

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: MUNDURU. RAJ KUMAR TEJA

Name of the College: GOVERNMENT DEGREE COLLEGE (Mens)

Registration Number: 2022001070012

Period of Internship: From: 17-12-22 To: 18-3-22

Name & Address of the Intern Organization

Education Department
Baderaniipeta, Etecherla Mandalam
Srikakulam

University

YEAR

An Internship Report on
Educational Department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
BBA Bachelor of Business Administration

Under the Faculty Guideship of
Sri. N. Bala Krishna

(Name of the Faculty Guide)

Department of Commerce
Government Degree College (Mens)

(Name of the College)

Submitted by:

MUNDURU. RAJKUMAR TEJA

(Name of the Student)

Reg.No: 2022001070012

Department of Commerce

Government Degree College (Men's)

(Name of the College)

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 Semester internship either in V Semester or in VI Semester.
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 for 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 people 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 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:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. 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 the 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.

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Student's Declaration

I, ^{am} Munduru Raj Kumar Teja a student of BBA
Program, Reg. No. 2022001070012 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 17-12-2022 to 18-3-2023 in Baderanipeta ^{Education Department} (Name of
the intern organization) under the Faculty Guideship of
N. Bala Krishna (Name of the Faculty Guide), Department of
Commerce, Government Degree College (Mens)
(Name of the College)

M. Neelakanta
(Signature and Date)

HEAD MASTER
P. School
VANIPETA
Etcherla Mandal, Srikakulam Dist.

Official Certification

This is to certify that Munduru Raj Kumar Teja (Name of the student) Reg. No. 2022001070012 has completed his/her Internship in Badavanipeta ^{Etcherla} (Name of the Intern Organization) on Educational Department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Government Degree ^{College} in the Department of Commerce (Name of the College).

This is accepted for evaluation.

M. Neelakanti
(Signatory with Date and Seal)

Endorsements

[Signature]
Faculty Guide

[Signature]
Head of the Department

Principal

HEAD MASTER
M.P.U.P. School
BADIVANIPETA
Etcherla Mandal, Srikakulam Dist.

Certificate from Intern Organization

This is to certify that Munduru Rajkumar Teja (Name of the intern)
Reg. No 2022001070012 of Government Degree College (Name of the
College) underwent internship in Education Department (Name of the
Intern Organization) from 17-12-2022 to 18-3-2023

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

M. N. Lakshmi
Authorized Signatory with Date and Seal

HEAD MASTER
M.P.U.P. School
BADIVANIPETA
Etcherla Mandal, Srikakulam Dist.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief 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.

In this Internship I learn so many things and various activities are implemented

Introduced myself to the students of M.P.U.P school Badavanipeta, Etcheraka madalam

Spoke over the subject of cleanliness in 1st Week.

Spend over the topic of discipline and behaviour in 2nd Week

During these days I improved my language skills and I make own arrangements for transportation to reach the organization.

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 to 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.

In this internship I learn so many activities and also those are implemented

Introduced myself to the students in M.P.U.P school Badavanipeta Eteherala mandalarn

Spending time with the students teaching about stories and english letter writing

Practicing professional communication culture with team members

I Followed the rules of school and take regular attendance

I be aware of the communication culture in our work environment.

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 this internship organization
I learn communication skills

I should maintain punctuality in
attending school or internship

Daily attendance is compulsory
in internship I take attendance
daily

I wear college has a prescribed
dress uniform

In this internship I wear identity
card

While attending the internship
I followed the regulations & rules
of the intern organization.

Students are so good to listen my
lessons, they are very disciplined

I conduct games, letter writing, stories
quizzes, lessons, subject pattern, way of
dressing, way of attending exams,
etc. to the students.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduced Myself to the students (7 th class)	Language skills Improvement	107
Day -2	Taught about the skills of hand writing	Improvement in hand writing	107
Day -3	Spoke over the subject of cleanliness	Improvement in Self Discipline	107
Day -4	Spend time with the students teaching story skills	Learned story skills	107
Day -5	Spoke over the topic of discipline and behaviour	Learned social behaviour	107
Day -6	Taught an academic lesson	Absorbed the lesson	107

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this internship I learn so many things and various activities are implemented

In this first week

Day 1 - Introduced myself to the students (7th class) school of M.P.U.P Badavanipeta, etcherala mandalam

Day 2 - Spoke over the subject of cleanliness.

Learning outcome - I learn improvement in self discipline

Day 3 - Spent over the topic of discipline and behaviour

Day 4 - Taught about the skills of hand writing

Day 5 - Spending time with the students teaching about story skills

Day 6 - Taught an academic lesson to 7th standard students

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduced Myself to the students (6 th class)	Speaking skills improved	bx
Day -2	Spoke over the subject of cleanliness	Improvement in self Discipline	bx
Day -3	Spend over the topic of discipline and behaviour	Learned Social behaviour	bx
Day -4	Taught about the skills of hand writing	Improvement in hand writing	bx
Day -5	Spend time with the students teaching story skills	Learned story skills	bx
Day -6	Taught an academic lesson	Absorbed the lesson	bx

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this internship I learn so many activities and also those are implemented

In this Second week

Day 1 - Introduced myself to the students in M.P.U.P school Badavanipeta etcherala mandalam. (7th class)

Day 2 - Spoke over the subject of cleanliness

Day 3 - Spend over the topic of discipline and behaviour

Day 4 - Taught about the skills of hand writing

Day 5 - Spending time with the students teaching about story skills

Day 6 - Taught an academic lesson to 7th standard students

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduced Myself to the students (8 th class)	Language skills Improvement	bx
Day - 2	Taught about the skills of hand writing	Improvement in hand writing	bx
Day - 3	Spoke over the subject of cleanliness	Improvement in self discipline	bx
Day - 4	Spend time with the students and teaching story skills	Learned story skills	bx
Day - 5	Spoke over the topic of discipline and behaviour	Learned social behaviour	bx
Day - 6	Taught an academic lesson	Absorbed the lesson	bx

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this internship I learn some basic knowledge about management of school education

In this third week

Day 1 - Introduced myself to the students of 8th standard students

Day 2 - I told some basic rules of mathematics some students poor performance in their exam

Day 3 - Spoke over the subject of cleanliness

Day 4 - Spend time in participating in games like football, cricket, chess, carroms

Day 5 - Spoke over the topic of discipline and behaviour

Day 6 - Taught on academic lesson

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduced Myself to the students (9 th class)	Language skills Improvement	lot
Day - 2	Taught an acedamic lesson	Absorbed the lesson	lot
Day - 3	Taught about the skills of hand writing	Improvement in hand writing	lot
Day - 4	Spoke over the subject of cleanliness	Improvement in self discipline	lot
Day - 5	Spend time with the students teaching story skills	Learned story skills	lot
Day - 6	Spoke over the topic of discipline and behaviour	Learned social behaviour	lot

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this internship I improved my language skills and also communication skills

In this Fourth week

Day 1 - Introduced myself to the students of 9th standard

Day 2 - Taught an academic lesson

Day 3 - I clarified the doubts of students like "What is basic presentation and what are the rules of exam?"

Day 4 - Spoke about swami vivekananda like he born on 1963 and his bio-data

Day 5 - Spend time with the students in art competition

Day 6 - Spoke over the topic of self control and meditation

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduced Myself to the students (10 th class)	Language skills Improvement	bt
Day -2	Taught an academic pattern	Absorbed the lesson	bt
Day -3	Taught about the skills of games	Improved in taught about games	bt
Day -4	Spoke over the topic of discipline and behaviour	Learned social behaviour	bt
Day -5	Spend time with the students taught story	Learned story skills	bt
Day -6	Spoke over the subject of cleanliness	Improvement in self discipline	bt

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this internship I learn
creativity or creative thinking

In this Fifth week

Day 1 - Introduced myself to the
students of 10th standard

Day 2 - Taught an academic
pattern

Day 3 - Taught about the skills of
hand writing

Day 4 - Spoke over the topic
of leadership and truthful

Day 5 - Spend time with the
students and participated
in game of chess

Day 6 - Spoke over the subject
of cleanliness

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	In internship observed attendance	Good Attendance	bt
Day - 2	Uniform of the students	Dress of students	bt
Day - 3	Speaking abilities observed in teachers	When to speak, with others	bt
Day - 4	How to introduce with other	Introduce with people	bt
Day - 5	Lesson planning to teach	Way of planning	bt
Day - 6	Book-keeping to teach	Notes writing	bt

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this internship I learn language skills and also covered language barrier problems.

In this Sixth week

Day 1 - In internship observed attendance of 6th standard

Day 2 - In internship I observed the uniform of the student and I am also wear full uniform and back to notice all these schedule of school

Day 3 - Speaking with loud voice in teaching I observed in the teacher and interaction with the students

Day 4 - Learn how to others introduce with people

Day 5 - Lesson planning

Day 6 - Notes taking from teachers

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Participating in oral communication	oral communication	bx
Day -2	Interaction ability with community	Interaction with community	bx
Day -3	Taught about lesson	Lesson planning	bx
Day -4	Taught about speaking skills	Speaking skills	bx
Day -5	Taught about communication skills	Communication skills	bx
Day -6	Taught about workmanship	Workmanship	bx

WEEKLY REPORT

WEEK - 7 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this Internship learn so many activity participating in games like cricket, football, carroms, chess etc.

I improved my subject skills and time spending in games

In this Seventh Week

Day 1 - Participating in oral communication

Day 2 - Interaction ability with community

Day 3 - Taught about lesson and lesson planning

Day 4 - Taught about speaking skills

Day 5 - Taught about communication skills

Day 6 - Taught about workmanship

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Communication skills with team members improved	Interaction Team members	bx
Day - 2	Job skills observing	observing job holders	bx
Day - 3	Utilizing listening skills	Listening skills	bx
Day - 4	Learn Punctuality	Punctuality	bx
Day - 5	Participating in Y.S.R programme	Participation	bx
Day - 6	Lesson about the thirsty crow	Lesson	bx

WEEKLY REPORT

WEEK - 8 (From Dt..... to Dt: Dt.....)

Objective of the Activity Done:

Detailed Report:

In this internship I learn punctuality and lesson planning with the help of teachers in M.P.V.P school, Etcherala mandalam

Day 1 - Communication skills with team members

Day 2 - Job skills observing

Day 3 - Utilizing listening skills in covering my drawbacks in performance of teaching

Day 4 - Learn punctuality

Day 5 - Participating in V.S.R programme

Day 6 - Lesson about the thirsty crow to 6th standard

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Good teaching of facilities	Well teaching	lor
Day - 2	Perfectly schemes are implementing	observing	lor
Day - 3	Speak about a story	Story teaching	lor
Day - 4	Taught at H.M about management	Taught to H.M	lor
Day - 5	Taught a hindi lesson	Hindi lesson	Ra
Day - 6	Taught a hindi lesson to 6 th standard	Hindi lesson	lor

WEEKLY REPORT

WEEK - 9 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this internship I improved by speaking ability fluently and also listening skills

In this ninth week

Day 1 - Good teaching of facilities to a students provided my this school and well teaching

Day 2 - Perfectly schemes are implemented

Day 3 - Speak about a story of a thirsty crow

Day 4 - Taught at H.M about management

Day 5 - Taught a hindi lesson

Day 6 - Taught a hindi lesson to 6th standard

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Communication skills with team members improved	Interaction with team members	Not
Day - 2	Job skills observing	Observing job holders	Not
Day - 3	Utilizing listening skills	Listening skills	Not
Day - 4	Learn punctuality	Punctuality	Not
Day - 5	Participating in Y.S.R program	Participation	Not
Day - 6	Lesson about the thirsty crow	Lesson	Not

WEEKLY REPORT

WEEK - 10 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this internship I ~~can~~
improved my communication
skills

In this tenth week

Day 1 - Communication skills with
team members improved

Day 2 - Job skills observing with
the help of teachers

Day 3 - Utilizing listening skills

Day 4 - Learn punctuality

Day 5 - Participating in V.S.R
programme

Day 6 - Lesson about the thirsty
crew

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught an academic pattern	Absorbed the lesson	lot
Day -2	Taught about the skills of games	Improved	lot
Day -3	Learned Punctuality	Punctuality	lot
Day -4	Participating in V.S.R programme	Participation in program	lot
Day -5	Lesson about the Gandhi (Babuji)	Lesson	lot
Day -6	Taught about hand writing	Hand Writing	lot

WEEKLY REPORT

WEEK - 11 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this internship we observed so many skills and participated in activities.

In this eleventh week

Day 1 - Taught an academic pattern and absorbed the lessons

Day 2 - Taught about the skills and listening ability

Day 3 - Learned punctuality

Day 4 - Participating in Y.S.R programme and helping them

Day 5 - Lesson about the mahathma gandhi (Babuji)

Day 6 - Taught about hand writing

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Speak about the lesson pattern	Lesson pattern	lot
Day - 2	Taught about a lesson	Lesson	lot
Day - 3	Taught about communication skills	Communication skills	lot
Day - 4	Listening about management of school	Process of managing	lot
Day - 5	Teaching a story of Swami Vivekananda	About Swami Vivekananda	lot
Day - 6	Taught about the english poem	English poem	lot

WEEKLY REPORT

WEEK - 12 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this internship I learn lessons of english and various grammar part

In this TWELVETH week

Day 1 - Speak about the lesson pattern

Day 2 - Taught about a lesson

Day 3 - Taught about communication skills

Day 4 - Listening about management of school

Day 5 - Teaching a story of swami vivekananda

Day 6 - Taught about the english poem

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught about time management to 8 th class in exams	Time management	bt
Day -2	Taught about teamwork	Teamwork	bt
Day -3	Speak about discipline	Taught about discipline	bt
Day -4	Learn a additional skill from work	Additional skills	bt
Day -5	Improvement in communication skills	Communication	bt
Day -6	Improvement in language skills	Language skills	bt

WEEKLY REPORT

WEEK - 13 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this internship I improved my language abilities and team work is need to better communication

In this Thirteenth week

Day 1 - Taught about time management to 8th standard students

Day 2 - Taught about teamwork

Day 3 - Learn a additional skill from work

Day 4 - Speak about discipline

Day 5 - Improvement in communication skills

Day 6 - Improvement in language skills

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Improvement Technical skills	Technical skills	bt
Day - 2	Taught about listening skills	Listening skills	bt
Day - 3	Taught about story	Story	bt
Day - 4	Taught about story continuous	Story	bt
Day - 5	Speak about school teaching feedback	Best school and good	bt
Day - 6	Understanding the behaviour of students	behaviour of students	bt

WEEKLY REPORT

WEEK - 14 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this internship we observed so many things like student behaviour and their ability of learning.

In this fourteenth week

Day 1 - Improvementⁱⁿ technical skills

Day 2 - Taught about listening skills

Day 3 - Taught about story

Day 4 - Taught about story and continuous

Day 5 - Speak about school teaching and feedback

Day 6 - Understanding the behaviour the behaviour of students

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduced myself to the students (5 th class)	'class to the students	log
Day -2	Taught about cleanliness	cleanliness	bt
Day -3	Speak about language	Improved in Language skills	log
Day -4	Taught about lesson pattern	Lesson pattern	bt
Day -5	Speak about hand writing	Hand writing	bt
Day -6	Taught about story of the thirsty cow	story	bt

WEEKLY REPORT

WEEK - 15 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this internship we learn so many activities and gain knowledge about teaching.

Day 1 - Introduced myself to the students of 5th standard (Boy section)

Day 2 - Taught about cleanliness

Day 3 - Speak about language

Day 4 - Taught about lesson pattern

Day 5 - Speak about hand writing in examination center

Day 6 - In this holiday but I attend school few students are playing I am also played with them and taught some funny story.

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

In this internship I learn so many skills to improve learning ability, time management, confidently speaking in crowd or in meeting, and enjoyed very well in participating in teams,

I improve leadership skills and also management skills in this intern organization.

The staff members of intern organization, they are supported to grasp the work and motivated in the way teaching to students in the school.

The staff members are effectively participated in government schemes to the well of their students

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.)

In this Internship I improved my communication abilities with interaction of the people in the intern organization

In first week I compared to second week improved my self I learn time puntuality to attend intern organization and .The staff member of organization supported to me and motivated

I improve speaking in public and improved better communication with socialization

In this way my work environment ~~you~~ have experienced

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

In this internship I learn so many activities. In education department, I scared about teaching first time after some days I recover my shyness and taught the students about story writing.

I introduced myself to students and taught about lesson, and one memory trick. I explained to 5th standard students.

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.

In this Internship we learn so many managerial skills in M.P.U.P school of badavanipeta, etcherla mandalam. I improved managerial skills, learning of planning, and also how to lead the team members in group discussions.

In organization our behaviour is depends on the person to person. We have to follow the rules and regulations in the organization and also time management is compulsory in completion of project work.

In organization our performance improvement

Student Self Evaluation of the Short-Term Internship

Student Name: M. Raj Kumar Teja

Registration No:
2022001070012

Term of Internship: From: 17-12-22
Education Department

To: 18-3-22

Date of Evaluation:

Organization Name & Address: Education, School
Baderanipeta, Etecherla Mandalam, Srikakulam

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	✓	2	3	4	5
2	Written communication	1	✓2	3	4	5
3	Proactiveness	1	✓2	3	4	5
4	Interaction ability with community	✓	2	3	4	5
5	Positive Attitude	✓	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan 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 done	1	2	✓3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

M. Raj Kumar Teja
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: M. Raj Kumar Teja

Registration No:
2022001070012

Term of Internship:

From: 17-12-22

To: 18-3-22

Education Department

Date of Evaluation:

Organization Name & Address: Education Department
Badavaniipeta, Etecherla Mandalam, 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	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan 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 done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:


Signature of the Supervisor

Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

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