

**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: Kondala. Rama Krishna

Name of the College: Government degree college (MEN), Srikakulam

Registration Number: 2122001052032

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

Name & Address of the Intern Organization

H.P.P School, Devala Gopala puram,  
Santhabommali (Mandal), Srikakulam.  
@ 25/8/23

## 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) , Soikakulam.

Department: Education

Name of the Faculty Guide:

Duration of the Internship: From 21/8/2023 To 30/9/2023

Name of the Student: Kondala Ramakrishna

Programme of Study Education department

Year of Study: 2021 - 2024

Register Number: 2122001052032

Date of Submission:

### Student's Declaration

I, K. Ramakrishna, a student of Intern Program, Reg. No. 2122001052032 of the Department of BSC, Govt. Degree College do hereby declare that I have completed the mandatory internship from 21/8/23 to 20/9/2023 in H.P.P. Gopalapuram (Name of the intern organization) under the Faculty Guideship of ....., (Name of the Faculty Guide), Department of BSC, Government degree college (MEN) (Name of the College)


K. Ramakrishna  
(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 Kondala Ramakrishna (Name of the intern) Reg. No. 2122001052032 of Govt. degree College (Name of the College) underwent internship in M.P.P. Gopalapuram (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).

CHAIRMAN / CONVENOR  
PC COMMITTEE  
MPP SCHOOL  
GOPALAPURAM  
Santhabommali (Md)

Kvr HEADMASTER  
M. P. P. SCHOOL  
GOPALAPURAM  
SANTHABOMMALI MANDAL  
Authorized Signatory With Date and Seal

## ACKNOWLEDGEMENTS

→ 9:05 to 9:20 AM (prayer)

1) National Song 2) Ha telugu talli Song 3) Slogan All students are prayer k

→ 9:30 to 10:30 AM

Subject : Telugu

Lesson : padupu - vidupu

7 Girls & 6 boys are attend to my class.

Report : 5<sup>th</sup> class students are good response in my class. but 3 to 4 members are doesn't active in my class. remaining student are respond in class.

→ 10:30 to 10:40 AM (Break)

11:00 to 12:00 AM

Maths : 7 Girls & 6 boys are attend to my class. 1 Explain addition of multiple numbers, Tables knowing some students are respond very well.

Report : whole class is good response. Some problems are home work to students.

→ 12:00 to 1:00 PM (Lunch break)

→ 1:05 to 2:00 PM

Subject : Telugu Lesson : padya - Ratnam

7 Girls & 6 boys are attend to my class.

Report : Some students are respond well but remaining are doesn't respond

→ 2:10 to 2:30 (break)

2:30 to 3:30 PM.

All students are read tables \* 4:00 PM (Students are stand to P in a certain que) 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 & how to write klook book & Explain to all
- \*) The Head Master how to Explain lessons & how to interact with students Explain to me.
- \*) In my internship training. I Explain lessons & conduct games & so many ~~spen~~ things I am always spend with childrens

### Outcomes :-

- \*) All classes students are good response in H.P.P school, Epipala. total strength is 31
- \*) I myself. I Explain lessons. are good & also students are good respond.
- \*) how to Execute the lessons, Discipline & 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 HPP School Danduggalapuram, Santhabommali staff <sup>one</sup> Head Master & also teacher.

In lunch time 2 workers serve to food all the students one women is P

2> vision, mission & values of organization : this mission only 2 months how to teach us communication skills, doing activities. How ~~there~~ choose this school some reasons are there. school surrounding good faculty & good students.

3> Role & personality : Teach the lessons, writing the work book notes in school, & my role is teacher 2. I respond of all students discipline & good behaviour learn to students.

I teach the lesson all students <sup>are silent in my class room</sup> ~~joining~~ in school.

both profit & loss of students joining in school.

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

Future plans of the organization : teachers are teach the lessons very well school surroundings. are more beautiful plants & cleaning in the school canteen (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 Gopalapuram Sathabommai on first day going to school proper. National anthem, pledge in prayer time. In prayer time all students are very discipline. The school Head Master doing the activities. With me & her other Intern students also attend the activities.

In class room I teach the lesson. all students are listen silently & very carefully. I conduct the exams with all students & students are silently writing Exam. after Exam I give the papers & correction the papers. Children teachers day celebrations (sep 5<sup>th</sup>)

\*) Musical chair, dance, Essay writing, quiz conduct these games in teachers celebrations (kabaddi, kho-kho)

\*) All games are playing. to students very well.

\*) Some teams are won games. 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> respectively. Some teams are doesn't won games but well played.

\*) In sep 5<sup>th</sup> 2023. feast of all students & teacher & other Intern students.







\*) Sir give the prizes in all with the students & other cultural activities are conducted in my Intern school.

\*) In lunch time, pulihota & with potato curry is prepared cooking. staff in my Intern organization.

\*) In sept 5<sup>th</sup> 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 class room	I teach the <sup>lesson</sup> <del>18th</del> Students are silently listening & respond	
Day - 2	Teaching the lesson to students in class room	I teach the lesson students are silently listening & respond.	
Day - 3	Teaching the lesson to students in class room	adding multiple numbers & all students are good respond	
Day - 4	I am writing the work books of 4 <sup>th</sup> class students & 3 <sup>rd</sup> class students.	3 <sup>rd</sup> , 4 <sup>th</sup> class students work books are clear & good writing.	
Day - 5	prepare the all students for Examination. I am Invigilator of 5 <sup>th</sup> & 4 <sup>th</sup> class.	All students are write the exams as well	
Day - 6	prepare the all students for examination conduct the Examination.	All students are write Maths Exams correct.	

## WEEKLY REPORT

WEEK - 1 (From Dt. 21/8/2023 to Dt. 26/8/2023)

Objective of the Activity Done:

Detailed Report:

I preparing the Examinations of all students in first day.

I prepare the telugu exam of students of 5<sup>th</sup> class. All students are attend in the class. all students are form a line & silently Exam is writing.







2) In second day I conduct the Examination of 4<sup>th</sup> class. I am the Invigilator of 4<sup>th</sup> class. All students are attend the Exam. All students are form a line & silently writing the exam & Exam finish all students papers are collected by me. Similarly remaining three days conducted the exams as well all students are sitting the examination places and silently writing.

3) finish the exams. in class room I teach the lesson with students

Report :- All students good writing the exams well. the learning outcome control the students & H.M sir some activities & correction the papers. all students are gain good Marks & 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 1 students in 4 <sup>th</sup> class.	In the class, I teach the lesson at the same time students raise doubts.	
Day - 2	Teaching the lessons to students in 3 <sup>rd</sup> class.	In the class all students are good response & reading is good.	
Day - 3	Teaching the lessons to students in 2 <sup>nd</sup> class.	In the class all students respond average but one or two is well	
Day - 4	Teaching the numbers & A, B, C, D, ... Z	Reading & writing all students very well	
Day - 5	conduct the normal dictation of 3 <sup>rd</sup> class students	All students are reading average	
Day - 6	Teaching the sum of Maths in 4 <sup>th</sup> class.	I am teaching the lessons to students & all students are home work.	



## 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 (I, II, III, IV, V) classes.

- x) I teach the lessons in 5<sup>th</sup> class in the Morning. Three sums are explain to the all students of 5<sup>th</sup> class. The students are write the sums in our notebooks. Many students are respond very well.
- x) In second day, I teach the lesson 3<sup>rd</sup> class in morning (10:30 AM to 11:30 AM) all students are good response. total class attend my class.
- x) In third day, I explain how to interact with other person some communication skills. Explain with us.
- x) In fourth day, I teach lesson in 4<sup>th</sup> class. four students are active & other students are duller & Normal.
- x) In fifth day, Saturday morning teaching lesson Maths multiplication of two numbers. How to multiply the ~~Exents~~ Numbers students are listening carefully.
- x) In sixth day I explain padhyarathalu. in telugu poem at III<sup>rd</sup> class students.
- x) In seventh day I teaches lesson in 5<sup>th</sup> class.

Report :- The headmaster gives Exam paper 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 5 <sup>th</sup> class students awareness on how to live in a society.	I have known to many new things that kids think about their place home & situations.	
Day - 2	I have taught 4 <sup>th</sup> class students about English basics like Everyday learning word.	I got know about teaching new things to the students.	
Day - 3	I have conducted a few activity to the 2 <sup>nd</sup> class where all the students have participated very well.	I have developed my communication mentoring skills very well.	
Day - 4	I have helped the Mother in their respective works.	I come to know about the working of the teacher.	
Day - 5	I have taught 5 <sup>th</sup> class students about Maths basics & tricks to help them further.	I have learned to teach about how to solve arithmetic problems.	
Day - 6	I have taught E.V.S lesson for 4 <sup>th</sup> class in a practical way.	I have learnt to teach in practical way.	

## WEEKLY REPORT

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

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 an open space.

I have also ~~looked~~ looked with teachers & staffs work which made me know things that happen 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 5th & 4th classes	I have developed my teaching skills, the students too are good.	S. H. S.
Day - 2	I have conducted a game for Exploring their talent for 5th class.	I have interacted with students & helped them in their doubts.	S. H. S.
Day - 3	I have checked about Every class Environment the Sanitary facilities & water supply.	I have to come to know about few problems in school	S. H. S.
Day - 4	I have interacted with students regarding their problems in school & gave some solution	I tried to solve students problems at a possible level.	S. H. S.
Day - 5	I have taught 1st class students about animals & birds.	I have deal with 1st class students. digital clay.	S. H. S.
Day - 6	I have taught 3rd class about editing etiquette.	I have Increased my communication skills,	S. H. S.

## 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, mentoring, communication, managing & team participation. Skills when compared to the previous these weeks.

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

The students also have been well performing with good grade.

# 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.	
Day - 2	Vinayaka Chavithi holiday.	-	-
Day - 3	I have interacted with 4th class students through digital way.	I have accessed the digital device in the school.	
Day - 4	I have taught the 2nd class about English lessons.	The students have learned and doing good in studies.	
Day - 5	I have taught the 3rd class about E.V's lesson.	The students are doing well	
Day - 6	I have interacted with all students about previous status & present status	I have known so many things in this journey.	



## WEEKLY REPORT

WEEK - 5 (From Dt. 18/9/2023.. to Dt. 23/9/2023..)

Objective of the Activity Done:

Detailed Report:

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

I came to know few good things & also some problems which, have tried to solve & made better out of it. I learn about being a teaching, monitor & 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 H.P.P. Appalapuram School were a good interactive staff. We were given a desk for our work & with basic things like chalk pieces. Our role is to enhance the students, observe them and any other negative analysis all activities by students & staff. Our timings are from 9:00 AM to 3:30 PM (morning to afternoon).

The headmaster & 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 were very active & 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 ~~that~~ about how to put my ~~know~~ knowledge and skills into practice. Such as mentoring. I learned how to communicate and build relationship with the people worked. I learned that every department (or) organization has it's own culture. I quickly learned that Every company has it's own culture. As a Intern I dissolved, it's essential to be enthusiastic & open to learning new skills. I learned that it's important to communicate with teachers, Head Master if have any doubts.

Asking & receiving feedback is very important. It is essential to take note of both the positive & negative, points for future. I learned that sometimes asking for feed back (or) receiving feedback is difficult to hear but it will have a significant impact on your future career & ~~success~~ 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 ~~exposed~~ <sup>acquired</sup> 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 & we all acted as a 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 pros & 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~~ 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 H.P.P School Gopalapuram. Santhabommali.

As we have been interacting with each other students. We have improved our oral communication written communication & 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 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 ~~best~~ most sought after skills in the work place.

We the interns of H.P.P Gopalapuram, Sarthabommali formed as a team to change & improve our work in an efficient way.

Firstly as we have no familiarity with each other gradually it took time & 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 & also as a leader made me known about how to work as a team member. Its role in the team & responsibilities as a leader. I have lead the team in my way to interact cooperative & manage them as a unity in every activity it gave me experience & knowledge about team work.



**Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)**

The Government has taken a big leap in Implementing technology in education system to amplify digital transformations of schools. The Gopalapuram H.P.P school at Sarithamballi 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 & 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 systems that are followed in government school now the present system followed by our schools is very enhanced, upgraded & 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 & is documented.

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

Student Name: & Registration No: Kondala Ramakrishna

Term of Internship: From \_\_\_\_\_ To \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Organization Name & Address: H.P.P school Gopalapuram, SanthaBommali, Srikakulam  
(Mandayrast) (Dist)

Name & Address of the Supervisor  
with Mobile Number: \_\_\_\_\_

**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)

Signature of the Student



## Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Kondala Ramakrishna

Term of Internship: From \_\_\_\_\_ To \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Organization Name & Address: H.P.P. School / Gopalapuram, Santhabommali (Mandal, Dist),  
Srikakulam.

Name & Address of the Supervisor  
with Mobile Number: \_\_\_\_\_

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

CHAIRMAN / CONVENOR  
PC COMMITTEE  
MPP SCHOOL  
GOPALAPURAM  
Santhabommali (Mdl)

K.V.R. HEAD MASTER  
M. P. P. SCHOOL  
GOPALAPURAM  
SANTHABOMMALI MANDAL

## PHOTOS & VIDEO LINKS

