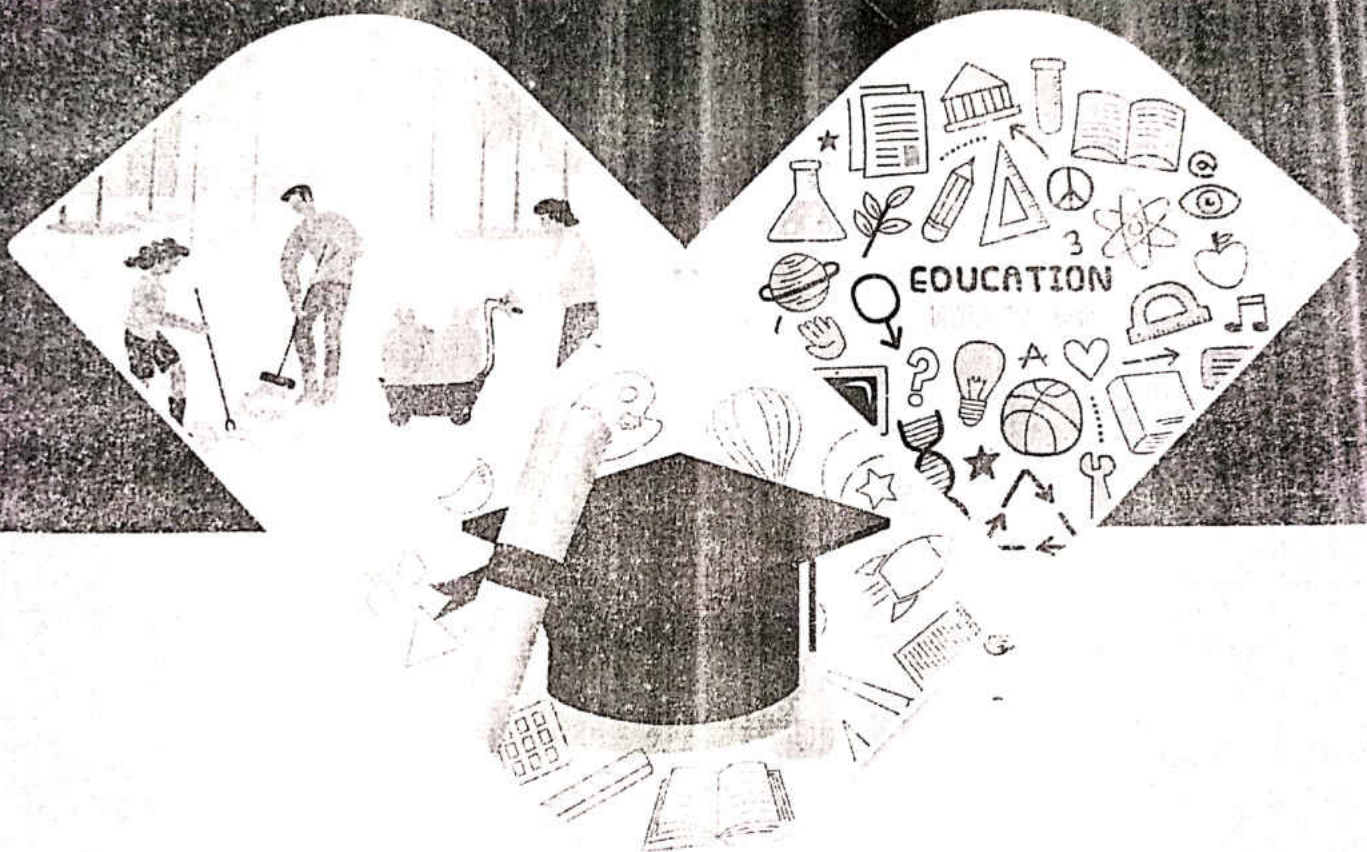


Model Program Book



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: DHARMANA HEMALATHA

Name of the College: Gpvt COLLEGE (MEN)

Registration Number: 2022 00 135 60 11

Period of Internship: From 19-12-2022 to 18-3-2023

Name & Address of the Intern Organization: PSNMCH SCHOOL
SRIKAKULAM

University

YEAR

An Internship Report on

Education Department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

UG B A (T.E.P)

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:

Dharmna Hemalatha

(Name of the Student)

Reg.No: 202200/356011

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 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.

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

Student's Declaration

I, DHARAMANA · HEMALNIHA a student of Internship
Program, Reg. No. 2022001356011 of the Department of Telugu
College do hereby declare that I have completed the mandatory internship
from _____ to _____ in education department (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
education, Govt degree college for men
(Name of the College)

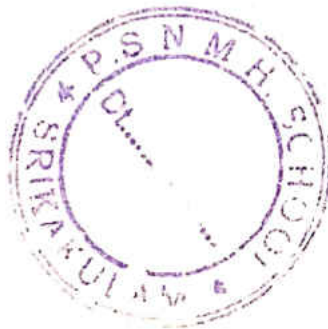


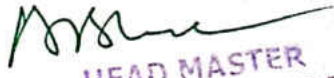
[Signature]
MASTER
P.S.N.M.H. SCHOOL
SRIKAKULAM
(Signature and Date)

Official Certification

This is to certify that DHARAMANA · HEMALATHA (Name of the student) Reg. No. 2022001356011 has completed his/her Internship in education (Name of the Intern Organization) on P.S.N.M School, konna street (sklm) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A.T.E.P in the Department of Govt degree college for (men) (Name of the College).

This is accepted for evaluation.




HEAD MASTER
(Signatory with Date and Seal)
P.S.N.M.H. SCHOOL
SRIKAKULAM

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that DHARAMANA - HEMALATHA (Name of the intern)
Reg. No. 202200185601 of Gout Degree College for Women (Name of the
College) underwent internship in P.S.N.M School Konna Street SRIK (Name of the
Intern Organization) from _____ to _____

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




Authorized Signatory with Date and Seal
P.S.N.M.C.H. SCHOOL
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 of nuserous brave and courageous people along the way. this I have to thank them all.

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

I am indebted to my college teachers and the principle for their vision. encouragement and enduring togiuous intrest in the internship.

I etended my gratitude to my clausmates and specially to our group members with whom I started are my dark days together we started our accademicard social problems.

I acheived skills and development last and most importantly I would like all those who made this report possible and home a reality with their kind assistance

Contents

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 would in the internship in the department education I visited the place is MES school of Anugula mahal street, stikakulam I choose education deperatment to know the cument status of the education and difference froms part few years. I spent a day with idren and I learn and observed many this

The interuduction is very friendly and very slauable through this internship I know that there are ve other decided areas which has to be improved I teracted with the children and let them to know their problems and what they are facing through.

I thought some prosons to them and I gave few suggestions to improve them which shloud be clear by government. there are me other decided arears which has 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 education department. I

worked MES school of Anugumahal school street. education department plays an important role in every sector. I served many things in school that the children are young lack of knowledge my interaction with students very friendly and more valuable. I spent nearly 18 hours with that children and I got to know that students performing was very poor. the students are about to understand the basic things.

I played the role of teacher in a school and shared very few things 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 MES school of Anugulamahal street, Sriakulam in the education department work in Government school and I thought all so the students I also used black board and I also performed some tasks with the children so that the encourage them in participating

I also conducted weekly tasks like Games, Quiz, their activities to the children. This part of internship take me to learn more knowledge about education system especially in school.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	AS it is my first day I have conducted self introduction for 1st and 2nd class students.	It was a great day as a teacher & it is a better experience to me.	
Day - 2	I went to 2nd class and asked some basic questions regarding maths to the students.	I have been prepared & came to know about teaching few ways.	
Day - 3	again, I was sent to 1st class and they are very excited to know about me.	I noticed the curiosity in each & every student.	
Day - 4	I went to 2nd class & thought them common english and spelling in english.	this day I came to know how to deal with children.	
Day - 5	I was sent to 2nd class and made them to study english questions & answers.	I came to know about their educational standards.	
Day - 6	I have interacted with 1st class students some activities.	I do served their mind-set & way of behaviour & active participation.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As it is the first week I conducted self introduction in each and every class to know about them.

And I also conducted some circular activities to interact with them, I have also taught them new lessons in their syllabus in understandable easily and to know about new things and I observed they are society and I noticed their educational performance and knowledge.

finally I noticed that some students are not active and they like the teaching in friendly manner.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 1 st class & I have observed that some students needs to be decipline.	I came to know that how to control students to be is decipline.	
Day - 2	I went to 2 nd class & asked them about their goals which was well interactive.	I noticed about their life styles goals and their problems.	
Day - 3	I taught 2 nd class, a telugu lesson in my own way of teaching.	I have made them to read the lesson in their own mother tongue.	
Day - 4	I have sent to 2 nd class & made to term about rhymes and moral stories with action.	I learned now to communicate and management with every student.	
Day - 5	I have taught the 2 nd class students about how to behave at particular places and	I came to know about mentoring is behaviour aspector.	
Day - 6	I have conducted some activities to 1 st class students regarding their subjects.	I learned how to teach in a appropriate manner.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this write week, I have observed in 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 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 THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked 2nd class students about awareness on how to live in a society.	I observed many things that how kids think about their home teen.	
Day - 2	I have taught 1st class students about english basics like parts of speech.	I came to know about teaching new things to the students.	
Day - 3	I have conducted a fun activity to the 2nd class where are the students.	I have developed my communication skills through this.	
Day - 4	I have helped the teachers and other staff members in their respective works.	I learned to work with other teachers.	
Day - 5	I have taught 1st class about maths tricks which will help them.	I noticed how they are dealing with common problems.	
Day - 6	I have taught 1st in a practical manner.	I came to know how to teach in an easy way.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week I have developed my teaching skills, while teaching them in a practical approach which enhanced my communication skills very well.

Also I have also interacted with the respected government teachers parents about the system situations problems etc... I also tried to teach the students so that they feel like they are in a open space.

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

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught maths lesson and problematic sums to 1st & 2nd class	I developed my teaching skill & the students are also good.	✓
Day - 2	I have conducted game to know about their other talents for 1st class.	I have interacted with students & helped them in clearing their doubts.	✓
Day - 3	I have checked about every class environment sanitary, and water facilities.	I noticed few problems in school.	✓
Day - 4	I have interacted with students regarding the problems in school & about government schemes.	I tried to solve their problem by informing to the management.	✓
Day - 5	I have taught 1st class students about birds animals, fruits and flowers.	All the students are reacted very well.	✓
Day - 6	I have taught 2nd class students about eating in etiquettie.	I have increased all my skills.	✓

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills such as teaching, mentoring, communicating, managing and team work. active participation when compared to the previous weeks.

I have also observed about the school environment, students performance and all the surroundings. And I also interacted with them and gave them advices and tried to solve them in other ways.

The students also have been performing very well in all activities.

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 2nd class about discipline to be followed in class room.	I have interacted with the students about disciplinary actions.	R
Day - 2	I have taught the 1st class students about way of expressing.	I have tried to teach the students about the seminar skills.	R
Day - 3	I have interacted with 1st class students about way of expressing.	I have accessed the digital device in the school.	R
Day - 4	I have taught the 2nd class about english lessons.	the students have learned and doing good in studies.	R
Day - 5	I have taught the 1st class about telugu lesson.	the students are doing well.	R
Day - 6	I have interacted with all students about previous status and present status.	I have known many things in this journey.	R

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skill such as way of expressing my knowledge to others and also I lost my stage fear. In this journey I developed myself fear and other skills which enhanced me very well.

I came to know few good things and also some problems which made me to think is different way to solve them finally I got a better experience as a teacher and it was a nice profession through which we can give knowledge to others.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	- Sankranti Holidays.		
Day - 2	- Sankranti Holidays		
Day - 3	- Sankranti Holidays.		
Day - 4	- Sankranti Holidays		
Day - 5	- Sankranti Holidays		
Day - 6	- Sankranti Holidays.		

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Page No



ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it is my first class, I have conducted self introduction for 1st class and 2nd class.	It was a great day as a teacher and come to know about some students.	for
Day - 2	I went to third class and taught them Math in a fun and learning way.	I have been prepared and come to know about teaching in few and learning way.	for
Day - 3	Again, I was sent to 1st class and I have noticed some problems in them.	I come to know about their educational status.	for
Day - 4	I went to 2nd class and taught them everyday things in proper manner like greetings.	I come to know how to teach the children neatly.	for
Day - 5	I taught the 1st class students an English lesson and played an activity.	I observed about their knowledge on English.	for
Day - 6	I have interacted with the 1st class students through activities.	I came to know about their mind-sets and knowledge.	for

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted extra circular curricular activities like self Introduction, Games to interact with them to know about their state of mind and connect with them.

I have also taught them few lessons from their syllabus in understandable manner so that they have felt that they came to know about some new things And I have observed their educational performance, knowledge.

Totally, I learn that some students are not very well in studies and they like the teaching in fun and learning way.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 2nd class and I have observed so many students who need to be disciplined.	I have known how to discipline the students as my standard.	fora
Day - 2	I went to 1st class and asked them about their goals which was well interactive.	I got to know about their life style goals and problems.	fora
Day - 3	I taught 2nd class a telugu lesson and by them through sentences.	I have managed the students to read in their mother language.	fora
Day - 4	I have taught the 1st class about students some values and moral stories.	I come to know about communication and management with.	fora
Day - 5	I have taught the 2nd class about how to behave at particular places and situations.	I have to come to know about mentoring in behaviour aspects.	fora
Day - 6	I have conducted activities for 2nd class students on maths.	I have taught subtraction in approachable manner.	fora

WEEKLY REPORT

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

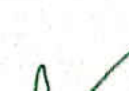
Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about the students, their performance in studies and their students capability I have discussed about how to be good and became better in academic performance.

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

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about the 2nd class students awareness on how to live in a society.	I have know som any new things that kids things about their place, home	
Day - 2	I have taught 1st class students about english basics like everyday chores.	I got to know about teaching new things to the students.	
Day - 3	I have conducted a fun activity to the 2nd class where the students have participated very well.	I have developed any communications mentoring skills very well.	
Day - 4	I have helped the teachers and staff members in their respective work.	I come to know about the working of teacher & staff.	
Day - 5	I have taught 1st class students about maths basis and tricks to help them further.	I have learned to teach about how to solve arithmetic problems.	
Day - 6	I have taught english lesson for 1st class	I have learned to teach in particular way.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

And I have also interacted with the respected Government teachers, parents about the situations, problems, environment etc....

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

I have also worked with teachers and staffs works which made me know things that happens behind schools.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught. maths lessons to the 2nd class and 1st class	I have developed my teaching skills the students too are good.	
Day - 2	I have conducted a game for exploring their talent for 2nd class.	I have interacted with students & helped them in their doubts.	
Day - 3	I have checked about every class environment the sanitary facilities and water supply.	I have to come to know about few problems in school.	
Day - 4	I have interacted with students regarding with problems in schools and gave some solutions.	I tried to solve students problems at a possible level.	
Day - 5	I have taught 1st class students about animals and birds	I have dealt with 1st class students digital way.	
Day - 6	I have taught 2nd class about eating etiquettes.	I have increased my communication skills.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teachings, mentoring, communication managing and team participating skills when compared to the previous three weeks.

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

The students also have been well performing with good rate.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught 1st class about discipline follow - ed in class room.	I have interacted with the student about discipline.	
Day - 2	I have taught the 2nd class students through about seminar skills.	I have tried to teach the students about seminar skills.	
Day - 3	I have interacted with 1st class students through digital way.	I have accessed the digital device in the school.	
Day - 4	I have taught the 2nd class about English lessons.	The students have learned and doing good in studies.	
Day - 5	I have taught the 2nd class about English lesson.	The students are doing well.	
Day - 6	I have interacted with all students about previous status and present status.	I have known so many things in this journey.	

WEEKLY REPORT

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

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 learn so many things in this journey. I have developed my communication 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 in internal in the work place.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it is my first day I have conducted self introduction for 1st & 2nd class students.	It was a great day as a teacher and it is a better experience to me.	Boa
Day - 2	I went to 2nd class and asked some basic questions regarding maths to the students.	I have been prepared & came to know about teaching in few ways.	Boa
Day - 3	Again, I was sent to 2nd class and they are very excited to know about me.	I noticed the curiosity in each and every student.	Boa
Day - 4	I went to 2nd class and thought them common letters and spelling in English.	This day I came to know how to deal with children.	Boa
Day - 5	I was sent to 1st class and made them to study English questions & answers.	I came to know about their educational standards.	Boa
Day - 6	I have interacted with 2nd class students through some activities.	I deserved their mind-set & way of behaviour & active.	Boa

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As it is the 12th week, I conducted self-introduction in each and every class to know about them.

And I also conducted some circular activities to interact with them. I have also taught them new lessons in their syllabus in understandable manner so that they can understand easily and to know about new things. and I observed they are very to know more about are society and I noticed their educational performance and knowledge.

finally. I noticed that some student are not active and they like the teaching in friendly manner.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 2nd class & have observed that one student needs to be discipline.	I came to know that how to control students to be in discipline.	PNR
Day - 2	I went to 1st class and asked them about their calls which was well interactive.	I noticed about their life styles goals and their problems.	PNR
Day - 3	I taught 2nd class a lesson in my way of teaching.	I have made them to read the lesson in their own mother tongue.	PNR
Day - 4	I have sent to 2nd class made to about years and moral stories with action	I learned how to communicate and management with every student	PNR
Day - 5	I have taught the 1st class students about behavior at particular and situations.	I came to know about mentoring in behavior aspect.	PNR
Day - 6	I have conducted some activities to 1st class students regarding their subjects	I learned how to teach in appropriate manner.	PNR

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

I have conducted some new activities regarding their syuabus and concted active an environment in which they are very active in group discussions and in class too.

Page No

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked 2nd class students about answers on how to live in a society - etc.	I deserved many things that kids think about their have ton.	BSR
Day - 2	I have taught 1st class students about english basics like parts of speech.	I control to learn about teaching how thing to the started.	BSR
Day - 3	I have conducted a fun activity to the 2nd class where are the students have participated.	I have developed my communication skills through the -ir program.	BSR
Day - 4	I have helped the teachers and other staff members in their respective works.	I learned team work with other teachers.	BSR
Day - 5	I have taught 2nd class about maths tricks which will help them further.	I noticed how they are doing with common problems.	BSR
Day - 6	I have taught 1st class telugu lesson.	I came to know how to teach in easy way.	BSR

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week I have developed my teaching skills, while teaching them in a particular approach which enhanced my communication skills very well.

And I have also interacted with the respected government teachers parents about the system, situations, problems etc... I also tried to teach the students so that they feel like they are in an open space.

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

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills such as teaching, mentoring, communicating, managing and team work, active participation when compared to the previous weeks.

I have also observed about the school environment, students performance and all the surrounding. And I also interacted with them and gave them advice and tried to solve them in other ways.

The students also have been performing very well in all activities.

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 respects of interns quality addressed in this report. the people of MES school Anugula mahal street are good and very nut interacted we were given a desk for our work with basic things like chalk pieces and duster etc...our role is to whance the students observe them and any other negative our things are form 9:00 Am to 3:30 pm.

the headmaster and the teachers are very police and humble to me the students are very friendly and interactive with made me socialise with them very easily the other interns were also very co-operative in week

we are the interns as a team are very active and focussed 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 into practice such as mentoring. I learned how to communicate and build relationship with people I worked. I learned that every department or organisation has its own culture. I quickly learned that every company has its own culture. As an intern, I discovered it is essential to be enthusiastic and open to learn new skills. I learned that it is very important to communicate with teachers and headmaster. If at all I have any doubts asking and receiving feedback is very important.

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 professions as a team. We planned about scheduling with respect to time and we all acted as leaders for every week. We arranged our workplace culture for productive use of time.

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

It is essential to take note of the positive and negative points for their. 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.

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 MES school, Angula mahal street, Sriakulam.

As we have been interacting with each student. We improved our communication skills as we are assigned to class rooms of first day we felt some tersed but now we are confident while communicating or conversing with other.

We also come to know that how to understand other people.

We also improved our speaking skills from prepared level to extepore level.

we Developed ourselves from a student to an intern. We have also developed few teaching skills in as way which made students to full 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 important skills which is very useful in very work place.

We the interns of MES school Anugurud Mahal street, srikakulam formed as a team to entrance and improve our work in an efficient way firstly we have no familiarity with each other.

Gradually it took some time and we become a supportive team. every week one of us will lead the team to took 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.

This internship gave 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 MES school of Anugulamahal, street, srirakulam uses devices in their proceedings.

the headmaster updates the information of school through smart phones. they scan faces of the students for checking and updating this attendance every day. not only for student but also for other staff members now its a biometric system for their attendance.

there is also a smart TV which can be used for teaching primary classes in a practical way through digital literacy. When compared to previous system is every student we have also used the technological devices for our task related to internship to improve digital literacy in school even.

When the students are leaving from school, it is also recorded under headmaster vision and also documented.

Student Self Evaluation of the Short-Term Internship

Student Name: DHARMANA HEMALATHA Registration No: 2022001356011

Term of Internship: From: 19-12-2022 To: 18-3-2023

Date of Evaluation: 18-3-2023

Organization Name & Address: PSNMCH School, 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: 18-3-2023

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No



Student Name: DHARMA HEMALATHA

Registration No: 2022001356011

Term of Internship: From: 19-12-2022 To: 18-3-2023

Date of Evaluation: 18-3-2023

Organization Name & Address: PSNMCH School, SRIKAKULAM

Name & Address of the Supervisor S. SANKARARAO, School Asst (Maths)
with Mobile Number 9959970652

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

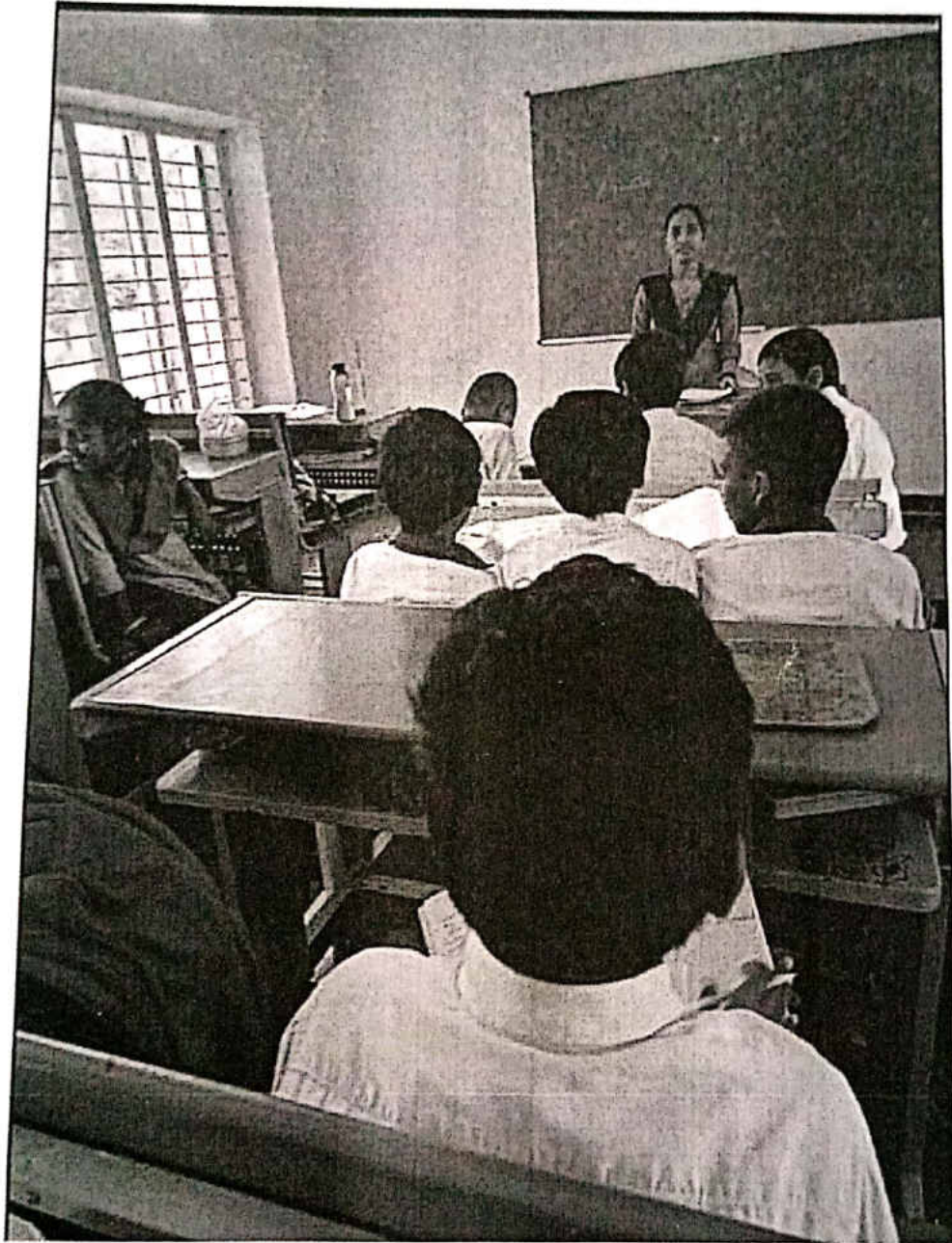
Rating Scale: 1 is lowest and 5 is highest rank

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
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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

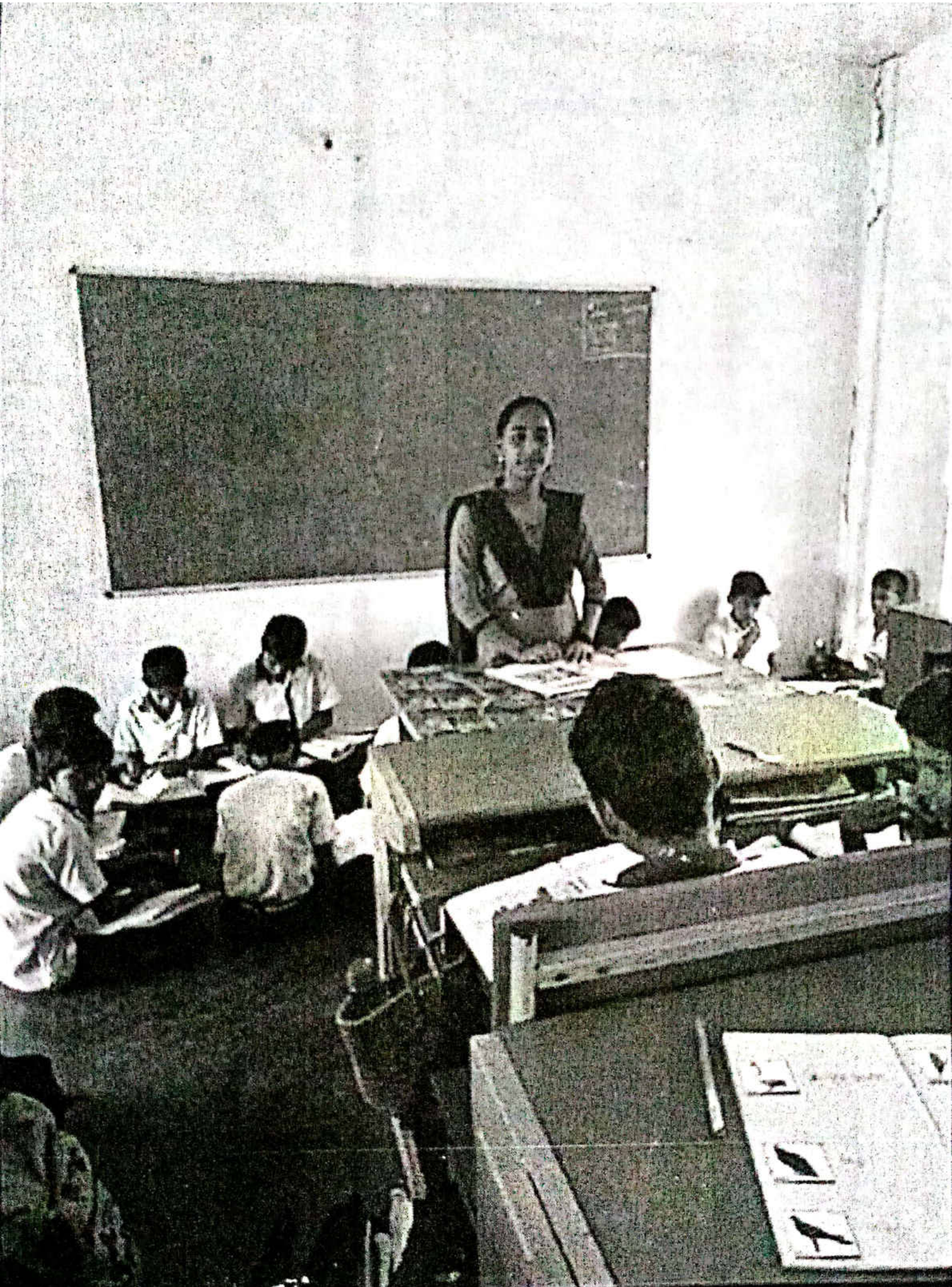
Date: 18-3-2023

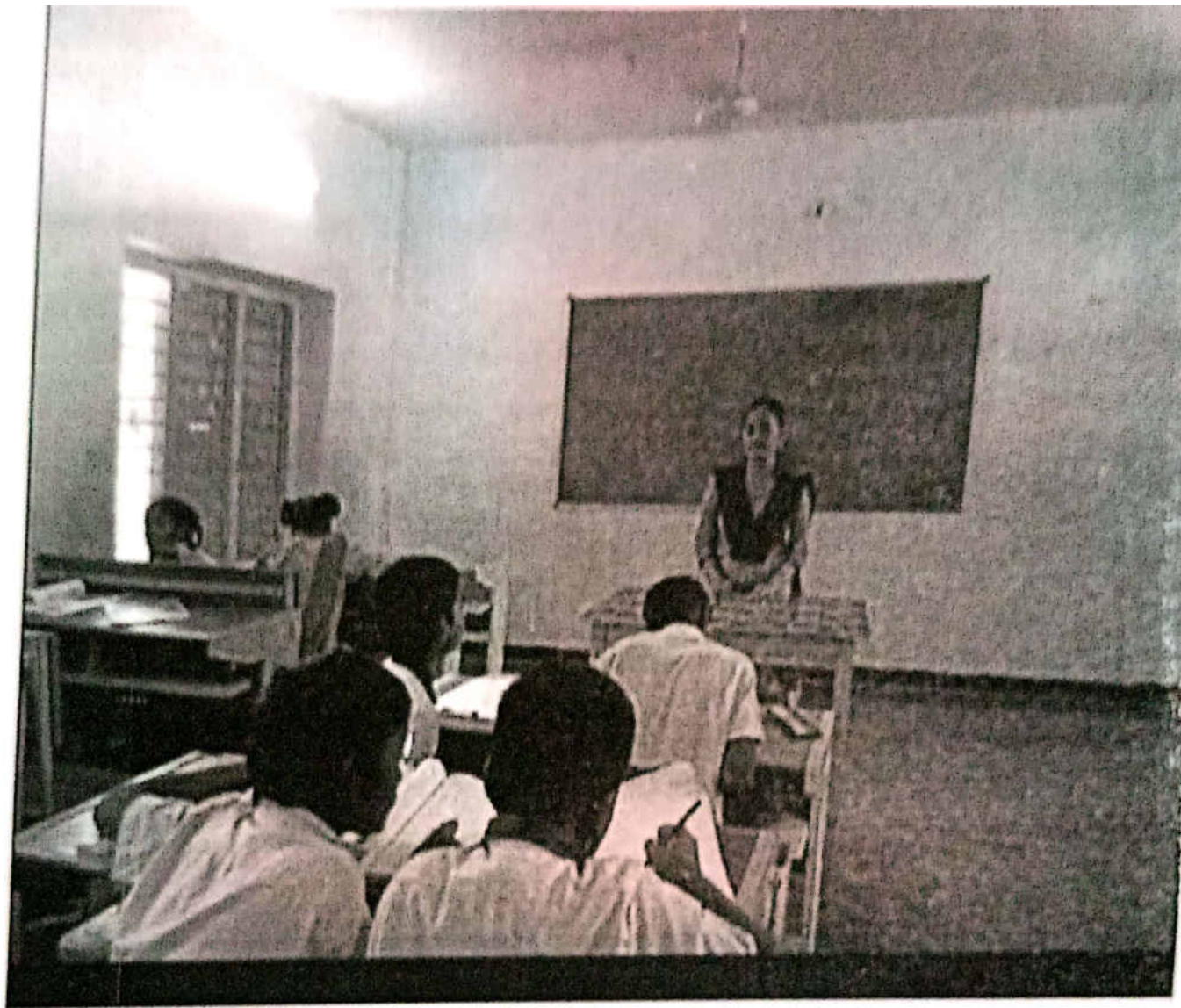
Signature of the Supervisor
HEAD MASTER
P. S. N. M. C. H. SCHOOL
SRIKAKULAM

PHOTOS & VIDEO LINKS



Page No







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)

Page No



INTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

Sl.No	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:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

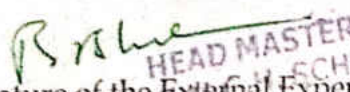
Name of the College:

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
HEAD MASTER
P.S. N. S. S. SCHOOL
SRIKAKULAM

Signature of the Principal with Seal

Page No



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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