



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: Sasubilli Bhanu prasad Name of the College: Govt Degree College (Hen) SKLM Registration Number: 212200/05/1041 Period of Internship: 45 From: 18/08/23 To: 36/09/23 Name & Address of the Intern Organization HPL ES Pathini vani Peta, Amadalaselasa Dr Br Ambedkar University YEAR

Short Term Internship Program Book AP STATE COUNCIL OF HIGHER EDUCATION (A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: Sasubilli. Bharu prasad [HECs]

Name of the College: GDC FOR MEN (SKLH)

Registration Number: 2122001051041

Period of Internship: 43 From: 18-08-23 To:

Name & Address of the Intern Organization

MPL ES SCHOOL [PATHINIVANI PETA], AMADALAVALASA

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 shortterm internship either physically or virtually.
- 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 of 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 persons 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 with 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - Development of professional competencies that lead to future career success.
- 11. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.

- 12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
- 13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
- 14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
- 15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
- 16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
- 17. Do not meddle with the instruments/equipment you work with.
- 18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
- 19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
- 20. You should understand that during 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.

An Internship Report On (Title of the Internship)

Submitted in accordance with the requirement for the degree of

Name of the College: Government Degree College (Hen), Srikakularn

Department: Electronica B.Sc [MECs]

Name of the Faculty Guide: Y. Marikumar Sir

Duration of the Internship: From 18/08/23To 30/09/23

Name of the Student: Sasubilli. Bhanu Prasad

Programme of Study School department

Year of Study: 2021-24

Register Number: 2122001051041

Date of Submission:

S	tne	lent	.,.	Decl	arat	tion
_	Luc	тещ			ala	

GAREMYSKUM . IISC(HFC)

S. Thank prasal
(Signature and Date)

Endorsements

Faculty Guide

pernulpal
Head of the Department



Principal*

Head of the department: G. Rja 3

Certificate from Intern Organization

This is to certify that S. Bhanupvasad.... (Name of the intern) Reg. No 2122 1010.5/04/10 Front. degree. Glog Mo Name of the College) underwent internship in ... HPLES. Pathinivani Peta... (Name of the Intern Organization) from ... 1810.84.212..... to ... 30/09/2025.....

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

Authorized Signatory with Date and Seal

HEAD MASTER
Municipal Primary School
PATHINAVANIPETA
Amadalavalasa Municipality
Srikakulam Dist.

ACKNOWLEDGEMENTS

3

0

3

3

3

3

0

I went to School every day and actually went to School and taught the children. Also I was disciplined every day and treated the students miserably. I checked about Amma vadi, Jagananna vidyakanuka. fil every student in the School. I also had Lunch as port of the mid - day meal plan. Gove provides nutritious food. All the Teachers in the School also teach very well. There are more Students. I taught the general knowledge I knew. I taught Telugu, English, Mathematics and Environment Science

I here by declared that the above statement is true but if you can punish me punish. This is a Real Program . I organized this program in MPL ES PATHINIVANIPETA, Amadalavalasa. it's true

Tahanking 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 preposed on how the curvent education system will be implemented and how the education system should be the future by teaching every single student in the School.

Also, I think the that in the future employment opportunities will be available in terms of education

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

3

U

3

3

3

V

U

3

3

3

O

3

3

3

3

3

3

3

3

3

3

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with 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, Chanzing 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 teachers should keep in mind the future of the student and give every information. Think and Convey to the Student

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 student is Conducting Quiz Competitions and playing James in the week physically, every student is at the factions. Study hours also organised for every student to study actively we also organized drilling. Because of that, the teachers also expressed happiness

ACTIVITY LOG FOR THE FIRST WEEK

3

3

3

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
1	Today I went to school on the first day and Introduced all the teachers and Students. I taught telugu lessons to 5th standard Students	Students are reading and understanding said Correctly. So gam addicated worker	A.º
Day -	Today I went to school. Today I taught mathematics and english to all third Standard Students. I	Today I teach each Student to understand Said Collectly	6. Sold
Day -	the third Class Students. Told telugi	"students are reading and understanding Said (Frietly . So I am dudi- Cated worker	in Section 19
Day -	Students . I also explained the stolies	g walk with dedication towards Students. So	~ 38°.
Day -	I went to School. I also tought the alphabet, addition and substraction to all the first class	Today I teach each Students to understand Said ColDuctly	7. 88°
23-68-23 Day - 6 24-68-23	I went to School. I told addition and subtraction to all the second class students. I told them in English	STATE OF THE PARTY	C. 38.

WEEKLY REPORT

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

Objective of the Activity Done: Jam very happy to teach Students
Detailed Report:
All the Students in the school De very active in
listening lessons. All students are studying well. The teachers in
the school are teaching very well. I behaved prespectfully with
all the teachers and teaching all the students very happily
Also today was not selected for the school naadu-needee
Scheme. Also the shoot does not have a spacious playground.
The midday meal is very good food that are high in nutrients. The
school is also provided with government facilities. Also, the school
has a head master and a teacher. This week also I teaching lessons
on Telugu, English. Maths, Evs in School with great Satisfaction

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 25-08-23	Today I went to School today I teaching mathematics and english to all third Statement Students.	Today I teach each Students to understand Said Correctly	300° ×
	Today I teaching general knowlegglye which I know to all fifth class Students	Students are Reading and understanding Said Collectly. So gam dedicated worker.	1. 85°
Day -3	Today also I teaching addition and Divisions to all third class Students	I wilk with dedication towards Students. So Iam happy to teaching	38
Day -	Today I went to School . I also	Today I teach each Student to understand Sound Correctly	V. 38
Day -	Is went to School I told addition and Substraction to all the Second Class Students. I told	Today I teach each Student to Understand Said Coverty	0 98°
31-08-2 Day - 6	I went to School. I am teaching Stovies in english and Telugu and maths Drilling peoved 30 mins	I work with dedication towards Students. So Sano happy to teaching	1.86.

WEEKLY REPORT

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

Objective of the Activity Done: Jam 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 Die teaching very well I behaved
prespectively fully with all the teachers and teaching all the
Students very happly
Also today was not selected on the School NAADU-
NEEDU Scheme. Also the School doesnot have a Spacious Playgrauna
The midday meal is very good food that are high in nutrints
The School is also provided with government facilities. Also the
has a headmaster and a teacher. This week also 9 teaching lessons
on Telugu, english, maths, Evs in School with great Satisfaction

ACTIVITY LOG FOR THE THIRD WEEK

3

3

J

3

3

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
1	Today I told general knowledge which I know to all fourth class students. I also explained the stolies in English language and telugu	Said Collectly,	7. Se. C.
	I teaching English and Telugu dictation in fifth and fourth class students		S. S. S.
Day - 3	Today I went to School. I teaching divisions to all the third class students. I told telugu wolls and English language Today I went to School. I teaching	Today I teach Each Student to understand Said Country	, 38° , 8° , 8° , 8° , 8° , 8° , 8° , 8°
Day –	mathematics and english to all	Everyday I teach each Student to understand Said Collectly	is of second
Day - 5	I teaching english wilds and Telugu willds told all the fourth class students Drilling period in last	Today I teach each Student to undoustand Said Collectly	1.8°, %
Day –	30 mins Today I went to School. Childrens drag are active to learn. I also explained the yoga importance.	Toolay I teach each Students to Understand Said Covertly	. 38

WEEKLY REPORT

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

Objective of the Activity Done: 2am very happy to teach Students
Detailed Report: Also today was not Selected on the School Mandu-Needu
Scheme Also the School doesnot have a Spacious Playground. The midday
meal is very good foods that De high in nutrints. The School is
also provided with government facilities. Also the has a head master
and a teacher. This week also I teaching lessons on Telugu. English. Maths, Environment Science in School with Great Satisfaction.
All the Students in the School De very active in listening
lessons. All the Students are studying well. The teachers in the School
The teaching very well. I behaved respectfully with all the teachers
and teaching all the Students very happily.

ACTIVITY LOG FOR THE FOURTH WEEK

0

v

U

3

3

v

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
1	Today I went to School I teaching divisions, additions to all third class Students. I also explained the stories in English language		J. G. Kung
Day - 2	I teaching english worlds and Telugue worlds told all the fourth class students. Drilling period in last 30 mins	Jam totay & leach each students to understand Said Collectly	J. S. Kundis
Day - 3	Today I told Jenovaltinowledge which I know to all fifth class Students I also explained the stollers in english	students are Reading and understanding said Correctly So Pam dedicated worker	J. S. Kundu
Day -	I went to school. I told addition and substraction to all the Second class Students. I told them in	Today I teach each Students to understanding Said Collectly. So Jam dodicated wolker	5.5
Day -	English words Today also i teaching addition, Substraction, multiplications and division to all the third Class Students. Told telugue words and english language	Students are Keading and curdenstanding Said	5. S. Lindri
Day –	Today I went to School today also	I wolk with dedication towards Students. Iam happy to teaching.	J.S. Gurado

WEEKLY REPORT

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

Objective of the Activity Done: Tam very to happy to teach students
Detailed Report:
All the Students in the School on 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 and teaching all the Students very hapily
Also today was not selected for the School noady-needy.
Scheme. Also the School dosen't have a spacious play ground
The midday-meal is very good food that are high in nutrients
The School is also provided with government facilities. Also the
School has a head masker and a teacher. This week also told
this all lessons in school with great satisfaction.

ACTIVITY LOG FOR THE FIFTH WEEK

3

3

3

U

J

3

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day -	Today I told generalknowlege which I know to all fifth class Students. I also explained the stories in Fuglish language	Today I teach each Students to understand Said Connectly	2. Faraga
Day - 2	Today I went to School today also	Students are Reading understanding said core ctly. So gam dedicated worker	The second secon
Day -	All the 5th class Students were	I wilk with dedication	رهُن
Day -	Today I went to School I told addition and Substraction to all the	Every day I teach each students to under- Stand Said (Bilently	7. Symodi
Day – 5 29-89-23	Today I went to School today I also teaching Telugu, mathematics, english, G.K., to all the fifth class	Today 3 teach each Students to understand Said Correctly	7. Sanga
	Today & went to School. Today & checked the marks Register	Students at Reading and understanding Said Collectly So Jam dedicated worker	S. turali

WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done: Tam very happy to teach Students
Detailed Report:
All the Students in the School Dre very active in
listening. All students are studying well The feachers in the School
are teaching very well. I behaved Respectfully with all the teachers
and teaching all the Students very happily
Also Today was not selected for the School Naadu-
Needo Schome. Also the School midday-meal is very good
Food that are high in nutrients The school is also pravided with
government facilities. Also, the school has a head master and
a teacher. This week also I teaching listing on Teligu, English,
Mathematics, F.v.s and G.r. in School with freed 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 dis-
misses at 3:30 in the evening all the children also listen
very well
Also, all the children in the School were devided into
9 mups and given special lessons. I think they Still have at
(of to learn, on the day of the School today the Scheme has
not yet been selected But the teachers after some every students
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 Dre very good. Also, teachers also Come to the School
daily All Ingrams Dre also well done
Tam happy to explaining all Students in the
School. By Soying in School, I see the possibilities of
getting employment opportunities in the fature and by
Saying in School, & have prepared a report understanding what educational plan should be implemented in the
future.

Describe th	ne managerial skills you have acquired (in terms of planning, leadership,
	behaviour, workmanship, productive use of time, weekly improvement in
competencie	es, goal setting, decision making, performance analysis, etc.

My thought are that students should be a leader and
devide them into groups and every one should work
hard Si 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 spinion they should study in the future
and get jab opportunities Soon.
ST JULY STRUCTURE DIGIT.

The	president	of School	also	Said ve	my well	about
the	president children	that	we	Should	respect	them
	respect					
	M. Market	2 (104)				
		ent Less				

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,

participation in teams, contribution as a team member, leading a team/activity. When I was not divided into groups, as a member of a the grup I handled each Student Subject difficiently and efficientely. The facilities in the School are very good Also, teachers also Come to School daily. all programs are also well done. I went to the school and properted a Support on how the present education System will be and how the future. Also teachers also come to the School dely all programs are also welldone

Describe how could you could enhance your abilities in group discussions,

-	I used to explain You Tube lesson to all Sol	200 [
	lends and through those lessons of tried to he	
	develop their technoical Knowledge	
	9 went to school every day and 9 told	ev
day	Students how to acquire such development s	
	I learned them myself.	
	San very happy to open you Tube to ev	10 VI
Studer	at in the School and Show the audies in	
	So that everyone can understand.	
		TV.

Student Name: & Registration No: S. Bharu PraSad [2122001051041]

45
Term of Internship: From 18/08/23To 30/09123

Date of Evaluation:

Organization Name& Address: MPL ES School [Pathiru varupeta], Amadla valua Name & Address of the Supervisor with Mobile Number:

A Sailaja (9490596663)

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	151
3) Initiative	1	2	3	4	_5
4) Interaction with staff	1	2	3	4	15
5) Attitude	1	2	3	4	1.5
6) Dependability	1	2	3	4	15
7) Ability to learn	1	2	3	4	_5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	15
13) Progress of learning	1	2	3	4	1.5
14) Adaptability to organization's culture/policies	1	2	3	4	15
15) OVERALL PERFORMANCE	1	2	3	4	15

S. Bhanu prasad Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: S. Bhanu prosad [21/22001051041]

Term of Internship: 46 From 18/08/23 To 30/09/23

Date of Evaluation:

Organization Name& Address: MPL ES School, Pathinivanipeta, Amadalavalasa

Name & Address of the Supervisor with Mobile Number:

C9490596063)

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

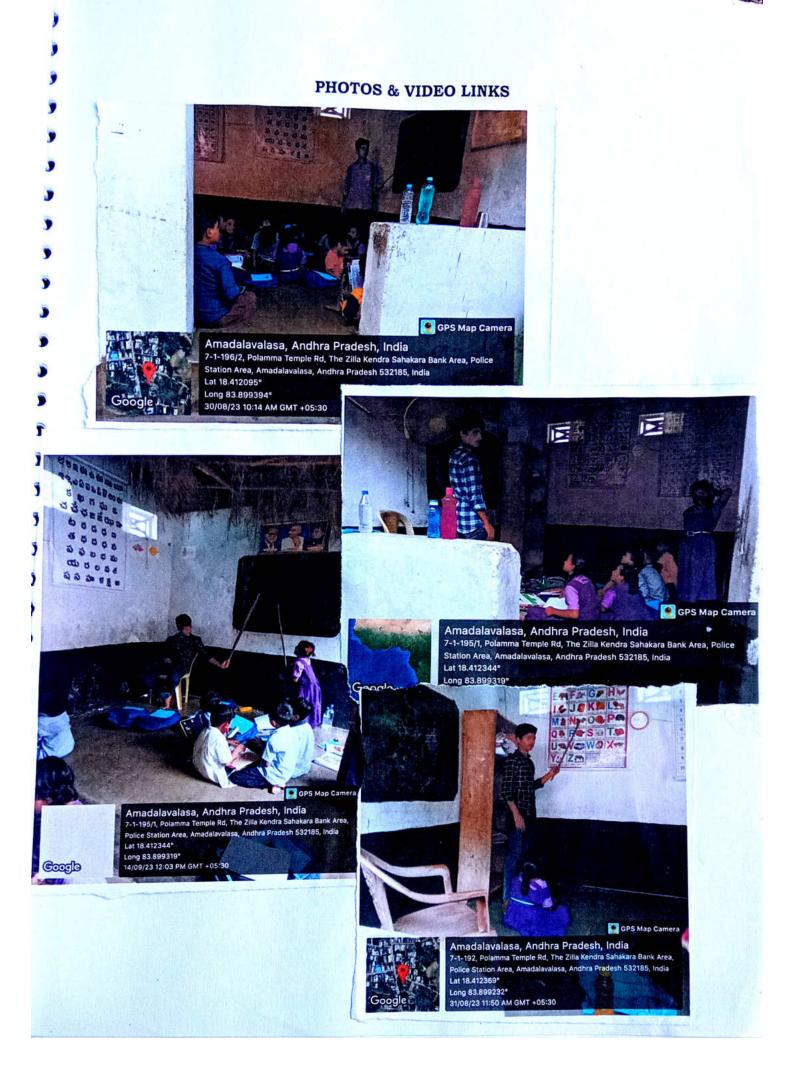
アステアアアアアアファファファックゥゥゥ

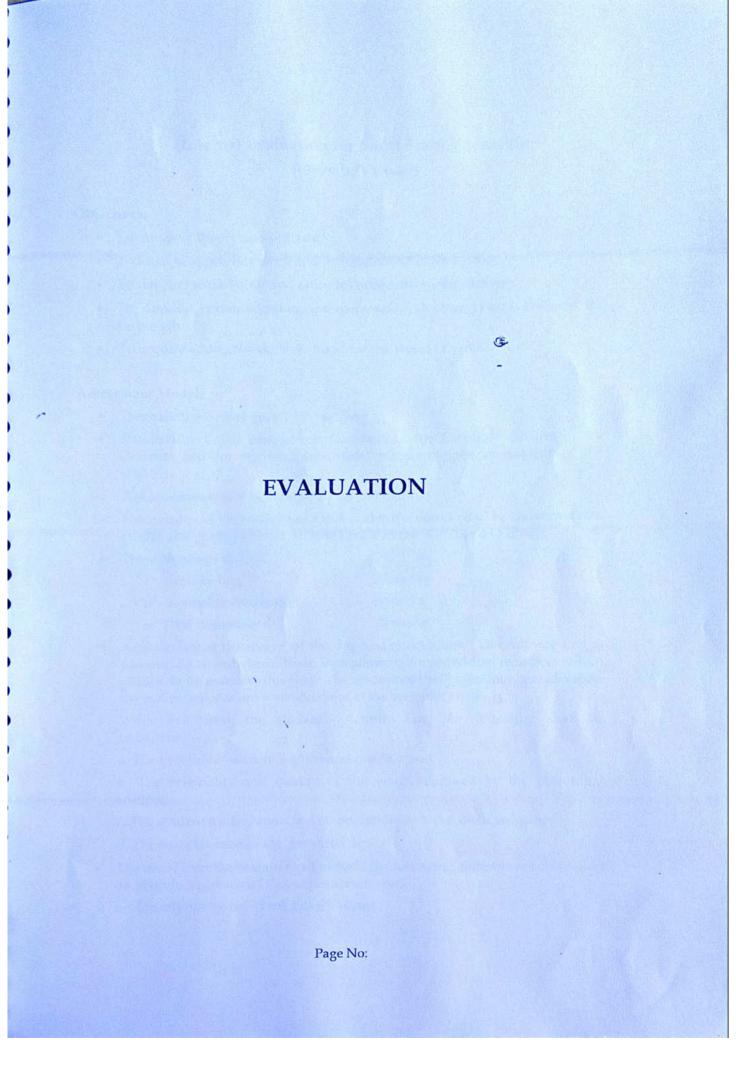
					1
1) Oral communication	1	2	3	4	<u>_5</u>
2) Written communication	1	2	3	4	15
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	.5
8) Planning and organization	1	2	3	4	15
9) Professionalism	1	2	3	4	1.5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
	1	2	3	4	5
12) Productivity		2	3	4	. 5
13) Progress of learning	FOR SHEET STATE OF THE STATE OF		200 X 1050 \$	A DETRICATION	Silver in the second
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	1.5



A . Salata Signature of the Supervisor

HEAD MASTER
Municipal Primary School
PATHINAVANIPETA
Amadalavalasa Municipality
Srikakulam Dist.





Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- · To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

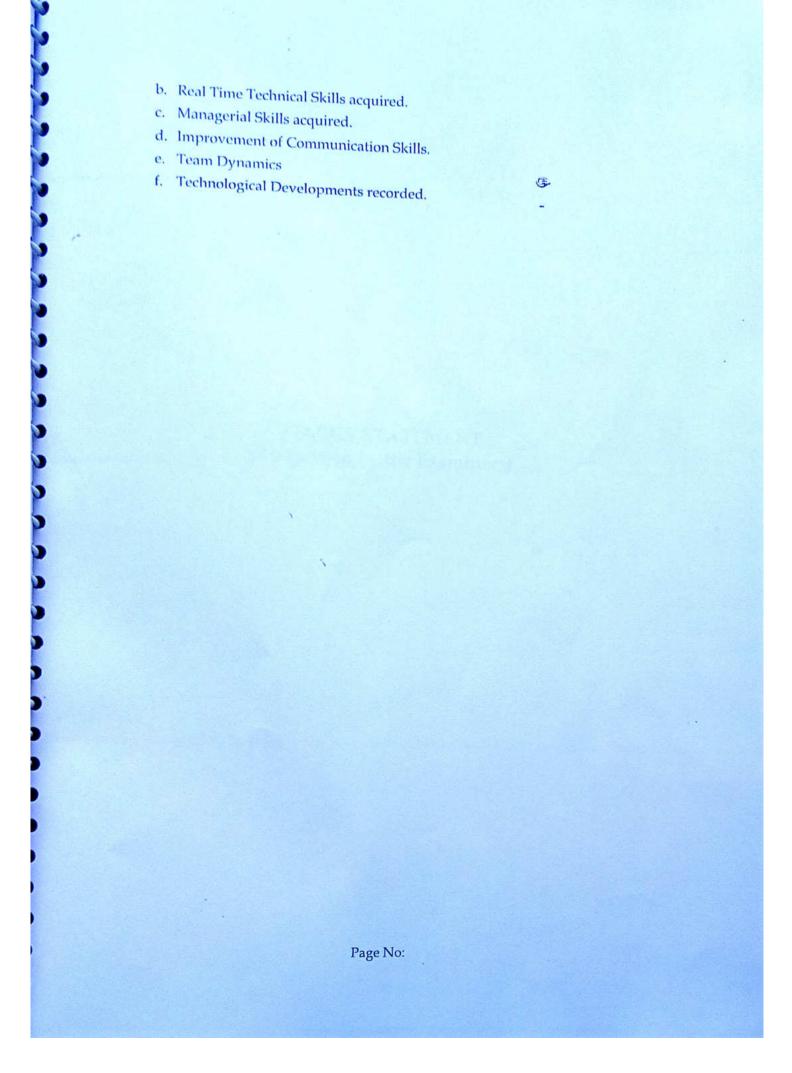
Assessment Model:

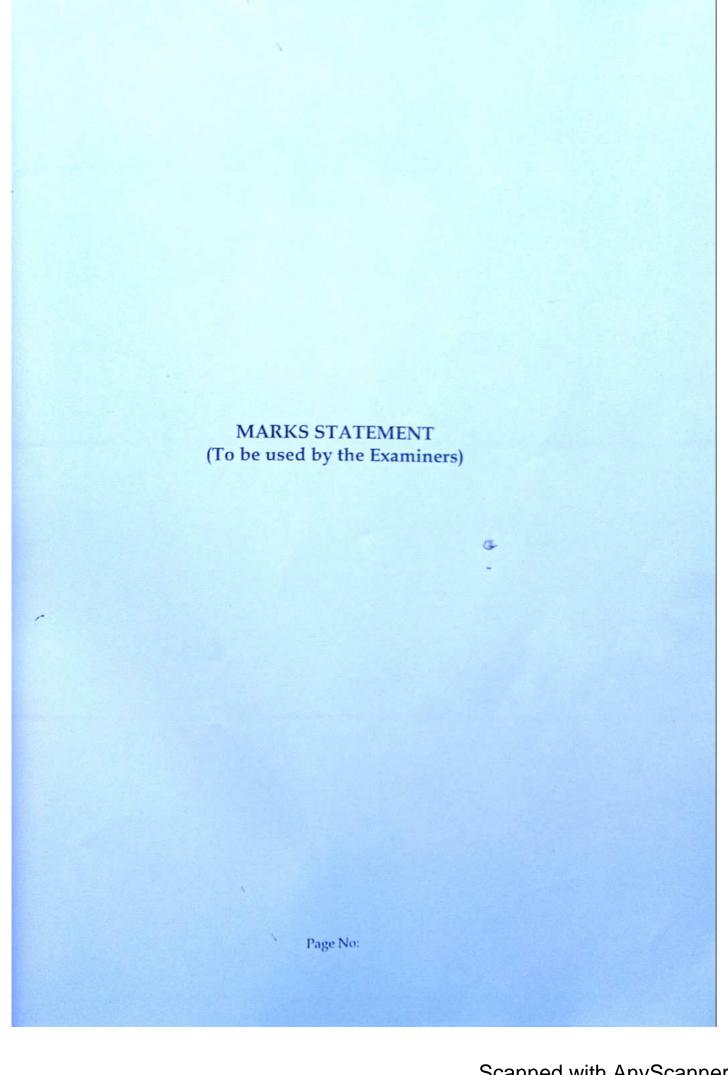
- · There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks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

Activity Log
 Internship Evaluation
 Oral Presentation
 25 marks
 Tomarks
 Tomarks

- 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.

Page No:





INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Sasubilli Bhanu Prasad

Programme of Study: School department

Year of Study: 2821-2423

Group: ESC (MEG)

Register No/H.T. No: 2122861651641

Name of the College: Govt degree College Skin

University: Ambedian university

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

Date:

3

5

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

Page No:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statuory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503 www.apsche.ap.gov.in