

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR

SEMESTER INTERNSHIP

Name of the Student: JAMMALA NAVEEN

Name of the College: Government Degree College (MEN), SRIKAKULAM

Registration Number: 2022001067029

Period of internship: From: 07-12-2022 To: 18-03-2023

Name & Address Internship of the Organization: Education Department,
(M.P.E.P SCHOOL GUEDEM)
SRIKAKULAM

DR.B.R.AMBEDKAR UNIVERSITY ETCHERLA, SRIKAKULAM
2020-2023

OFFICIAL CERTIFICATION

This is to certify that J. Naveen (Name
of the Student) Reg.No. 2022061067099 has completed his/her
Internship in Education Department (Name of the
Intern Organization) on 4 months internship
(Title of the Internship) under my supervision as a part of partial fulfillment of the requirement
for the Degree of Grad. Degree College Skill in the Department of (Name of the College).

This is accepted for evaluation

(Signature with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

An Internship Report on

Education Department

Submitted in accordance with the requirement for the degree of

B.COM General (EM)

Under the Faculty Guideship of

Sri. H.LAKSHMI PATHI *M.Com, M.Phil, NET*

*Department of Commerce
Government Degree College (Men), Srikakulam.*

Submitted by:

JAMMALA NAVEEN

Reg.No: 2022001067029

*Department of Commerce
Government Degree College (Men), Srikakulam.*

Student's Declaration

I, **JAMMALA NAVEEN** a student of internship Programme, **Reg.No: 2022001067029** of the Department of **Commerce**. College do hereby declare that I have completed the mandatory internship from 07-12-2022 to 18-02-2023 in Education Department under the Faculty Guide, **H LAKSHMI PATHI** Department of Commerce Government Degree College (Men), Srikakulam.

JAMMALA NAVEEN
Reg.No:2022001067029

Certificate from Intern Organization

This is to certify that J. Naveen (Name of the intern)
Reg. No 2022000067020 of Cent. Degree College (Msc) Skills (Name of the
College) underwent internship in M.P. UP School Guntur (Name of the
Intern Organization) from 07-12-22 to 18-03-23

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

G. Lakshminarayana Rao
Authorized Signatory with Date and Seal
(Signature)
(Date) (Seal)

Contents

* Every day schedules

Morning start prayer - vande mataram song
naa telugu thalliki
pledge in telugu
learn a word
General knowledge
national Anthem

next first period - online attendees submitted for midday
meal

time to time subject classes as that time table

Acknowledgements

This school internship report is the result of an end a way two four months. It would not have been possible without participation assistance of numerous brave and courageous 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 an opportunity to keep my step a head.

I am indebted to my college lecturers and the principle for their vision, encouragement and guiding logical interest in the internship.

I extended my gratitude to my classmates and specially to our group members with who I started my dark days together we started our academic and social problems.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief 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.

I worked in the internship in the department education. I visited the place is M.P.V.P school at Gulum, Srikatulam. I choose education department to know the current status of the education and difference being past few years. I spend a day with inter and I learn and observed many things.

The introduction is very friendly and very suitable through this internship. I know that there are the other decided about which has to be improved. I interact with the children and let them to know their problems and what they are facing through.

I thought some proposal to them and I gave few suggestions to improve them which should be clear for government. There are no other decided areas which had to be improved.

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.

I worked in the education department. I worked in P.V.P school of Gudum education department. play an important note in every sector. I served many things in school that the children are good. lack of knowledge my interaction with students very friendly and more valuable. I spend nearly 18 hours with children and I got to know that students performing way very poor. The students are about to understand the basic things.

I played the role of teacher in a school and shared very few things planned to develop and improve the school environment with my knowledge to give the best.

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.

I worked in M.P.U.P school in Gudem, Zikakudawu. In the education department worked in government school and I taught all so to the students. I also used black board and.

I also performed some tasks with the children so that to encourage them in participating. I also conducted weekly tasks like games, quiz, their activities to the children. My part of internship was to learn more knowledge about education from especially in school.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it is my first day - I have conducted self introduction for 1st and 2nd class students	It was a great day as a teacher and it is a better experience to me	<u>Ry</u>
Day - 2	I went to 2nd class and asked some basic questions regarding tables to the students	I have been prepared & came to know about teaching few ways	<u>Ry</u>
Day - 3	Again, I was sent to 1st class and they are very excited to know about me	I noticed the anxiety in each and every student	<u>Ry</u>
Day - 4	I went to 2nd class and taught them common English & spellings in English	This day I came to know how to deal with children	<u>Ry</u>
Day - 5	I was sent to 2nd class and made with 10th class English questions and answers	I came to know about their educational standards	<u>Ry</u>
Day - 6	I have interacted with 1st class students some mind-set and activities	I observed their mind-set and way of behaviour and activities participation	<u>Ry</u>

WEEKLY REPORT

WEEK - 1 (From Dt. 7-12-22 to Dt. 13-12-22)

Objective of the Activity Done:

Detailed Report:

As it is the first week, I conducted self introduction in each and every class to know about them.

And I also conducted some circular activities to interact with them. I have also taught them new terms in their syllabus in understandable easily and to know about new things and I observed they are shy and I noticed their educational performance and knowledge.

Finally I noticed that some students are not active and they like the teaching in friendly manner.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 1st class and I have observed that some students needs to be discipline	I come to know that how to control students to be is discipline	<u>Res</u>
Day - 2	I went to 2nd class and asked them about their goals which was well interactive	I noticed about their life style goals and their problems	<u>Res</u>
Day - 3	I taught 2nd class. A longer lesson in my own way of teaching	I have made them to read the lesson in their own mother tongue	<u>Res</u>
Day - 4	I have sent to 2nd class and made to them about moral stories with action	I learned how to communicate and management with every student	<u>Res</u>
Day - 5	I have taught the 2nd class students about how to behave at particular places and	I come to know about monitoring in behavior as per the	<u>Res</u>
Day - 6	I have conducted some activities to 1st class students regarding their subjects	I learned how to teach in a appropriate manner	<u>Res</u>

WEEKLY REPORT

WEEK - 2 (From Dt. 19-12-22 to Dt. 26-12-22)

Objective of the Activity Done:

Detailed Report:

In this writing week, I have observed the students about their performance in studies and their capabilities too. I have discussed with them about how to study and manage their academic performance.

I have conducted some new activities regarding their syllabus and created an environment in which they are very active in group discussions and in class too.

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 2nd class students about a awareness on how to live in a society	I observed many things that how kids think about their home too	<u>Zul</u>
Day-2	I have taught 1st class students about English basic like parts of speech	I came to know about teaching new things to the students	<u>Zul</u>
Day-3	I have conducted a fun activity to the 2nd class where are the students	I have developed my communication skills through this	<u>Zul</u>
Day-4	I have taught helped the teachers and other staff members in their respective work	I learned to help work with other teachers	<u>Zul</u>
Day-5	I have taught 1st class about math tricks which will help them	I noticed how they are dealing with common problems	<u>Zul</u>
Day-6	I have taught 1st in a practical manner	I came to know how to teach in each way	<u>Zul</u>

WEEKLY REPORT

WEEK - 3 (From Dt. 21-12-22 to Dt. 27-12-22)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my teaching skills, while teaching them in a practical approach which enhanced a practical my communication skills very well.

And I have also interacted with the respected government teaching parents about the system situations, problems etc..... I will try to teach the students so that they feel like they are in a open space.

I have also worked with teacher -s and other staff members which made me to know about how things that happen behind school/the screen.

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 lesson and problematic sum to 1st & 2nd class	I developed my teaching skill & the students are also good	<u>Zu</u>
Day - 2	I have conducted games to know about their other talents for 1st class	I have interacted with students & helped them in clearing their doubt	<u>Zu</u>
Day - 3	I have checked about every class environment, sanitary and water facilities	I noticed few problems in school	<u>Zu</u>
Day - 4	I have interacted with students regarding their problems in school & about government schemes	I tried to solve their problem by informing to the management	<u>Zu</u>
Day - 5	I have taught 1st class students about birds, animals, plants and flowers	All the students are reacted very well	<u>Zu</u>
Day - 6	I have taught 2nd class students about & writing in cursive	I have increased all my skills	<u>Zu</u>

WEEKLY REPORT

WEEK - 4 (From Dt. 28.12.22 to Dt. 3.1.23.)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching, mentoring, communicating, managing and team work active participation when compared to the previous week.

I have also observed about the school environment, students performance and all the surroundings and I also interacted with them and gave them advice and tried to solve them in other ways.

The students also have been performing very well in all activities.

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 2nd class have interacted about discipline to be followed in class room	with the students about disciplinary	<u>[Signature]</u>
Day - 2	I have taught the 7th class students about way of expressing	I have tried to teach the students about the senior	<u>[Signature]</u>
Day - 3	I have interacted with 1st class students through digital way	I have accepted the digital device in the school	<u>[Signature]</u>
Day - 4	I have taught the 2nd class about English lesson	The students have learned and doing good in	<u>[Signature]</u>
Day - 5	I have taught the 1st class about English lesson	The students are doing well	<u>[Signature]</u>
Day - 6	I have interacted with all students about pro vision status and progress	I have know many things in this journey	<u>[Signature]</u>

WEEKLY REPORT

WEEK - 5 (From Dt. 4-1-23 to Dt. 10-1-23)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills such as way of expressing my knowledge to others and I lost my stage fear in this journey I developed my self - fear and other skills which helped me very well.

I could to know few good things and also some problems which made me to think in different way to solve them finally and I got a better experience as a teacher and it was a nice profession though which we can give knowledge to others.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Sankranti Holidays		
Day - 2	Sankranti Holidays		
Day - 3	Sankranti Holidays		
Day - 4	Sankranti Holidays		
Day - 5	Sankranti Holidays		
Day - 6	Sankranti Holidays		

WEEKLY REPORT

WEEK - 6 (From Dt 11-1-23 to Dt 20-1-23)

Objective of the Activity Done:

Detailed Report:

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	As it is my first class I have conduct self introduction for 1st class and 2nd class	It was a great day, a teacher and came to know about some students	
Day-2	I went to third class and taught them math in a fun and learning	I have been prepared and come to know about talking in few	
Day-3	Again, I was sent to 1st class and I have noticed some problems in	I come to know about their educational status	
Day-4	I went to 2nd class and taught them everyday things in proper manner like greeting	I come to know how to teach the children properly	
Day-5	I taught the 1st class students an english lesson and played on end	I observed about their knowledge on english	
Day-6	I have interacted with the 1st class students through activity	I come to know about their mind set and knowledge	

WEEKLY REPORT

WEEK - 7 (From Dt. 21-1-23 to Dt. 28-1-23)

Objective of the Activity Done:

Detailed Report:

In this entire week I have conducted extra circular curricular activities like self introduction on Monday to interact with them to know about their state of mind and connect with them.

I have also taught them few topics from their syllabus in understandable manner so that they have felt that they come to know about some new things and I have observed their educational performance knowledge.

Totally I learn that some students are not very well in studies and they like the teaching in fun and learning way.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 2nd class and I have observed some students who need	I have known to discipline the students as my student	<u>RS</u>
Day - 2	I went to 1st class and asked them about their goals which was	I got to know about their likes, style, goals and	<u>RS</u>
Day - 3	I taught 2nd class a Telugu lesson and by them through sentence	I have managed the students to read in their	<u>RS</u>
Day - 4	I have through the 1st class students some religious and moral stories	I come to know about communication and more general with	<u>RS</u>
Day - 5	I have thought the 2nd class about how to be have at particular place and situation	I have to know about meaning in their or as self	<u>RS</u>
Day - 6	I have conducted activities for 2nd class students on maths	I have thought students in appropriate manner	<u>RS</u>

WEEKLY REPORT

WEEK - 8 (From Dt. 30-1-23 to Dt. 6-2-23)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about the students, their performance in school, and their students capability. I have discussed about how to be good and become better in academic performance.

I have conducted some new activities regarding their syllabus and created an environment in which they are very active in group activities and in class too.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have checked about the 2nd class students awareness on how to	I have know so many new thing that kids think	
Day -2	I have thought 1st class students about english basicaly like choro	I got to know about teaching new thing about	
Day -3	I have conducted a few activities to the 2nd class about the student	I have developed any communication mentoring	
Day -4	I have taught 1st class students about math basicaly that membership in	I come to know about the work ing of teaching	
Day -5	I have taught 1st class students respect ing worky.	I have learned to teach about how to solve a	
Day -6	I have taught english lesson for 1st class	I have learned to teach in practical way	

WEEKLY REPORT

WEEK - 9 (From Dt. 5-2-23 to Dt. 11-2-23)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my teaching skills; from syllabus lessons to a practical approach which enhanced my communication skills very well.

And I have also interacted with the respected government teacher, parents about the situations, problems, environment etc.. I have also tried to teach the students so that they feel like they are in a open space.

I have also worked with teachers and staffs work which made me know things that happened behind school.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught math lesson to the 2nd class and 1st class	I have developed my teaching skill to the students too	<u>RS</u>
Day -2	I have conducted a game for exploring their talent for 2nd class	I have interacted with students and helped them in	<u>RS</u>
Day -3	I have checked about every class environment the sanitary facility	I have to come to know about few problems in	<u>RS</u>
Day -4	I have interacted with students suggesting their problems in school and	I tried to solve students problems as a possible	<u>RS</u>
Day -5	I have taught 1st class students about animals and birds	I have dealt with 1st class students digital way	<u>RS</u>
Day -6	I have taught 2nd class about taking of quality	I have improved my communication skill.	<u>RS</u>

WEEKLY REPORT

WEEK - 10 (From Dt. 13-2-23 to Dt. 18-2-23)

Objective of the Activity Done:

Detailed Report:

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

I have also observed about the school environment, students' performance and I have also interacted with them and gave advice and get tried to solve them in other ways.

The students also have been well performing with good rate.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught 1st class about discipline following class room	I have interacted with the students about discipline	
Day - 2	I have taught the 2nd class students about seminar skills	I have tried to teach the students about seminar	
Day - 3	I have interacted with 1st class students through digital way	I have accessed the digital divide in the school	
Day - 4	I have taught the 2nd class about English lesson	The students have learned doing good in studies	
Day - 5	I have taught the 1st class about English lesson	The students are doing well	
Day - 6	I have interacted with all students about previous studies and present	I have known so many things in this journey.	

WEEKLY REPORT

WEEK - 11 (From Dt. 20-2-23 to Dt. 25-2-23)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching skills. I have come to know that I have learn so many thing in this journey. I have developed my communication skills, managerial skills, interactive skills, teaching skills and other skills which enhanced me very well.

I come to know few good thing and also some problems which I have tried to solve and made better out of it.

I learn about being a teacher worker and mostly as an internal in the work place.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it is my first day I have conducted self-introduction for 1st class	It was a good day as a teacher and it is a better	
Day - 2	I went to 2nd class and asked some basic questions regarding maths	I have been proposed & come to know about teaching	
Day - 3	Again, I was sent to 2nd class and they are very excited to know	I noticed the curiosity in each and every student	
Day - 4	I went to 2nd class and taught them common cation letter & spellings	This day I come to know how to deal with big child	
Day - 5	I was sent to 1st class and made them to study english questions	I come to know about their educational standard	
Day - 6	I have interacted with 2nd class students & taught some activities	I described their mind set and way of behaving +	

WEEKLY REPORT

WEEK - 12 (From Dt 27-2-23 to Dt 4-3-23)

Objective of the Activity Done:

Detailed Report:

As it is the 12th week, I conducted ~~at~~ introductions in Panch and every class to know about them.

And also conducted some circular activities to interact with them. I have also taught them new lessons in their syllabus in understandable manner so that they can understand easily and to know about new things. And about our society and I noticed their educational performance and knowledge.

Finally I noticed that some students are not active and they like less teaching in friendly manner.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	I went to 2nd class and have observed that some students needs to	I came to know that how to read and study to	
Day-2	I went to 1st class and asked them about their life style their class which way	I noticed about their life style goals and their	
Day-3	I taught 2nd class a telugu lesson in my way of teaching	I have made them to read the lesson in their own mother	
Day-4	I have sent to 2nd class made to about and moral stories	I learned how to communicate and managed	
Day-5	I have taught the 1st class students about how behave at particular	I came to know about mentoring in behavior	
Day-6	I have conducted some activities to 1st class and students regarding their	I learned how to teach in a appropriate manner	

WEEKLY REPORT

WEEK - 13 (From Dt. 6-3-23 to Dt. 11-3-23)

Objective of the Activity Done:

Detailed Report:

In this white week, I have observed the students about their performance in studies and their capabilities too. I have discussed with them about how to study and manage their academic performance.

I have conducted some new activities regarding their syllabus and created an environment in which they are very active in group discussions and in class too.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have checked 2nd class students about awareness on how to live in a society.	I detected moral things that how kids think about	
Day-2	I have taught 1st class student about english basics like parts of speech.	I came to learn about teaching new things to the students.	
Day-3	I have conducted a few activity to the 2nd class where are the students.	I have developed my communication skills through this program.	
Day -4	I have taught 2nd class about math tricks which will help them later.	I noticed how they are dealing with common problems.	
Day -5	I have helped the teachers and other staff members in their respective work.	I learned team they are dealing with other.	
Day-6	I have taught 1st class telugu lesson.	I can to know how to teach in easy way.	

WEEKLY REPORT

WEEK - 14 (From Dt. 13-3-23 to Dt. 18-3-23)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my teaching skills which teaching them in a practical approach which enhanced my communication skills very well.

And I have also interacted with the respected government teachers parents about the system situation problems etc... I also tried to teach the students so that they feel like they are in a open space.

I have also worked with teachers and other staff members which made me to know about how things that happened behind school the screen.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	I have taught math and problems to 2nd & 1st class	I developed my teaching skills & the students are all	<u>RS</u>
Day-2	I have conducted game to know about their other talents for 2nd class	I have interacted with students & helped them to	<u>RS</u>
Day-3	I have checked about every class environment sanitation and water supply	I noticed few problems in school.	<u>RS</u>
Day-4	I have interacted with students about birds, animals, fruits and	All the students are well reacted very well	<u>RS</u>
Day-5	I have taught 1st class students about birds, animals, fruits and	I tried to solve their problems by informing to the	<u>RS</u>
Day-6	I have taught 2nd class students about eating nutritious.	I have increased all my skills.	<u>RS</u>

WEEKLY REPORT

WEEK - 15 (From Dt. 13-3-23 to Dt. 18-3-23)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills such as talking, interacting, communication, managing and team work, active participation when compared to the previous weeks.

I have also observed about the school environment, students' performance, and all the surroundings. And I also interacted with them and gave them advice and tried to show them is other ways.

The students also have been performing very well in all activities.

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.)

internship work environment is one of the spots of interest
addressed in this spot. The people of M.P.V.P. school, Gurdaspur
and very neat interacted we were given a desk for
work with basic things like chalk, duster and dustbin
- our job is to manage the students, observe them and
other negative analysis all activities by students and staff
things are from 9:00 AM to 3:30 PM

the headmaster and the teachers are very polite, and
to us the students are very friendly and interactive
made no socialise with them very easily. The other interns
also very co-operative in work.

We are the interns as a team are very active and
in the work. We were also given space for our project
made our "internship" very initial for us.

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

There are many technical skills I have from "internship".
I have come to know about how to put up knowledge and skills in to practice such as monitoring I learned to communication and build relationship with people asked. I learned that every department or organization has its own culture I quickly learned that every company has its own culture. As a intern I discovered its essential to be enthusiastic and open to learn new things. I learned that its very important to communicate with teacher and headmaster if all I have any doubts.

Asking and receiving feedback is very important. It is essential to take note of the positive and negative feedback for that. I learned that sometimes asking feedback or receiving feedback is call to learn. but it have a significant impact on our careers and life.

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 in this "internship".

I learned how to deal with people effectively. Doing many managerial skills is important to all professions. A team we planned about scheduling with respect to time and we all acted as a leader for every week. We arranged our work place culture for productive use of time.

We have kept notes for observing every improvement. Throughout the week we all discussed about all pro's and con's in our working style. We all have kept our goals for this journey. We also have developed our decision making skills which are very essential for others.

As per the final day we have found that our performance is upgraded.

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 a lot in
internship at M.P.V.P. school, Gudim, Stitabalam.

As we have been interacting with each student
improved our communication skills as we are going
to class room at first day we felt some tension
then we are confident while communicating. Or
dealing with others.

We also come to know that how to understand
people. we also improved our speaking skills from beginner
to extempore level. we developed ourselves from a student
in intern. we have also developed few teaching skills
at last which made students to feel 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 important skills which is very useful in very workplace.

We are interns of M.P.V.P School Gudem, Ghatkhora, Bhopal as a team to enhanced and improve our work in an efficient way firstly we have no familiarity with each other.

Gradually it took some time and we became a better team.

every week. One of us will lead the team to discussion we also discussed with each other about work and performance. Working as a team member. In our role in team. The way has to interact and operate and how to manage unity in very activities. This internship gave a fruitful 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 transformation of schools.

The M.P.V.P school at Guduru, Srikalahasti has discussed in their proceedings.

The headmaster updates the information of school through smart phones. They scan faces of the students for checking and updating their attendance everyday. Not only students but also for other staff members now use a biometric system for their attendance.

There is also a smart TV which can be used for giving primary classes in a practical way through digital literacy. When compared to previous systems it is very student friendly. We have also noted the technological changes taking place for our task related to internship to improve digital literacy in school even when the students are leaving from school. It is also related under headmaster vision and is documented.

special thanks must be given to the teachers,
faculty and students of M.P.V.P. school at Gudum,
Chikakulam in their feedback love and support with
which I achieved skills and development.

last and most importantly I would like all
those who made this report possible and have a
quality with their kind assistance.

Student Self Evaluation of the Short-Term Internship

Student Name: J. Naveen

Registration No: 202200063029

Term of Internship: From: 07-12-2022 To: 18-03-2023

Date of Evaluation:

Organization Name & Address: M.P.V.P School, Andem, 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:

J. Naveen
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: J. NAVEEN

Registration No: 202200167029

Term of Internship: From: 07-12-2022 To: 18-03-2023

Date of Evaluation:

Organization Name & Address: M P U P School Gudem, Srikakulam

Name & Address of the Supervisor
with Mobile Number

G. Lakshminarasimha Rao, 8106627996

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:

Signature of the Supervisor



PHOTOS & VIDEO LINKS

