

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: Burle Ramanamma

Name of the College: Govt. degree college (Men) Srikakulam

Registration Number: 2122001052009

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

Name & Address of the Intern Organization: Mpp school, y. Lankapeta (village),
Ranasthalam (Mandal),
Srikakulam (dist)

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: Govt. degree college (Men) Srikakulam

Department: Education (school)

Name of the Faculty Guide:

Duration of the Internship: From 23/08 To 30-9-2023

Name of the Student: Burle. Ramanamma

Programme of Study Education department / school

Year of Study: 2022 - 2023

Register Number: 2122001052009

Date of Submission:

Student's Declaration

I, B. Ramanamma student of intern Program, Reg. No. 2122001052009 of the Department of Education, GDC (Men) College do hereby declare that I have completed the mandatory internship from 18/08/2023 to 30/09/2023 in Mpp school (Y. Lankapeta) (Name of the intern organization) under the Faculty Guideship of Education, (Name of the Faculty Guide), Department of Education Govt. degree college (Name of the College)

B. Ramanamma
(Signature and Date)

Endorsements

Faculty Guide



Head of the Department



Lecturer in charge
Dept. of Mathamatics
Govt. Degree College (Men)
SRIKAKULAM

Principal



Certificate from Intern Organization

This is to certify that Burle Ramanaamma (Name of the intern) Reg. No. 2122001052009 of Govt. degree college (Hr) (Name of the College) underwent internship in Mpp School (Y. Lankapeta) (Name of the Intern Organization) from 18-8-2023 to 30-9-2023.

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



L. Govinda Rao
Authorized Signatory with Date and Seal 14/10/23
HEAD MASTER
M.P.P.S. Y. LANKAPETA
Ranasthalam Mandal
Srikakulam Dist.

ACKNOWLEDGEMENTS

9:05 to 9:20 (prayer)

1. Vandematharam 2. Matelugu thalli song

3. Slogan 4. Pledge

All students are doing prayer well.

9:30 to 10:30 AM

Subject :- Telugu

Lesson :- podupu - Vidupu

3 boys and 1 girl in my class

Report :- 3rd class students are good response in my class.
but one boy doesn't active in my class.

10:30 to 10:40 (break)

11:00 AM to 12:00 PM

Maths :- In maths class I explained about fractions for
5th class students. All students are respond very well.

Report :- whole class is give good response. I give Home work
for students of some problems.

12:00 PM to 1:05 PM (Lunch break).

1:05 to 2:00 PM

Subject :- Telugu Lesson :- padya Rathnalu
four students attending in my class.

Report :- students are responding very well.

2:00 to 3:30 PM

All students are read tables

At 4:00 PM students sing the national antham. After
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 I will explained about how to write work books for the students.
- * The Headmaster how to explain lessons and how to interact with students explained to me.
- * In my internship training, I explained about students doubts and conducting games and so many spend with students.

Outcomes:-

- * All the students have given good response in Mpp school, Y. Lankapeta. total strength is 25 members in that school.
- * I myself I explain lessons are good and also students are good response.
- * 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 y.lankapeta, There are two teachers. Headmaster and also teacher.

In lunch time two women serve food to all students one woman is Aaya.

2. Vission, Mission and values of the organization:-

This mission is only for 2 months.

How to teach us, communication skills, doing activities I have some reasons for choosing this school they are School Surroundings, good faculty and good students.

3. Role and personality:- Teach the lesson, writting the workbook notes in the school and my role is a teacher. I respond of all students diciplaine and good behavior -our learn to students.

- * I teach the lesson, all students are silent in my class.
- * both profit and loss of students joining in school.
- * Now a days parents are can't joining their children in govt. School. But govt. schools are nice to join.

Future plans of the organisation:- Teachers teaching way is very well. School surrounding are more beautiful and clean the school outside (prahari).

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 (Y. Lankapeta), Ranasthalam. On first day going to school, in prayer time all students are very disciplin. The school Headmaster doing the activities with me. and other intern students

In class room I teach the lesson all students are listen silently and carefully. I conduct the exams with all students and students write the exam sincerely. After exam, I give the correction papers. The school staff celebrate the teacher's day with conducting games.

* The students are playing games very well.

* Some teams are won games 1st, 2nd & 3rd respectively. Some teams are doesn't won games but played well.

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

* Teacher's day celebration are happened very well. Students and teachers with me also enjoying the day. It is a good memories in my student 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 the class room	I teach the lesson to students they listen silently and respond	L Gr ✓
Day - 2	Teaching the lesson to students in the class room.	I read I am drilling english words and students respond very well.	L Gr ✓
Day - 3	Teaching the lesson to students in the class room.	I taught about adding two or more numbers and students give good response	L Gr ✓
Day - 4	Teaching the lesson to students in the class room.	I teach fractions for 5 th class students and students asking doubts.	L Gr ✓
Day - 5	Teaching the lesson to students in the class room.	I teach about fractions for 5 th class students.	L Gr ✓
Day - 6	Teaching the lesson to students in the class room	I am drilling about Telugu words for 2 nd class students.	L Gr ✓

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

1. I preparing the students for examinations in first day. I prepare the telugu exam of student age form a line and silently exam is writting.
2. In second day, I conduct the examination of 3rd class. I am the invigilator of 3rd class. All students are attending for exam. All students age form a line and silently writting the exam. and exam is finished all student papers are collected by me. similarly remaining 3-days conducted the exams. asusally.
3. After finishing examinations, I teach the lessons with students.

Report: All student writting the exam very well. The leagning outcome control the students and Head mastery correction the Question papers. All students gain good marks. Next day I explained the Question 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	Conduct dictation for 2 nd class students.	All the students write very well.	LGW
Day - 2	Teaching the lesson for 4 th class students.	In the class, all the students give good response	LGW
Day - 3	I teach alphabets for 1 st class students.	Two boys respond well but one girl responds average.	LGW
Day - 4	Teaching the lesson for 3 rd class students.	All the students listening carefully.	LGW
Day - 5	I conduct dictation for 5 th class students.	All the students write very well.	LGW
Day - 6	I am teaching Numbers for 1 st class students.	All the students reading very well.	LGW

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 write the sums in our notebooks. Students are respond very well.

② In second day, I teach the lesson in IVth class in the morning (10:30 to 11:30) all student give good response.

③ In third day, I explain how to interact with other persons like communication skills explain with us.

4) In fourth day, Saturday morning teaching about Maths. Topic is multiplication of two numbers.

5) In fifth day, I teach lesson in 4th class. Some students respond very well and other students respond average.

6) In sixth day, I explain padya Rathnalu in Telugu of IIIrd class students.

Report:-

The Headmaster gives exam papers & 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	Teacher's day celebrations.	All the students participating for Teacher's day celebrations	LG
Day - 2	Teacher's day holiday	-	LG
Day - 3	Teaching about guninthalu for 2 nd class students.	All the students read very well.	LG
Day - 4	Srikrishnastami holiday	-	
Day - 5	I am drilling about guninthalu for 2 nd class students	All the students read and write very well.	LG
Day - 6	Second saturday	-	

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.

first day I have checked about 5th class students awareness on how to live in a society.

I have taught 4th class students about English basics.

And I have also interacted with the respected teachers. 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 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 for 3 rd class students	I have developed my teaching skills and students are too good.	L Gr ✓
Day - 2	I have conducted a game for exploring their talent for 5 th class	I have interacted with students and students are playing very well.	L Gr ✓
Day - 3	I have checked about every class environment, sanitary facilities and water supply.	I observed some problems in school.	L Gr ✓
Day - 4	I have taught 1 st class students about animals and birds.	All students identification is good.	L Gr ✓
Day - 5	I have taught 3 rd class about editing etiquette.	I have improved my communication skills.	L Gr ✓
Day - 6	I have taught 5 th class students about science.	All the students listening carefully	L Gr ✓

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 weeks.

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

The students also have been well performance 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	Vinayakachavithi holiday	—	—
Day - 2	I have taught 4 th class about discipline followed in class room.	I have interacted with students.	L Govind L G
Day - 3	I have taught the 2 nd class about English lesson.	the students have learned and doing good in studies	L G
Day - 4	I have taught the 3 rd class about e.v.s lesson	the students are doing well.	L G
Day - 5	I conduct dictation for 4 th class students	All the students write very well.	L G
Day - 6	I have taught the maths for 5 th class students.	All the students doing sums well.	L G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

I came to know few good things and also some problems which 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.)

Intern work Environment is one of the aspects of interns Quality addressed in this report. The people at Mpp school Y. Lankapeta 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 them and any other negative Analyse all activities by students and staff. our things are from 9:00AM to 3:30pm (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 socialized with them very easily.

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 known 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 and learned that every department 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 learning new skills. I learned that its important to communicate with teachers, Headmaster if have any doubts.

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 professions. As a team, we planned about scheduling with respect to time and we all acted as leaders for every week we organised our workplace culture for productive use of time.

We have kept notes for observing everyone's 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 is upgraded.

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.,)

I have improved my communication skills in this internship at Mpps Y. Lakshapeta Ranasthalam.

As we have been interactive with each other students. I have improved my oral communication. Writing communication as we are assigned to classrooms. 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. I improve my speech skills from prepared level to extempore level. I have also developed few teaching skills in my way which made students better.

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. Mpps ylenkapeta Ranasthalam uses devices in this 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 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 to previous system that are followed in government school. Now the 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. 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: **Burle Ramanamma & 2122001052009**

Term of Internship: From To

Date of Evaluation:

Organization Name & Address: **MPPS Y. Lenkapeta, Ranasthalam, Srikakulam**

Name & Address of the Supervisor with Mobile Number: **L. Govindarao**

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) 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

B. Ramanamma
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Burle Ramanamma & 2122001052009

Term of Internship: From _____ To _____

Date of Evaluation: _____

Organization Name & Address: Mpps Y. Lankapeta, Ranasthalam, Sri Kakulam

Name & Address of the Supervisor with Mobile Number: L. Govindarao

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 ✓



L. Govindarao
 Signature of the Supervisor 12/10/23
 HEAD MASTER
 P.P.S, Y. LANKAPETA
 Ranasthalam Mandal
 Sri Kakulam Dist.

