

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



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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.

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Certificate from Intern Organization

This is to certify that GEDELA NEELAYYA (Name of the intern)
Reg. No 2022001356015 of GDC MEN, SRIKAKULAM (Name of the
College) underwent internship in Z.P.H.S. EDULAVALLASA (Name of the
Intern Organization) from 12-12-2022 to 20-03-2023.

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


23/3/23
Authorized Signatory with Date and Seal
HEADMASTER
Z.P.H. SCHOOL
EDULAVALLASA
POLAKI (M.d.)
SRIKAKULAM (Dt.)

Student's Declaration

I, Gedela Neelayya. a student of BA TEP
Program, Reg. No. 2022001356015 of the Department of GDC MEN Srikakulam.
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 20-03-2023 in Z.P.H School Edulavah (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
GDC MEN college, Srikakulam.
(Name of the College)

G. Neelayya.

(Signature and Date)

Official Certification

This is to certify that GEDELA NEELAYYA (Name of the student) Reg. No. 2022001356015 has completed his/her Internship in Z.P.H School Edulavalasa (Name of the Intern Organization) on EDUCATION/ DEPARTMENT- school (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BA TEP in the Department of GDC(MEN) Srikakulam (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
HEADMASTER
Z.P.H.SCHOOL
EDULAVALLASA
POLAKI (Mdl)
SRIKAKULAM (Dt.)

Endorsements

Faculty Guide

Head of the Department

Principal

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Acknowledgements

This school Internship report is the result of an end a way two four months. It would not have been possible without the participation assistance of numerous 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 opportunity to keep my step ahead.

I am indebted to my college teachers and Principle for their vision encouragement and enduring loving interest in the internship.

I extended my gratitude to my classmates and specially to our group members with whom I started my dark days. Together we started our academic and social problems.

Special thanks must be given to the teachers and students of MES School of Anugula Mohal Srikakulam in their feed back love and support with which I achieved skills and development.

last and most importantly I would like all
those who made this request possible and have a
specialty 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 education. I visited the place is MES school of Anugula Mahal street Srikakulam. I chose education department to know the current status of the education and difference from past few years. I spent a day with children and I learn and observed many things.

The introduction is very friendly and very suitable. Through this internship I know that there are some other decided areas which have to be improved. I 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 some other decided areas which have 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 in the school of Angumahal school started education department. Plays an important role in every sector I served many things in school that the children are good lack of knowledge my interaction with student 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 performing was very poor the student are about to understand the basic things.

I played the role of teacher in a school and started 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 Angula street srikakulam in the education department worked in Government school and I taught all so to the students I also used black.

I also performed some -tasks with the children so that to encourage them in participating I also conducted weekly tasky like Games give thuge activitys to the children this part of internship take me to learn more know ledge. 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 and it is a better experience to me	
Day - 2	I went to 2nd class and asked some basic question regarding Maths to the students	I have been Prepared & came to know about teaching few days	
Day - 3	Again I was sent to 1st class and they are very excited to know about me	I noticed the curiosity in each and every student	
Day - 4	I went to 2nd class and taught them common English & spellings in English	This day I came to know how to deal with children	
Day - 5	I was sent to 5th class and made them to study English question & answer	I came to know a bit about educational standards	
Day - 6	I have interacted with 7th class students some activities	I observed their mind-set and 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 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 disciplined	I come to know that how to control students to be in discipline	
Day -2	I went to 2 nd class and 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 to learn about shymen and moral stories with action	I have made them to read two lesson in their own Mother tongue	
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 management with every student	
Day -5	I have taught the 2 nd class students about how to behave at particular places and	I come to know about mentoring in behaviour as per	
Day -6	I have conducted some activities to 1 st class students regarding their studies	I learned how to teach in appropriate manner	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week. I have observed two 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 know to live in a society	I observed many things that how kids think about things 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 skill through this	
Day - 4	I have helped the teachers and other staff members in their respective work	I learned how to work with other teacher	
Day - 5	I have taught 1st class about Maths topics which will help them	I noticed how they are dealing with common problems	
Day - 6	I have taught English lesson 1st in a practical manner	I came to know how to teach in 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.

And I have also interacted with the respected government teachers parents about the system situations problem 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 member which made me to know about how things that happen school the system.

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 1 st & 2 nd class	I developed my teaching skill & the students are also good.	
Day -2	I have conducted games to know about their other talents for 1 st class	I have interacted with students & helped them in clearing their doubts	
Day -3	I have checked about every class environment sanitary and water facility	I noticed few problems in school	
Day -4	I have interacted with student regarding their problem in school & about government schemes	I tried to solve their problem by informing to the management	
Day -5	I have taught 1 st class students about biops animals fruits and flowers	All the students are treated very well	
Day -6	I have taught 2 nd class students about eatings in class	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 teachings mentoring communication-ling managing and -team work active partici-
-pation 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 perform-
ing 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 a bout discipline to be followed in class room	I have interacted with the student a bout disciplinary actions	
Day -2	I have taught the 1 st class students about way to expressing	I have tried to teach the student about the seminar skills	
Day -3	I have interacted with 1 st class students through digital way	I have accessed the digital device in the school	
Day -4	I have taught the 2 nd class about english know	The students have learned and doing good in studies.	
Day -5	I have taught the 1 st class about telugu lesson	The student are doing well	
Day -6	I have interacted with all students about previous status and Present	I have know many things in this so way	

WEEKLY REPORT

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

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 changed me very well.

I came to know few good things and also some problem which made me to think in different way to solve them. Finally I got a better experience as a teacher and it was a nice presentation 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 - Holiday		
Day - 2	sankranti Holiday -		
Day - 3	sankranti Holiday -		
Day - 4	sankranti Holiday -		
Day - 5	sankranti Holiday -		
Day - 6	sankranti Holiday -		

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 introductions for 1 st class and 2 nd class	It was a great day as a teacher and come to know about some students	
Day - 2	I want to turn class and taught them maths in fun and learning way	I have been Prepared and came to know about teaching in fun and learning way	
Day - 3	Again I was sent to 1 st class and I have noticed some problems in them	I come to know about their educational status	
Day - 4	I went to 2 nd class and thought them noticed some problem in them	I come to know how to teach the children really	
Day - 5	I taught the 1 st class students on english lesson and played an activity	I observed about their knowledge on english	
Day - 6	I have interacted with the 1 st class student through activities	I come to know about their mind sets and knowledge	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week I have conducted extra circular co-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 come 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 2 nd class and I have observed 80 me students who needs to be discipline	I have know how to discipline the student as my standard	
Day - 2	I went to 1 st class and asked them about their goals which was well in interactive	I got to know a bout their life style goals and problems	
Day - 3	I taught 2 nd class a Telugu lesson and by them thorough sentences	I have managed the students to read in their Mother language	
Day - 4	I have taught the 1 st class students some hymns and moral stories	I came to know a bout communi cation and management	
Day - 5	I have taught 2 nd class about how to behave at Particular Places and situations	I have to come to know about men - bring in behaviour	
Day - 6	I have conducted activities for 2 nd class students on maths	I have taught subject in appropriate manner	

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 student - their performance in students and their students 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 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 student awareness on how to live in a society	I have know so many new things that kids thinks about this place home	
Day - 2	I have conducted a for a student about english basics like everyday chores	I got to know about teaching new things to the students	
Day - 3	I have conducted a for a activity to the 2nd class where the student have participated very well	I have deltied any teaching new things to the students	
Day - 4	I have helped the teachers and staff members in their respective works	I have to know about the working of teacher and staff	
Day - 5	I have taught 1st class students about maths basic and tricks to help to solve with math problems	I have learned to teach about how to solve with math problems	
Day - 6	I have taught English lesson for 1st class	I have learned to teach in practical 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 student so that feel like they are in a open space

I have also worked with teachers and staffs work which made me know things that happens 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 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 take up for 2nd class	I have interacted with students and 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 problem in school	
Day - 4	I have interacted with student regarding their problem in school and gave me 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 coding eticable	I have increased my communication skills	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In This weeks I have developed by skills such as teachings reasoning 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 tired to solve them is other ways

The student 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 1 st class about discipline follow in class room	I have interacted with the students about discipline	
Day - 2	I have taught the 2 nd class students about seminar skills	I have tried to teach the students about seminar skills	
Day - 3	I have interacted with 1 st class students through digital way	I have assessed the digital device in two school	
Day - 4	I have taught the 2 nd class about english lesson.	two students have learned and doing good in studies	
Day - 5	I have taught the 1 st 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 know some ny thing 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 learnt 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 problem which I have tried to solve and made better out of it.

I learnt about being a teacher worker and mostly 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 as a teacher and for 1 st and 2 nd class stud _{ents}	It was a great day as a teacher and it is a better experience to me	
Day - 2	I went to 2 nd class and asked some basic questions regarding maths to the stud _{ents}	I have been prepared & came to know a bout teaching in few	
Day - 3	Again I was sent to 2 nd class and they are very excited to know about me	I noticed the curiosity in each and every student	
Day - 4	I went to 2 nd class and thought them common letter & spellings in English	This day I come to know how to deal with children	
Day - 5	I was sent to 1 st class and made them to study english question & answers	I come to know a bout their educational standards	
Day - 6	I have interacted with 2 nd class students through some activities	I observed their mind set and way of behaviour & active	

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 keen to know more about our society and 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 THIRTEENTH 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 that some students needs to be discipline	I came to know that how to control students to be in discipline	
Day -2	I went to 1st class and asked them about their which was well interactive	I noticed about their life style goals and their problems	
Day -3	I taught 2nd class a lesson on my way of teaching	I have made them to read their lesson in their own mother	
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	
Day -5	I have taught the 1st class students about how to behave at Particular and situation	I came to know a lot about men-bering in behaviour aspect	
Day -6	I have conducted some activities to 1st class students regarding their subjects	I learned how to teach in a appropriate manner.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this whole 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 created an environment in which they are very active in group discussions 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 2nd class students about answers on how to live in a society	I displayed money things that how kids think about	
Day - 2	I have taught 1st class students about English basics like parts of speech	I came to learn about teaching new thing to the student	
Day - 3	I have conducted a fun activity to the 2nd class where the students have participated	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 team work with other teachers	
Day - 5	I have taught 2nd class about maths topic which will help them future	I noticed how they are dealing with common problems	
Day - 6	I have taught 1st class telugu 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 which enhanced my communication skills very well.

And I have also interacted with the respected government teachers parents about the system situation 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 others and staff member which made me to know about how things that happens behind school the screen.

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 lesson and Problematic scenes to 2nd & 1st class	I developed my teaching skills & the students are also good	<u>28/01/20</u>
Day - 2	I have conducted game to know about their other talents for 2nd class	I have interacted with students & helped them in doing this	<u>28/01/20</u>
Day - 3	I have checked about every class environment Sanitation and water facilities	I noticed few problems in school	<u>28/01/20</u>
Day - 4	I have interacted with students regarding their problems in school & about	I tried to solve this problem by informing to the	<u>28/01/20</u>
Day - 5	I have taught 1st class students about birds animals fish and flowers	All the students are reacted very well	<u>28/01/20</u>
Day - 6	I have taught 2nd class students about eating Quile	I have increased all my skills	<u>28/01/20</u>

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 surroundings. 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 aspects of Interns quality addressed in this part the people of mcs School Anugula mohal street are good and very neat in track we were given a desk for our work with basic things like chalk pieces and duster etc... our role is to chance the students observe them and any other negative analyse all activities by students and staffs our things are from 9:00 am to 3:30 pm.

The headmaster and the teacher are very polite and humble to me the student are very friendly and interactive with made me socialise with them very easily the other interns were also very co-operative in work

We are the interns as a team are 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 very knowledge and skills into practice, such as mentoring I learned has to communication and build relationship with people I worked. I learned that every department organisations has its own culture I quickly learned that every company has its own culture as a intern I discovered its essential to be enthusiastic and open to learn new skills I learned that its very important to communicate with teachers and headmaster if all I have any doubts.

Asking and receiving feedback is very important that it is essential to take note of the positive and negative points for that. I learned that something as giving feedback or receiving feedback is culture to heart but it will have a significant impact on our career 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 skill I have acquired from this "Internship"

I learned how to deal with people effectively. Development of managerial skills is important to all professions. As a team we planned about scheduling with respect to time and we acted as a leader for every week. We arranged our work place 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.

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 alot in this internship at HES school Anugula mahal street 871 kakulam

As we have been interacting with each student we improve our communication skills as we are assigned to class rooms at -first day we are assigned to class rooms at -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 development few teaching skills in a 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 skill which is very useful in every work place.

We the interns of MES school. Rungt Mohal street Sakinakulam formed as a team to enhance and improve our work in an efficient way. Firstly we have no familiarity with each other.

every week one of us will lead the team to task 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 transformation system to amplify digital transformation of schools.

The MES school of Angulamahal streets Srikakulam was device in this 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 students but also for other staff members now is 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 student are leaving from school it is also recorded under headmaster vision and also documented.

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 transformation system to amplify digital transformation of schools.

The MES school of Mangulamahar Street Solikakulam was device in this 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 students but also for other staff members now is 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 student are leaving from school it is also recorded under headmaster vision and also documented.



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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

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Grede la Neelayge</u>	Registration No: <u>2022001356015</u>
Term of Internship: From: <u>12-12-2022</u> To: <u>20-03-2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>Z.P.H. school Edulavalas, Education Department</u>	

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:

G. Neelayge
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Giedela Neebayya.

Programme of Study: BA TEP

Year of Study: 2022-2023

Group: TEP.

Register No/H.T. No: 2022001356015

Name of the College: GIDC MEN SRIKAKULAM

University: DR. BR AMBEDKAR UNIVERSITY, SRIKAKULAM

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: Gedola Neelayya.

Programme of Study: BA.TEP

Year of Study: 2022-2023

Group: TEP

Register No/H.T. No: 2022001356015

Name of the College: GIDE MEN SRIKAKULAM.

University: DR. BR AMBEDKAR UNIVERSITY, SRIKAKULAM

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

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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