teacher also expressed happiness.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18/08/23 Day -1 Friday	Today I went to school on the first day and introduced/teach and students. I taught telugu lessons to class students.	Students are readings and understanding. Said correctly, so I am dedicated/working.	P. Mallenuri
19/08/23 Day -2 Saturday	Today I went to school. today I taught maths and english to a class students. I checked the attendance of children.	today I teach each student to understand said correctly.	P. Mallenuri
20/08/23 Day -3 Monday	Today also I taught addition, subtraction, multiplication and division to student. I told telugu words and english language.	Students are reading and understanding said correctly. So, I am dedicated/working.	P. Mallenuri
22/08/23 Day -4 Tuesday	Today I told general knowledge which I know to a class students. I also explained the stories in english language.	I work with dedicating towards students. So, I am happy to teaching.	P. Mallenuri
23/08/23 Day -5 Wednesday	I went to school. I also taught alphabets, addition and subtraction to all the class students.	Today I teach each students to understand said correctly.	P. Mallenuri
24/08/23 Day -6 Thursday	I went to school. I told addition and subtraction to class student. I told them in English.	Students are reading, understanding said correctly. So, I am dedicated/working.	P. Mallenuri

WEEKLY REPORT

WEEK - 1 (From Dt. 1.8./23.. to Dt. 2.4./23)

Objective of the Activity Done:

I am very happy to teach students.

Detailed Report:

All the students in the school are very active in listening lessons. All students are studying well. The teacher are teaching classes very well. I behaved respectfully with him and teaching all students very happy.

Also today was not selected for the students (school) needu - needu scheme. Also the school does not have a spacious playground. The midday meal is very good. Food that are high in nutrients. The school is also provided with Govt facilities. Also, school has a teacher. This week also I teaching lessons on Telugu, English, Maths, and in a school with great satisfaction.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
25/08/23 Day - 1 Friday	Today I went to school. Today I teaching mathematics and english to standard students.	Today I teach each students to understand and solve correctly.	P. Pillay
26/08/23 Day - 2 Saturday	Today I teaching general knowledge which I know to all students.	Students are reading and understanding and solve correctly. So I am dedicated working.	P. Pillay
28/08/23 Day - 3 Monday	Today also I teaching addition and division to class students.	I work with dedication towards students. So I am happy to teaching.	P. Pillay
29/08/23 Day - 4 Tuesday	Today I went to school. I also explained the stories in english and Telugu languages.	Today I teach each student to understand and solve correctly.	P. Pillay
30/8/23 Day - 5 Wednesday	I went to school. I told addition and subtracting to class students. I told them in English.	Today I teach each student to understand and solve correctly.	P. Pillay
31/08/23 Day - 6 Thursday	I went to school. I am teaching story in english and telugu and maths. I really enjoy it.	I work with dedication towards students. So I am happy to teaching.	P. Pillay

WEEKLY REPORT

WEEK - 2 (From Dt 25/12/23.. to Dt 31/12/23..)

Objective of the Activity Done:

I am very happy to teach students.

Detailed Report:

All the students in the school are very active in listening lessons. All students are studying well. The teachers in the school are teaching very well. I behaved respectfully with all the teachers are teaching all the students very happy.

Also today was not selected on the school made-needle scheme. Also the school does not have a spacious playground. The mid-day meals is very good. Foods that are high in nutrients. The school is also provided with sport facilities. Also there is a teacher. This week also I teaching lessons in Telugu, English, Maths, & Gas in school with the great satisfaction.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
1/09/23 Day -1 Friday	Today I told Grk with I know to all class students. I also explained story to English, Telugu languages.	Everyday I teach each student to understand said correctly.	P. Mallikarjuna
2/09/23 Day -2 Saturday	I teaching English and Telugu dictation in class students.	Today I teach each student to understand said correctly.	P. Mallikarjuna
4/09/23 Day -3 Monday	Today I went to school. I teaching division to class students. I told Telugu words and English languages.	Today I teach each student to understand said correctly.	P. Mallikarjuna
5/09/23 Day -4 Tuesday	Today I went to school. I teaching math and English to class students. I also explained stories in English languages.	Everyday I teach each student to understand said correctly.	P. Mallikarjuna
7/09/23 Day -5 Thursday	I teaching English words and Telugu words told to class students. Drilling Period in last 20 minutes.	Today I teach each student to understand said correctly.	P. Mallikarjuna
8/09/23 Day -6 Friday	Today I went to school. children are learning well and also doing on their own reading & learning from the text books.	Today I teach each student to understand said correctly.	P. Mallikarjuna

WEEKLY REPORT

WEEK - 3 (From Dt. 1.1.23..... to Dt. 8.1.23...)

Objective of the Activity Done: In this week I had ~~attached~~ some story books on the wall & make children to.

Detailed Report:

In the school there were many books in desk, which with the help of teacher I had mounted them on the wall and make the children to read a book everyday.

The children were brave and intelligent if they won't understand any topics taught by teacher. They came to me and make me to reexplain it. In school I had eaten everyday in school prepared food which was served to students. The food was good and tasty. Everyday they changed the food items. Every day egg was given except Saturday.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
11/9/23 Day - 1	Reached a lesson to class students	They understand very well and had answered my questions.	P. Mallikarjuna
12/9/23 Day - 2	I had make them to do work book of maths for class.	I have clarified doubts of students and corrected books.	P. Mallikarjuna
13/9/23 Day - 3	Teaching a telugu lessons for 5th class students	I have learned how to teach a primary school students.	P. Mallikarjuna
14/9/23 Day - 4	I had given sum for 5th class students and lesson of maths book.	Some are done work and some are wrong.	P. Mallikarjuna
15/9/23 Day - 5	make them to write telugu poems on the board which I have taught them today.	All students written well on the black board.	P. Mallikarjuna
16/9/23 Day - 6	I had explained some stories to whole school.	They listened carefully and understand.	P. Mallikarjuna

WEEKLY REPORT

WEEK - 4 (From Dt. 11/12/23.... to Dt. 15/12/23.....)

Objective of the Activity Done: I felt very happy because I had
Detailed Report: taught them a lesson that they have no doubt in it.

By asking permissions from the teacher and I had started completing system as much as possible. The students also interested in my capable of explaining. I had explained each and every word with meanings. And make the children to read and write it. When the teacher was absent another teacher attended in his place he was handicapped he can not stand. So, I had wrote on the board which was taught by the Sir.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18/9/23 Day - 1	Holiday (vinayaka chaviti)	—	P. Mallikarjuna
19/9/23 Day - 2	Due to holiday I had given homework and I had checked and corrected them.	Some of students are not doing home work.	P. Mallikarjuna
20/9/23 Day - 3	I had explained some telugu stories to whole school.	They listened carefully and understood and also do it	P. Mallikarjuna
21/9/23 Day - 4	Today taken telugu, English, marathi classed for 5th classes.	They had gained knowledge upon my teaching.	P. Mallikarjuna
22/9/23 Day - 5	I had made every 5th student to read a lesson in the class	They are reading my well with out any correction.	P. Mallikarjuna
23/9/23 Day - 6	I had dedicated some english words for whole school.	Some are written correctly and some are mistakes.	P. Mallikarjuna

WEEKLY REPORT

WEEK - 5 (From Dt. 18/5/23. to Dt. 23/5/23.)

Objective of the Activity Done: The children were not able to play due to lack of space. So, I had taught them some indoor games.

Detailed Report:

One day the children asked me to teach some new games to play inside. So I had taught some games by using numbers and alphabets.

The children in fifth standard, mainly one girl named .he was such a brilliant. The mid-day meal was good. I had taken a parent meeting. They had asked me some questions about their children's studies. I had replied them in polite manner. I had advised parents to make their children study at home and keep away from mobile phones.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
25/9/23 Day - 1	Today I told him which know to all students. I also explained the stories in English language.	Today I teach each students to understand said correctly.	P. Mallikarjuna
26/9/23 Day - 2	Today I went to school. Today also teaching addition and divisions to all boys students.	Students are reading understanding said correctly. SD, J and dedicated workers.	P. Mallikarjuna
27/9/23 Day - 3	All 5th class students were made a pair of team group in which I also participate.	I work with dedication towards students. I am happy to teaching.	P. Mallikarjuna
28/9/23 Day - 4	Holiday (Id-e-milad)	—	P. Mallikarjuna
29/9/23 Day - 5	Today I went to school. I teach Telugu, Maths, English to all students in class 5th standards.	Today I teach each students to understand said correctly.	P. Mallikarjuna
30/9/23 Day - 6	Today I went to school and this is last day. I shared a few things to students.	They are understanding slowly. They gives better answers to me.	P. Mallikarjuna

WEEKLY REPORT

WEEK - 6 (From Dt 25/9/23.... to Dt 30/9/23...)

Objective of the Activity Done:

I am very happy to teach students.

Detailed Report:

All students in the school are very active in listening. All students are studying well. Teachers in the school are teaching very well. I behaved respectfully with the teachers. And teaching all students very happy.

I had corrected all the home works and underlined the mistakes of the students. And how to avoid those mistakes are told them and make them to rewrite it.

This week also I teaching lessons on Telugu, English, Maths, and GK in school with great satisfaction.

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 facilities in the school are very good. Also, Teachers also come to the school daily. All programs are also well done. Schools start at 8:30 in the morning and dismissed at 4 in the evening. All children also listen very well.

Also, All children in the school were divided into group and given special lessons. I think they still have a lot to learn. On the day of school today the scheme has not yet been selected. But the teacher often sends every student to every boy thinking to some society.

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

I went to the school and prepared a report on how the present education system will be and how the future education system should be. The facilities in the school are very good. Also, Teacher also come to school daily. All programs are also well done.

I am happy to explaining all students in the school. By saying in school, I see the possibility of getting employment opportunities in the future and by saying in school. I have prepared a report understanding what educational plan should be implemented in the future.

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.

My thoughts are the students should be a leader and divide them into groups and every one should work hard. so that they can understand each subject. I also played games for all the students every week and also got to know the future plan of each students.

In my opinion they should study in the future and get job opportunities soon.

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.,)

The teacher of school also said very well about the children that we should respect them and respect them outside. So etc. . . .

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 teacher in the school are very good. And teacher also come to school daily. All programs are also well done.

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 school daily. all programs are also well done.

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 Youtube classes and lessons to all students and through those lessons. I tried to help them develop their technical knowledge.

I went to school everyday and I told everyday to students. how to acquire such developmental skills and I learned them myself.

I am very happy to open Youtube to every student in the school. And shows audios in the video so that everyone can understand.

Student Self Evaluation of the Short-Term Internship

Student Name:	G. ANIL	Registration No:	2122001051015
Term of Internship:	From: 18/08/23	To:	30/09/23
Date of Evaluation:			
Organization Name & Address:	ppp school, Datalapeta, Sarabojipeta (Ranga)		

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:


Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	G1. ANIL	Registration No:	2122001051015
Term of Internship:	From: 18/08/2023	To:	30/09/2023
Date of Evaluation:			
Organization Name & Address:	mpupschool, matalapeta, Saravali.		
Name & Address of the Supervisor with Mobile Number	p. Malleswari (m), Amadavallasa.		

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

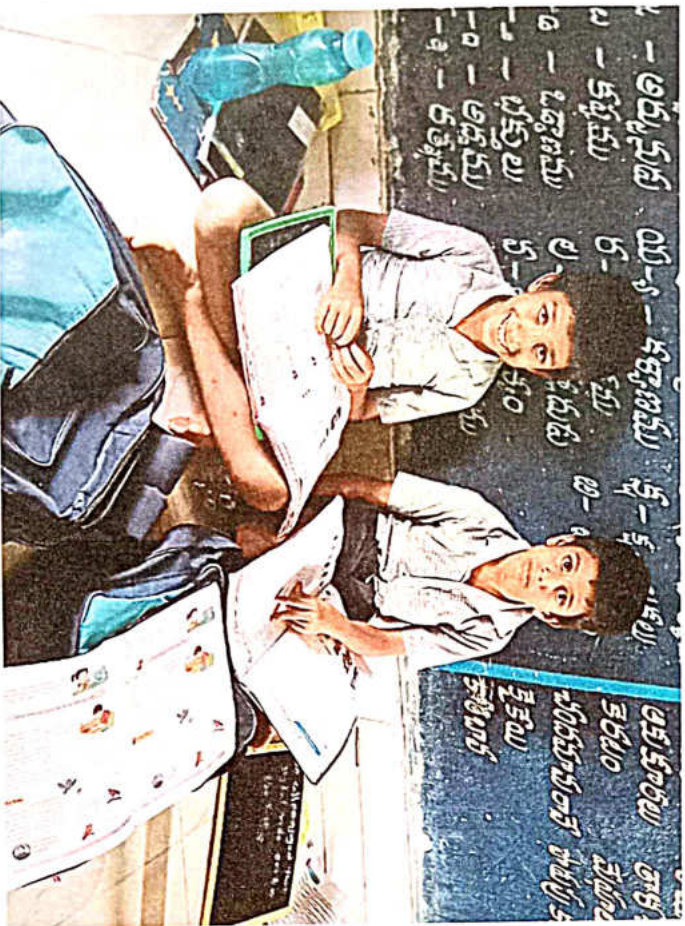
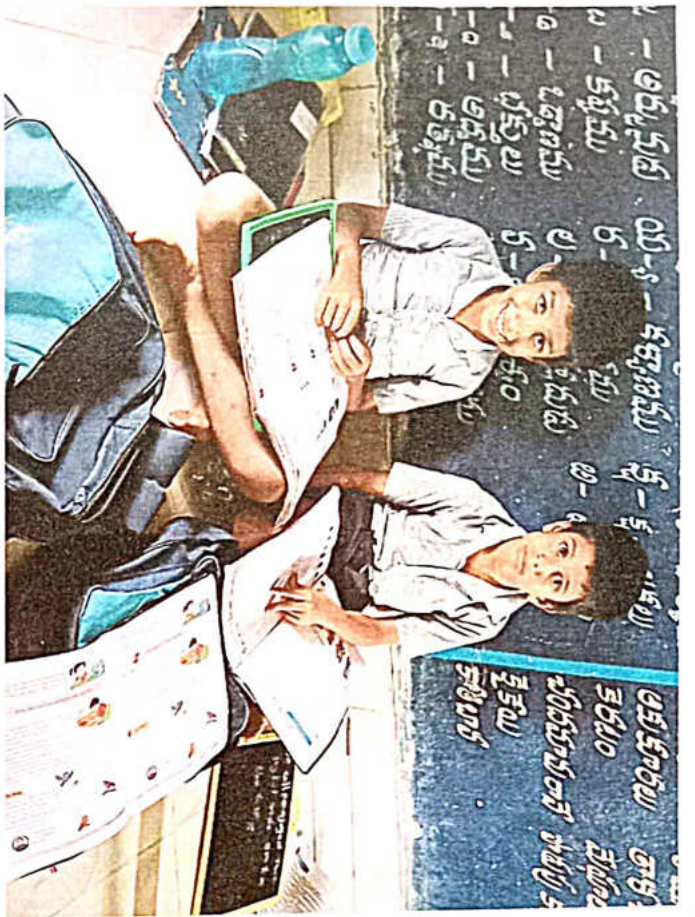
Please note that your evaluation shall be done independent of the Student's self-evaluation

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✓

P. Malleswari
Signature of the Supervisor

Date:



MARKS STATEMENT
(To be used by the Examiners)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: GOUTSALA - ANIL

Programme of Study: Department of School

Year of Study: 2nd year.

Group: MECS

Register No/H.T. No: 2122001051015

Name of the College: Government Degree College (new) Erikankulam

University: Ambedkar University

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

Date:

[Signature]
Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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