

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: Achari Karthik

Name of the College: Government Degree College [Men]

Registration Number: 2122001052001

Period of Internship: From: 20-08-2022 To: 30-09-2023

Name & Address of the Intern Organization

MPP School, Grottipalli
L.N. Peta

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 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 (Men)

Department: B.Sc [MPC]

Name of the Faculty Guide:

Duration of the Internship: From 24/8/23 To 30/09/23

Name of the Student: Achanti Karthik

Programme of Study Short term internship, Education

Year of Study: 2022-2023

Register Number: 2122001052001

Date of Submission:

Student's Declaration

I, A. Karthik, a student of Intern Program, Reg. No. 2122001092001 of the Department of B.Sc. Govt. Degree College do hereby declare that I have completed the mandatory internship from..... toin (Name of the intern organization) under the Faculty Guideship of....., (Name of the Faculty Guide), Department of B.Sc. [MPC]..... Govt. Degree College... (Name of the College)

A. Karthik 10/11/23
(Signature and Date)

Endorsements

Faculty Guide

R. P. S.

Head of the Department

R. P. S.
Lecturer in charge
Dept. of Mathematics
Govt. Degree College (Men)
SRIKAKULAM

Principal

R. P. S.



Certificate from Intern Organization

This is to certify that ADANTI KARTIK (Name of the intern) Reg. No. 2122001052001 of Govt. Degree (Men) (Name of the College) underwent internship in MPP (Name of the Intern Organization) from 12/2/2023 to 30/09/2023.

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

G. Valdes

Authorized Signatory with Date and Seal

17/11/23
M.P.P. School
GOTTIPAL
LN. Peta (M.P.)
Brikaviam List

ACKNOWLEDGEMENTS

9:05 to 9:20 (prayer)

1. National song 2. Maa Telugu talli song 3. slogan

9:30 to 10:30 AM.

subject: Telugu

lesson - podupu-vidupu.

5 girls and 1 boy attend in my class

Report : 3rd class students are good response in my class.

but 1 or 2 members are doesn't active my class. remaining students are respond very well.

Maths:-

5 girls and 1 boy attend in my class. I explain addition of multiple numbers in my class all students are respond very well

Report:-

Whole class is good response. some problems are Home work give to students.

12:00 to 1:00 (lunch break).

Sub: Telugu. Lesson:- padya Ratnalu.

5 girls and one boy attend in my class.

→ All students are read tables

→ 4:00pm (students are stand to pledge) national anthem school dispers.

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 and conduct games and so many spend with children.
- out comes:-
- * All classes students are good response in mpps Gotta pali
- Total strength is 20 students
- * I My self I explain lessons are good and also students are good respond
 - * How to execute the lessons discipline and communication skills.

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 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.

1. Introduction:

In MPP school Gottapalli, Staff 1 Head Master and also teachers in lunch time, 2 women serve to food all the students one women is pune.

2. Introduction, vision mission:

This mission only 2 months

How to teach us communication skills, doing activities.

How choose this school some reasons are there school surround -ing good faculty and good students.

3. Role & personality:

Teach the lessons, writing the work book notes in the school and may school students

* I teach the lesson all students are silent in my classroom

* Both profit and loss of students joining a school.

* Now a days parents are can't joining his children in govt school because teaching skills is nice is govt. school teacher.

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 MPP school fareedpeta etcherla on first day going to school prayer national antham, pledge in prayer time. In prayer time all students are very discipline. The school Headmaster doing the activities with me and other intern. Students also attend the 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 and correction the papers. Children's teachers day celebration (sept 5th)

* Musical chair, dance, essay writing, Quiz-2 conduct. these games in teachers day celebrations (kabaddi, kho-kho).

* All games are playing are playing to studying. Very well

* Some teams are won games 1st and 3rd respectively some teams are doesn't won games but well played

* Sir give the prizes in all win the students and other cultural activities are conducted in my intern school

* In september 5th 2023. It 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 students are silently listening & responding	G. V. V. V.
Day - 2	Teaching the lesson to students in class room	I teach the lesson students are silently listening	G. V. V. V.
Day - 3	Teaching the lesson to students in class room	adding multiple numbers and all students are good respond	G. V. V. V.
Day - 4	I am writing the work books of 4th class students and 3rd class	3rd, 4th class students work books are clear and good writing	G. V. V. V.
Day - 5	prepare the all students for examinations. I am invigilator of 3rd class	All students are write the exams as well	G. V. V. V.
Day - 6	prepare the all students for examination. conduct the examination	All students are write exam normal.	G. V. V. V.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- 1) I preparing the examinations of all students in first day
2) I prepare the telugu exam of students in 4th class. All students are attend in the class. all students are attend in the class, all students are form a line and silently exam is writing
3) 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 papers are collect by me. similarly remaining 3 days conducted the exams as well all students are sitting the examination place and silently writing
4) finish the exams in class room I teach the lesson with the students.

Report: All students good writing the exams well the learning outcome control the students and H.M give some activities and correction the question paper all students are gain good Marks and next day I explain highest wrong Answer of the class, that question explain to students in my class.

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 4th class	In the class I teach the lesson at the same time students raise doubts	G. Valer
Day - 2	Teaching the lesson 1 to students in 3rd class	In the class all students are good response and reading is good	G. Valer
Day - 3	Teaching the lessons to students in 2nd class	Reading and writing all students very well	G. Valer
Day - 4	Teaching the numbers and A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	All students are reading average	G. Valer
Day - 5	conduct the normal dictation of 3rd class students	All students are reading average	G. Valer
Day - 6	Teaching the sum of Maths in 4th class	I am teaching the lesson to students & all students H.W	G. Valer

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Teaching lessons in this week (I, II, III, IV, V) classes

① I teach the lessons in 3rd class. In the morning three sums are explain to the all students of 3rd class. The students are respond well.

② In second day I teach the lesson in 4th class in Morning (10:30 to 11:30) all students are good response. Total class attend my class.

③ In third day I explain how to interact with other person some communication skills explain with us.

④ In fourth day I teach lesson in 4th class. Four students are active and other students are dull.

⑤ In fifth day Saturday Morning teaching the maths multiplication of two, ten members how to multiply the numbers. Students are listening carefully.

⑥ In sixth day I explain padhya Ratnav in telugu poem of 3rd class students.

⑦ In seventh day I teach lesson in 5th class.

Report:- The headmaster gives exam papers I correction that Answer papers.

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 society	I have known so many new things that kids think about their place.	G. V. V. V.
Day - 2	I have taught 4th class students about english basics like every day chases	I got know about teaching new things to the students	G. V. V. V.
Day - 3	I have conducted a few activity to the 2nd class where all the students very well	I have developed my communication. Mentoring skills very well	S. S. S.
Day - 4	I have helped the matter in their respectively works	I come to know about the working the teacher	G. V. V. V.
Day - 5	I have taught 5th class students about maths basics and tries to help them further.	I have learned to teach about how to solve arithmetic problems	G. V. V. V.
Day - 6	I have taught E.V. lesson for 4th class in a practical way	I have learnt to teach in practical way.	G. V. V. V.

WEEKLY REPORT

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

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 teachers, 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 happens behind school.

ACTIVITY LOG FOR THE FOURTH 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 are good	S.Sul
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	G. Valsar
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	G. Valsar
Day - 4	I have interacted with students regarding their problems in school and gave some solution.	I tried to solve students problems at possible level	G. Valsar
Day - 5	I have taught 1st class students about animals and - Birds	I have deal with 1st class students digital way	S.Sul
Day - 6	I have taught 3rd class about editing etiquette.	I have increased my communication skills.	S.S.A

WEEKLY REPORT

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

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 these 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 FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have taught 4th class about discipline followed in class room	I have interacted with the students about disciplinary	G. V. S.
Day - 2	Vinayak Chaviti holiday.	-	-
Day - 3	I have interacted with 1st class students through digital way.	I have accessed the digital device in the school	S. S. S.
Day - 4	I have taught the 2nd class about english lessons	The students have learned and doing good in students	S. S. S.
Day - 5	I have taught the 3rd class about E.V.S lesson	The students are doing well	S. S. S.
Day - 6	I have interacted with all students about previous status	I have known so many things in this journey.	S. S. S.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As per the week I have come to know that I have learnt so many things in this journey I have developed my communication skills, managerial skills, interactive skills, reading skills and other skills which enhanced me very well.

I came to know few good things 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 intern in the work space.

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 mpps fareedpeta school were a good interactive staff. We were given a desk for our work and with basic things like chalk pieces our role is to enhance the students observe then and staff our things are from 9:00 AM to 3:30 PM (morning to afternoon)

The headmaster and the workers are very polite and humble to me. The students are very friendly and interactive which made me socialize with them very easily. The other interns were also very cooperative in work. We the interns as a team very well very active and focused in the work. We were also given spaces for spaces our process which made our internship very useful for us.

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 mpps foreedpeta elcherla.

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

We also come to getting understand by others we improved our speech skills from prepared level to compase 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 work place

We the interns of mpp fareedpeta etcherla formed as a team to enhance and improve our work is an efficient way

Firstly as we have no similarity with each other gradually it took time and we have also became 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 its role 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.

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

There are some technical skills I have acquired from this internship

I have know about how to put my knowledge and skills into practice such as mentoring I learned how to communicate and build relationship with the people I worked I learned that every department or organization has its own culture I quickly learned that every company has its essential to be enthusiastic and open to learning new skills I learned that its important to communicate with teaches, Headmaster, if have any doubt.

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 and 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 work place 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 as per the final day. We have discovered about our performance.

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 amplify digital transformations of school. The foreedpeta mpp school of etcheria uses devices in the procedure.

The headmaster updates the information of school through smart phone they scan face of the students for checking every teacher and headmaster of school mark 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 to previous systems that are followed in government school now the present system followed by our school is very enhanced upgraded and enriched in every stand we have also used the technological devices for our tasks related to internship.

Even when the students are leaving from school it is also recorded under headmaster vision and is documented.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Achanti. Karthik.

Term of Internship: From _____ To _____

Date of Evaluation: _____

Organization Name & Address: MPPS Gottapalli, L.N. Peta

Name & Address of the Supervisor with Mobile Number: Gr. Vasudeva Rao, 8674201228

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

	1	2	3	4	5
1) Oral communication				✓	
2) Written communication					✓
3) Initiative				✓	
4) Interaction with staff				✓	
5) Attitude				✓	
6) Dependability				✓	
7) Ability to learn				✓	
8) Planning and organization				✓	
9) Professionalism				✓	
10) Creativity				✓	
11) Quality of work				✓	
12) Productivity				✓	
13) Progress of learning				✓	
14) Adaptability to organization's culture/policies				✓	
15) OVERALL PERFORMANCE				✓	

A. Karthik.

Signature of the Student



Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No:

Achanti. Karthik

Term of Internship: From

To

Date of Evaluation:

Organization Name & Address: MPPS Gottipalli, L.N. Peta

Name & Address of the Supervisor
with Mobile Number:

G. VASUDEVA RAO, 8074201228

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) 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	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	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

G. Vasudeva Rao
Signature of the Supervisor
M.P.P. S. S. S. S.
GOTTIPALLI
L.N. Peta (M.D.)
Brikavaram, Dist.