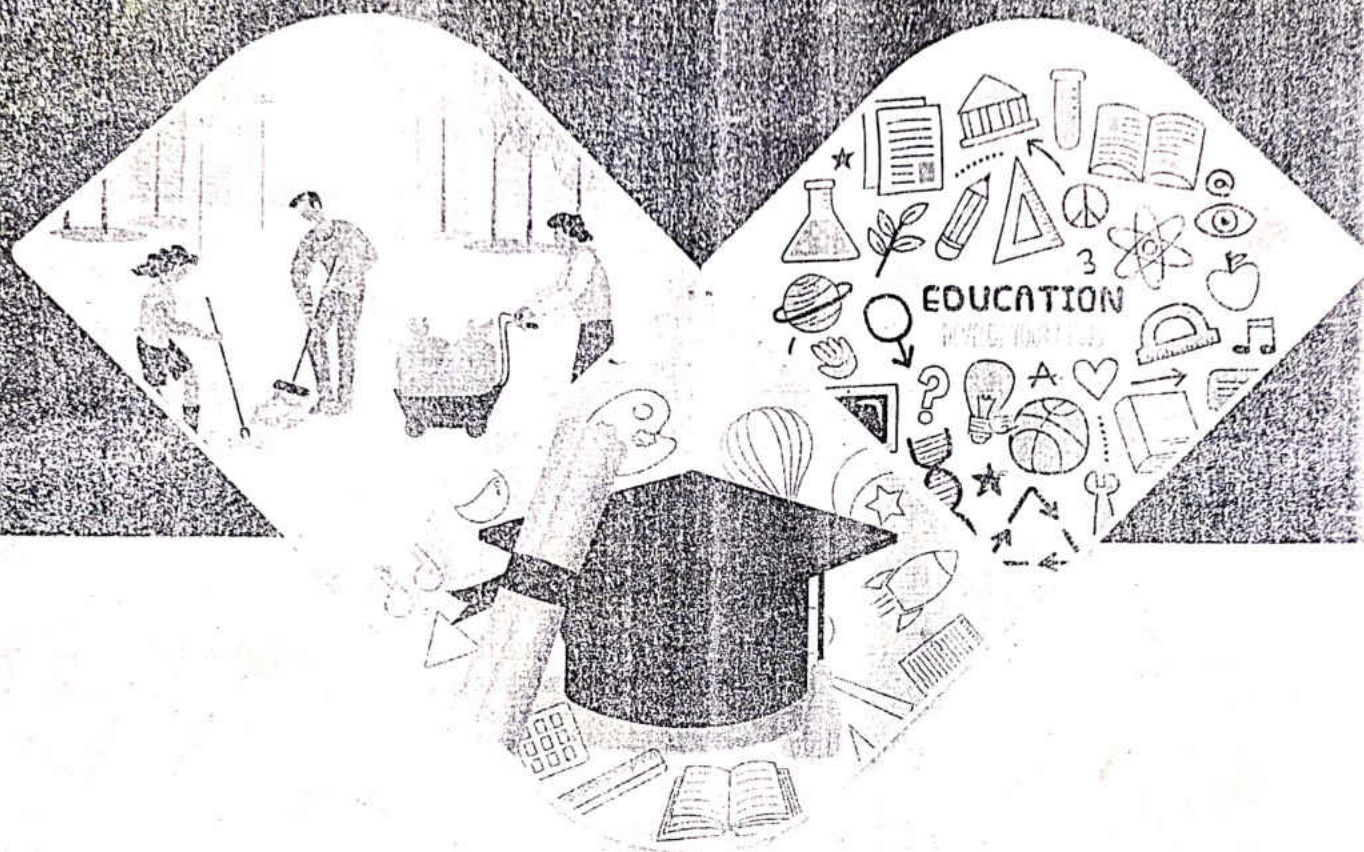


Model Program Book



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: *Meenaka Akhil Chand*

Name of the College: *Arly College (Govt) Government Degree College*

Registration Number: *2022001356030*

Period of Internship: From *12/12/2022* To *18/03/2023*

Name & Address of the Intern Organization: *Education, Jalleri,
Sitampet, TS*

Ambedkar **University**

YEAR: *2022-23*

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

Narayana Rao

(Name of the Faculty Guide)

Department of

(Name of the College)

Submitted by:

meenaka. Akhil Chand

(Name of the Student)

Reg.No: 2022001356030

Department of Philosophy

Govt. Degree College for Women, 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.

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Student's Declaration

I, Meeuaker Akhil Chand a student of internship
Program, Reg. No. 202200135603 of the Department of philosophy
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 12/03/2023 in Education (Name of
the intern organization) under the Faculty Guideship of
N. Padma (Name of the Faculty Guide), Department of
Govt. Degree College for (men) Sirkulam.
(Name of the College)

M. Akhil Chand
(Signature and Date)

Official Certification

This is to certify that meenaka. Akhil Chand (Name of the student) Reg. No. 2022001356030 has completed his/her Internship in Jallara (Name of the Intern Organization) on Education - School (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (T.E.P) in the Department of Govt. Degree college for men (Name of the College).

This is accepted for evaluation.

N. padma 27/06/2023
(Signatory with Date and Seal)
HEAD MASTER
GP School (T.W)
JALLARA
Seethampeta (Md), SFLM.

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that M. Akhil Chand (Name of the intern)
Reg. No 2022 0013 56030 of Govt. Degree College Pr (Men) (Name of the
College) underwent internship in Education (Name of the
Intern Organization) from 12/12/2022 to 12/03/2023

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

N. Padma
Authorized Signatory with Date and Seal

HEAD MASTER
GP School (T.W)
JALLARA
Seethampeta (Md), SKLM.

Acknowledgements

This school internship report is the result of an end a way - four months. It would not have been possible without the participation assistance of 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 the principle for their vision, encouragement and enduring logistic interest in the internship.

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

Special thank must be given to the teachers and students of MPI MES School & Anugulamahel Shikakulam 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 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 education. I visited the place is MES School of Anugula model street, Srikakulam. I chose Education Department to know the current status of the education and difference among past few years. I spent a day with children and I learn and observed many things.

The introduction is very friendly and very suitable with this internship. I know that there are few other decided areas 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 reasons to them and I gave few suggestions to improve them which should clearly by government. There are few other decided areas which has to be improved.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

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

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

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

I worked in mes school of Anugula mahal Street, Srikakulam 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 children so that to encourage them in participating. I also conducted weekly tasks like Games, quiz, their activities to the children. This part of Internship take me to learn more knowledge about education system especially in school.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it is my first day I have conducted self introduction for 1st and 2nd class students.	It was a great day as a teacher and it is a better experience to me	
Day - 2	I went to 2nd class and asked some basic questions regarding maths to the students	I have been prepared & came to know about teaching few ways	
Day - 3	Again I was sent to 1st class and they are very excited to know about me	I noticed the curiosity in each 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 2nd class and made them to study english questions & answers	I came to know about their Educational Standards	
Day - 6	I have interacted with 1st class students some activities	I 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 them new lessons in their syllabus in understandable manner so they can understand easily and to know about few 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 1st class and I have observed that some students needs to be discipline	I come to know that how to control students to be is disciplined	
Day - 2	I went to second 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 2nd class a religion lesson in my own way of teaching.	I have made them to read the lessons in their own mother tongue	
Day - 4	I have sent to 2nd class and made to them about religious and moral stories with action	I learned how to communicate and management with every students	
Day - 5	I have taught the 2nd class students about how to behave at public places and	I come to know about monitoring in behaviour aspects	
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 - 2 (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 capacities 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 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 skills through this.	
Day - 4	I have helped the teachers and other staff members in their respective works.	I learned teaching work with other teachers.	
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 EVS lessons 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, 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 FORTH WEEK

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

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

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught 2nd class about discipline to be followed in classroom	I have interacted with the students about discipline actions	
Day - 2	I have taught the 1st class students about way of expressing	I have started to teach the students about the gemmer skills	
Day - 3	I have interacted with 1st class students through digital way	I have accessed the digital device in the school	
Day - 4	I have taught the 2nd class about English lessons.	The students have learned and doing good in studies	
Day - 5	I have taught the 1st class about religion lesson.	The students are doing well	
Day - 6	I have interacted with all students about previous status and present status.	I have know many things in his journey.	

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, 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, I got a better experience as a teacher 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		
Day - 2	- Sankranti - Holi Days		
Day - 3	- Sankranti - Holi Days.		
Day - 4	- Sankranti - Holi Days		
Day - 5	- Sankranti - Holi Days		
Day - 6	- Sankranti - Holi Days.		

WEEKLY REPORT

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

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 1st class I have conducted self introductions for 1st class and 2nd 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 fun and learning way.	
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.	
Day - 4	I went to 2nd class and taught the every day things in proper manner like greetings	I come to know how to teach the children nearly	
Day - 5	I taught the 1st class students an English hymn and played an activity	I observed about their knowledge on English	
Day - 6	I have interacted with the 1st class students 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 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 2nd class and I have observed to the students who needs to the discipline	I have know how to discipline the students as my standard	
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	
Day - 3	I taught 2nd class a Telugu lesson and by them through sentences.	I have managed the students to read in their mother language	
Day - 4	I have taught the 1st class students some rhy-mes and morals stories	I come to know about communication and manage ment with	
Day - 5	I have taught the 2nd class about to behave at particular places and situations	I have to come to know about monitoring in Behaviour aspects	
Day - 6	I have Conducted activities for 2nd class students on mother	I have taught subject in approachable 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 students, their performance in studies, and their study 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 them and class. students awareness on how to live in a Society.	I have know so many new things that kids think about their place, Home	
Day - 2	I have taught 1st class students about English basis like Every day Chores	I got to know about teaching new things to the students.	
Day - 3	I have conducted a fun activity to the and class where the students have participated very well	I have developed any communication mentoring skills very well	
Day - 4	I have helped the teacher and staff members in their respective works	I come to know about them within I of teacher and staff.	
Day - 5	I have taught 1st class students about maths lesson and tricks to help them further	I have learned to teach and about how to solve mathmatic 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 talked to the students so that they feel like they are in a open space.

I have also worked with teachers and staff 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 talent for 2nd class	I have interacted with students and helped with their doubts.	
Day - 3	I have checked about every environment, the sanitary facilities and water supply.	I have to come to know about few problems in school.	
Day - 4	I have interacted with students regarding their problems in school and gave some solutions	I tried to solve students problems at a possible level	
Day - 5	I have taught 1st class students about animals and birds.	I have dealt with 1st class students digital way.	
Day - 6	I have taught 2nd class about eating etiquette	I have increased my communication skills.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching, mentoring, 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 got ideas to solve them in other ways.

The students also have been well performing with good rate.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught 1st class about discipline followed in class room	I have interacted with the students about discipline	CSB
Day - 2	I have taught the 2nd class students about Seminar skills.	I have started to teach the students about Seminar skills.	CSB
Day - 3	I have interacted with 1st class students through digital way	I have accessed the digital device in the school.	CSB
Day - 4	I have taught the 2nd class about English lessons.	The students have learned and doing good in studies	CSB
Day - 5	I have taught the 1st class about English lesson.	The students are doing well	CSB
Day - 6	I have interacted with all students about Probity, status and Present status.	I have know so many things in this journey.	CSB

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 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 myself as an intern in the work place.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

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

ACTIVITY LOG FOR THE TWELVETH WEEK

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

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 i have observed that the students needs to be discipline	I come to know that how to control students to be in discipline	En
Day - 2	I went to 1st class and asked them about their Goals which was well interactive	I noticed about their life styles goals and their problems	En
Day - 3	I have sent to 2nd class and made to about lessons and moral stories with action	I have made them to read the lesson in their own mother tongue	En
Day - 4	I have taught the 1st class students about how behave at particular places and situations	I learned how to communicate and management with every student	En
Day - 5	I taught 2nd class a religion lesson in my way of teaching	I come to know about mentoring in behavior aspect	En
Day - 6	I have conducted some activities to 1st class students regarding their subjects.	I learned how to teach in a appropriate manner.	En

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire 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 awareness on how to live in a Society.	I discovered many things that how kids think about their home town	Lesin
Day - 2	I have taught 1st class students about english basics like parts of speech.	I come to learn about teaching how thing to the student	Lesin
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 program	Lesin
Day - 4	I have helped the teachers and other staff members in their respect -ve work	I learned how to work with other teachers	Lesin
Day - 5	I have taught 2nd class about water, sticks which will help them further	I noticed how they are dealing with common problems	Lesin
Day - 6	I have taught 1st class language lesson.	I come to know how to teach in easy way	Lesin

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 I have also interacted with the respected government teachers 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 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 issues to 2nd & 1st class	I developed my teaching skills & the students are also good	Yes
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	Yes
Day - 3	I have checked about every class environment, sanitation and water facilities	I noticed few problems in school.	Yes
Day - 4	I have interacted with students regarding their problems in school & about government	I tried to solve their problems by informing to the management	Yes
Day - 5	I have taught 1st class students about birds, animals, fruits and flowers	All the students are reacted very well	Yes
Day - 6	I have taught 2nd class students about eating in etiquette.	I have increased all my skills.	Yes

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.)

Interims work Government is one of the aspects of Interims quality addressed in this report. The people of MES School - Anugula mahal Street and are good and very well-interacted. We were given a desk for our work with basic things like Chalk pieces and Duster etc... Our role is to enhance the students, observe them and any other negative analysis all activities by students and staff. Our timings are from 9:00 am to 3:30 pm.

The headmaster and the teachers are very polite and humble to us. The students are very friendly and interactive with us. We socialize with them very easily. The other Interims were also very Co-operative in work.

We are the Interims as a team are very active and focussed on the work. We were also given space for our Process which made our "Internship" very useful for us.

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

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

I have come to know about how to put my knowledge and skills into practice such as mentoring. I learned how to communication and build relationship with people I worked. I learned that every department or organization has its own culture. I quickly learned that every company has its own culture. As a intern 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 headmaster if all I have any doubts.

Asking and receiving feedback is very important. It is essential to take note of the positive and negative points for further. I learned that sometimes asking feedback or receiving feedback is difficult to hear, but it will have a significant impact on our 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 skills I have acquired from this "internship".

I learned how to deal with people effectively.

Developing managerial skills is important to all professions.

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

We have kept notes for observing every improvement throughout the week. We all 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 a lot in this internship at MES School, Angula mahal street, Srikakulam.

As we have been interacting with each student, we improved our communication skills as we are assigned to classrooms. At first day we felt some tense but now we are confident while communicating or connecting 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 every workplace.

We the interns of MES School-Anugula Mahal 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 became a supportive team.

Every week one of the us will lead the team to take leadership. We also discussed with each other about our work and performance working as a team members and also a leader made us know about how to work as a team members and our role in team member and our role in team, the way they to interact and co-operate and how to manage unity in every activity. This internship goes 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 comply digital transformation of schools.

The MES School of Anugulamahal Street, Srikalahasti 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 their attendance everyday. Not only for students but also for other staff members as it 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, if every student we have also used the technological devices for any task related to internship to improve digital literacy in school even when the students are learning from school it is also recorded under headmaster's vision and also documented.

Student Self Evaluation of the Short-Term Internship

Student Name: M. Akhil chand

Registration No: 2022001350030

Term of Internship:

From: 12/12/2022 To: 12/03/2023

Date of Evaluation:

Organization Name & Address: Education, Jallari, Sitam Peta

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:

M. Akhil chand
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: M. Akhil Chand

Registration No: 202200135603

Term of Internship:

From: 12/12/2021

To: 12/03/2023

Date of Evaluation:

Organization Name & Address: Education Jallaxi, Stampeta

Name & Address of the Supervisor N. Padma.
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

Date:

N. Padma
Signature of the Supervisor

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EVALUATION

Page No

Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:

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	⑤
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.

MARKS STATEMENT
(To be used by the Examiners)

Page No

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: M. Akhil Chand

Programme of Study:

Year of Study: 2020-2023

Group: B.A (T.E.P)

Register No/H.T. No: 2022001356030

Name of the College: Govt. Degree College for (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: Mee Naka. Akhil Chand

Programme of Study: B.A. (T.E.P.)

Year of Study: 2020 - 2023

Group: B.A. (T.E.P.)

Register No/H.T. No: 2022001356030

Name of the College: Govt. Degree College for (MEN) Sitakulam,

University: Dr. B.R. Ambedkar University, Sitakulam

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	73
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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