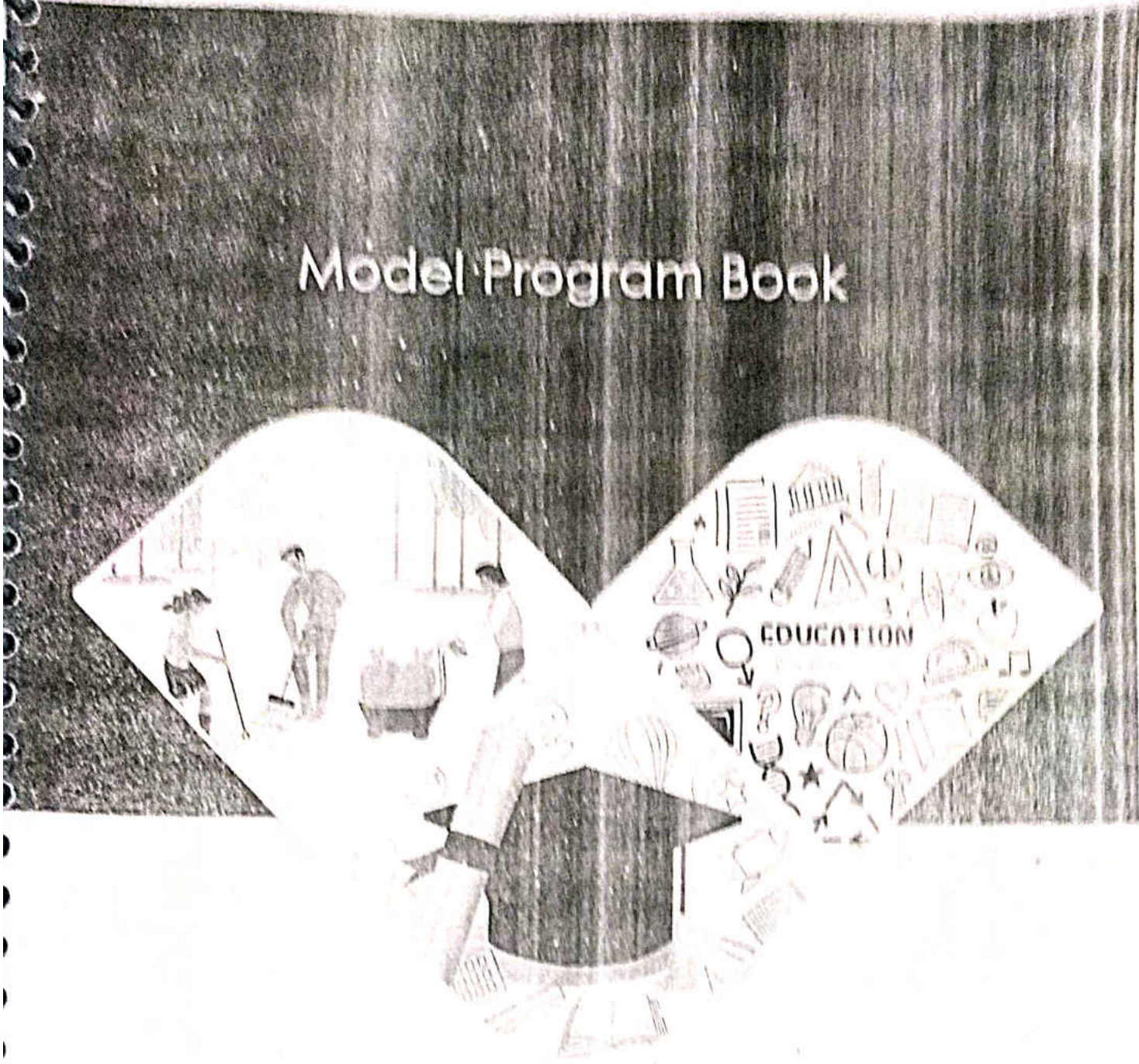


Model Program Book



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

DARAPU. MEGHA NA

Name of the College

Govt Degree college (MEN)

Registration Number

20-2200-135-6010

Period of Internship

From 19-12-22 to 18-03-23.

Name & Address of the Intern Organization

M. E. School
BALARA,
SRIRAKULAM.

B. B. R. AMBEDKAR University

YEAR

2022-23

An Internship Report on

Education department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

UG, III BA (TEP)

Under the Faculty Guideship of

Narayana Rao garu

(Name of the Faculty Guide)

Department of

Telugu Dept. Govt. Degree college for Men

(Name of the College)

Submitted by:

Darapu. Meghana

(Name of the Student)

Reg.No: 2022001356010

Department of _____

Govt. Degree college for Men

(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 to your own handwriting. Add additional sheets whenever 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 messle 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.

-----<<@P>>-----

Student's Declaration

I, DARAPU, MEGHANA a student of B A (T.E.P)
Program, Reg. No. 2022001356010 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 19-12-2022 to 19-03-2023 in M.E. School, Balaga (Name of
the intern organization) under the Faculty Guidship of
Narayana Rao garu (Name of the Faculty Guide), Department of
Telugu, Govt. Degree college for Men
(Name of the College)

D. Meghana.

(Signature and Date)

Official Certification

This is to certify that DARAPU MEGHANA (Name of the student) Reg. No. 2022001356010 has completed his/her Internship in M.E. School, Balaga (Name of the Intern Organization) on Education Dept. Gov. School (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of _____ in the Department of G. D. C. for Men (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Davapu Meghana (Name of the intern)
Reg. No 2022001356010 of G.D.C for Men (Name of the
College) underwent internship in M.E. School, Balaga (Name of the
Intern Organization) from 19-12-2022 to 18-03-2023

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

K. Lalitha Kumari

Authorized Signatory with Date and Seal

ಪ್ರಧಾನೋಪನ್ಯಾಯರು
ಹಗರವಾಲಕ ಸಂಸ್ಥೆ ಪ್ರಾಥಮಿಕ ಹಿರಿಯ
ಬಾಲಕಿ ಶಾಲಾಕುಟುಂಬ

This is to inform that I was appointed in M.E. School, C.B. Road, Srikulam for doing my internship. As I am a physically handicapped person, it will be difficult for me to go regularly to C.B. Road from the place, Balaga, where we do live.

So I requested and personally given a letter to the District Educational Officer to give an appointment order in a school near by my house, i.e. M.E. School, Balaga, Srikulam.

The District Educational Officer kindly considered my request and given an appointment to do my internship in M.E. School, Balaga, Srikulam.

And I am verymuch thankful
to the Educational Officer, Srikakulam
and started my internship from 19-12-2022
in M. E. School, Balaga, Srikakulam.

Acknowledgements

This school Internship report is the result of an end a way four months. It would not have been possible without the participation assistance & brave and courageous people along the way. For this I have to thank all of them.

First and foremost I would like to give special gratitude to my parents who gave me an opportunity to keep my step ahead.

I am very grateful to my college lecturers and principal for their vision, encouragement and paying interest in the internship.

I extended my gratitude to my classmates and specially to our group members with

(2)

whose support I started my work.. We started together our academic and social problems.

Special thanks must be given to the teachers and students of M. E. School & Balage, Srikakulam district in their feedback, love and support with which I achieved skills and development.

Last and most importantly I would like all those who made this report possible and make a reality with their kind assistance.

Contents

MONDAY

(Prayer)

- Vande Mataram
- Maa Telugu Talliki
- Pledge in Telugu
- learn a word
- General Knowledge
- National Anthem

Mid-meal : Biryani , tomato pakodi and chakki

TUESDAY

(Prayer)

- Vande Mataram
- Save Jalouse Acha
- Road safety pledge
- Pledge in Telugu
- learn a word
- Poem
- National Anthem

Mid-meal : Pulihora and tomato pakodi and chakki

Wednes Day

(Prayer)

- Vande Materam
- Maa Telugu Talliki (State Anthem)
- School Safety pledge
- Pledge in Telugu
- learn a word day
- National Anthem.

Mid-meal : Biryani , Potato curry and chakki

Thurs Day

(Prayer)

- Vande Mataram
- Sare Jahan se Ache
- Pledge in English
- learn a word day
- General knowledge bit and Poem
- Reading Telugu , English News Papers
- National Anthem
- Nature pledge

Mid-day meal : Lemon Pulihore , Pakodi and chakki

FRIDAY

(Prayer)

- Vande Mataram
- Maa Telugu Talliki
- Nature Prayer
- Pledge in English
- Learn a word
- G.K bit , Poem
- Reading News paper
- National Anthem

Mid-day Meal; Rice, dal and chakki

SATURDAY

(Prayer)

- Vande Mataram
- Save Jahan se Acha
- Pledge in English
- Learn a word a day
- G.K bit , Poem , Poetry
- Reading news paper
- National Anthem

Mid-day Meal: Leaby Rice, Leaby Dal and Sweet.

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.

I worked in the Internship in the department of Education. I visited the place is M. E. School of Balaga, Sriakulam. I had chosen the Education department to know the current status of the education and different forms for the past few years. I spent a day with children, and learned and observed many things.

This Introduction is very friendly and very suitable. I know that there are some improvements. I reacted with the children and let them to know their problems and what they are facing through.

I thought- Item some activities and
I gave few suggestions to improve them.
There are some places yet to be improved.

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.

- I worked in the department of Education.
- I worked in M.E. School, Berhage, Srikskulam, department of Education, plays an important role in every sector.
- I served many things in the school that the children are beyond lack of knowledge.
- My interaction with students very friendly and I spent nearly 18 hours with that children and I got to know that the students performance was poor.
- The students are about 16 understood the

basic things.

- I played the role of a teacher in a school and shared very few things.
- I planned to develop and improve the school environment with my knowledge to give the best.

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 worked in M.E. school, Balage, Srikalah. belongs to the education department under the Government of Andhra Pradesh.







I taught all the 1st class students and performed some tasks with the children to encourage them in participating. I also conducted weekly tasks like games, quiz, other activities to the children.

This part of internship take me to learn more knowledge about education system in school.

Role and Responsibilities:

- write down the Home work in the work books given by Head mistress
- Main role is to teach the students lessons and conduct the Assessment.
- Explain the students with equipment.
- Making lesson plans.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Self introductions	As a teacher it was a better experience	
Day - 2	Taught Telugu Varnamala to 1st class students.	Students could read without mistakes.	
Day - 3	Taught Telugu words to 1st class students	students could write the words without mistakes.	
Day - 4	Did some activities with 1st class students.	Noticed the curiosity in each and every student.	
Day - 5	Taught some English Alphabets to 1st class students.	Few students could tell from A to Z.	
Day - 6	Taught some easy words in English to 1st class students.	Somehow I came to know how to deal with pupils.	

WEEKLY REPORT

WEEK - 1 (From DL 19-12-22 to DL 24-12-22.)

Objective of the Activity Done:

Detailed Report:

As it is the first week, I got introduced to all the teachers and reported to Head Mistress. And also I was introduced as a teacher to all the 1st class students.

I conducted some activities to interact with the students. I have taught them alphabets both in Telugu and English and few easy words. And I could noticed pupils educational performance and their knowledge.

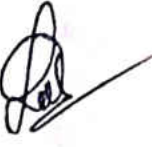





Ofcourse there are some pupils who are not active, whom we need to teach in special manner.

I also collected the mobile numbers, so that I could talk to their parents about the performance of the students, and also to talk about the given home-works.

In the first week I got introduced
to the following staff.

- Lalitha garu - Head-Mistress
- Ravi Kumar garu - class teacher for 5th standard.
- Sathirika garu - class teacher for 4th standard.
- Kiran Kumar garu - class teacher for 3rd standard.
- Appala Naidu garu - class teacher for 2nd standard.
- Sujatha garu - class teacher for 1st standard.

Also got introduced to Jyothamma and
Manakama who are working as Aayas in the
school. And there are 16 students in the
1st class and they are 8 boys and 8 girls.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Taught a lesson in Telugu in my own way.	Made students to read in the mother tongue.	
Day - 2	Taught some few easy words in English	Students could be able to read the words.	
Day - 3	Conducted some activities regarding the Telugu lesson.	Learned to teach in an appropriate manner	
Day - 4	Making students to write the words again and again	Students could be able to write without seeing.	
Day - 5	Read a lesson from the textbook in Telugu.	All the students read one by one.	
Day - 6	Made them to fill the workbook.	Students could be able to fill the workbook.	

WEEKLY REPORT

WEEK - 2 (From Dt. 26-11-22 to Dt. 31-11-22..)



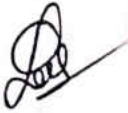



Objective of the Activity Done:

Detailed Report:

In this week, I have observed the students about their performance in studies and their capabilities too. I have discussed with them about, how to study and manage their academic performance.

I have conducted some easy activities regarding their syllabus and created an environment in which they are very active and interest in group discussion and in the class too.

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 students about their awareness	Observed many things that how kids think about themselves.	
Day -2	I have conducted games to know about their talents.	Interacted with students and helped them to clear their doubts.	
Day -3	Taught the names of the animals. conducted SA-1, Telugu	students could identify the animals.	
Day -4	Taught the names of the birds. conducted SA-1, English	students could identify the birds.	
Day -5	Taught the names of the fruits conducted SA-1, Maths.	Students could identify the fruits.	
Day -6	Taught again about Animals, Birds and fruits.	students reacted very well.	

WEEKLY REPORT

WEEK - 3 (From DL 2-1-23 to DL 7-1-23)

Objective of the Activity Done:

Detailed Report:




In this week I have developed my teaching skills. While teaching in a practical approach, could enhanced my communication skills very well.

I have also interacted with the respected Government Teachers and also parents about the systems. I also tried to teach the students so that they feel like they are in a open space.

I have also worked with the teachers and other staff members which made me to know about how things that happen behind school.

I have also conducted SA-1 exams in Telugu, English and Maths under the supervision of class teacher and Head Mistress.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature
Day - 1	Conducted some activities with alphabets in English.	Completed with the help of class teacher	
Day - 2	Conducted some activities with Varnamala in Telugu	Completed with the help of class teacher	
Day - 3	Conducted some activities with numbers in Mathematics.	Completed with the help of class teacher.	
Day - 4	Sankranti Holidays.		
Day - 5	"		
Day - 6	"		

WEEKLY REPORT

WEEK - 4 (From Dt. 9-1-23 to Dt. 14-1-23.)

3




Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills which enhanced me very well.

I was able to conduct the ^{activities} ~~exam~~ exams in a proper way under the supervision of class teacher and Head-mistress. It was a great experience, I had with the students.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Sankranti Holidays.	-	
Day - 2	"	-	
Day - 3	"	-	
Day - 4	Given some easy words to write 10 times in English.	Students could answer with correct spellings.	
Day - 5	Asked to write 1 to 100 numbers in a proper way.	Students did well.	
Day - 6	I have interacted with all the students about previous and present status.	I came to know many things in this Journey.	

WEEKLY REPORT

WEEK - 5 (From Dt.16.1.23.. to Dt.21.1.23..)






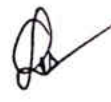
Objective of the Activity Done:

Detailed Report:

After completion of sankranti holidays it was very interesting to interact with the students. Had a nice time to know about how they spend with their family in the holidays.

Students shared their experiences. They were very interested to tell about the dishes they prepared and about the new clothes. It was a great experience to listen all this from the students one by one.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught some subtraction and additions in a fun learning way.	I came to know about their educational status.	
Day -2	conducted games for Republic day celebrations.	played with interest.	
Day -3	conducted some games for Republic day celebration.	Participated with children.	
Day -4	Republic day celebrations. (Holiday)	Importance of Republic day and Prize distributions	
Day -5	taught a lesson in English	observed their knowledge in English.	
Day -6	I have interacted with 1st class students through activities	came to know about their mind sets.	

WEEKLY REPORT

WEEK - 6 (From Dt. 23-1-23 to Dt. 29-1-23.)







Objective of the Activity Done:

Detailed Report:

In this entire week I have conducted extra curricular activities like self introduction, Games for celebrating the Republic day. Students played all the games with interest.

Celebrated Republic day very well. All the students participated and enjoyed a lot and came to know about the importance of Republic day. Head-mistress and other teachers gave some importance speech about Republic day and distributed prizes to the eligible students.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught a lesson Subhadaini in Telugu.	I have been prepared and came to know about teaching in fees and learning way.	
Day -2	Dictated some words in Telugu	came to know about their standard.	
Day -3	Made all the students to read Tables.	came to know about their standard.	
Day -4	Filled work book in Maths.	Observed how students could fill the blanks.	
Day -5	Asked students about their goals which were well interactive	Got to know about their life styles, goals.	
Day -6	conducted some activities regarding mathematics	could go in a approachable manner.	

WEEKLY REPORT

WEEK - 2 (From Dt. 30.1.23 to Dt. 06.2.23..)

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.

I have also tried to teach the students so that they felt like that they are in a open space.

I have worked with the teachers and staff, which made me to know things that happen behind school.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Taught about discipline followed in the class room.	Interacted with the students about discipline.	
Day - 2	Conducted FA-3 English	Completed with the help of class teacher	
Day - 3	Conducted FA-3 Telugu	Completed with the help of class teacher	
Day - 4	Conducted FA-3 Mathematics.	Completed with the help of class teacher.	
Day - 5	Taught a lesson from English text book	Students interaction was good.	
Day - 6	Second Saturday	—	

WEEKLY REPORT

WEEK - 8 (From Dt. 5-2-23 to Dt. 11-2-23...)






Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills, such as teaching skills. I have come to know that I have learnt 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 learned about being a teacher, worker and mostly as an intern in the work place.

ACTIVITY LOG FOR THE NINETTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Made to fill the work book in Telugu	Completed the given work.	
Day - 2	Taught some English words with spellings.	Came to know their standard in English.	
Day - 3	Taught Telugu Varhamaala	Noticed the curiosity in each and every student.	
Day - 4	Asked all the students to read 1 to 20 tables	Few students could answer all the tables.	
Day - 5	Interacted with the students through some activities	Observed their mind sets and way of behaviour and active.	
Day - 6	Maha Shivaratri (Holiday)	—	

WEEKLY REPORT

WEEK - 9 (From Dt. 13-2-23 to Dt. 18-2-23.)

Objective of the Activity Done:







Detailed Report:

I have conducted some curricular activities to interact with students. I have also taught them some lessons from their syllabus in understandable manner so that they can understand easily and to know about new things.

And I observed that their educational performance was good and also they have good knowledge.

Also I noticed that some students were not active in the class and they need to teach in a friendly manner.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Taught the lesson 'Paathasala Pandaga'	Had a better experience in teaching the lesson.	
Day - 2	Made all the students to fill the workbook in maths.	Noticed curiosity in each and every student.	
Day - 3	Taught the names of Months and weeks in English.	Came to know somewhat to deal with the students.	
Day - 4	Read and wrote 1 to 20 tables by the students.	Few could complete all the 20 tables.	
Day - 5	Filled the work book in maths.	Noticed some more improvement.	
Day - 6	Interacted with the students through	Deserved their mind-set and the way of	

WEEKLY REPORT

WEEK - 10 (From Dt 20-2-23... to Dt 25-2-23..)







Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed the students about their performance in their studies and capabilities too. I have discussed with them about how to study and manage their academic performance.

I had conducted some new activities regarding their syllabus and created an environment in which they are very active in group discussions and in class too.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Dictated some Telugu words	Needed more practice to write without spelling mistakes.	
Day - 2	Asked all the tables orally.	Few could answer orally all the tables.	
Day - 3	Dicted some easy words in English	could write in a better way.	
Day - 4	Taught a Telugu lesson in my way of teaching.	I have made them to read lesson in our mother tongue.	
Day - 5	Made the students to read and learn question and answers in English	I came to know about their standards.	
Day - 6	Conducted some activities regarding their subjects.	Students participation was good.	

WEEKLY REPORT

WEEK - 11 (From Dt. 27-2-23 to Dt. 4-3-23.)






Objective of the Activity Done:

Detailed Report:

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

And I have also satisfied very much to work with the Government teachers and advised by them how to handle the students in a better way. And I was very happy to receive their suggestions.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught some additions and subtractions.	came to know about their standard in Mathematics.	
Day -2	Dictated some words in English and in Telugu	Almost all the students answered well.	
Day -3	Given some HOLIDAY additions and subtractions to solve.	well answered HOLIDAY and their additions and subtractions good.	
Day -4	Asked to fill the blanks in the work book.	Observed how students could fill the blanks	
Day -5	Given some additions and subtractions to solve	well answered and their interaction was good.	
Day -6	Second Saturday	—	

WEEKLY REPORT

WEEK - 12 (From Dt. 6-3-23 to Dt. 11-3-23.)







Objective of the Activity Done:

Detailed Report:

In this week, I have observed the students about their performance in doing mathematics and fill the blanks. They were too good and interacted well. I have discussed and advised to pay concentration in doing mathematics and read the tables from 1 to 20 everyday.

With the help of the class teacher, I have conducted some new activities regarding their syllabus and created an environment in which they are very active in group discussions and in class too.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Taught the names of animals and Birds with spellings.	All the students were reacted well.	
Day - 2	Corrected all the home works and also dictated some telugu words.	Noticed few mistakes done by the students	
Day - 3	Made all the students to read all the question and answers in English	I understood their educational standards.	
Day - 4	Updated the work books in Mathematics.	Students participation was good.	
Day - 5	Leave	attended to write an examination.	
Day - 6	I have interacted with students through some activities.	Students participation was too good.	

WEEKLY REPORT

WEEK - 13 (From Dt. 13-3-23 to Dt. 18-3-23.)

Objective of the Activity Done:

Detailed Report:

I have developed my skills such as teaching, mentoring, communicating and managing when compared to the previous weeks.

I have also observed the importance of mid-day meal, the environment of the school which were more satisfied.

I have noticed that the students participations and interactions were developed very well, when compared to previous weeks. Their educational standards were also developed, when compared to the first week.

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 Government is one of the aspects of Interns quality addressed in this report. The pupils of M.E. school, Balage, Srikakulam are good and very neat. We were given a desk for our work with basic things like chalk pieces and duster etc. Our role is to watch the students, observe them and if any negatives. Analyse all activities by students and staff. Our timing are from 9:00 am to 3:30 pm. The Headmistress and the teachers are very polite and humble to me and the students are very friendly and interactive which made me socialise with them very easily. The other interns were also very cooperative in work.

We were the interns as a team and were very active, and focused on the work. We were also given space 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 many technical skills I have acquired from this "internship".

I have come to know about how to put my knowledge and skills in to practise such as mentoring. I learned how to communicate and build relationship with pupils I worked. I learned that every department or organisation has its own culture. I quickly learned that every organisation has its own culture. As an intern I discovered its essential to be enthusiastic and open to learn new skills. I learned its importance to communicate with teachers and Head mistress if at all I have any doubts.

Asking and receiving feedback is very important. It is essential to take note of the positive and negative points for further. I learned that sometimes asking feedback or receiving feedback is difficult to hear, but it will have a significant impact on our careers 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 deal with people effectively. Developing managerial skills is important to all the professions. As a team we planned about scheduling with respect to time and we all acted as a leader for every week. We arranged our workplace culture for productive use of time.

We have kept notes for observing every improvement through about the week. We all discussed about pro's and con's in our working style. We all have kept our working goals for this journey. We also have developed our

decision making skills which are very essential for further. As per the final day we have found that 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 a lot in this "internship", at M.E.School, Balage, Srikakulam.

As we have been interacting with each student we improved our communication skills. As we are assigned to classrooms at first day we felt some tension but now we are confident while communicating or conversing with others.

We also came to know that how to understand other people. We also improved our speaking skills from prepared level to extempore level. We developed ourselves from a student to an intern. We have also developed new teaching skills in a way which made students to feel better.

By doing this internship we learned to maintain protocols and also learned to thank and greet people one and other. And also learned to appreciate pupils and other people.

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 important skill which is very useful in every work place.

We the interns of M.E. School, Balaga, Srihukulam formed as a team to enhance and improve our work in an efficient way. Firstly we have no familiarity with each other. Gradually it took some time and we became a supportive team.

Every week one of us will lead the team ~~too~~ take leadership. We also discussed with each other about our work and performance. Working as a team members and also a leader made me know about how to work as a team member, and our role in team, the way has to interact and co-operate and how to manage unity in

every activity. We all shared our feelings and experiences with each other.

This internship goal is a fruitful 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 leap in implementing technology in education system to amplify digital transformation of schools.

The M.E. School, Balaga, Srikalakulam is devices in their proceedings.

The Headmistress updates the information of school through smartphones. They scan faces of the students for checking and updating this attendance everyday. Not only for students but also for other staff members now. It is a biometric system for their attendance.

There is also a smart Television which can be used for teaching primary classes in a practical way through digital literacy when compared to previous systems.

We have also used the technological device for our task related to 'Internship' to improve digital literacy in school. Even when students are leaving from school, it is also recorded under headmistress vision and also documented.

Student Self Evaluation of the Short-Term Internship

Student Name: Darapu. Meghana Registration No: 2022001356010
Term of Internship: From: 19-12-2022 To: 18-03-2023
Date of Evaluation: 18-03-2023
Organization Name & Address: M. E. School, Balage
Srikakulam.

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	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: 18-03-2023.

D. Meghana,
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	Darapu, Meghana	Registration No:	202200135 6010
Term of Internship:	From: 19-12-2022 To: 18-03-2023		
Date of Evaluation:	18-03-2023		
Organization Name & Address:	M.E. School, Balaga, Srikakulam.		
Name & Address of the Supervisor with Mobile Number	K. Lalitha Kumari, 8985486268 MEs, Balaga		

Please rate the student's performance in the following areas:

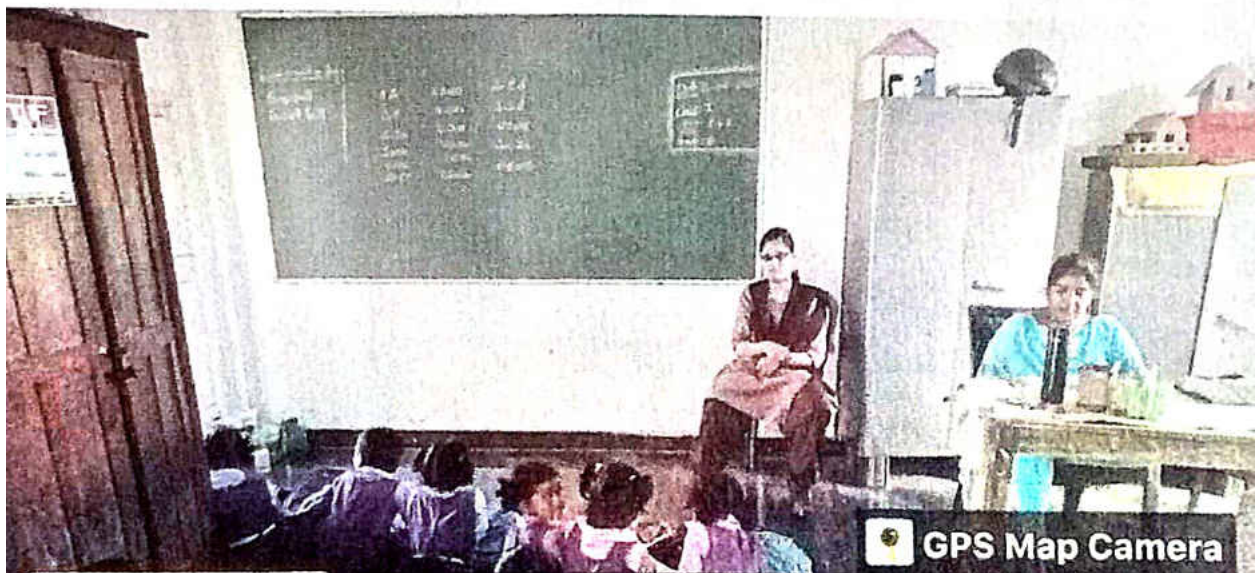
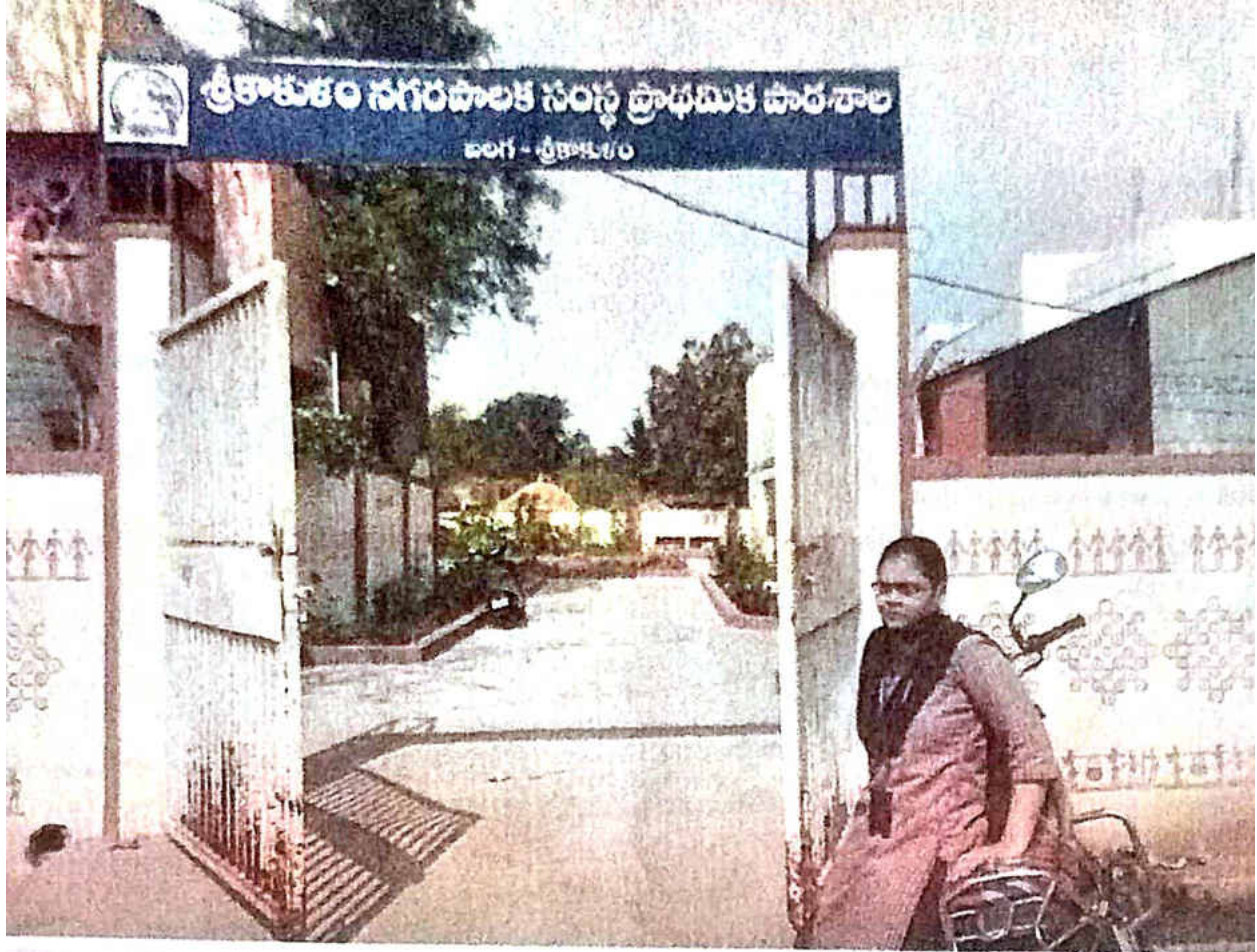
Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

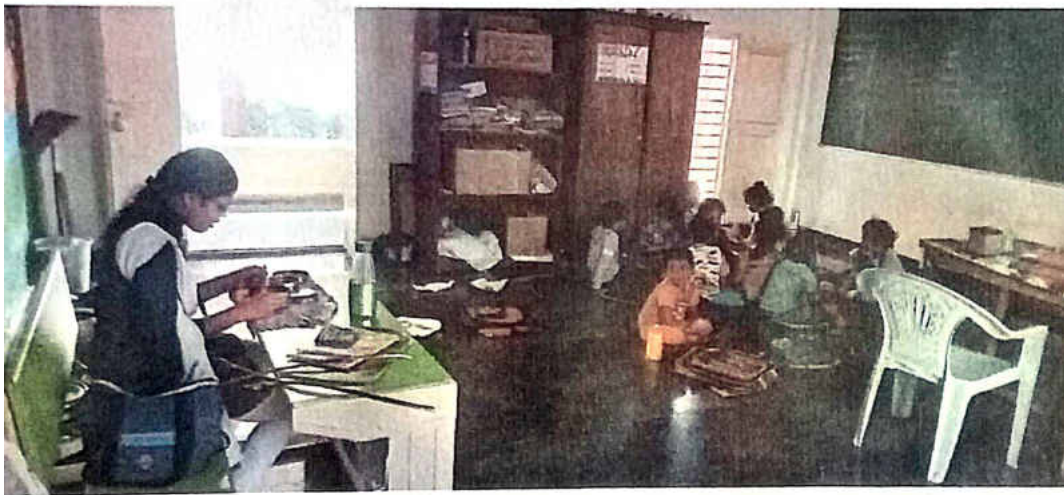
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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

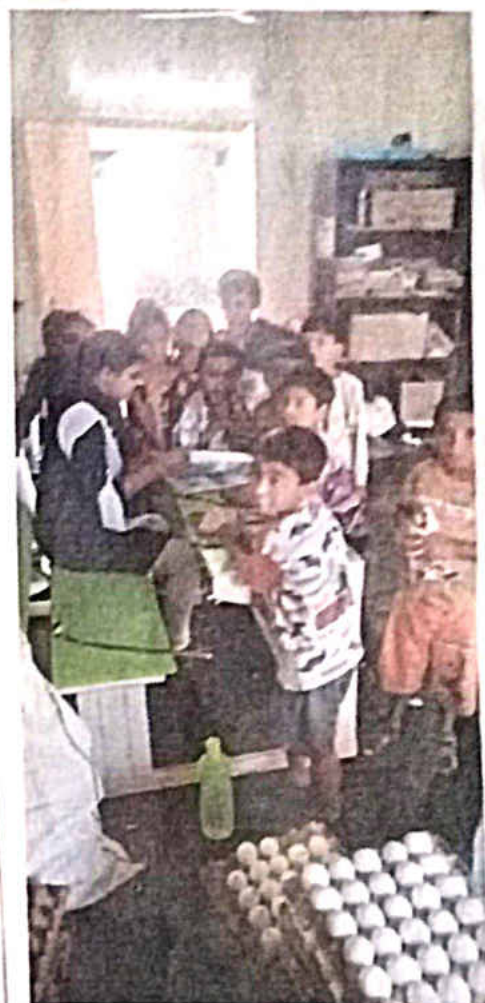
Date: 18-03-2023.

K. Lalitha Kumari
Signature of the Supervisor
K. Lalitha Kumari
Principal, M.E. School, Balaga, Srikakulam



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EVALUATION

6

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)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: DARAPU. MEGHANA
Programme of Study: EDUCATION. DEPARTMENT FOR SCHOOL
Year of Study: 2020 - 2023
Group: B.A (T.E.P) E
Register No/H.T. No: 2022001356010
Name of the College: GOVT. DEGREE COLLEGE FOR MEN
University: DR. B.R. AMBEDKAR UNIVERSITY

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL.	50	

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: DARAPU. MEGHANA
Programme of Study: EDUCATION DEPARTMENT FOR SCHOOL
Year of Study: 2020-2023
Group: B.A (T.E.P)
Register No/H.T. No: 2022001356010
Name of the College: GOVT. DEGREE COLLEGE FOR MEN
University: Dr. B.R. AMBEDKAR UNIVERSITY

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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