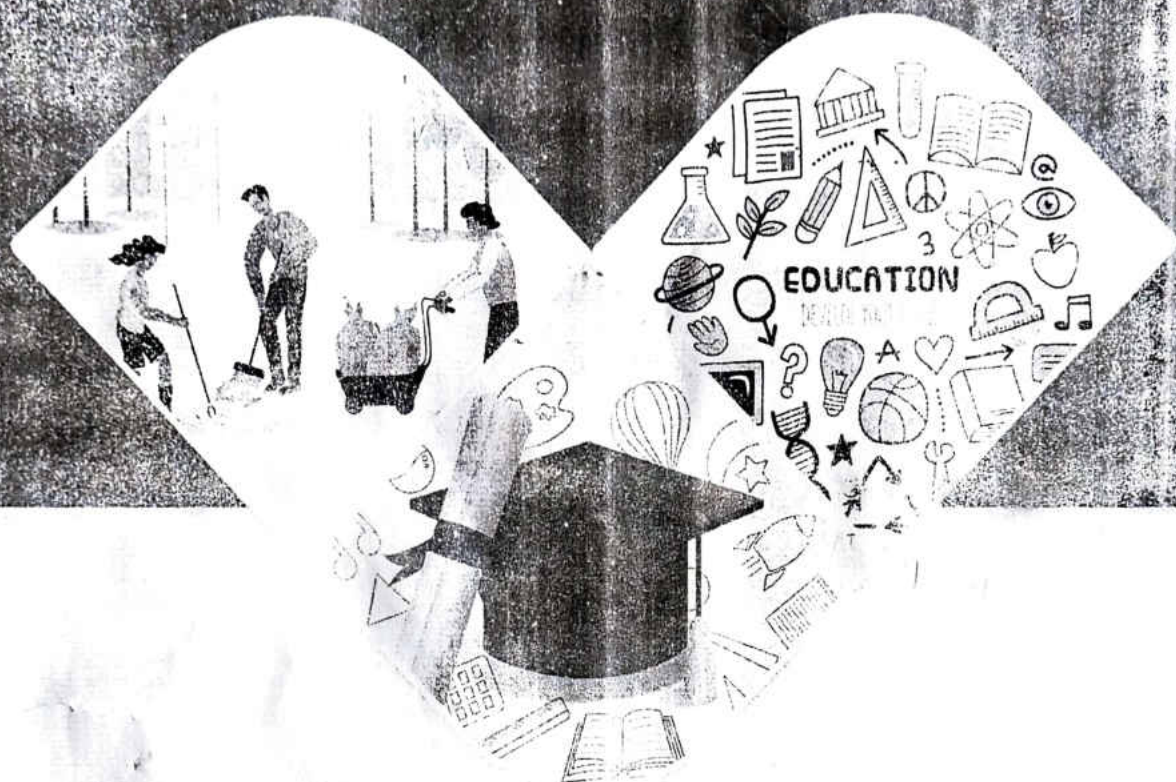


Model Program Book



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

DHAVALA Valsu

Name of the College

Government Degree College men skin

Registration Number

2012 00135612

Period of Internship

From 14-12-2022 To 13-03-2023

Name & Address of the Intern Organization

MPPS School Parvathale pite

University

YEAR

An Internship Report on

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of 

(Name of the Faculty Guide)

Department of

(Name of the College)

Submitted by:

(Name of the Student)

Reg.No: _____

Department of _____

(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, Dhanya . Vasu a student of B.A T.E.P

Program, Reg. No. 2022001356012 of the Department of Government Degree for men

College do hereby declare that I have completed the mandatory internship

from 14-12-2022 to 18-03-2022 in M.P.P School Pankhathu Peta (Name of

the intern organization) under the Faculty Guideship of

_____ (Name of the Faculty Guide), Department of

(Name of the College)

D.Vasu 24-04-2023.
(Signature and Date)



Official Certification

This is to certify that Dhavalga Vasy (Name of the student) Reg. No. 2022001356612 has completed his/her Internship in M.P.P. P.P. PETA (Name of the Intern Organization) on Education department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B. A (TEP) in the Department of Govt. Degree MEN (Name of the College).

This is accepted for evaluation.

T. Vane j 24/4/23
HEAD MASTER
M.P.P. School, P.P. PETA
Sarubujjili (M), Srikakulam (Dist.)
(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

EXTERNAL 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.	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

Vansh

1

Signature of the Principal with Seal



Certificate from Intern Organization

This is to certify that Dhavala Vasu (Name of the intern)
Reg. No 2022001356012 of Govt. Degree college MEN (Name of the
College) underwent internship in MPP School. P.P. Peta (Name of the
Intern Organization) from 14-12-2022 to 18-03-2023

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

S. Vane J
HEAD MASTER
M.P.P. School, P.P. PETA
Sarubujili (M), Srikakulam (Dist.)

Authorized Signatory with Date and Seal

Contents

- Chapter : 1 → Executive summary
- Chapter : 2 → Overview of the organization
- Chapter : 3 → Internship Part
 - Chapter : 3.1 → Activity Log for the first week.
 - Chapter : 3.2 → Activity Log for the second week
 - Chapter : 3.3 → Activity Log for the third week.
 - Chapter : 3.4 → Activity Log for the fourth week.
 - Chapter : 3.5 → Activity Log for the fifth week.
 - Chapter : 3.6 → Activity Log for the sixth week.
 - Chapter : 3.7 → Activity Log for the seventh week.
 - Chapter : 3.8 → Activity Log for the Eighth week.
 - Chapter : 3.9 → Activity Log for the Ninth week.
 - Chapter : 3.10 → Activity Log for the Tenth week.

- chapter : 3.11 → Activity log for the Eleventh week.
- chapter : 3.12 → Activity log for the twelfth week.
- chapter : 3.13 → Activity log for the thirteenth week.
- chapter : 3.14 → Activity Log for the fourteenth week.
- chapter : 5 → Out comes Description.
- chapter : 6 → student self-evaluation for the short-term internship.
- chapter : 7 → Evaluation by the supervisor of the intern organization

8. photos and video links

9. marks statement.

9.1 Internal Assessment statement.

9.2. External Assessment statement.

Acknowledgements

This school Internship report is the result of an end a way "4 months It would not have been possible without the participation Assistance of numerous brave and courageous people along the way, thus I have to thank them all.

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 indebted to my college teachers and the principle for their vision, Encouragement and enduring logious inter^{es}t in the internship.

I Extended my gratitude to my Elasmates and specially to our group members with whom I started are my work days together we started our academic and social Problem

special thanks must be given to the teachers
and students of MPP's school parvathalu peta
in their feedback, love and support with which I
achieved skills and development. Last and most
importantly I would like to thank those who made this
report possible and home a reality with their kind
assistance.

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 if M.P.P.S school of Paravathakota. I choose education Department to know the Document status of the education Department and Difference froms part few years. I spent a day with children and I learn and observed many things.

The introduction is friendly and very suitable through this internship. I know that there are other decided area which has to be improved interacted with the children and let them to know their problems and what they are facing through.

I thought some persons to them and I gave
few suggestions to improve them which should be clear
by government there are many other decided areas which
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 MPPS

school of parvathalu Peta Village Education Department, plays an important note 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 valued I spent 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 MPP's school parvathalupeta village in the education Department worked in government school and I thought also all so the students. I also used black board.

I also performed some tasks with students so that to encourage them in participating. I also conducted weekly tasks like games, quiz, these 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 4th and 5th class students.	It was a great day as a teacher and it is a better experience to me.	G. Vani
Day -2	I went to 5th class and asked some basic questions regarding E.V.s to the students.	I have been prepared & come to about teaching few ways	G. Vani
Day -3	Again, I was sent to 4th class and they are very excited to know about me.	I noticed the curiosity in each and every student.	G. Vani
Day -4	I was sent to 5th class and made them to study English questions & answers.	I came to know about their educational standards.	G. Vani
Day -5	I went to 2nd class and taught them common English & spelling in English.	I came to know how to deal with children.	G. Vani
Day -6	I have interacted with 1st class students some activities.	I observed their mind set and way of behaviour & Active Participation.	G. Vani

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As it is the 1st 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 they can understand 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.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 1 st class and I have observed that some students needs to be Decipline.	I come to know that how to control students to be if Decipline.	G. Kanish
Day - 2	I went to 2 nd class and asked them about their goal which was well inter-actives.	I noticed about their life styles goal and their sy problems.	G. Kanish
Day - 3	I taught 2 nd class about a lesson in my own way of teaching.	I have made them to read lessons in their own mother tongue.	G. Kanish
Day - 4	I have sent to 2 nd class and made to learn about Rhymes and moral stories with action.	I learned how to communicate and mangement with every student.	G. Kanish
Day - 5	I have taught the 2 nd class students about how to behave at particular place.	I came to know about mentoring in behavior aspects.	G. Kanish
Day - 6	I have conducted some activities to 1 st class students regarding their subject.	I learned how to teach in appropriate manner.	G. Kanish

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this 2nd week report. 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 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 2 nd class students about awareness on how to live in a society.	I observed many things that how kids think about their home.	C. V. Manoj
Day - 2	I have taught 1 st class students about English basic like parts of speech.	I came to know about teaching new things to the student.	C. V. Manoj
Day - 3	I have conducted a fun activity to the 2 nd class where are the students.	I have developed my communication skills.	C. V. Manoj
Day - 4	I have helped the teachers and other staff members in their respective work.	I learned because because work with other teachers.	C. V. Manoj
Day - 5	I have taught 1 st class about math tricks which will help them.	I noticed how they are dealing with problems.	C. V. Manoj
Day - 6	I have taught tables in 1 st class students their table book.	I remembered my childhood knowledge.	C. V. Manoj

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.

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 felt 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 happen behind school.

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 Telugu lesson and poems to 4th class	I Developed my teaching skills & the students are also good.	S. V. Narayana
Day -2	I have conducted games to know about their other talent For 4th class.	I have interacted with students & helped them in clearing their doubts.	S. V. Narayana
Day -3	I have checked about Every class Environment sanitation.	I noticed few problems in school.	S. V. Narayana
Day -4	I have interacted with students regarding their problems in school & about government schemes.	I tried to solve their problems by informing to the management.	S. V. Narayana
Day -5	I have taught 1st class students about birds & animals, fruits and flowers.	All the students are reacted very well	S. V. Narayana
Day -6	I have taught 2nd class students about eating in inequalities.	I have increased All my skills.	S. V. Narayana

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, motivating, 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 gave them advice 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 2 nd class about dis discipline to be followed in classroom.	I have interacted with the students about disciplinary actions.	S. Narayana
Day - 2	I have taught the 1 st class students about way of Expressing	I have tried to Teach the students about the seminar skills.	S. Narayana
Day - 3	I have interacted with 1 st class students through digital way.	I have Accessed the digital communication in the school.	S. Narayana
Day - 4	I have taught the 2 nd class about english lesson - s .	The students have learned and doing good studies.	S. Narayana
Day - 5	I have taught the 1 st class about Telugu lesson.	The students are doing well.	S. Narayana
Day - 6	I have interacted with all students about previous status and present status	I have know many things in this journey.	S. Narayana

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills as way of expressing my knowledge to others and I lost my stage fear, in this journey.

I developed my self 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 in different way to solve them. Finally

I got 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:

Pongal holidays in this week.

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 4th class I have conducted self introduction for 4th & 5th class	It was a great day as a teacher and come to know about some students.	(Signature)
Day - 2	I went to 3rd class and taught them maths in a fun and learning way.	I have been prepared and come to know about teaching in a fun and learning way.	(Signature)
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.	(Signature)
Day - 4	I went to 2nd class and taught them every day things in a proper manner like greetings.	I come to know how to teach the children neatly.	(Signature)
Day - 5	I taught the 1st class students an English lesson and played an activity.	I observed about their knowledge in English.	(Signature)
Day - 6	I have interacted with the 1st class students through activities.	I came to know about their mind sets and knowledge.	(Signature)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted extra circular cocurricular 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 have observed some students who need discipline	I have know how to discipline the students of my stand.	T. V. V. V.
Day - 2	I went to 1st class and asked them about their goal which was well interactive.	I got to know about their life style, goal and problems.	T. V. V. V.
Day - 3	I taught 2nd class a Telugu lesson and by them through sentence	I have managed the students to read in their mother tongue	T. V. V. V.
Day - 4	I have taught the 1st class students some rhyme and moral story.	I come to know about communication and management	T. V. V. V.
Day - 5	I have taught the 2nd class about how to behave at particular place and situations.	I have to come to know about respecting in Behaviour aspects.	T. V. V. V.
Day - 6	I have conducted activities for 2nd class students on maths.	I have taught subject in approachable manner.	T. V. V. V.

WEEKLY REPORT

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

Objective of the Activity Done:

3

Detailed Report:

In this entire week, I have observed about the students, their performance in studies and their student capability, I have discussed about how to be good and become 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 NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about 2nd class students assignment on how to live in society	I have know so many new things that kids thinks about their place.	T. V. V. V.
Day - 2	I have taught 1st class students about english basic like every day course	I got to know about teaching new things to the students.	T. V. V. V.
Day - 3	I have conducted a fun activity to the 2nd class where the students have participated very well.	I have Developed my communication mentoring skills very well.	T. V. V. V.
Day - 4	I have helped the teachers and staff members in their respective works.	I come to know about the working of Teachers and staff	T. V. V. V.
Day - 5	I have taught 1st class students about maths basic and tricks to them for future	I have learned to teach about how to solve arithmetic problems.	T. V. V. V.
Day - 6	I have taught English lesson 1st class	I have learned to teach in practical way.	T. V. V. V.

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.

I have also interacted with the Respected Government teachers, parents about the situations, problems, environment E.t.c ... I have teach to try the students so that full like they are in a open space.

I have also worked with teachers and staff's work which made me know things that happen's behind school.

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 Environment al science to the 4th & 5th class students.	I have Developed my teaching skills the students are good.	(Signature)
Day - 2	I have checked about way environmental the sanitary Facility and water supply	I have to come to know about few problems in school.	(Signature)
Day - 3	I have interacted with students regarding their problems in school and gave some solutions	I tried to solve students problems at a possible level	(Signature)
Day - 4	I have taught 1st class students about animals & body	I have deal with 1st class students digital way.	(Signature)
Day - 5	I have taught 1st class students about animals & body.	I have dealing with communication skills.	(Signature)
Day - 6	I have conducted a game to know about knowledge of 2nd class.	I have interacted with students and helped their doubts.	(Signature)

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 teaching, communication, managing and team participation 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.

They 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 2 nd class about discipline followed in class room	I have interacted with students about discipline.	C. Nandini
Day - 2	I have taught the 2 nd class students about seminar skills	I have tried to teach the students about seminar skills	C. Nandini
Day - 3	I have interacted with 1 st class students through digital way	I have accessed the digital device in the school.	C. Nandini
Day - 4	I have taught the 3 rd class about english lesson	The students have learned and doing good in studying	C. Nandini
Day - 5	I have taught the 4 th class about english lesson	The students are doing well.	C. Nandini
Day - 6	I have interacted with all students about previous status and present status	I have know so many thing in this journey	C. Nandini

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, managerial skills, Interactive skills, Teaching skills and other skills which enhanced me very well.

I came to know few good things, and also Problems which, I have tried to solve and made better out of it

I learn about being a teacher worker monthly as an 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 my first day I have conducted self-introduction in 4th & 5th class students.	I was a great day as a teacher and it is a better experience to me.	I. Varghese
Day - 2	I went to 5th class and asked some basic questions regarding EVS to the students.	I have been prepared & come to know about teaching in few ways.	I. Varghese
Day - 3	Again, I was sent to 5th class and they are very excited to know about me.	I noticed the curiosity in each and every student.	I. Varghese
Day - 4	I went to 3rd class and taught them common letters & spelling mistakes in English.	This day I came to know how to deal with children.	I. Varghese
Day - 5	I was sent to 4th class and made them to study English questions answers.	I came to know about their educational standards.	I. Varghese
Day - 6	I have interacted with 5th class students through some activities.	I observed their mindset and way of behaviour & activities.	I. Varghese

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

It is the 12th week report, 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 the 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 2 nd class and have observed that some students need to be discipline.	I came to know that how to control students to be discipline.	(Signature)
Day - 2	I went to 3 rd class and asked them about their goals which way well interactive	I noticed about their like style of goals and their problems	(Signature)
Day - 3	I taught 1 st class a long lesson in my way of teaching.	I have enable them to read them lesson in their own mother tongue.	(Signature)
Day - 4	I have sent to 2 nd class made to about moral stories with action	I learned how to communicate and management with	(Signature)
Day - 5	I have taught the 3 rd class students about their behavior at particular	I came to know about mentoring in behavior aspect	(Signature)
Day - 6	I have conducted some activities to 2 nd class students regarding their subjects	I learned how to teach in a appropriate manner.	(Signature)

WEEKLY REPORT

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

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 new activities regarding their syllabus and environment in which they are very active in group discussion and in class too.

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 3rd class students about progress to live in a society	I developed many things, awareness on the society what is good way.	I. V. K. N. S.
Day - 2	I have taught 4th class students about English basics like parts of speech	I come to learn about teaching new things to the students	
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 their programme.	
Day - 4	I have helped the teachers and other staff members in their respect	I learned learn work with other teachers.	
Day - 5	I have taught 1st class about maths + tricks which will help them easily	I noticed how they are dealing with common problems	
Day - 6	I have taught 2nd class Telugu poem lesson	I came to know how to teach in easy way.	

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 practical approach which enhanced my communication skills very well.

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 happen's behind school.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught maths lessons and problematic scenery to 2nd & 1st class	I Developed my teaching skills & the student's are also good.	I. V. V. V.
Day - 2	I have conducted games to know about their other talents for 4th class.	I have interacted with students helped them if clearing	I. V. V. V.
Day - 3	I have checked about every class environment sanitation facilities	I noticed few problems in school.	I. V. V. V.
Day - 4	I have interacted with students regarding their problems in school.	I tried to solve their problems by informing to the management.	I. V. V. V.
Day - 5	I have taught 2nd class students about birds, animals, fruits and flowers	all the students are recited very well.	I. V. V. V.
Day - 6	I have taught 3rd class students about eating in civility	I have increased all my skills	I. V. V. V.

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, and learn with active participation when compared to the previous weeks.

I have also observed about the school environment, student's performance, and all the surroundings and I also interacted with them and gave them advices and tried to solve them if other ways.

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

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 a 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 discussed about all pros and cons in our working style. We all have kept our goals for this journey, we also have developed our decision making skills which are very essential for ^{further} ~~future~~.

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.P.P.S school papvathalu peta, village.

As we have been interacting with each student, we improved our communication skills as we are assigned to classroom. On first day we felt some tensed 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 few teaching skills in a way which made students to feel 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 work place.

We the internship of MPPS school parvathalupeta village formed as a team to 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 to take leadership. We also discussed with each other about our work and performance, working as a team member and our role in team, the way how to interact and co-operative and how to manage unity in every activity.

This internship 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 school.

The MPP's school of paravathalu pela village, we Devices in their proceedings,

The Head master. updates the information of school through smart phones. 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's a biometric system for their attendance.

There is also a smart T.V which can used for teaching primary classes in practical way through 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's also captured under Headmaster vision and also documented.

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 way 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) organisations has its own culture I quickly learned that every company has its own culture. As a internship, I discovered it's essential to be enthusiastic and open to learn new skills. I learned that it's very important to communicate with teachers and Head master. 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 those. I learned that sometimes asking feedback and receiving feedback is difficult to hear, but it will have a significant impact on our careers and success.

Student Self Evaluation of the Short-Term Internship

Student Name: Dhavala. Vasu

Registration No: 2022001356012

Term of Internship: From: 18-12-2022 To: 18-03-2023.

Date of Evaluation:

Organization Name & Address:

M. PPS (Parvathalu Petta) ^{school} (vin) (mandal) ~~ss~~ syikakulam (Dist)

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:

Dhavala. Vasu

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: DHAVALA.VASU

Registration No: 2022001356012

Term of Internship: From: 14-01-2022 To: 10-03-2023

Date of Evaluation:

Organization Name & Address: m.p.p. ^{school} PETA sarubujili mandal

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

G. V. N. 24/4/23

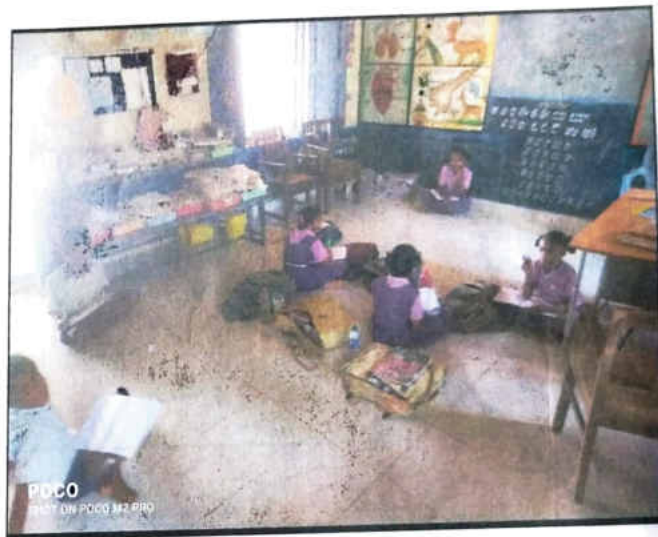
HEAD MASTER

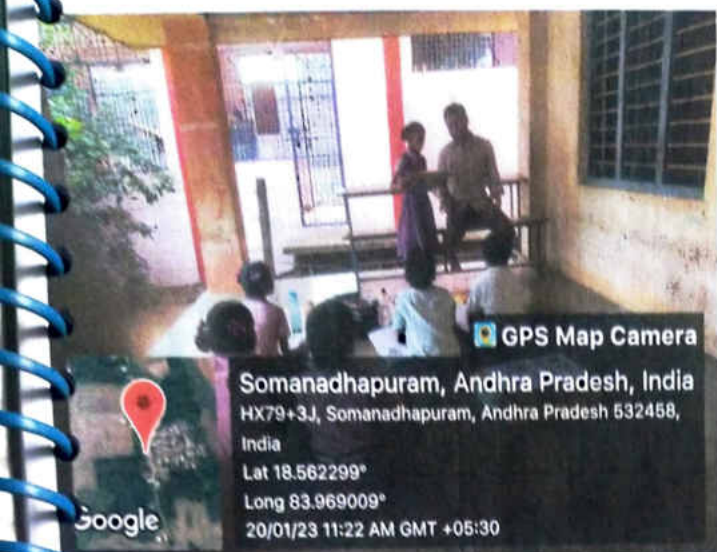
M.P.P. School, P.P. PETA
Sarubujili (M), Srikakulam (Dist.)

Date:

PHOTOS & VIDEO LINKS

1) [Photo of the building](#)
2) [Video of the building](#)





EVALUATION

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:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

<i>Sl.No</i>	<i>Evaluation Criterion</i>	<i>Maximum Marks</i>	<i>Marks Awarded</i>
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:

Signature of the Faculty Guide



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road,
Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 504
www.apsche.ap.gov.in