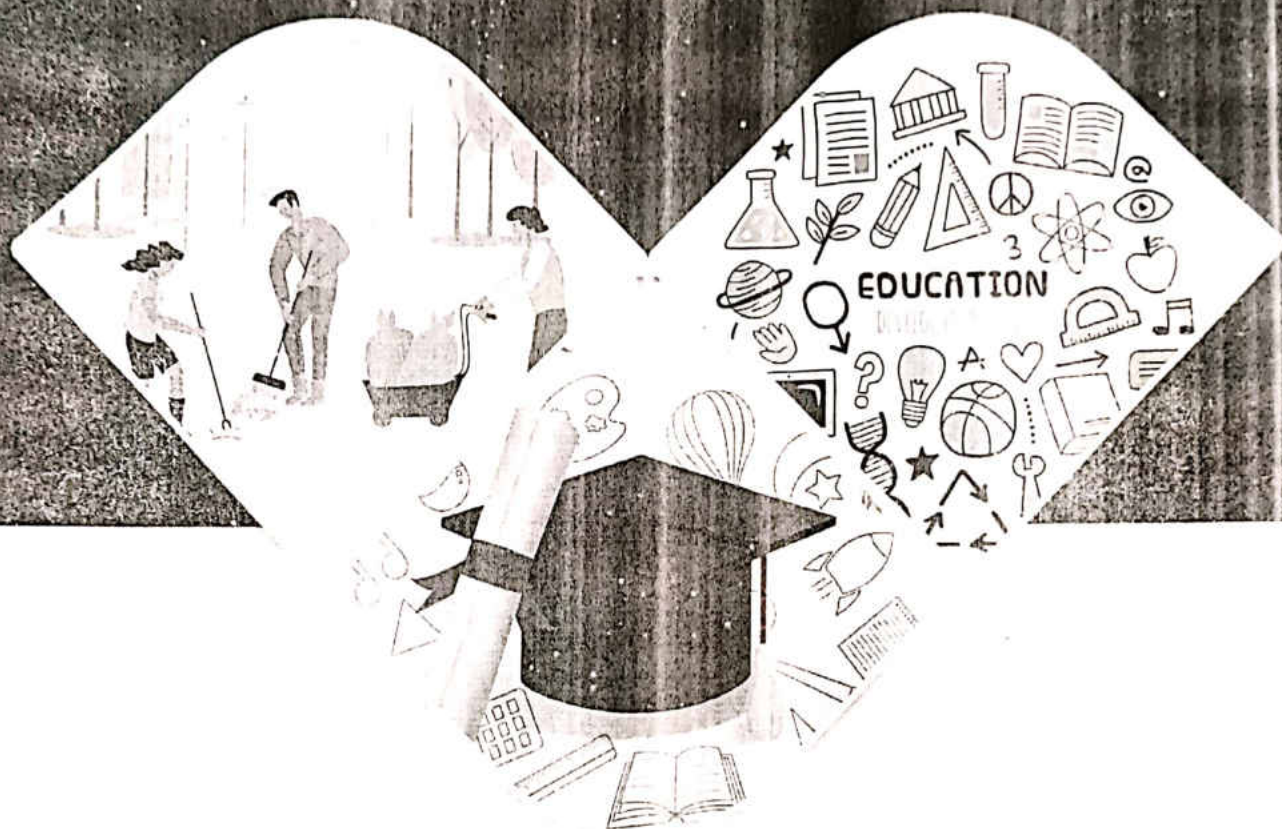


Model Program Book



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: Ponnada Prasanna

Name of the College: Govt. College (Men)

Registration Number: 2022001356036

Period of Internship: From 19-12-2022 To 18-3-2023

Name & Address of the Intern Organization: PSNMCH School
SRIKAKULAM

University

YEAR

An Internship Report on

Education department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

UG BBA (T.EP)

Under the Faculty Guideship of

Abhayan Rao Garu

(Name of the Faculty Guide)

Department of

Telugu Dept Govt Degree College Poramen

(Name of the College)

Submitted by:

Da Pennada. Prasanna.

(Name of the Student)

Reg.No: 202200/356096

Department of _____

Govt Degree College Poramen

(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.

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

Page No

Student's Declaration

I, Ponnada. Prasanna a student of Internship
Program, Reg. No. 2022001356036 of the Department of Telugu
College do hereby declare that I have completed the mandatory internship
from 19-12-2022 to 18-03-2023 in education department (Name of
the intern organization) under the Faculty Guideship of
education (Name of the Faculty Guide), Department of
Govt degree college for (men)
(Name of the College)



(Signature and Date)
P. S. N. M. C. H. SCHOOL
HEAD MASTER
SRIKAKULAM

Official Certification

This is to certify that Ponnada . Prasanna (Name of the student) Reg. No. 2022001356036 has completed his/her Internship in education (Name of the Intern Organization) on P.S.N.M School Konna street (Sklm) (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 (Tm) in the Department of Govt Degree College Tumuru (Name of the College).

This is accepted for evaluation.



Signature
(Signatory with Date and Seal)
HEAD MASTER
P.S.N.M.C.H. SCHOOL
SRIKAKULAM

Endorsements

Faculty Guide

Head of the Department

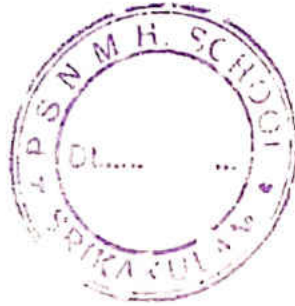
Principal

Page No

Certificate from Intern Organization

This is to certify that Ponnada . Prasanna (Name of the intern)
Reg. No. 2022001356036 of Govt Degree College for (men) (Name of the
College) underwent internship in P.S.N.M School Konna Street SRI (Name of the
Intern Organization) from 19-12-2022 to 18-03-2023

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




Authorized Signatory with Date and Seal
HEAD MASTER
P.S.N.M.C.H. SCHOOL
SRIKAKULAM

Acknowledgements

This school internship report is the result of and end a way two four months it would not have been possible without 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 on the internship

I extended my gratitude to my classmates and specially to our group member with who started on my dark days together we started our academic social problems

Page No

Special Thank must be given to this teaching and students of MCS school of Angula mahal srikakulam on 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 name 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 on the internship on this department- education I visited the place is MES school of Anugula Mahal street. NITAKALAM. I choose education department to know the current status of the education and difference for my part few years. I spent a day with them and I learn and observed many things.

The introduction is very friendly and very stable through this internship I know that there are we other decided areas which has to be improved I searched with the children and them to know

their problems and what they are facing through.

I thought some persons to them and I gave few suggestions to improve them which should be clear by government. There are other decided areas which have to be improved

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

I worked on the education department.
I worked MES school of Anugumahal
school street. education. department plays an
important role in every sector. I served
Money things in school that the children are
you know take of knowledge my interaction.
with students very friendly and valued
I spent nearly 18 hours with that
children and I got to know the students
performing way 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 environmental 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 chalkpiece -

I also performed some tasks with the children so that to encourage them in participating. I also conducted weekly tasks like Games, Quiz, Home 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 1 st and 2 nd class students	It was a great day as a teacher and it's a better experience to me	
Day - 2	I went to 2 nd class and asked some basic questions regarding math to the student	I have been prepared came to know about teaching two ways.	
Day - 3	Again, I was sent to 1 st class and they are very excited to know about me	I noticed the curiosity in each and every student.	
Day - 4	I went to 2 nd 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 2 nd class and made them to study English questions. answer.	I came to know about their education standard	
Day - 6	I have interacted with 1 st class students some activities	I do served 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 also I conducted some circular activities to interact with them. I have also taught them.

New learners in their syllabus in understandable manner so they can understand easily and to the know about new things and I observed they are society and I noticed their educational performance and knowledge

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

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 1 st class and I have observed that some student needs to be discipline	I come to know that how to control students to be discipline	BSR
Day - 2	I went to 2 nd class and asked them about their goals which was well interactive	I noticed about their life styles goals and their problems	BSR
Day - 3	I taught 2 nd class a telugu lesson in my own way of teaching	I have made them to read two lesson in their own mother tongue.	BSR
Day - 4	I have sent to 2 nd class and made to the about rhymes and moral stories action.	I learned now to communication and management with every student.	BSR
Day - 5	I have taught the 2 nd class students about how to behave at particular places.	I came to know about mentoring in b-trivay	BSR
Day - 6	I have conducted some activities to 1 st class students regarding this subject.	I learned how to teach in a appropriate manner.	BSR

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this write week. I have observed the students about their performance in studies and their capability too have discussed with them about how to study and manage their Academic performance.

I have conducted some new activities regarding their syllabus and entered an environment in which there are very active in group discussion 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 how to live in society.	I observed many things that how kids think about this home soon	for
Day - 2	I have taught 1st class students about english basics like parts of speech	I came to know about teaching new thing to the student	for
Day - 3	I have conducted a fun activity to the 2nd class, where are the students	I have developed my communication skills through their	for
Day - 4	I have helped the teachers and other staff members in their respective work.	I learned teaching work with other teachers.	for
Day - 5	I have taught 1st class about maths tricks with which will help them.	I noticed how they are dealing with common problems	for
Day - 6	I have taught 1st class on practical manner	I came to know how to teach on easy way.	for

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 have 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 scenes.

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 the student are also good.	BSM
Day - 2	I have conducted game to know about their other talent for 1st class	I have interacted with students helped them in their doubts	BSM
Day - 3	I have checked about every class environment society facilities	I noticed few problems in school	BSM
Day - 4	I have interacted with students regarding their problems.	I tried to solve their problem by informing to the management	BSM
Day - 5	I have taught 1st class about birds	All the students are reacted very well	BSM
Day - 6	I have taught 2nd class about reacting on etiquettes	I have shown all my skills	BSM

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

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

The student 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 disciplinary actions	for
Day - 2	I have taught the 1st class student about way of expressing	I have tried to teach the students about skills	for
Day - 3	I have interacted with 1st class students through digital way	I have accessed the digital device in the school	for
Day - 4	I have taught the 2nd class about English lessons.	The students have learned and doing good in studies	for
Day - 5	I have taught the 1st class about Telugu lesson	The students are doing well	for
Day - 6	I have interacted with all students previous statements	I have known many things in this journey.	for

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week. I have developed my skill such as way of expressing my knowledge to others and also I lost my stage fear. In this Journey I development my self. fear other. skills which enhance 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		Am
Day - 2	Sankranti holidays		Am
Day - 3	Sankranti holidays		Am
Day - 4	Sankranti holidays		Am
Day - 5	Sankranti holidays		Am
Day - 6	Sankranti holiday		Am

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it my first class I have conducted self introduction for 1st class and 2nd class.	It was a great day as a teacher and come to know some student	BN
Day - 2	I went to third class and taught them math's and learning ways	I have been prepared and come to know about teaching in few way.	for
Day - 3	Again I was sent to 1st class and I have noticed some problems.	I come to know about this educational status	for
Day - 4	I went to 2nd class and taught them everyday things in greenery	I come to know how to teach the children nearly	for
Day - 5	I taught the 1st class students an english lesson. played activity	I observed about their knowledge on english	for
Day - 6	I have interacted with the 1st class student activities	I came to know about their mind sets knowledge.	for

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted extra circular curriculum 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 to know about some new thing. And I have observed their educational performance knowledge.

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

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 2nd class and have observed some students need the discipline	I have know how to discipline the students stand	HR
Day - 2	I went to 1st class and asked them about their goals which was interactive	I got to know about their life performance	HR
Day - 3	I taught 2nd class a Telugu lesson and by them sentences.	I have managed the student to read their mother language	HR
Day - 4	I have taught 1st class students some rhymes and morals.	I come to know about communication skills	HR
Day - 5	I have taught the 2nd class about particular place and situations.	I have to come to know about mentoring behavior aspects	HR
Day - 6	I have conducted activities for 2nd class students on maths.	I have taught subject in approach manner.	HR

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 how to live in so city	I have know so many new things the kids thinks place home	For ✓
Day - 2	I have taught 1st class students about english basics like everyday	I got to know about teaching new things to the students	For ✓
Day - 3	I have conducted a fun activity to the 2nd class where the students very well	I have developed and communication skills very well	For ✓
Day - 4	I have helped the teacher and staff members in their respective work.	I come to know about the working of teacher and staff	For ✓
Day - 5	I have taught 1st class students about maths further	I have learned to teach about how to solve problems	For ✓
Day - 6	I have taught english lesson for 1st class	I have learned to teach in practical way	For ✓

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 teachers and staffs works, which made me know things that happens behind school

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 teachers and staffs works, 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 lesson to 10 th and 1 st class	I have developed my teaching skills as student too are good	PSR
Day - 2	I have conducted a game for exploring their talent for 2nd class	I have interacted with student and helped them in this daily	PSR
Day - 3	I have checked about every class environment for water supply	I have to come to know about few problems	PSR
Day - 4	I have interacted with students regarding their problems	I tried to solve students problems at possible level	PSR
Day - 5	I have taught 1 st class students about animal and birds	I have dealt with 1 st class students digital way.	PSR
Day - 6	I have taught 2nd class about eating etiquettes	I have increased my communication skills.	PSR

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 skill when compared to the previous three weeks.

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

The students also have been well performing with good note.

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 student about disciplinarily	PTA
Day - 2	I have taught the 2nd class students about seminar skills	I have tried to teach the student about seminar skills	PTA
Day - 3	I have interacted with 1st class students through digital way	I have accessed the digital device in the school	PTA
Day - 4	I have taught the 2nd class about english lesson	The students have learned and doing good in studies	PTA
Day - 5	I have taught the 2nd class about english lesson.	The students are doing well	PTA
Day - 6	I have interacted with all students about previous status and present status	I have know some many thing in this journey.	PTA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As it is the 10th 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 students are not active and they like the teaching in friendly manner.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 2nd class and have observed that some students needs to be discipline	I came to know that how to control students to be in discipline	BSM
Day - 2	went to 1st class and asked them about their career which was well interactive	I noticed about their life, syllabus goals and their problems.	BSM
Day - 3	I have taught 2nd class a lesson in my way of teaching	I have made them to read the lesson in their own mother tongue	BSM
Day - 4	I have sent to 2nd class made to about and moral stories with Action.	I learned how to communicate and management with every student.	BSM
Day - 5	I have taught the 1st class students about behavior at particular and situation.	I came to know about mentoring in behaviour aspect.	BSM
Day - 6	I have conducted some activities to 1st class see students regarding their subjects	I learned how to teach in a appropriate manner.	BSM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this write 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 conducted 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 deserved many things that lesson kids think about their have learn	PSM
Day - 2	I have taught 4th class students about english basics like parts of speech.	I came to learn about teaching new things to student.	PSM
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 this programme.	PSM
Day - 4	I have helped the teacher and other staff member in their response works.	I learned team work with other teachers.	PSM
Day - 5	I have taught 2nd class about math tricks which will help them further	I noticed how they are dealing with common problems.	PSM
Day - 6	I have taught 1st class telugu lesson.	I came to know how to teach in every way.	PSM

WEEKLY REPORT

WEEK - 14 (From DI..... to DI.....)

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.

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 problem solving 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 helped them in cleaning their	
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 the problems in school about government.	I tried to solve the problems by improving management	
Day - 5	I have taught 1st class students about birds, fruits and flowers.	All the students are reacted very well.	
Day - 6	I have taught 2nd class student about eating in etiquettes.	I have increased all my skills.	

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, student's performance and all the surrounding, and I also interacted with them and gave them advices and tried to solve their problems in other ways.

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

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Interns works Government is one of the peaks of interior quality addressed in this report. The people of MES school Angulamahal street are good and very neat. Interested we were given a desk for our work with basic things like chalk pieces and duster etc... our role is to observe the students, observe them and any other negative. Analyse all activities by students and staff our things 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 me. I made me see myself with them very easily. The other interns were also very co-operative in work.

We are the interns as a team are very active and focused on the work. we were also given space for our process which make 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 on to practise.

Such as mentoring, I learned how to communicate and build relationship with people I worked

I learned that every department or organization has its own cultures I quickly learned that every company has its own culture. As an 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 it is essential to take feedback but it will have courses 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.

We have improved our communication skills a lot in this internship at MES School Anugula mahal street, srikakulam.

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

We also came to know that how to understand other people. we also improved our speaking skills proposed level

level to expertise level, we developed ourselves. from a student to an intern we have also developing few teaching skills in a way, which made students to feel better.

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 Anugula mahal street Srikakulam.

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

We also came to know that -
1) to understand other people we also improved our speaking skills from

- student- to an intern. we have also develop few teaching skills in as way. which made student to full better.

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

Team work is one of the most important skill which is very useful in every work place.

We the interns of MES school, Anugula mahal street Sribakulan formed as a team to enhance and improve our work in an official way firstly we have no familiarity with each other.

Gradually it took some time and we became a supportive team.

every week, one of us will lead the learn to look, leadership we also discuss with each other about our work and performance, working as a team members and also a leader made me know about and also a leader as team member

Page No

and our role in team the way has to
interact and co-operate and how to
manage unity in every activity, this
relationship goes. A fruitful experience
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 educational system to amplify digital transformation of school.

The MES school of Anugulamahat Street Srikakulam uses 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 it's a biometric system for their attendance.

There is also a smart board which can be used for teaching primary classes.

Page No

in a practical way through digital literacy when compared to previous system is

every student we have also used the technology devices for our task related to internship to improve digital literacy in school even, when the students are leaving from school it is also recorded under headmaster vision and also documented.

Student Self Evaluation of the Short-Term Internship

Student Name: PONNADA PRASANNA

Registration No: 2022001356036

Term of Internship:

From: 19-12-2022 To: 18-3-2023

Date of Evaluation: 18-3-2023

Organization Name & Address: P.S.N.M.C.H. SCHOOL, SRIRAKULAM

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

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

Date: 18-3-2023

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No

Student Name: **PONNADA PRASANNA** Registration No: **202200356036**

Term of Internship: From: **19-12-2022** To: **18-3-2023**

Date of Evaluation: **18-3-2023**

Organization Name & Address: **P.S.N.M.C.H. School, SRIKAKULAM**

Name & Address of the Supervisor: **S. SANKARARAO**
with Mobile Number: **School Asst (Math) 9959970652**

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

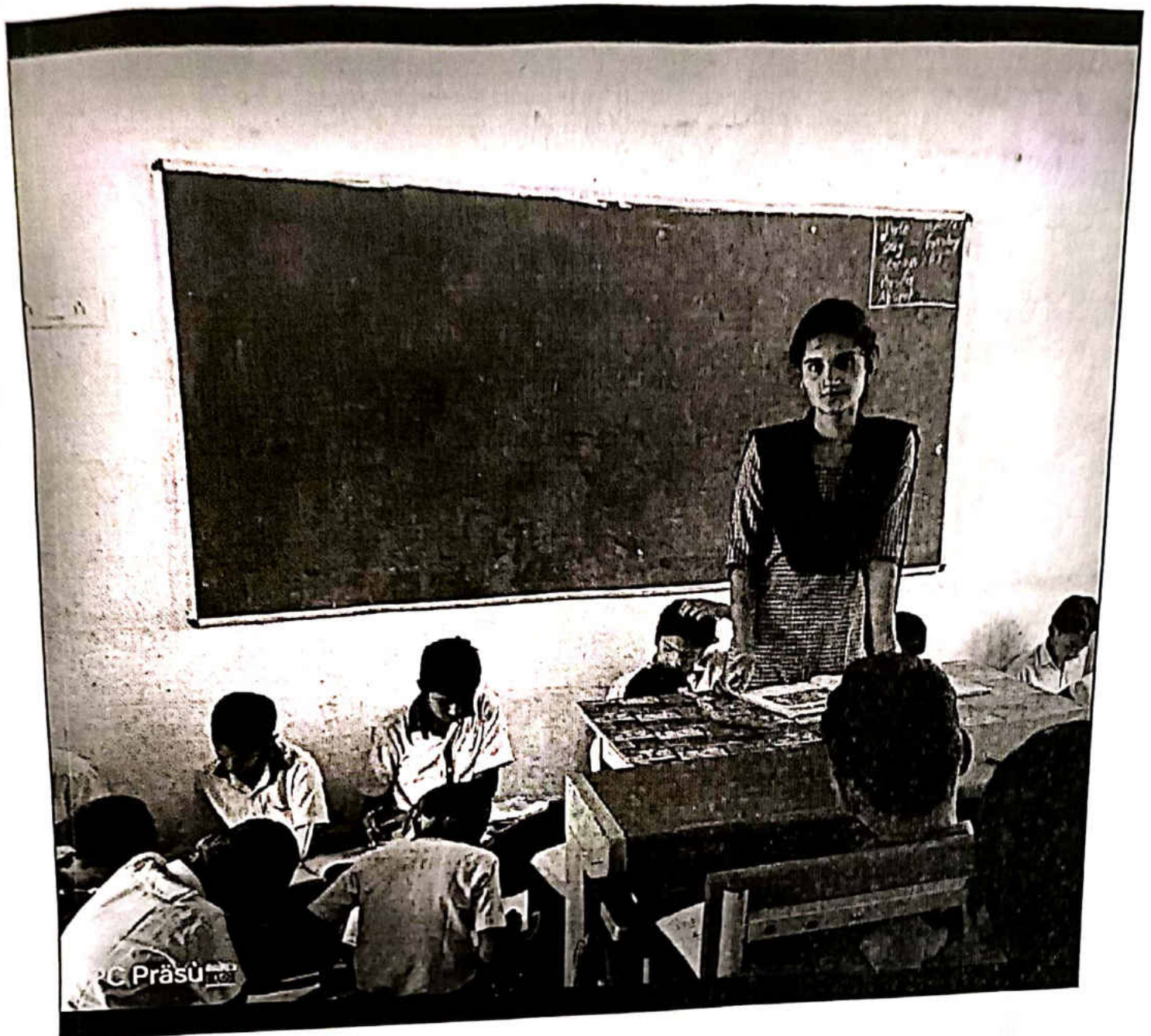
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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: **18-3-2023**

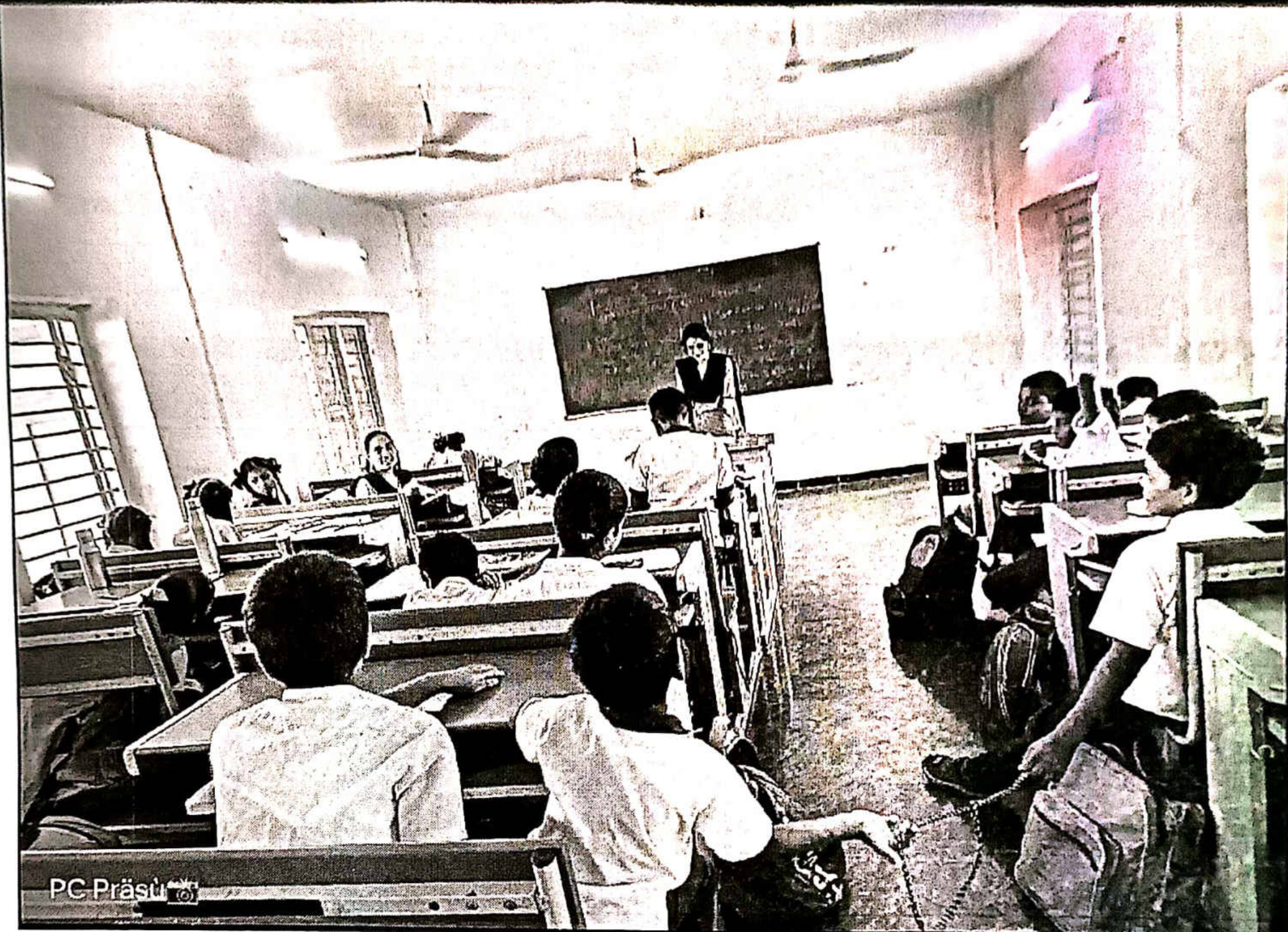
Signature of the Supervisor
HEAD MASTER
P.S.N.M.C.H. SCHOOL
SRIKAKULAM

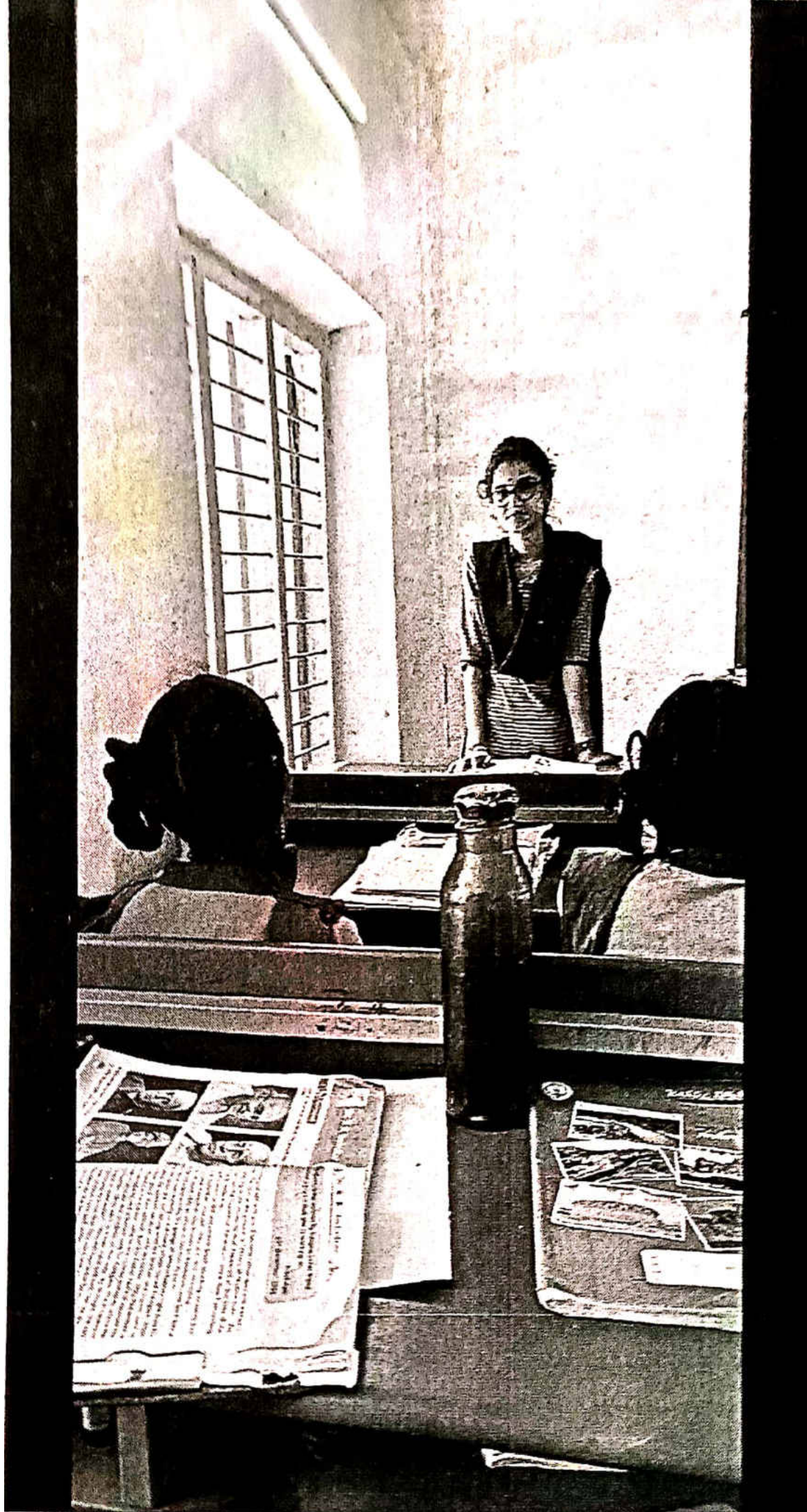
Page No

PHOTOS & VIDEO LINKS









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
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:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

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

Date:

Signature of the Faculty Guide

Page No

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

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

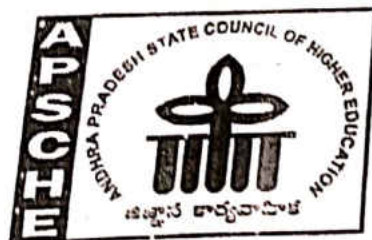
Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert
HEAD MASTER
P.S.N.M.C.H. SCHOOL
SRIKAK

Signature of the Principal with Seal

Page No



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in