

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: Lecharla. Sai

Name of the College: Government degree college (MEN)

Registration Number: 2122001051023

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

Name & Address of the Intern Organization

ZPHS School Narasingapalli (village & post)
Tekkali (man) Srikakulam (Dist)

Dr. B. R. Ambedkar University
YEAR

An Internship Report on
SHORT-TERM INTERNSHIP

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.Sc (

Under the Faculty Guideship of

Y. Manikumar Sir

(Name of the Faculty Guide)

Department of

Educational

(Name of the College)

Submitted by:

L. Sai

(Name of the Student)

Reg.No: 2122001051023

Department of

BSC (MECS)

(Name of the College)

Government degree college CMEN)

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, L. Sai a student of short term internship
Program, Reg. No. 2122001051023 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-9-2023 in Educational department (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
_____, Government degree college (MEN), SKLM
(Name of the College)

L. Sai 30/9/23
(Signature and Date)

Official Certification

This is to certify that Lochanla. Sai (Name of the student) Reg. No. 2122001051023 has completed his/her Internship in Education department (Name of the Intern Organization) on Short-term-Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of _____ in the Department of Govt Degree college (MCN) (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)

Endorsements

Faculty Guide : 

Head of the Department



Principal



Certificate from Intern Organization

This is to certify that Locharla Sai (Name of the intern)
Reg. No. 2122001051023 of Govt Degree College (min) (Name of the
College) underwent internship in Educational Department (Name of the
Intern Organization) from 18-08-2023 to 30-9-2023

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



Authorized Signatory with Date and Seal
Zilla Parishad High School
Narasingapalli-532 201
Tekkali (Mdl), Srikakulam Dist

Acknowledgements

This school internship report is the result of an end of a way of two months. I would not have been possible without the participation assistance of numerous brave and courage. people along the way this I have to thank them all.

First and foremost i would like to give special gratitude to my parents who gave me every opportunity to keep my step ahead i am indebted to my college teachers and the principal for their vision, encouragement and enduring contagious interest in the internship.

I extended my gratitude to my class-mates and especially to our group members with whom I shared my dark days and together we sort out academic and social problems.

Special thanks must be given to the teachers and students of, Chenthoorase, Narasingapalli ZPHS School, Srikakulam (Dist) Narasingapalli (village) for their feed back, love & support with which I achieved skills and development.

Contents

- ① Executive summary - chapter-1
- ② overview of the organization - chapter-2
- ③ Internship part - chapter-3
 - * Activity log book
 - * Weekly report for 5 weeks -
- ④ outcome description - chapter-4
- ⑤ Evaluation
- ⑥ photos

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.

Learning objectives:-

- I teach the lesson all students in my class
- I teach the lessons and how to write work book of explain all students.
- The head master how to explain lessons and how to interact with students to explain to me.
- In my internship training. I explain lessons and conduct games and so many spend with childrens

Outcomes:-

- * All classes student are good response in ZPHS Nooringapalli total strength is one thirty students.
- * I myself. I explain lessons are good and also students are good respond.
- How to execute the lessons. Discipline and communication skills
- * How to leadership qualities are developed to teach.

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.

1. Introduction:-

In ZPHS school Naarsingapalli, tekkali staff II Head master and also teacher.

In lunch time 3 women serve to food all the students and one women is pune.

2. Vision, Mission & Value of Organisation:- This mission only 2 marks

→ How to teach us communication skills. doing activities. 3. How choose this school some reasons are there. 1. school surrounding good faculty and weather also good and good students

3. Role & personality:- Teach the lessons, writing the work book notes in the school, and my role is teacher 2. I respond of all students discipline and good behaviour learn to students

* I teach the lesson all students are silent in my class room

* both profit and loss of student joining this children in govt school because teaching skills is nice in govt school

Future plans of the organisation:- Teachers are teach the lesson very well. school surroundings are more beautiful plants and cleaning in the school outside (prabhu)

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 ZPHS school Naggingapalli on first day going to school prayer. National anthem, pledge in prayer time. In prayer time all students are very discipline. the school Headmaster doing the activities with me and other intern students attend activities.

In classroom I teach the lesson all students are listen silently and very carefully. I conduct the exams with all students and students are silently writing exam. after exam I give the papers correction. childrens teachers day celebration (sep 5th)

- * musical choir, dance, essay writing, Quiz conduct. these games in teachers day celebrations (kabaddi, cricket, kho-kho)
- + All games are playing to students very well
- * some teams are won games 1st and 3rd respectively some teams are doesn't won games but well played.
- * In september 5th 2023. First of all students and teachers and other intern students
- * Sir give the prize in all win the students and other cultural activities are conducted in my intern school
- * In lunch time pulhosa and white potato curry is prepared cooking staff.
- * In september 5th 2023. It

Page No: Very good day in my life.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teaching the lesson to students in classroom	I teach the lesson -ns students are silently listening & respond	S. G. Prasad
Day - 2	Teaching the lesson to students in classroom	I teach the lesson students are silently listening & respond	S. G. Prasad
Day - 3	Teaching the lesson to students in classroom	adding, multiplication numbers and all students are good respond	S. G. Prasad
Day - 4	I am writing the work books of 4th class students and 3rd class students	3rd, 4th class students work book are done and good writing	S. G. Prasad
Day - 5	prepare the all students for examinations. I am invigilation of 3rd class.	All students are write the exams as well	S. G. Prasad
Day - 6	prepare the all students for examination. conduct the examination	All students are write exams (mostly) normal.	S. G. Prasad

WEEKLY REPORT

WEEK - 1 (From Dt 14/2/23... to Dt 21/2/23...)

Objective of the Activity Done:

Detailed Report:

1. preparing the examinations of all students in first day I prepare the telugu exam of students in 4th class. All students are attend in the class. all students are form a line and silently exam is writing.
2. in second day, I conduct the examination of 3rd class. I am the invigilator of 3rd class. All students are attend the examination. All students are form a line and silently writing the exam and exam is finish all students paper are called by me. similarly remaining three day conduct the exam.
3. finish exams in class room I teach the lesson with students.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teaching the lessons to students in 8th class	In the class I teach NIVMS class. some students.	
Day - 2	Teaching the lessons to students in 4th class.	In the class students good respond	
Day - 3	Teaching the lessons to student in 3rd class	In the class all student average one by one.	
Day - 4	Teaching the number system	Reading and writing all students well	
Day - 5	conduct the normal dictation of 3rd and 4th students	all students are reading & writing well	
Day - 6	Teaching the sum of Maths in 4th class	I am teaching the lesson to student all students are Home work	

WEEKLY REPORT

WEEK - 2 (From Dt. 25/8/23.. to Dt. 31/8/23..)

Objective of the Activity Done:

Detailed Report:

- Teaching lessons in this week (III, IV, VIII) 5 class
- I teach lessons 3rd class dictations and after all correction and marks to write. After make Work book additions, subtraction works do and explains
 - I teach 8th class students get prepared NIMMS exam. And I explained coding and Decoding. one day I explained and so many problems practised with students easily.
 - I teach 2th class students Telugu dictation and after Telugu lessons revised and explained about key words.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about the 5th class students awareness on how to live in a society	I have know so many new things that kids thinks	
Day - 2	I have taught 4th class students about english parts like everyone	I got know about teaching new things to students	
Day - 3	I have conducted a few activity to the 3rd class students	I learn develop -ed my communication skills	
Day - 4	I have play games with students every time	How to physical health develop -ed	
Day - 5	I have teach 5th class student social lesson	I have learn to solve social map point	
Day - 6	I have filling work books with students	I have learn to teach in practical way	

WEEKLY REPORT

WEEK - 3 (From Dt. 11/7/23.. to Dt. 17/7/23..)

Objective of the Activity Done:

Detailed Report:

→ In this week students to attracting and discipline to our class room. I teach class starting dictation regular. This is a writing and reading skills are improved. I have developed my teaching skills from syllabus lessons to a practical approach.

And I have also interacted with the respected teachers and readers. I have teach NMMs. exam prepared students to teach coding-Decoding topic. and easy to learn.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught maths chapters to the 3rd class and 4th class	I have developed my teaching skills the students too good	
Day -2	I have conducted a game for exploring their talent for 5th class	I have Interacted with students and helped them in their doubts	
Day -3	I have checked about every class environment the sanitary facilities and water supply	I have to come to know about few problem in school	
Day -4	I have interacted with students regarding their problems some solution	I tried to solve students problems at a possible level.	
Day -5	I have taught 6th class students about animals with using state.	I have deal with 6th class students digital way	
Day -6	I have taught 3rd class about editing etiquettes	I have increased my communication skills.	

WEEKLY REPORT

WEEK - 4 (From Dt. 8/07/23. to Dt. 13/07/23)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching, mentoring, communication, managing and team participation skills when compared to the previous three weeks.

I have also observed about the school environment and mid a meal with different items to were very nice.

The students are well response and yoga also knowing and practised well.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught children about discipline followed in class room	I have interacted with the students about discipline	
Day - 2	Vinayak Chavli. Holiday.	-	-
Day - 3	I have interacted with 7th class students social studies	I have accessed the History economy lesson	
Day - 4	I have taught the 3rd class about English work book.	The students work book writing	
Day - 5	I have taught the 5th class about Maths sums	The students doing well	
Day - 6	I have interacted with 8th class with some moral class	Students are listening carefully and taking doubts	

WEEKLY REPORT

WEEK - 5 (From Dt. 19/9/23 to Dt. 24/09/23)

Objective of the Activity Done:

Detailed Report:

As per week I have come to know that I have learn so many things how to teach students. how to interacted with students. I come class and some moral values were explained and teach them.

I come to school clean and green program every saturday evening time. plants are protected well with help of students. also explained 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.)

Interns work environment is one of the aspects of interns quality addressed in this report. The people at ZPHS Narsingapalli school were a good interactive staff. We never given a desk for our work and with basic things like chalk pieces our role is to enhance the students observe their and any other negative Analyse all activities by students and staff.

The headmaster and the workers are very polite and humble to me. The students are very friendly and interactive which made me socialise with them very easily. The other interns were also very cooperative in work. We the interns as a team were very active and focused in the work.

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

These are some technical skills. I have acquired from this internship.

I have known about how to put my knowledge and skills into practice. Such as mentoring I learned how to communicate and build relationship with two people I worked I learned that every department of organisation has its own culture. I quickly learned that every company has its own culture. I learned that is important to communicate with teachers.

Asking and receiving feedback is very important. It is essential to take note of both the positive and negative points for future. I learned that sometimes asking for feedback or receiving feedback is difficult to hear but it will have a significant impact on your future career and success.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

There are also some managerial skills I have acquired from this internship.

I learned how to effectively deal with people developing managerial skills is important to all professionals. As a team, we planned about scheduling with respect to time and we all acted as a leaders for every week. We arranged our workplace culture for productive use of time.

We have kept notes for observing everyone improvement weekly wise. We will discuss about all pros and cons in our working style. We all have kept our goals to this journey. We also have developed our decision making skills which are very essential in further.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

We have improved our communication skills in this internship at M ZPPHS Narsingopal!!

As we have been interacting with each other students. We have improved our oral communication, written communication as we were assigned as to class rooms. at first day we may feel these but now we are confident while communication. conversation understanding others.

We also come to getting understood by others we improved our speech skills from prepared level to extempore level. we have also developed few teaching skills in our way which made students better.

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

Team work is one of the most sought after skills in the workplace.

We the interns of m zptis Nootsingapalli formed as a team to enhance and improve our work in an efficient way.

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

Every week, one of us will lead the team to take leadership. We have discussed with each other about work performance.

Working as a team member and also as a leader made me known about how to work as a team member. It's ok in the team and responsibilities as a leader. I have lead the team in my way to interact cooperative and manage them as a unity in every activity. It gave me experience and knowledge about team work.

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 government has taken a big leap in implementing technology in education system to amplify digital transformations of schools. The Jyoti Basu school of Narsinghpalli uses devices in the procedure.

The headmaster updates the information of school through smart phone. They scan face of the students for cheating. Every teacher and headmaster of school make their attendance through face scan method.

There is a smart TV which can be used for teaching practicing the primary students more than Academic syllabus in English medium. When compared previous systems that are followed in government school now the present system followed by our school is very enhanced, upgraded and enriched in every standards. We have also used the technological devices for our tasks related to internship.

Student Self Evaluation of the Short-Term Internship

Student Name: *Lacharika - Sai*

Registration No: *2122001051023*

Term of Internship:

From: *18-08-2023* To: *30-09-2023*

Date of Evaluation:

Organization Name & Address: *ZPHS Narasingapalli, Tekkali, Srikakulam.*

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:

L. Sai
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Lothila Sai</u>	Registration No: <u>2122001051023</u>
Term of Internship: From <u>18-08-2023</u> To <u>20-9-2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>ZPHS School, Narasingapalli, Srikakulam</u>	
Name & Address of the Supervisor <u>A. Sureshwarao</u> <u>Narasingapalli</u> with Mobile Number <u>Tekkali</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

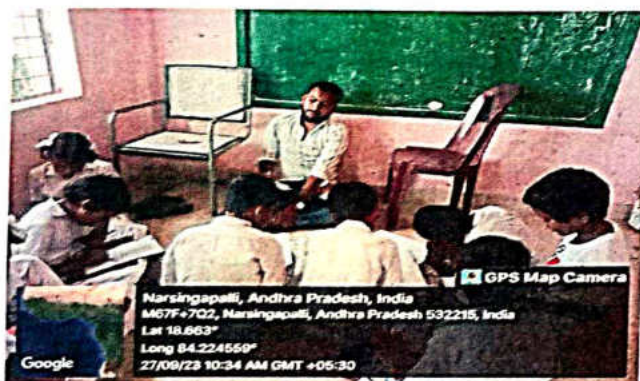
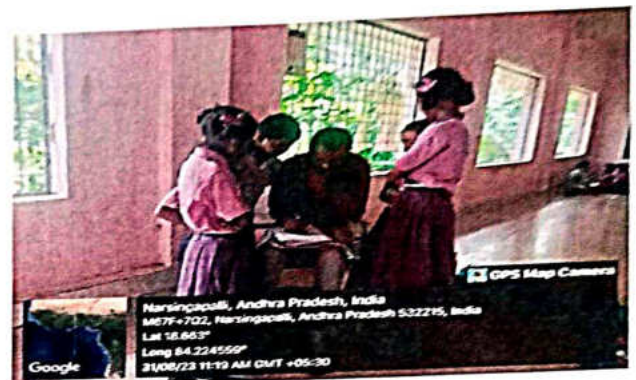
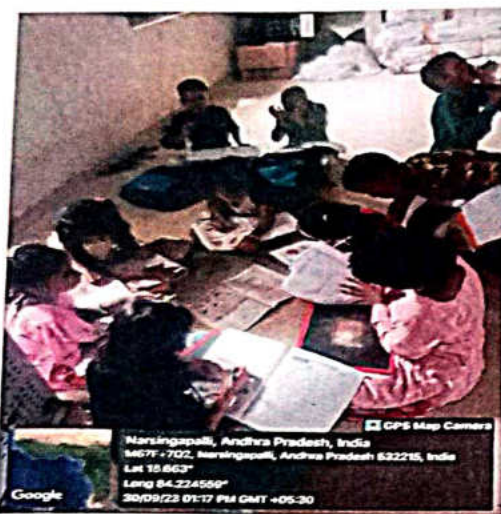
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity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

Page No:


 Signature of the Supervisor
 Head Master
 Zilla Parishad High School
 Narasingapalli-532 201
 Tekkali (Mdl), Srikakulam Dist

PHOTOS & VIDEO LINKS



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)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *L. Sai*
Programme of Study: *Educational department*
Year of Study: *2021-2023*
Group: *BSc(MEd)*
Register No/H.T. No: *2122001051023*
Name of the College: *Govt degree college (MEd)*
University: *Dr. B. Ambedkar*

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:


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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Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503
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