

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: Konni . Renuka

Name of the College: Govt . Degree college (MEN)

Registration Number: 2122001052034

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

Name & Address of the Intern Organization MPP school (Guntukupeta)

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 21/8/23 To 30/9/23

Name of the Student: Konni. Renuka

Programme of Study Education Department.

Year of Study: 2022 - 2023

Register Number: 2122001052034

Date of Submission:

Student's Declaration

I, k. Renuka, a student of inter Program, Reg. No. 2122001052034 of the Department of B.Sc., Govt. Degree (MEN) College do hereby declare that I have completed the mandatory internship from 21/8/23 to 30/9/2023 in M.P.P. School (Guntur) (Name of the intern organization) under the Faculty Guideship of MATHS, (Name of the Faculty Guide), Department of B.Sc (MPC) Govt. Degree College (MEN). (Name of the College)

k. Renuka
(Signature and Date)

Endorsements

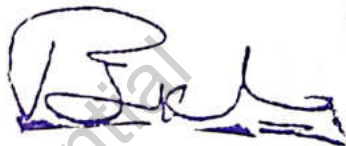
Faculty Guide



Lecturer in charge

Head of the Department Dept. of Mathematics
Govt. Degree College (Men)
SRIKAKULAM

Principal



Certificate from Intern Organization

This is to certify that Komi Renuka (Name of the intern) Reg. No. 2121001052034 of GNT Degree (MEN) (Name of the College) underwent internship in M.P.P. School (Guntukupeta) (Name of the Intern Organization) from 21/08/2023 to 30/09/2023.

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

P. Samerpa

Authorized Signatory with Date and Seal

Head Master
M.P.P. School
GUNTUKUPETA
Laveru Mdl, Sriekulam Dt.

ACKNOWLEDGEMENTS

9:05 to 9:20 (prayer)

① National song ② Maa Telugu talli song ③ slogan

All students are prayer well

9:30 to 10:30 AM

Subject := Telugu

Lesson := padupu - vidupu

7 girls and 5 boys 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 remain
students are respond in my class.

10:30 to 10:40 AM (break)

11:00 to 12:00 AM

MATHS := Seven girls and five boys 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 at
Home work give to student.

12:00 to 1:00 (lunch break)

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 student in my class
- * I teach the lesson and how to write work book of explain all student
- * The head master how to explain lesson and how to interact with student to explain to me
- * In my internship training I explain lesson and conduct games and so many spend with children

Out comes :-

- * All classes students are good response in MPP school Guntukupeta total strength is 26 students
- * I myself I explain lesson are good and also students are good respond.
- * How to execute the lesson, Discipline and communication skills.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- Introduction of the Organization
- Vision, Mission and Values of the Organization
- Policy of the Organization, in relation with the intern role
- Organizational Structure
- Roles and responsibilities of the employees in which the intern is placed.
- Performance of the Organization in terms of turnover, profits, market reach and market value.
- Future Plans of the Organization.

Introduction :-

In MPP school Guntukupeta. staff 1 Head Master and 2 teachers
In lunch time 2 women serve to food all the student
one woman is pune.

Vision, Mission & value of organisation :- This mission only 2
Months.

* How to teach us communication skills, doing activities,
* How choose this school some reasons are there. school survival

good faculty and good students
Role & personality :- Teach the lesson, writing the work book

notes in the school, and my role is teacher 2. I respond of
all students discipline and good behaviour learn to students.

I teach the lesson all student are silent in my class room
Both profit and loss of student joining in school.

now a days parents are can't joining his children in
Govt. school because teaching skills is nice in Govt. school

future plans of the organisation :-

Teachers are teach the lesson very well. school surrounding
are more beautiful plants and cleaning in 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 Guntukupeta, on first day going to school, prayer national anthem, pledge in prayer time. In prayer time all students are very discipline. The school head master 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 are silently writing exam after exams I give the papers and correction the papers.

Musical chair, dance, Essay writing, Quiz conduct these Games in teachers day celebration (kabaddi, Kho-Kho)

All games are playing to students very well. Some teams are won games 1st, 2nd, 3rd respectively some teams are doesn't won games but well played.

In september 5th 2023, first of all students and teachers and other intern students.

Madam give the prizes in all with the students and other cultural activities are conducted in my intern school.

In lunch time, pulihora and with potato curry is prepared cooking staff in my intern organization.

In september 5th 2023, it's 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 lesson students are silently listen	P. Sankar
Day - 2	Teaching the lesson to students in class room	I teach the lesson students are silently listening & respond	P. Sankar
Day - 3	Teaching the lesson to students in class room	Adding multiple numbers and all students are good respond.	P. Sankar
Day - 4	I am writing the work book of 4th class students and 3rd class students	3rd, 4th class students work books are clear and good writing.	P. Sankar
Day - 5	prepare the all students for examinations. I am invigilator of 3rd class.	All students are write the Exams as well	P. Sankar
Day - 6	prepare the all students for examination conduct the examination	All students are write exams (Maths) normal	P. Sankar

WEEKLY REPORT

WEEK - 1 (From Dt. 21/8/23.. to Dt. 26/08/23.)

Objective of the Activity Done:

Detailed Report:

I preparing the examination of all students in first day. I prepare the telugu exam of students in 4th class. All students are attend in the class all students are form a line and silently Exam is writing.

* 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 in finish all students papers are called by me, similarly remaining three days conducted the Exams as usually all students are sitting the Examination places and silently writing

* finish the Exam, In class room I teach the lesson with students.

Report :-

All students good writing the exams well, the learning outcomes control the students and H.M Madam 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 lesson to students in 4th class.	In the class I teach the lesson at the same time student raise doubts.	P. Sami
Day - 2	Teaching the lesson to students in 3rd class.	In the class all students are good response and reading is Good	P. Sami
Day - 3	Teaching the lesson to students in 2nd class.	In the class all students respond average one boy is well	P. Sami
Day - 4	Teaching the numbers and A. B. C. D. . . . Z	Reading and writing all students very well	P. Sami
Day - 5	conduct the normal dictation of 3rd class students	All students are reading average	P. Sami
Day - 6	Teaching the sum of maths in 4th class	I am teaching the lesson to students to all students are happy	P. Sami

WEEKLY REPORT
WEEK - 2 (From Dt. 28/08/2023 to Dt. 02/09/2023.)

Objective of the Activity Done:

Detailed Report:

Teaching lesson in this week (1, 2, 3, 4, 5) classes

- * I teach the lesson 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 notebook. Many students are respond very well.
- * In second day, I teach the lesson in IV class in Morning (10:30 to 11:30) All students are good response. Total class attend my class.
- * In third Day, I explain how to interact with other person some communication skills. Explains with us.
- * In fourth day, I teach lesson in 4th class. four students are active and other students are duller and normal.
- * In fifth day, Saturday morning teaching the Maths Multiplication of two numbers. how to the multiply the numbers are listening carefully.

Report :- The Head Master 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 a society.	I have known as many new things that kids thinks about their place home	P. Sami
Day - 2	I have taught 4th class students about English basic like Everyday chores.	I got know about teaching new things to the students.	P. Sami
Day - 3	I have conducted a few activity to the 2nd class where all the students have participated very well.	I have developed my communication mentoring skills very well	P. Sami
Day - 4	I have helped the mother in their resperctity works	I come to know about the working the teacher	P. Sami
Day - 5	I have taughts 5th class students about maths basic and tries to help them further.	I have learned to teach about how to solve arithmetic problems.	P. Sami
Day - 6	I have taught E.V.S lesson for 4th class in a Practical way.	I have learn to teach in practical way.	P. Sami

WEEKLY REPORT

WEEK - 3 (From Dt. 04/09/2023 to Dt. 09/09/2023)

Objective of the Activity Done:

Detailed Report:

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

And I have also interacted with the respected Government teachers, parents about their 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 works which made we 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 3 rd class and 4 th class	I have developed my teaching skills the students too are good.	P. Samy V.
Day - 2	I have conducted a game for exploring their talent for 5 th class	I have interacted with students and helped them in their doubts.	P. Samy V.
Day - 3	I have checked about every class environment then the sanitary facilities and water supply	I have to come to know about few problem in school	P. Samy V.
Day - 4	I have interacted with students regarding their problems in school and gave some solution.	I tried to solve students problems at a possible level	P. Samy V.
Day - 5	I have taught 1 st class students about animals and birds.	I have deal with 1 st class students digitally	P. Samy V.
Day - 6	I have taught 3 rd class about editing etiquette.	I have increased my communication skills.	P. Samy V.

WEEKLY REPORT

WEEK - 4 (From Dt. 11/09/23... to Dt. 16/09/2023)

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, student 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	P. Sankar
Day - 2	Vinayaka chavithi. Holidays.	-	-
Day - 3	I have interacted with 1st class students through digital ways	I have accessed the digital device in the school	P. Sankar
Day - 4	I have taught the 2nd class about English lesson	The students have learned and doing good students	P. Sankar
Day - 5	I have taught the 3rd class about E.V.S lesson.	The students are doing well	P. Sankar
Day - 6	I have interacted with all students about previous status and present status	I have known so many things in this journey	P. Sankar

WEEKLY REPORT

WEEK - 5 (From Dt. 18/09/23... to Dt. 30/09/2023)

Objective of the Activity Done:

Detailed Report:

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

I Come 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 school Buntukupeta school, were a good interactive staff. we were give 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 student And staff. our things are from 9:00 Am to 3:30pm

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. I quickly learned department every company has its own culture as a intern. I dissolved its essential to be enthusiastic and open to learning new skills I learned that its important to communication with teachers head master if have any doubts.

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 workplace culture for productive use of time.

We have kept notes for observing everyone improvement weekly wise.

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 Mpp school Guntakurupeta

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, intern of MPP school Guntakurda formed as a team to enhance and improved 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.

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 complete digital transformation of schools. The Government has school of uses devices in the procedure.

The headmaster updates the information of school through smart phone. They scan face of the students for checking every teachers and headmaster of school make their attendance through face scan Method.

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.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Konni, Renuka

Term of Internship: From 21/8/23 To 30/09/2023

Date of Evaluation:

Organization Name & Address: MPP School, Gunturupeta (H), Lousu (H), Sivakolam (H)

Name & Address of the Supervisor with Mobile Number: 9440407267, Swapna Kumar (graduate),

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

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Konni. Renuka

Term of Internship: From 21/08/2023 To 30/09/2023

Date of Evaluation:

Organization Name & Address: MPP school, Guntukupeta (village), Laveru (M), Srikakulam (D)

Name & Address of the Supervisor
with Mobile Number:

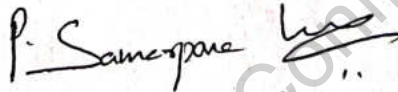
9440407267, Swapnakumari (Madan)

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	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				✓	


 Signature of the Supervisor
 Head Master
 M.P.P. School
 GUNTUKUPETA
 Laveru Mdl, Srikakulam Dt.