

**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: Chinnala Lavanya

Name of the College: Govt Degree college (MEN)

Registration Number: 2122001052011

Period of Internship: From: 21-08-2023 To: 30-09-2023

Name & Address of the Intern Organization MCH School, Balaga  
Haleo colony, SriKakulam

### 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)

Department: Education

Name of the Faculty Guide:

Duration of the Internship: From ~~21-8-2023~~ To... 30-9-2023

Name of the Student: Chinnala Lavanya

Programme of Study Education Department (short term internship)

Year of Study: 2021-2024

Register Number: 212001052011

Date of Submission:

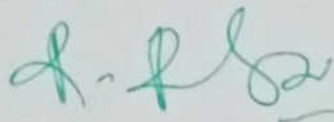
### Student's Declaration

I, ch. lavanya, a student of Intern Program, Reg. No. 2122001052011 of the  
Department of Education, Govt Degree College (MEN) do hereby declare that I have  
completed the mandatory internship from 21/8/2021 to 30/9/2023 in MCHS. Balaga  
(Name of the intern organization) under the Faculty Guideship  
of ....., (Name of the Faculty Guide), Department of Education  
Govt Degree College (MEN) (Name of the College)

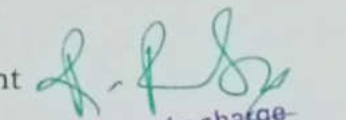
ch. lavanya  
(Signature and Date)

### Endorsements

Faculty Guide

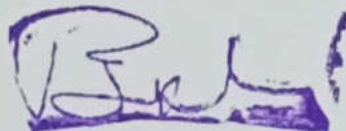


Head of the Department



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

Principal





### Certificate from Intern Organization

This is to certify that Chinnala Lavanya (Name of the intern) Reg. No. 2122001052011 of Govt Degree College (MEN) (Name of the College) underwent internship in MCHS, Balaga (Name of the Intern Organization) from 21/8/2023 to 30/9/2023.

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



Authorized Signatory with Date and Seal

HEAD MASTER  
Municipal Corporation High School  
BALAGA, Srikakulam

## ACKNOWLEDGEMENTS

9:05 to 9:20 Am (prayer)

1) National song    2) Matelugutalli song    3) slogan All students are pray well.

9:30 to 10:30 Am

Subject :- English

Lesson :- Grammar

Report :- 5th class students are good response in my class. but 5 to 4 members are doesn't active in my class. remaining students are respond in my class.

10:30 to 10:4 Am (Break)

11:00 to 12:00 Am

Maths :- 3rd class students did sums very well and and they<sup>do</sup> many sums.



## 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 to all students in my class
- ⇒ I teach the lessons and how to write work book of the given subjects and Explain all students
- ⇒ The Head Master Explained me how to Explain lessons and how to interact with students
- ⇒ In my internship training, I was help to the students to write their work books. And also we conduct so many games and Yoga classes

### Outcomes:-

- ⇒ I get good response from the students and they understand what a I teach very well.
- ⇒ They are very disclpain and they perform in games very well.
- ⇒ Their communication skill also grown and their response is also very well.

## 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 MCHS Balaga, they have 30 members of staff and 2 members of non-teaching staff.

⇒ In lunch the government provide food to the children. Four members of servants to serve food.

### 2. Vision, mission & values of organisation :-

⇒ The mission only for two months.

⇒ How to teach communication skills, doing activities. For choosing this school department because to improve my skills and remove my fearness.

3. Role & personality :- I was help to the students to write their work books and I teach problems for 3rd, 4th, 5th class students. For 8th and 9th I was take the Maths classes and Explained them.

### 4. Future plans of the organisation :-

In MCH school Balaga, have a good faculty to teach the children and they have Yoga classes. The children

Play games very well. The PET support very well to the students.

### 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 choose Internship in MCH School, Balaga, Srikakulam.

The first day I know about the class rooms and their classes. The school was very clean and maintain very discipline. The school start from 9:00AM and from 4:00 pm. At 12:15 pm to 1:00 pm lunch break.

They have Master Drill periods and I takeover the classes of 3, 4 & 5. And also they have Yoga classes. For Yoga classes they allotted one madam and I am also for her.

For every class there is one Digital TV. For 3, 4, & 5 classes we show Pymes, stories, Games in that TV. we also conduct Games.

The children are very active and they participate in any activity very well.

# ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I was take over classes of 3rd and 4th and I was teach Addition problems.	They learned very good and they understand very well	L. Mangavei
Day - 2	I was take over classes of 5th and 3rd and I was teach the work books	They did their work very well	L. Mangavei
Day - 3	I was teach Telugu work book for the 4th class student.	They can did their work and they understand very well.	L. Mangavei
Day - 4	To teach the English and I <del>was</del> was conduct dictation to 5th class.	They heard very well. They wrote very good.	L. Mangavei
Day - 5	To take over yoga classes 7th and 3rd.	They did yoga very well.	L. Mangavei
Day - 6	I was dictation for 3rd class on some English very.	They learned the words and wrote very well.	L. Mangavei



## WEEKLY REPORT

WEEK - 1 (From Dt. 21/8/2023 to Dt. 28/8/2023)

Objective of the Activity Done:

Detailed Report:

I was explain the students of 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> class students Addition, subtraction, multiplication, division sums. I explained the workbooks and helped to wrote for the students.

I was take yoga classes for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> classed and I was conduct games. I was played rymes, stories in Digital Tv.

I was conduct many slip tests on Englis and also Telugu. I was give many problems to students.

Report:- All students respond very well in classroom. They participate in games and yoga. The students listen. classes very calm and manbain very decipline.

# ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I was teach the work books for 3rd and 4th classes.	They did their work book very good.	L. Mangavei
Day - 2	I was Explain the sums to the students.	They understand very well and they did very good.	L. Mangavei
Day - 3	I was Explain the maths to 8th class.	They did very well on polygons.	L. Mangavei
Day - 4	I was show rymes and stories on Digital T.V	They enjoyed and understand very good.	L. Mangavei
Day - 5	I was teach the work books for 5th class.	The did their work book very neatly.	L. Mangavei
Day - 6	I was conduct slip test on Teluga words For 4th class.	They wrote very well.	L. Mangavei



## WEEKLY REPORT

WEEK - 2 (From Dt. 28/8/2023 to Dt. 2/9/2023)

Objective of the Activity Done:

Detailed Report:

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

① I was teach the lessons and Explain the sums to third classes and they wrote in their books.

② I was explain the work books and I was help to wrote their work books.

③ I was Explain how to Intract with other person, Some communication skills.

④ I was conduct sliptests on some English and Telugu words.

⑤ To take over yoga classes for 3rd, 4th, 5th classes.

Report:- They participate very well and they understand very good. They asked some doubts and I was clarify it.

# ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I was take over some classes to explain awareness on society.	They gave very good response	L. Mangavei
Day - 2	I was help to study English lessons one by one.	They read very well.	L. Mangavei
Day - 3	I was teach to 9th class maths Graph representation.	They did very well and know about it very well.	L. Mangavei
Day - 4	I was teach Maths to 8th class Types of quadrilaterals.	They understand and clarify their doubts.	L. Mangavei
Day - 5	I conducted some games for 3rd class.	They participate and enjoyed very well.	L. Mangavei
Day - 6	I was help to wrote work book.	They did their work books.	L. Mangavei

## WEEKLY REPORT

WEEK - 3 (From Dt. 4/9/2023 to Dt. 09/9/2023)

Objective of the Activity Done:

Detailed Report:

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

And I have also interacted with the faculty of MCH School, Balaga. I have also tried to teach the students so they learn and ask doubts on my teaching.

I have also worked with teachers and staff's which made me know many 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 was teach the Addition problems to 3rd class	They learned and they did some sums	J. Mangarai
Day - 2	I was teach for 5th and 4th class work book.	They did their work book.	J. Mangarai
Day - 3	I was conduct dictation to the 4th class students and correct it.	They learn and know how to write.	J. Mangarai
Day - 4	I was explain some formulas to 4th class.	They listened very good.	J. Mangarai
Day - 5	I was teach Maths to 4th class and did Exercise 3.2, 3.3.	They understand and wrote in their notes.	J. Mangarai
Day - 6	I was take yoga classes for 3rd and 4th class.	They participate very well.	J. Mangarai



## WEEKLY REPORT

WEEK - 4 (From Dt. 11/9/2023. to Dt. 16/9/2023.)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching, 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 was teach the English rymes to 4th class.	They learned and understand in good way.	L. Hageven
Day - 2	I was help to wrote work books.	They wrote their work books.	L. Hageven
Day - 3	I was play some rymes and stories in digital T.V.	They enjoyed and listened very good.	L. Hageven
Day - 4	I was teach 4th class Maths types of angles.	They learn wrote notes and understand.	L. Hageven
Day - 5	I was conduct dictation on English lesson.	They wrote and correct the mistakes.	L. Hageven
Day - 6	I take the yoga classes for 4th & 5th class.	They participate and did yoga.	L. Hageven



## WEEKLY REPORT

WEEK - 5 (From Dt. 12/9/2023 to Dt. 30/9/2023)

Objective of the Activity Done:

Detailed Report:

As per the week, I have come to know that I have learnt so many things. I have developed my communication and also help to develop students communication also. and also I developed my interactive skills and forget my fearness and freely moved with students and also teachers.

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 MCHS Balaga 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 9:00 AM to 4:00pm (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.

Then other interns were also very cooperative in work. we the interns as a team were very active and focused in the work. we were also given spaces for our process which made our internship very useful for us.

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 wanted. I learned that every department or organisation has its own culture. As a intern. I discovered its essential to the enthusitic and open to learning new skills.

I learned that its important to communicate with teachers. Head Master if have any doubts.

Asking and recieving 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 recieving feedback is difficult to heart 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 leaders. For every week we arranged our workplace culture for productive use of time.

We have kept notes for observing everyone improvement weekly wise. We will discuss about all pro's and con's 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.

**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 MCHS Balaga, Srikakulam.

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 may feel these but now we are confident while communication conversation understanding others.

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

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

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

We the interns of MCH School, Balaga, Srikakulam form a team to enhance and improve our work in an efficient way.

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

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

working as a team member and also as a leader made me known about 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.



**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 lead in implementing technology in education system to amplify digital transformations of schools. The MCH School, Balaga, Srikanthapuram 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 make their attendance through face scan method.

There is a smart TVs which can be used for teaching practising the primary students more than Academic. Syllabus in English medium when compared to previous systems that were followed in government school now the present system followed by our school is very enhanced. upgraded and enriched in every standards we have also used the technological devices for our tasks related to internship.

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

**Student Self Evaluation of the Short-Term Internship**

Student Name: & Registration No: Chinnala Lavanya - 2122001052011

Term of Internship: From 21/08/2023 to 30/9/2023

Date of Evaluation:

Organization Name & Address: MCH school, Balaga, Srikakulam

Name & Address of the Supervisor with Mobile Number: K. Simhachalam, Srikakulam  
9705900580

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 ✓

Ch. Lavanya  
Signature of the Student

### Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Chinnala Lavanya 2122001052011

Term of Internship: From 21/8/2023 To 30/9/2023

Date of Evaluation:

Organization Name & Address: MCH. School, Balaga, Srikakulam

Name & Address of the Supervisor with Mobile Number: K. Simha Chalam, Srikakulam  
9705900580

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

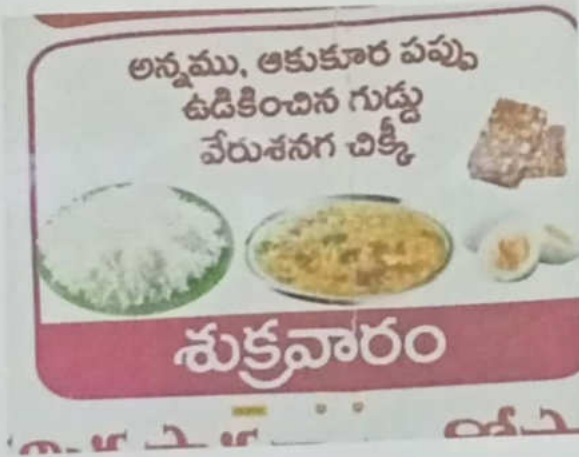
1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) 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

Signature of the Supervisor

HEAD MASTER  
Municipal Corporation High School  
BALAGA, Srikakulam



## PHOTOS & VIDEO LINKS



## PHOTOS & VIDEO LINKS

