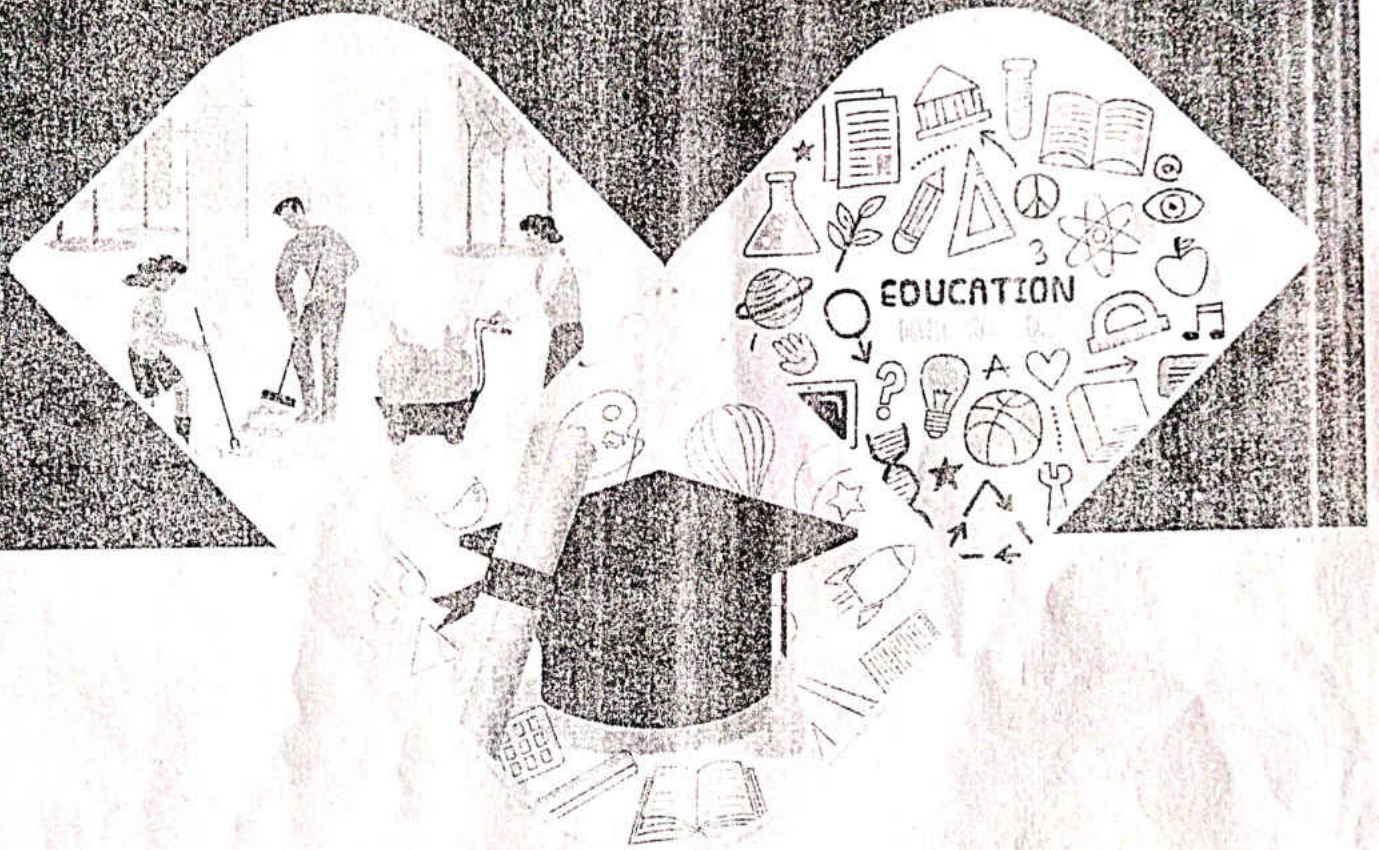


# Model Program Book



## SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR  
**SEMESTER INTERSHIP**

Name of the Student: **NARANI Gowtham**

Name of the College: **Government Degree College (men)**

Registration Number: **2022001356032**

Period of Internship: **From 19-12-2022 to 18-03-2023**

Name & Address of the Intern Organization: **Primary School, Hanumanthapuram colony, Aradalanahalli**

**D.R. Ambedkar University**

# An Internship Report on

Educational Department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

U.G III B.A (T.E.P)

Under the Faculty Guideship of

Narayana Rao garu

(Name of the Faculty Guide)

Department of

Telugu dept. Govt Degree College

(Name of the College)

Submitted by:

Nagam. Gowtham

(Name of the Student)

Reg.No: 2022001356032

Department of \_\_\_\_\_

Govt. Degree College for (men)

(Name of the College)

## Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
  - a. Data and Information you are expected to collect about the organization and/or industry.
  - b. Job Skills you are expected to acquire.
  - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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

## Student's Declaration

I, NARAM. Gowtham a student of B.A (T.E.P)  
Program, Reg. No. 2022001356032 of the Department of Government degree college (un)  
College do hereby declare that I have completed the mandatory internship  
from 14/12/2022 to 18/03/2023 in Education department (Name of  
the intern organization) under the Faculty Guideship of  
B. Maheswarao (Name of the Faculty Guide), Department of  
Government degree college (un), Sri Kakulam  
(Name of the College)

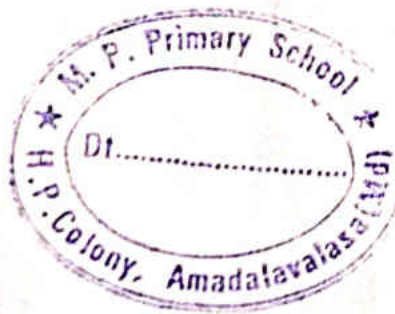
N. Gowtham  
(Signature and Date)

03/04/2023

# Official Certification

This is to certify that NARANI. Gowthan (Name of the student) Reg. No. 9022001356032 has completed his/her Internship in \_\_\_\_\_ (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 B.A (T.G.P) in the Department of Government Degree College (men) (Name of the College).

This is accepted for evaluation.



Endorsements

(Signature) B. Maheshwar  
HEAD MASTER  
M.P. Primary School  
Hanumanthapuram Colony  
Amadalavalasa Mandal  
15/04/2023.

Faculty Guide

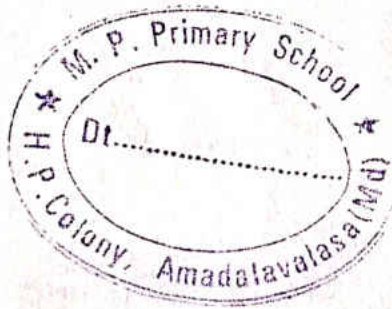
Head of the Department

Principal

# Certificate from Intern Organization

This is to certify that NARAM. Gowtham (Name of the intern)  
Reg. No 2022001356032 of Government degree college (Name of the  
College) underwent internship in \_\_\_\_\_ (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).



*B. Maheswari*  
Authorized Signatory with Date and Seal.  
HEAD MASTER  
M.P. Primary School  
Hanumaanthupuram Colony  
Amadalavalasa Mandal

## Acknowledgements

This school internship report is the result of an end a way too too 4 months internship in educational department. It would not have been possible with out the participation assistance of nurseries brave and courages people along the way. this i have to thank them all.

I am indebled to my college teachers and the -principal too their vision. encouragment and endusing to interest in the internship.

I extened my gratitude to my classmates and specially to our group members. with whom. I

I started as my dark days. Together we started our academic and social problems.

Specially thank must be given to the teachers and students of M.E's school of Hanumantha-pusam colony, Anadalavalasa 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.

# 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 <sup>st</sup> & 2 <sup>nd</sup> class students. | It was a great day as a teacher and it is a better experience to me.      |                            |
| Day - 2    | I went to 2 <sup>nd</sup> class and asked some basic questions regarding maths to the students.                 | I have been prepared and came to know about teaching few days.            |                            |
| Day - 3    | Again, I was sent to 1 <sup>st</sup> 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 <sup>nd</sup> class and taught them common English and spellings in English.                        | This day I came to know how to deal with children.                        |                            |
| Day - 5    | I was sent to 2 <sup>nd</sup> class and made them to study English question & answers.                          | I came to know about their educational standards.                         |                            |
| Day - 6    | I have interacted with 1 <sup>st</sup> class students to the some activities.                                   | I do served this mind-set and way of behaviours and active participation. |                            |

B. Mohesanao

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As it is the first week. I conducted to my 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 manness so they can understand easily and to the know about new things And I observed to they are society and I noticed to 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 decipline       | I came to know that how to control students to be is decipline. |                            |
| Day - 2    | I went to 2nd 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 Telugu lesson in my own way of teaching.                         | I have made them to read the lesson in their own mother tongue. |                            |
| Day - 4    | I have sent to 2nd class and made to them about shyles. and moral stories with action. | I learned how to communicate and management with every student. |                            |
| Day - 5    | I have taught the 2nd class students about how to behave at particular places.         | I came to know about mentoring in behaviour to aspetor.         |                            |
| Day - 6    | I have conducted some activities to 1st class students regarding their subjects.       | I learned how to teach in a appropriate manner.                 |                            |

B. Mohesana

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week I am telling a some words teaching in my own mother tongue. I have observed to the students about their performance in studies and their capacity to must the learn the subject and observed to the knowledge of students. 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 students 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 work. |                            |
| 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 bus activities 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 teachers the 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 in the 1st in a practical manner.                                | I came to know to teach in easy way.                              |                            |

B. Moheswaran

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

Also I have ~~ab~~ about to the 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 and 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 lessons and problematic sums to 1st & 2nd class.                             | I developed my teaching skill and 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 and helped them in clearing their doubts. |                            |
| Day - 3    | I have checked about every class environment, sanitary, and writing facilities.                  | I noticed few problems in school.                                         |                            |
| Day - 4    | I have interacted with students regarding their problems in school and about government schemes. | 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 equality.                                       | I have increased by all my skills.                                        |                            |

B. Moheswar

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

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

# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity                                       | Learning Outcome                                                | Person In-Charge Signature |
|------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------|
| Day - 1    | I have taught 2nd class about discipline to be followed in class room.        | I have interacted with the students about disciplinary actions. |                            |
| Day - 2    | I have taught the 1st class students about way of expressing.                 | I have tried to teach the students about the seminar skills.    |                            |
| Day - 3    | I have interacted with 1st class students through digital ways.               | 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 telugu lesson.                              | The students are doing very well.                               |                            |
| Day - 6    | I have interacted with all students about previous status and present status. | I have know many things in this journey.                        |                            |

B. Moheswari

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week. I have developed my skills such as a way of expressing my knowledge to others and also I lost my stage fear. In this journey. I developed my self. fear and others 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 and it was a nice profession through which we can give knowledge to others.

# ACTIVITY LOG FOR THE SIXTH WEEK

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

B. Mohan

## WEEKLY REPORT

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

[illegible]

# ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date | Brief description of the daily activity                                               | Learning Outcome                                                          | Person In-Charge Signature |
|------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------|
| Day -1     | As it is my first class I have conducted self introduction for 1st 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 & learning way.                  | I have been prepared and came to know about teaching in few 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 them every day things in proper manner like greetings. | I come to know how to teach the children neatly.                          |                            |
| Day -5     | I taught the 1st class students an english lesson and played an activity.             | I observed about their knowledge on english.                              |                            |
| Day -6     | I have interacted with the 1st class students through activities                      | I came to know about their mind sets and knowledge.                       |                            |

B. Mohan

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

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

### ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date | Brief description of the daily activity                                               | Learning Outcome                                               | Person In-Charge Signature |
|------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------|
| Day - 1    | I went to 2nd class and I have observed so the students who needs to discipline.      | I have know how to disciplines the students as my standard.    |                            |
| Day - 2    | I went to 1st class and asked them about their goals with 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 languages. |                            |
| Day - 4    | I have taught the 1st class students some rhymes and moral stories.                   | I come to know about communication and management with.        |                            |
| Day - 5    | I have taught the 2nd class about how to behave at participate places and situations. | I have to come to know about mentoring in behaviour aspects.   |                            |
| Day - 6    | I have conducted activities for 2nd class students on maths.                          | I have taught subject in approachable manner.                  |                            |

B. R. Mahagaona

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about the students, their performance in studies, and their students' capability. I have discussed about how to be good and 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 2nd class students awareness on how to live in a society.               | I have know so many newthings that kids thinks about their place, home. |                            |
| Day - 2    | I have taught 1st class students about english basics like everyday                              | I got to know about teaching new things to the students.                |                            |
| Day - 3    | I have conducted a bun activity to the 2nd class where the students have participated very well. | I have developed any communication mentasing skills very well           |                            |
| Day - 4    | I have helped the teach-ers and staff members in their respective works.                         | I come to know about the working of teacher and staff                   |                            |
| Day - 5    | I have taught 1st class students about maths basics and tricks to help them further.             | I have learned to teach about how to solve arthimet-ic problems.        |                            |
| Day - 6    | I have taught in english lesson for 1st class.                                                   | I have learned to teach in practical way.                               |                            |

В. Г. Черепанов

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

I have also worked with the 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 1 <sup>st</sup> class.                   | I have developed my teaching skills, the students too are good. |                            |
| Day -2     | I have conducted a game for explaining their talent to 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 problems in school.            |                            |
| Day -4     | I have interacted with students regarding their problems in school and gave some solutions. | I tried to solve student problems at a possible way.            |                            |
| Day -5     | I have taught 1 <sup>st</sup> class students about animals and birds.                       | I have deal with 1 <sup>st</sup> class students digital ways.   |                            |
| Day -6     | I have taught 2nd class about eating facilities.                                            | I have increased my communication skills                        |                            |

B. M. Hasegawa

## 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, and communication managing and Team participation skills when compared to the previous three weeks.

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

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 <sup>st</sup> class about discipline bollo-<br>-ced in classroom | I have interacted with the student about disciplinary.   |                            |
| Day - 2    | I have taught the 2 <sup>nd</sup> class students about senior skills             | I have tried to teach the students about -senior skills. |                            |
| Day - 3    | I have interacted with 1 <sup>st</sup> class students through digital way        | I have accessed the digital device in the school.        |                            |
| Day - 4    | I have taught the 2 <sup>nd</sup> class about english lessons                    | The students have learned and doing good in studies.     |                            |
| Day - 5    | I have taught the 2 <sup>nd</sup> class about english lesson                     | The students are doing well.                             |                            |
| Day - 6    | I have interacted with all students about previous status & present status.      | I have know so many things in this journeys.             |                            |

B. raheswar

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

I came to know how good things and also some problems which I have tried to solve and made better out of it.

I learn about being a teacher, worked 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 is my 1 <sup>st</sup> day. I have conducted self introduction for 1 <sup>st</sup> & 2 <sup>nd</sup> class students. | It was a great day as a teacher and it is a better experience to me. |                            |
| Day - 2    | I went to 2 <sup>nd</sup> class & asked some basic questions regarding maths to the students.                             | I have been prepared & come to know about teaching in few ways.      |                            |
| Day - 3    | Again, I was sent to 2 <sup>nd</sup> 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 <sup>nd</sup> class and taught them common letters and spellings in english.                                  | This day, I came to know how to deal with children.                  |                            |
| Day - 5    | I was sent to 1 <sup>st</sup> class and made them to study english questions & answers.                                   | I came to know about their educational standards.                    |                            |
| Day - 6    | I have interacted with 2 <sup>nd</sup> class students through some activities.                                            | I observed their mind-set and way of behaviour and active.           |                            |

B. Moheswara

## 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 our society and I noticed their educational performance and knowledge.

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

# ACTIVITY LOG FOR THE THIRTEENTH WEEK

| Day & Date | Brief description of the daily activity                                                        | Learning Outcome                                                | Person In-Charge Signature |
|------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------|
| Day - 1    | I went to 2nd class and going. I have observed that some students need to discipline.          | I came to know that how to control students to be discipline.   |                            |
| Day - 2    | I went to 1st class and asked them about their class which was well interactive.               | I noticed about their life, styles, goals and their problems.   |                            |
| Day - 3    | I thought 2nd class, a Telugu lesson in my way of Teaching.                                    | I have learned the lessons in their own mother languages.       |                            |
| Day - 4    | I have sent to 2nd class to the road about the moral stories with action.                      | I learned how to communicate and management with every student. |                            |
| Day - 5    | I have taught the 1st class students, about their behavior at particular classes and subjects. | I came to know about mentoring 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.                 |                            |

B. Maheswar

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

I have conducted some new activities regarding their syllabus and created own way of learning in a subject. And their syllabus and environment in which they are very active in group discussions and in classes 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 discuss about their students and how to think about their knowledge. |                            |
| Day -2     | I have taught 1st class students about english basic like parts of speech.                  | I came to learn about teaching new things to the student.              |                            |
| Day -3     | I have conducted to bus activity to the 2nd 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 work.                | I learned team work with other teachers.                               |                            |
| Day -5     | I have taught 2nd class about maths tricks 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.                               |                            |

B. Rajeswarar

## 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, parents about the system situations, problems etc.... I also tried to teach the students so that they feel like they are in an open space.

I have also worked with teachers and other staff members which made me to know about how things that happen 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 scenes to 2nd & 1st class.                   | I developed my teaching skills & the students are also good.       |                            |
| Day - 2    | I have conducted games to know about their other talents for 2nd class.                  | I have interacted with students and helped them in clearing their. |                            |
| Day - 3    | I have checked about every class in environment sanitizing.                              | I noticed few problems in school.                                  |                            |
| Day - 4    | I have interacted with students regarding their problems in school and about government. | I tried to solve their problem by informing to the management.     |                            |
| Day - 5    | I have taught 1st class students about birds, animals, fruits and flowers.               | All the students are reacted very well.                            |                            |
| Day - 6    | I have taught 2nd class students about eating in equations.                              | I have increased all my skills.                                    |                            |

B. R. Bhagwan

## 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 advices and tried to solve them in other ways.

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

## Contents

chapter : 1 → Executive summary.

chapter : 2 → overview of the organization.

chapter : 3 → Internship part.

chapter : 3.1 → Activity log for the first week.

chapter : 3.2 → Activity log for the second week.

chapter : 3.3 → Activity log for the third week.

chapter : 3.4 → Activity log for the fourth week.

chapter : 3.5 → Activity log for the fifth week.

chapter : 3.6 → Activity log for the sixth week.

chapter : 3.7 → Activity log for the seventh week.

chapter : 3.8 → Activity log for the eighth week.

chapter : 3.9 → Activity log for the <sup>Ninth</sup>~~High~~ week.

chapter : 3.10 → Activity log for the tenth week.

chapter : 3.11 → Activity log for the eleventh week.

chapter : 3.12 → Activity log for the twelfth week.

chapter : 3.13 → Activity log for the thirteenth week.

chapter : 3.14 → Activity log for the fourteenth week.

chapter : 5 → outcomes description.

chapter : 6 → student self-evaluation for  
the short-term internship.

chapter : 7 → evaluation by the supervisor.  
of the internship organization.

8 → photos and video links.

9. marks statement.

9.1 Internal Assessment statement.

9.2 External Assessment statement.

## 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 educational department. I visited to the place is primary school of Hanumanthapuram colony, Aradalaavalasa. I choosed status of the education and different forms of the education level. After few days we conduct the diction. And I spend a day with children and I learned and observed many things.

The interduction is very friendly and very suitable through this internship. I

know that these are either by the students to decided a seasons, which has to be improved. I talked with the childrens and let them to know their problems and what they are facing through.

I thought some prisons to them and i gave few suggestions to improve them. which should be clear by government. These are re 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 primary school in Hanumanthapuram

colony, Amadavalasa (Mandal). In the education department

plays an important role in every sector. I served

many things in school that the children are

through the knowledge my interaction with students

are very friendly and more valuable. I spent

nearly 18 hours with that children and I got to

to know that students performing was very poor. The students are about to understand the basic things. I played the role of teaching in a school. and shared very few things planned to develop and improve the school environment with my knowledge to given the best. education skills.

### 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 primary school in Hanumanthpuram colony, Ariadavalasa (Randal), Srikanthpuram. In the education department worked in government school. and I taught also to the students. and I also used black board in the class room.

I also performed some tasks with the childrens so that to encourage them in participating. I also conducted weekly tasks like Games, Quizes, their activities to the children. This part of internship take me to learn more knowledge about education system especially in the school.

## 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.)

Internship work to the Government is one of the aspects of interns quality addressed in this school. The people of primary school in Hanuranthupuram colony, Ariyalavalasa (Mondal) are good and very neat in the surroundings. In the school we are interacted by the were given a desk for our work with basic things. like chalk pieces and duster etc.... our role is to chance by the students, observe them and any

negative. Analysis of all activities by the students and staffs our things are from by timing 9:00 Am to 3:30pm.

The headmaster and the teachers 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 a 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 work and how to use corrections for the home works in the school. we are in the system to knowledge and skills into practice such as a mentoring. I learned how to communication and build a relationship with people. I have

worked in this educational department very well.

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 its essential to be enthusiastic and open to learn new skills. It learned that its very important to communicate with teachers and headmaster. If all I have any doubts. Asking and receiving feedback is very well. It is essential to talk to note to the positive and negative points for them. but it will have been a organizations to impact on our carries 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 and I have acquired from this internship.

I learned how to deal with people effectively. Developing managerial skills is important to all professions. As a team, we planned about scheduling with respect to time and we all acted as a readers 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 pro's and con's 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 brother.

As per the final day. we have the

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 to our communication skills a lot in this internship at primary school, Hanumanthapuram colony, Amadavalasa.

As we have been interacting with each student. we improved our communication skills as we are assigned to class rooms at first day. we felt some tensed. but now we are confident while communication 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 decided to develop ourselves from a student to an intern. we have also develop few teaching skills in my own way.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

In the team work is one of the most important skills . which is very useful in this work place.

we are in the interns of primary school in Hanumanthapuram colony, Amadavalasa. formed as a team to enhance and improve our work in an inefficient way. firstly we have no familiarity with each other.

Gradually it took some times and we are to become a supportive team.

every week. one of us will lead the team to look 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 members, and our role in team, the way has to interact and co-operate and how to manage unity in every activity. This internship gave to a faithful experience and knowledge about team work.

There is also a smart to which can used for teaching primary classes in a practical way through digital literacy when compared to previous system is every student. we have also used the technological devices for our task related to internship to improve digital literacy in school even. when the students are leaving school, it is also recorded under headmaster's vision and also a 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 implemented to a technology in educational system to amplify digital transformation of schools.

In this primary school at Hanumanthapur colony, AriadalaValasa was devices in their proceedings.

The Headmaster updates the information of schools 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 its a biometric system for their attendance.

## Student Self Evaluation of the Short-Term Internship

Student Name: *NARAY. Gowtham*

Registration No: *2022001356032*

Term of Internship: From: *12-02-2022* To: *18-03-2023*

Date of Evaluation:

Organization Name & Address: *Educational Department (Hanumanthapuram)*

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:

*N. Gowtham*  
Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*

Student Name: N. Gowtham

Registration No: 2022001356032

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

Date of Evaluation:

Organization Name & Address: Educational department (Hanumanthapuram)

Name & Address of the Supervisor & B. Maheswaroo  
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

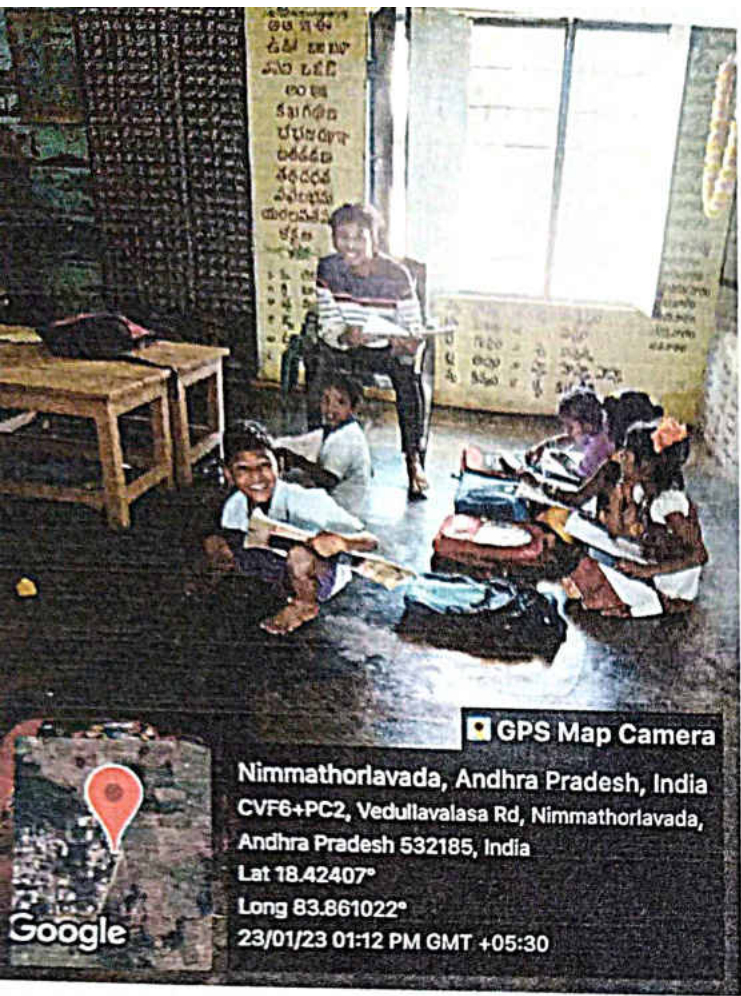
Rating Scale: 1 is lowest and 5 is highest rank

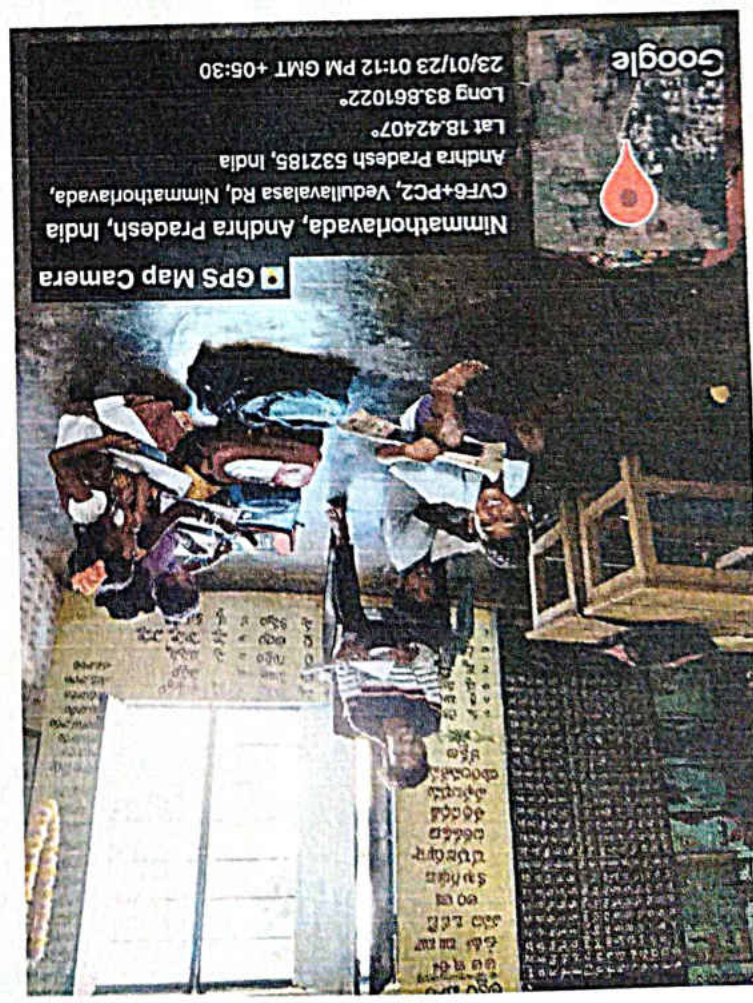
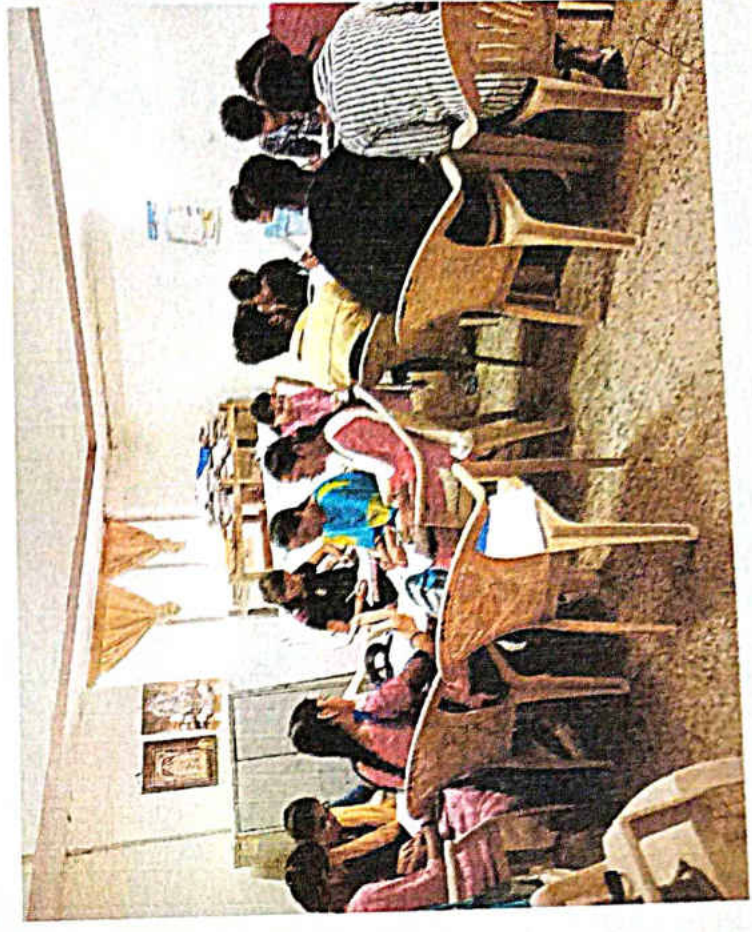
|    |                                    |   |   |   |   |   |
|----|------------------------------------|---|---|---|---|---|
| 1  | Oral communication                 | 1 | 2 | 3 | 4 | 5 |
| 2  | Written communication              | 1 | 2 | 3 | 4 | 5 |
| 3  | Proactiveness                      | 1 | 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:



Signature of the Supervisor *B. Maheswaroo*  
HEAD MASTER 15/04/2023  
M.P. Primary School  
Hanumanthapuram Colony  
Amadalavalasa Mandla





## EVALUATION

## Internal & External Evaluation for Semester Internship

### Objectives:

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

### Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
  - Activity Log 10 marks
  - Internship Evaluation 30 marks
  - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
  - Internship Evaluation 100 marks
  - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
  - a. The individual student's effort and commitment.
  - b. The originality and quality of the work produced by the individual student.
  - c. The student's integration and co-operation with the work assigned.
  - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Description of the Work Environment.
  - b. Real Time Technical Skills acquired.
  - c. Managerial Skills acquired.
  - d. Improvement of Communication Skills.
  - e. Team Dynamics
  - f. Technological Developments recorded.

**MARKS STATEMENT**  
**(To be used by the Examiners)**

## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: NARANI. Gowtham

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

Year of Study: 2022-2023

Group: T.E.P

Register No/H.T. No: 2022001356032

Name of the College: Government Degree College (Men)

University: Dr. B.R. 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: NARAM. Gowtham

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

Year of Study: 2022 - 2023

Group: T.E.P

Register No/H.T. No: 2022001356032

Name of the College: Government Degree College (men)

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

| 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**

**(A Statutory Body of the Government of Andhra Pradesh)**

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