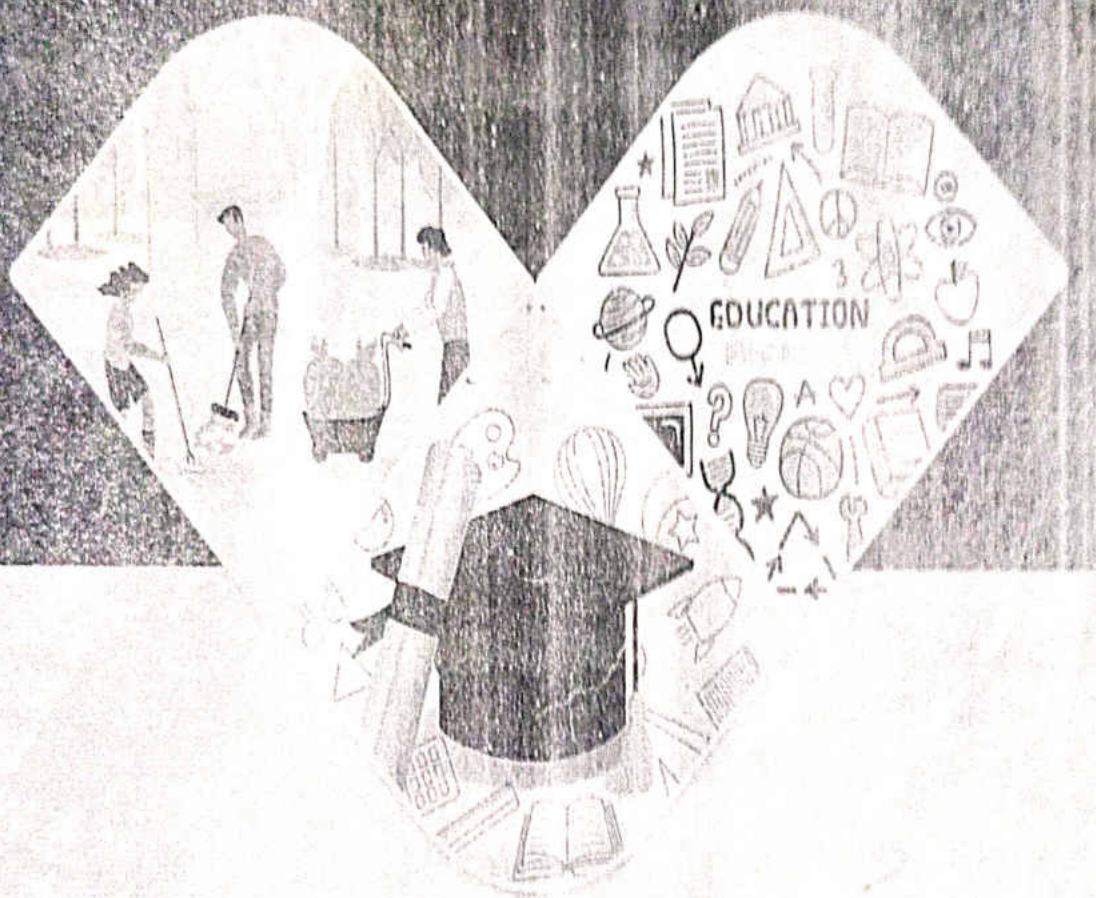


Model Program Book



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

Konna, Bhagyalakshmi

Name of the College

Govt. Degree College (men's) SKIN

Registration Number

2022 0013 56024

Period of Internship

From 19-12-2022 To 18-03-2023

Name & Address of the Intern Organization

Education department M.P.E
School, Paadesipalem.

Dr. B.S. Anand Kumar 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 II BA (T.E.P)

Under the Faculty Guideship of

Narayana Rao Jaru

(Name of the Faculty Guide)

Department of

Telugu Dept Govt Degree college for men

(Name of the College)

Submitted by:

Konna. Bhagyalakshmi

(Name of the Student)

Reg.No: 2022001356024

Department of Philosophy

Govt. Degree College (Men's) Srikakulam

(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.

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

Certificate from Intern Organization

This is to certify that Konna. Bhagyalakshmi (Name of the intern)
Reg. No. 5022001356024 of Govt. Degree College (Name of the
College) underwent internship in Paradesipalem (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. Venkatesw
HEAD MASTER
M.P.E. School,
PARADESIPALEM
SRI Rural, Srikakulam

Student's Declaration

I, KONNA, BHAGYALAKSHMI a student of Internship
Program, Reg. No. 202200135624 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)

S. Veni
(Signature)
HEAD MASTER
M.P.E. School.
PARADESIPALEM
Skl Rural, Srikakulam

Official Certification

This is to certify that Kanna. Bhagyalakshmi (Name of the student) Reg. No. 6033001256024 has completed his/her Internship in Paradesipalem (Name of the Intern Organization) on Education (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 (men) (Name of the College).

This is accepted for evaluation.

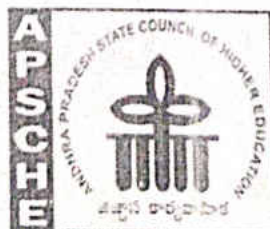
Endorsements

S. Venkatesh
(Signature) **HEAD MASTER** (Seal)
M.P.E. School.
PARADESIPALEM
SKL Rural, Srikakulam

Faculty Guide

Head of the Department

Principal



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 - 522 503

www.apsche.ap.gov.in

Acknowledgements

This school internship report is the result of an end a way four months It would not have been possible without participation assistance have been at numerous brave and courageous people along two 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 extended my gratitude to my classmates and specially to our group members with whom I started are my dark days together we started our academic and social problems.

I am indebted to my college teachers and the principle for this vision, encouragement and enduring fogious interest in the internship.

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16. Internal & External evaluation.

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 mpup school of paradisiipalem, main street, srikakulam I choose education department to know the current status of the education and difference froms past few years. I spent a day with idren and I learn and observed many things.

The interduction is very friendly and very suable through this internship. I know that there are use other decidedaveg which has to be improved I texacted with the children and ~~also~~ to know their

problems and what they are facing through.

I thought some prisons to them and I gave few suggestions to improve and them which should be clear by government, there are one other decided assess which has to be improved.

CHAPTER 3: 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 mpup school of paradesipalem main street. education department plays an important role in every sector. I served many things in school that the children are poor lack of knowledge my interaction with the students very friendly and more valuable I spent nearly 8 hours with that children was very poor. The students are about to understand the basic things.

Special thank must be given to the teachers and students of mpw school Srikakulam mandal, Srikakulam in their feedback, love and support with which I achieved skills and development last and most importantly I would like all those who made this report possible and help a reality with their kind assistance.

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 mpup school of Porodesipale in school, Sriakulam. In the education department worked in government school and I taught also to the students, I also used black board and.

I also performed some tasks with the children so that encourage them in participating. I also conducted weekly tasks like games, quize, ther activities to the children, This part of internship. take me to learn more knowledge about education, system specially in school

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.

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 1 st and 2 nd class students.	It was a great days as a teacher and it is a better experience to me.	Sush
Day -2	I went to 2 nd class and asked some basic questions regarding maths to the students.	I have been prepared & came to know about teaching few ways.	Sush
Day -3	Again, I was sent to 1 st class and they are very excited to know about me.	I noticed the curiosity in each and every student.	Sush
Day -4	I went to 2 nd class and taught them common English & spellings in English.	This day I come to know how to deal with children.	Sush
Day -5	I was sent to 2 nd class and made them to study English & answers.	I came to know about their educational standards.	Sush
Day -6	I have interacted with 1 st class students some activities.	I do served their mind-set and way of behavior active participation.	Sush

WEEKLY REPORT

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

Objective of the Activity Done:

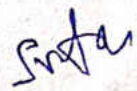
Detailed Report:

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

And I also conducted some circular activities to interact some 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 thing. 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 be discipline	I come to know that how to control students to be 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 own mother tongue.	
Day - 3	I taught 2 nd class, a teluge 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 and made to learn about rhymes and moral stories with action.	I learned how to communicate and manage with very students.	
Day - 5	I have taught the 2 nd class students about how to behave at particular place and	I came to know about mentoring in behaviour aspects	
Day - 6	I have conducted some activities to 1 st class students regarding the 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 winter 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 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 town.	
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 on skills through things.	
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 come 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.

AoI 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 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 talent for 1 st class	I have interacted with students & helped them in clearing their doubts	
Day - 3	I have checked about every class environment sanitizing and avistar facilities	I tried to solve their problem by informing to the management.	
Day - 4	I have taught 1 st class students about birds, animals, fruits and flowers	All the students are reacted very well.	
Day - 5	I have interacted with students regarding their problems in school & about government schemes.	I tried to solve their problem by informing to the management.	
Day - 6	I have taught 2 nd 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 1st class about discipline to be followed in class room	I have interacted with the students about disciplinary actions	Juh
Day - 2	I have taught the 1st class students about way of expressing	I have tried to teach the students about the serious skills.	Juh
Day - 3	I have interacted with 1st class students through digital way	I have assessed the digital device in the school	Juh
Day - 4	I have taught the 2nd class about english lesson	The students have learned and doing good in studies	Juh
Day - 5	I have taught the 1st class about Telugu lesson	The students are doing well	Juh
Day - 6	I have interacted with all students about previous states and present states	I have know many things in this journey	Juh

WEEKLY REPORT

WEEK - 8 (From DE to DE)

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 in different way to solve them. Finally 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 Holi days		St.
Day - 2	sankranti Holidays		
Day - 3	sankranti Holi days		
Day - 4	sankranti Holidays		
Day - 5	sankranti Holidays		
Day - 6	sankranti Holidays		

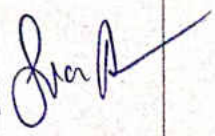
WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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 went to third class and taught them maths in a fun and learning way	I have been prepared and come to know about teaching in few learn 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 taught them everyday things in proper manner like greething	I come to know how to teach the children really	
Day - 5	I taught the 1 st class students. an english lesson and played an activity	I observed about their knowledge on English	
Day - 6	I have interacted with the 1 st class students through activities	I come to know about their mind sets and know edge	

WEEKLY REPORT

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

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 some students who need to be discipline	I have know how to discipline the students as my standard.	S. V. S.
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.	R. S.
Day -3	I taught 2nd class a Telugu lesson and by them through sentences	I have, managed the student to read in their mother language	S. S.
Day -4	I have taught the 1st class students some rhymes and moral stories	I come to know about communication and management with.	R. S.
Day -5	I have taught the 2nd class about how to behave at particular place and situations	I have to come to know about mentoring in behaviour aspects.	R. S.
Day -6	I have conducted activities for 2nd class students on maths	I have taught subject in approachable manners.	R. S.

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 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 NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about the 2 nd class students a workness on how to live in a society	I have know so many new things that kids thinks about place here	Ravi
Day - 2	I have taught 1 st class students about english basics like everyday	I got to know about teaching new things to the students	Ravi
Day - 3	I have conducted a fun activity to the 2 nd class whered the students have particepted well	I have developed any communication mentoring skills very well.	Ravi
Day - 4	I have helped the teacher and staff members in their respective works	I come to know about the working of teacher and staff	Ravi
Day - 5	I have taught 1 st class students about maths basic and tricks to help them further	I have learned to teach about how to solve and thment problems	Ravi
Day - 6	I have taught english lesson for 1 st class.	I have learned to teach in practical way	Ravi

WEEKLY REPORT

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

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 felt 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 2 nd class and 1 st class	I have developed my teaching skills the students too are good	Smt
Day - 2	I have conducted a game for exploring their talent for 2 nd class	I have interacted with students and helped them in their doubts	Smt
Day - 3	I have checked about very class environment the sanitary facilities and water supply	I have to come to know about few problems in school.	Smt
Day - 4	I have interacted with students regarding their problems in school and gave some solutions.	I tried to solve students problems at a possible later	Smt
Day - 5	I have taught 1 st class students about animals and birds	I have dealt with 1 st class students digital way	Smt
Day - 6	I have taught 2 nd class about catting catquectic	I have increased my communication skills.	Smt

WEEKLY REPORT

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

Objective of the Activity Done:

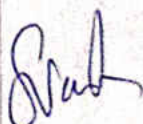
Detailed Report:

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

I have also observed about the school environment, student's 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 1 st class about discipline followed in class room	I have interacted with the student about disciplinary	
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 accessed the digital device in the school	
Day - 4	I have taught the 2 nd class about english lessons	The 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 states and present states.	I have know somany thing in this journey	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching skills. I have come to know that I have learnt so many things in this journey. I have developed my communication skills, managerial skills, interactive skills, teaching skills and other skills which enhanced me very well.

I 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 working as an intern 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 1 st and 2 nd class students	It was a good days 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 students	I have been preferred & come to know about teaching in few ways	
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 students.	
Day - 4	I went to 2 nd class and taught them common words & spellings in English	This day I came to know how to deal with children	
Day - 5	I was sent to 1 st class and made them to study English questions & answers	I came to know about their educational standards	
Day - 6	I have interacted with 2 nd class students through some activities	I discovered their mind-set and way of behaviour & active	

WEEKLY REPORT

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

Objective of the Activity Done:

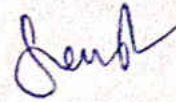
Detailed Report:

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 thing. 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	went to 2 nd class and have observed that be students needs to be decipline.	I come to know that how to cont 201 students to be in decipline.	
Day - 2	went to 1 st class and sked them about their class which was well interactive	I noticed about their life steyling goals and theis problems	
Day - 3	taught 2 nd class, a tutugu kesson in my way of teaching	I have suade them to read the kesson in their own rather bungs	
Day - 4	have sent to 2 nd class and made to about moxat stories with action	I learned how to communicate and management with every students	
Day - 5	have taught the 1 st class students about how behave at particular and situations	I come to know about mentoring in behaviour aspects.	
Day - 6	have conducted some activities to 1 st class students regarding their subject	I learned how to teach in a appropriate manner	

WEEKLY REPORT

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

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 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 2 nd class students about awareness on how to live in a society	I developed many thing that how kinds think about their have tan,	
Day - 2	I have taught 1 st class students about english basics like parts of speech	I come to learn about teaching how things to the students.	
Day - 3	I have conducted a few activity to the 2 nd class where are the students have participated	I have developed my communication skills. through their program.	
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 2 nd class about maths tricks which will help them further	I noticed how they are dealing with common problems	
Day - 6	I have taught 1 st 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 approach which enhanced my communication skills very well.

And 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 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.

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 problem solving scenes to 2nd & 1st class	I developed my teaching skills & the students & help also good.	Paul
Day - 2	I have conducted games to know about their other talents for 2nd class	I have interacted with students & helped them in clearing their	Paul
Day - 3	I have checked about every class environment sanitizing. and computer facilities	I noticed the problems in school.	Paul
Day - 4	I have interacted with students regarding their problems in school & about government	I tried to solve their problem by in forming to the management	Paul
Day - 5	I have taught 1st class students about birds, animals, fruits and flowers	All the students are reacted very well	Paul
Day - 6	I have taught 2nd class students about eating in a queue	I have increased all my skills	Paul

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 their work. active participation when compared to the previous weeks.

I have also observed about the school environment, students performance, and all the surroundings 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 Government is one of the speaks of interns quality addressed in this report. The people of mes school Anparadesipalem main street are good and very not 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 activities by students and staff our things are from 9:00 AM to 3:30pm.

The headmasten and teacher are very polite 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 work.

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

There are many technical skills I have acquired from this "Internship"

I have come to know about how to put my knowledge and skills in to practise such as mentoring. I learned has to communication 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 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 at all I have any doubts

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 managerial skills you have acquired in terms of planning, decision making, interpersonal relationship, production, use of time, quality management, in respect to time, cost, quality, customer service, performance evaluation etc.

There are also some managerial skills I have acquired from this "Internship"

I learned how to deal with people effectively. Developing managerial skill 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 changed our workplace culture for productive use of time.

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

Asking and receiving feedback is very
start it is essential to take note of the
positive and negative points for them.

I learned that sometimes asking
feedback or receiving feedback is difficult
to hear, but it will have a
significant impact on our careers and
success.

Describe 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 NPUP school, Pazudesipalem main street. Srikakulam mandal.

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

we also come to know that how to understand other people. we also improved our speaking skills from prepared level to extempore level. we have also developed few teaching skills in as way. which made students to feel better.

our decision making skills which are
very essential for further.

As for the final day we have
found that our performance is upgraded.

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 usefull in every work place.

we the interns of mpup school. Ramesipalem main street. srikakulam formed as a team to enhance and improve our work in an efficient way firstly we have no familiarity with each other.

gradually it took some time and we we also become a supportive team.

every week. one of us will lead the team too 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 mpvc school of paradesipalem main street, srikakulam was 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 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 TV which can be used for teaching primary

classes in a practical way through digital literacy when compared to previous systems & 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: KONNA BHAGYA LAKSHMI Registration No: 2022001356024

Term of Internship: From: 19-012-2022 To: 18-03-2023

Date of Evaluation: 18-03-2023

Organization Name & Address: M.P. E school Pazhadesipalem

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date: 18-03-2023

K. Bhagyalakshmi
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: ROJNA BHAGYALAKSHMI

Programme of Study: 2020-2023

Year of Study: 2020-2023

Group: B.A (TEP)

Register No/H.T. No: 2022001356024

Name of the College: G.V.T. Degree College for (MEN) Srikakulam

University: O.B.B. Ambedkar

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

MARKS STATEMENT
(To be used by the Examiners)

Student Name: KONNA BHAKSYALAKSHMI Registration No: 2022001356024

Term of Internship: From: 19-12-2022 To: 18-03-2023

Date of Evaluation: 18-03-2023

Organization Name & Address: Paradesipalem school M.P.E school

Name & Address of the Supervisor: S. VENKAT RAO (M.P.E school
with Mobile Number: Head Master.

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

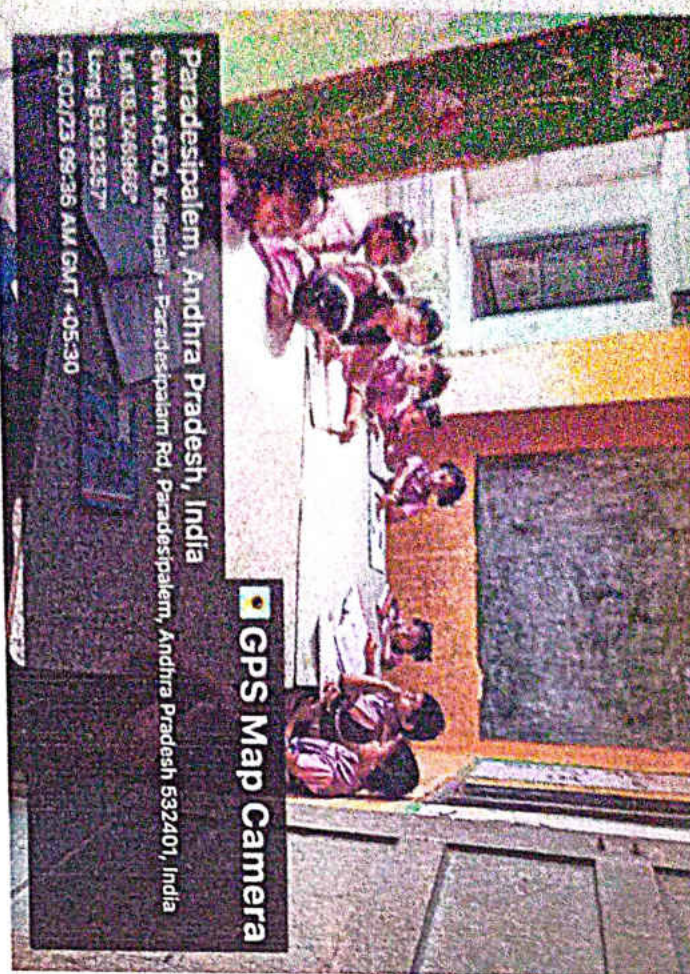
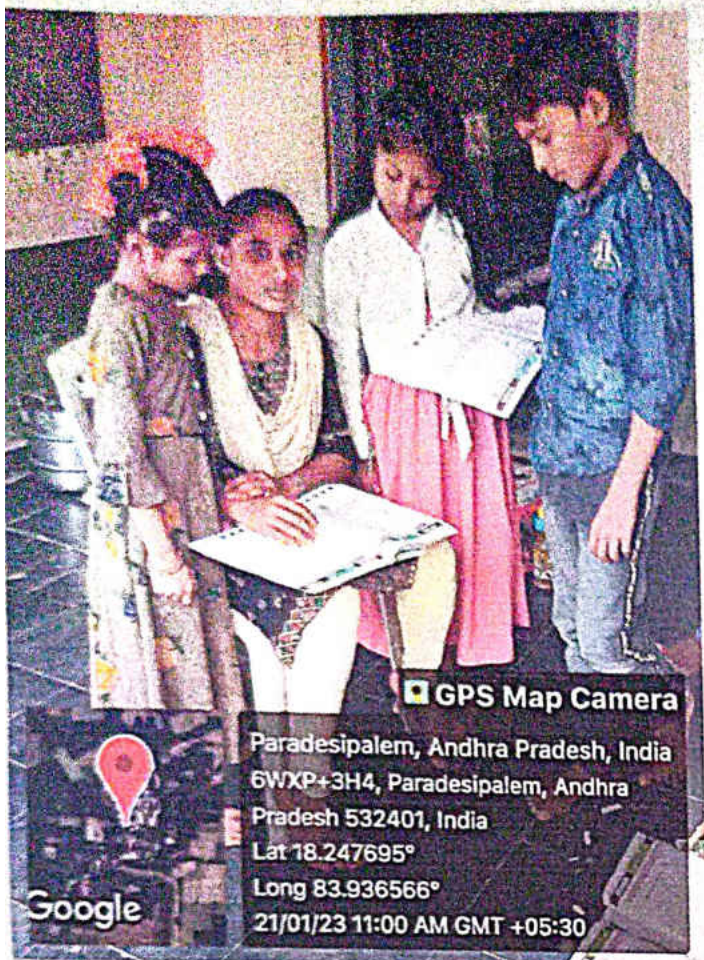
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interactability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity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

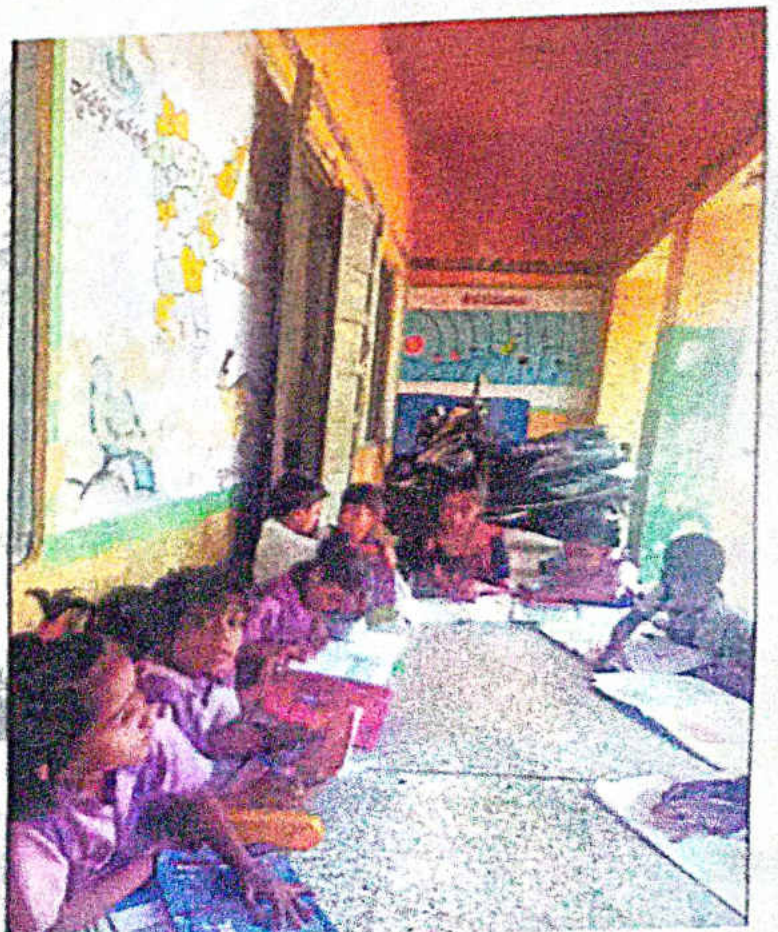
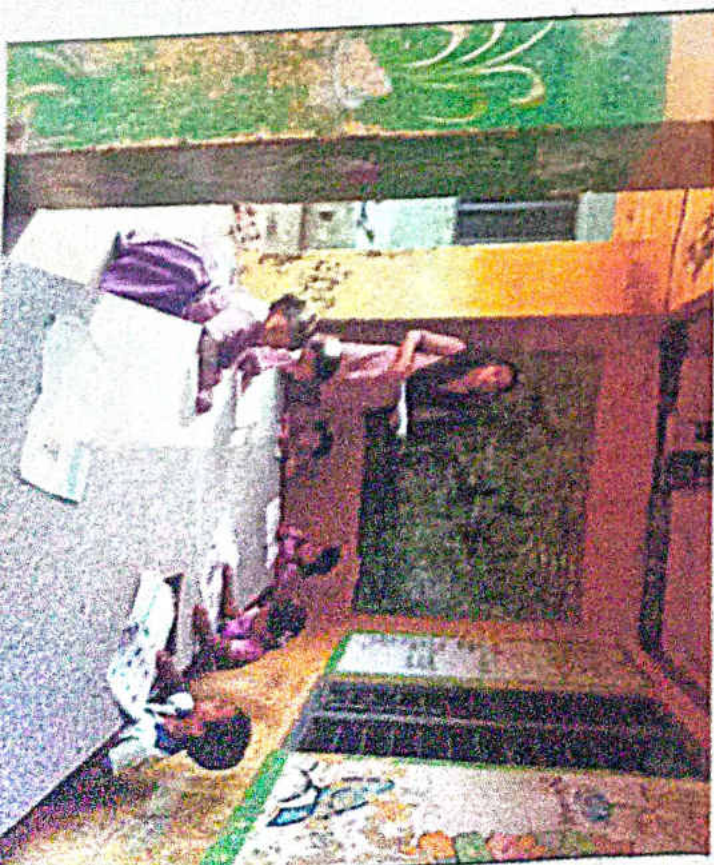
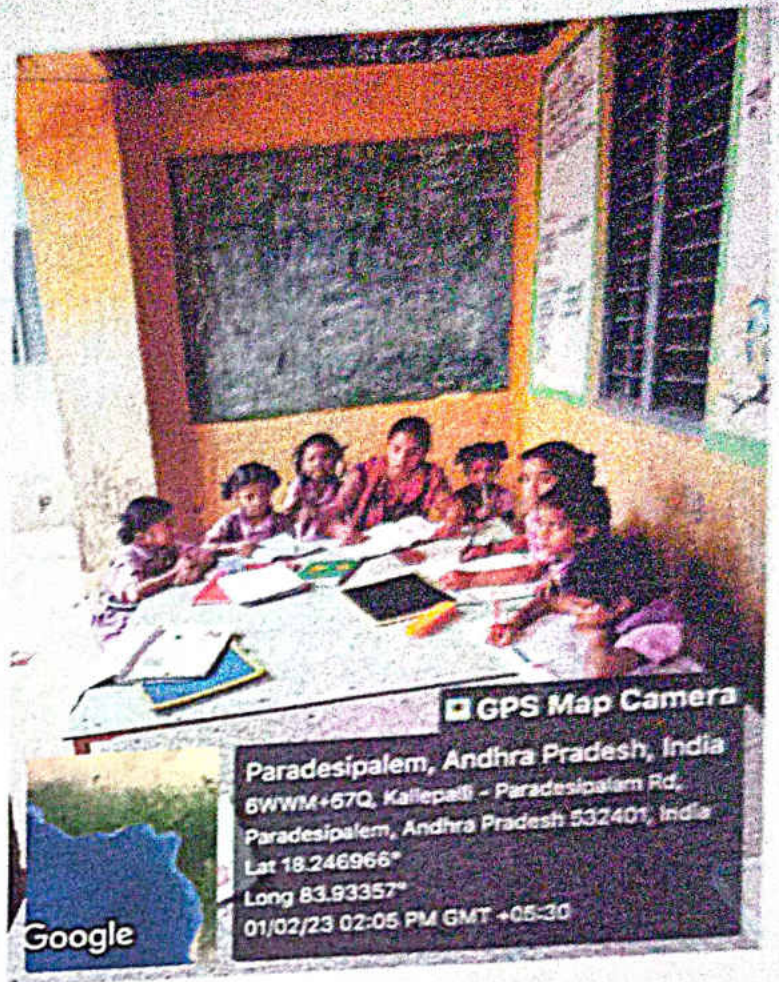
Date:

S. Venkatesh
Signature of the Supervisor
HEAD MASTER
M.P.E. School,
PARADESIPALEM
Sri Rural, Srikakulam

PHOTOS & VIDEO LINKS

3





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:
 - o Activity Log 10 marks
 - o Internship Evaluation 30 marks
 - o Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - o Internship Evaluation 100 marks
 - o 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

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

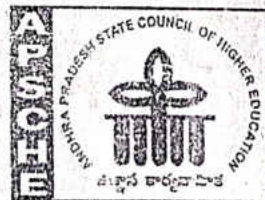
SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

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