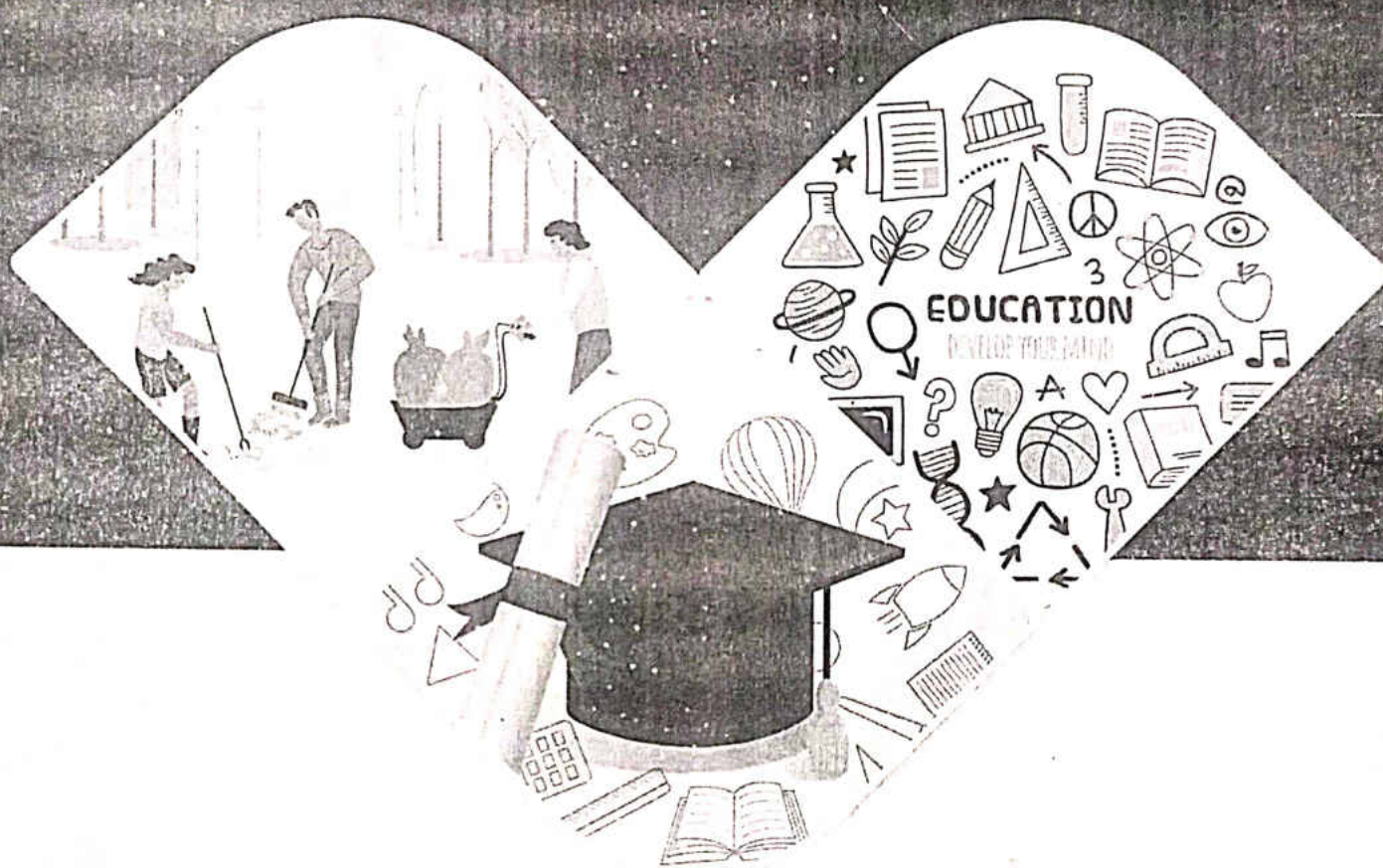


Model Program Book



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: *Budumuru Tejashwini*

Name of the College: *Government Degree College [MEN]*

Registration Number: *2022001440008*

Period of Internship: From *12-12-2021* To *18-03-2023*

Name & Address of the Intern Organization: *Z.P.H School (K.Pothali)
Pondhuru Mandal, Srikakulam
District.*

University

YEAR

An Internship Report on

Education Department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Bachelor of Arts (B.A. (H.E.))

Under the Faculty Guideship of

B. N. V. Chinnappaiah

(Name of the Faculty Guide)

Department of

Govt. Degree College (Men) SKLM

(Name of the College)

Submitted by:

Budumaru Tejaswini

(Name of the Student)

Reg.No: 2022001440008

Department of English

Government 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.

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Student's Declaration

I, B. Tejaswini, a student of 4 Months Internship
Program, Reg. No. 202200440008 of the Department of B.A (T.G.E)
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 18-03-2023 in School Education (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
_____, Govt. Degree College (MENDSKUM)
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that Budumuru Tejashwini (Name of the student) Reg. No. 2022001440008 has completed his/her Internship in Z.P.H. School (Name of the Intern Organization) on Education Department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of _____ in the Department of _____ (Name of the College).

This is accepted for evaluation.

[Signature] 11c 18/3/22
(Signatory with Date and Seal)

Endorsements

HEAD MASTER
P.L.N.Z.P. High School
KINTHALI, Ponduru Mandal
Gokulam (Dist): 532402

Faculty Guide

[Signature]

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Bedumuru Tejaswini (Name of the intern)
Reg. No 2022.00144-0008 of Govt Arts Clg [MEN] ^{SKLM} (Name of the
College) underwent internship in Z.P.H. School, Kintali (Name of the
Intern Organization) from 12-12-2022 to 18-03-2023

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



HEAD MASTER
P.L.N.Z.P. High School
KINTALI, Ponduru Mandal
Srikakulam (Dist.)-532402
[Signature]
18/3/23
Authorized Signatory with Date and Seal

Acknowledgements

This school Internship report is the result of an end of a way of four months. It could not have been possible without the participation assistance of numerous brave and courageous people along the way. Thus, I have to thank them all.

First and foremost, I would like to give special gratitude to my parents who give me every opportunity to keep my step a head.

I am indebted to my college teachers and the principal for their vision, encouragement and enduring contagious interest in the Internship.

Our sincere thanks to our principle madam and mentor madam for providing us an opportunity to take up this Internship.

Special thanks must be given to teachers and students of Anthali ZPH School, Kintali, Ponduru Mandal, Srikakulam for their feedback, love and support with which I achieved skills and developments.

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 in the department of Education. I visited the place in ZPPS Kintali. I choose Education department to know the current status of the Education and difference from past few years. I spent a day with children and I learn and observed many things.

The introduction is very friendly and very valuable through this internship. I interacted with the children and let them to know their problems and what they are facing through I give a friendly interaction and I taught some lessons to them and I gave few suggestions to improve them, which should be clear by government. There are some other decided areas which has to improved them.

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 Kintali EPP. Education department plays an important role in every sector. I received many things in school that the children are beyond lack of knowledge. My interaction with students every friendly and more valuable. I spent nearly 8 hours with that children and I got to know that students performing was very poor. The students are about to understand the basic things.

I played a few role in school. I am planned to develop and improve the Education system. with my knowledge to give the best students.

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 Z.P.H. School Kintall in the department of Education. I worked in the government school and I taught lessons to the students. I used the black board (blackboard and chalkpiece) and taught the basic lessons.

I performed some tasks with children, so that to encourage their capability. I performed weekly tasks to the children. This part of internship more knowledge as I learned more knowledge and I learned few things to change in school.

This Internship takes me to learn more knowledge about Education. 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 6 th class students.	It was a great day as a teacher and it is a better experience to me	
Day - 2	I went to 7 th class and asked some basic questions regarding maths to the students	I have been prepared and came to know about teaching few ways.	
Day - 3	Again, I was sent to 6 th class and they are very excited to know about me	I noticed the curiosity in each and every student	
Day - 4	I went to 7 th class and taught them common English and Tenses.	This day I came to know how to deal with children.	
Day - 5	I was sent to 6 th class and made them to study English questions and answers.	I came to know about their Educational standards.	
Day - 6	I have interacted with 7 th class students some activities.	I do record their mind set and way of behaviour and 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.

I also conducted some regular activities to interact with them. I have also taught them few lessons in their syllabus in understandable manner. So they can understand in understandable manner. So they can understand in understandable manner. So they can understand early and to know about new things and I observed their 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 6th class and I have observed that some students needs to be discipline.	I came to know that how to control students to be in discipline.	
Day - 2	I went to 7th 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 6th 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 7th class and made to tell about poems and stanzas	I learned now to communicate and management with every student	
Day - 5	I have taught the 7th class students about how to behave at particular places.	I came to know about mentoring in behaviour aspects.	
Day - 6	I have conducted some activities to 6th class students regarding these subjects.	I learned how to teach in a appropriate manner.	

WEEKLY REPORT

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







Objective of the Activity Done:

Detailed Report:

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

I have conducted some new activities regarding their syllabus and created an environment in which they are very active in group discussions and in class too.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about the 8th class students awareness on how to live in a society.	I have known so many new things that kids think about their place, and society.	
Day - 2	I have taught 8th class students about English Grammar and Tenses.	I got to know about teaching new things to the students.	
Day - 3	I have conducted a fun activity to 8th class where all the students have participated well.	I have developed my communication mentoring skills very well.	
Day - 4	I have helped the teachers and staff members in their respective works.	I come to know about the working of teachers and staff.	
Day - 5	I have taught 10th class students about maths theorems.	I have learned to teach about how to solve arithmetic problems.	
Day - 6	I have Biology lesson for 8th class in practically I taught.	I have learned to teach in practical way.	

WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

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

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

I have also worked with teachers and staffs work which made me know things that happens behind school.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught maths chapters to 8 th and 9 th class students.	I have developed my teaching skills the students too are good.	
Day - 2	I have conducted a game for exploring their talent for 10 th 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 students problems at a possible level.	
Day - 5	I have taught 8 th class students about cell system.	I have deal with 8 th class students digital way.	
Day - 6	I have taught 9 th class about LSRW skills.	I have improved my communication skills.	

WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

In this week, I have developed my skills, such as teachings, mentoring, communication, 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 FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught 7 th class about discipline followed in classroom.	I have interacted with the student about discipline.	
Day - 2	I have taught the 9 th class students about employability skills.	I have tried to teach the students about employability classes.	
Day - 3	I have interacted with 10 th class students through digital way.	I have allowed learned the digital device in the school.	
Day - 4	Sankranti Holidays		
Day - 5	Sankranti Holidays		
Day - 6	Sankranti Holidays		

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 teaching skills. I have come to know that I have learnt so many things in this journey. I have developed by communication skills, teaching skills and other skills and enhanced me very well.

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

I learn about being a teacher, writer and mostly as an internal in the work place.

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	I taught the 9th class students about English lessons	The students have learned and doing good in studies.	
Day - 5	I have taught the 7th class about General Science.	The students are doing well.	
Day - 6	I have interacted with all students about previous status and present status.	I have known so many things in this week.	

WEEKLY REPORT

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







Objective of the Activity Done:

Detailed Report:

In this week, the students are very happy for enjoying anti-rainfall holidays. And after holidays they are very active and showing interest towards learning new things.

I have also observed about the Teachers caring and interest towards the students and knowing how they celebrated pongal and how they enjoyed in pongal holidays.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 4 th and asked them about Basic grammar in Telugu.	I have managed the students to read their mother language.	
Day - 2	I taught 8 th class, Telugu lessons and poems.	I just know them how they read the poems of Telugu.	
Day - 3	I went to 10 th class and did an activity for the students based on communication.	I come to know about communication and management with students.	
Day - 4	I have taught 7 th class about good touch and bad touch.	I have to teach them about the incidents that happened society.	
Day - 5	I have conducted an activity for 6 th class like a competition based on month names.	I have taught the subjects in an appropriate manner.	
Day - 6	I went to 10 th class and taught them about self confidence and self esteem.	I have taught how important our confidence in society.	

WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

In this entire week, I have observed about the students, their performance in studies. And I know the students.

I have discussed about how it to be good and become better in academic performance. I taught about self confidence and self esteem and their importance in everyone's life.

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 EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught Hindi lesson for 7 th class in a creative way	I got to know about teaching new things to the students.	
Day -2	I have taught 8 th class about wars and history.	I have learned to teach in a practical way	
Day -3	I have checked about the awareness for 10 th class to live in society.	I came to know about their huge participation in practical way	
Day -4	I have conducted a fun activity to 6 th class where all the students are participated well.	I have developed my communication mentoring skills very well.	
Day -5	I have taught 9 th class social lesson about RBI, PPF, Sops	I came to know about their huge participation to know agriculture	
Day -6	I have participated in some physical games like Tennis, Badminton etc.	I came to enjoy their active participation in games.	

WEEKLY REPORT

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







Objective of the Activity Done:

Detailed Report:

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

And I have also interacted with the students very close and very well. I have also tried to teach the students so that they feel like they are in a open space.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught maths lesson for 10 th class and ask them formulas	I have developed my teaching skills and the students are too good	
Day -2	I have conducted a game for exploring their talent for 9 th 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 give some solutions	I tried to solve students problems at a possible level.	
Day -5	I have taught 10 th class students about Disaster management	I have deal with 10 th class students in a digital way.	
Day -6	I have taught 9 th class about first and second world wars.	I have increased my communication skills.	

WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

In this week, I have developed my skills such as Teachings, mentoring, communication, managing and 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 state.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have helped the teachers and staff members in their repetitive works.	I come to know about the working of teachers and non-teaching staff	
Day - 2	I have helped 6th class students for doing their crafts.	I come to enjoy such little things while doing crafts.	
Day - 3	I have helped 7th class students for painting their drawing.	I was a great day for experience such cute things with them.	
Day - 4	I conducted an exam for 8th class based on arithmetic problems.	The students are doing well with their own preparations.	
Day - 5	I have taught 6th class for poems in Telugu and English.	The students have learned and doing good in studies.	
Day - 6	I have interacted with all students about previous status and present status.	I have known so many things in this journey.	

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

I learn about being a teacher writer and mostly as an internal in the work place.

In this week, I participated in craft class and drawing class also. It gives a beautiful experience.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I helped the maths teacher for conducting a test for 10 th class	I have a great work with the teacher and really helpful.	
Day - 2	I helped the yoga teacher for doing some new asane to 6 th class	Working with yoga sir is really blessed and great experience with him.	
Day - 3	I have checked the notes of Telugu, Hindi for 6 th class	I came to know they are really doing well with neat handwriting	
Day - 4	I have taught General science for 7 th class in a practical way	I have learned to teach in practical way	
Day - 5	I have conducted some new activities for 8 th class students	I have learned some more fun gives lots to students.	
Day - 6	Again, I was sent to 8 th class and conducted a meeting for science day.	By giving lectures gives me a great experience	

WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

In this entire week, I have conducted some exam with the help of subjected Teachers. And also knowing some of my doubts.

I came to know to teach some languages like Telugu, Hindi, English to the students and knowing their skills and capability.

And also conducted a meeting about to design a project for science day. I have developed my skills through this meeting.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 4th class and taught about Science and its importance in our life.	Knowing about some facts and also importance	
Day - 2	I was a science day celebrating the day for EV Roman and presenting projects.	I came to know the talent of students by presenting projects	
Day - 3	I have taught 7th class about how to behave with Elders and younger.	I have to come to know about monitoring in Behaviour aspects	
Day - 4	I have taught 8th class about menstruation cycle and the pain behind it.	I have taught a subject in appropriate manner	
Day - 5	It was world wild life day. Knowing and giving seminars to 6th and 7th class students.	I have to come to know about wild life and its life cycle.	
Day - 6	I have conducted an activity for 10th class students on social studies.	I have to come to know about great history.	

WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

In this entire week, I have participated in national science day event and also world with life day. It was a great experience to me by sharing my thoughts in special events.

Totally, I learn that some students are very active and thirst of knowledge.

They grab the points while doing seminars. And I tell how to behave with others.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have helped the drawing teacher for project work	I have to know about the colours and shades of painting.	
Day -2	I have taught the greatness of women in everyone's life	I have to know the anxiety of knowing the greatness of women	
Day -3			
Day -4	I have taught 10th class students about maths tricks to help them in public Examination	I have learned to teach about how to solve arithmetic problems	
Day -5	I have taught 9th class students for english grammar and prose.	I got to know about teaching new things to the students.	
Day -6	I have taught Hindi for 8th class students.	I have learned to teach them by attractive way.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my ability and knowledge and also participated in drawing work and painting.

I came to know few great things about power of a women in our life. Society. Mostly attractive speech given by Telugu Teacher about Motherhood, it gives a big motivation to us.

I have learned to teach in a new way and trying to attract the students by my skills.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I went to studyhours for the preparation of formative Assessment in English.	I came to clarify their doubts in English.	A
Day -2	I went to studyhours for the preparation of formative assessment, Hindi.	I came to clarify their doubts in Hindi.	A
Day -3	I went to studyhours for the preparation of formative assessment -nt Telugu.	I came to clarify their doubts in Telugu.	A
Day -4	I went to studyhours for the preparation of formative assessment Maths.	I came to clarify their doubts in Maths.	A
Day -5	I went to studyhours for the preparation of formative assessment, Science (P.S, N.S)	I came to clarify their doubts in Science.	A
Day -6	I went to studyhours for preparation of formative assessment Social Studies.	I came to clarify their doubts on social.	A

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, the students are fully busy by preparing of formative assessment and also they performed in their Examination very.

I am very pleased that I am trying to clarify their doubts. I try to solve their doubts much better. I try myself very well.

Especially this week statistics myself. I am also learned many things while clarifying their doubts.

I learnt about being a teacher and mostly as an Internal in the week of work place.

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.)

Intern's work environment is one of the aspects of Intern's quality addressed in this report. The people of ZPHS school, Kintali, were a good interactive staff. We were given a desk for our work and with basic things like chalk pieces - our role is to enhance the students, observe them and any other negatives, analyze all activities by students and staffs. Our timings are from 9:00 AM to 4:00 PM (morning to evening).

The Headmaster and the teachers are very polite and humble to me. The students are very friendly and interactive which made me socialize with them very easily. The other interns were also very cooperative in work. We are in the interns as a team also focused in work. We were also given space for our process which made our internship very useful for us.

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

There are some technical skills I have acquired from this internship.

I have know about how to put my knowledge and skills into practice such as mentoring. I learned how to communicate and built relationships with the people I worked. I learned that Every department or organization has its own culture. I quickly learned that every company has own culture. As a intern, I discovered its essential to be enthusiastic and open to learning new skills. I learned that important to communicate with teachers, Head master if I have doubts.

Asking and reading feedback is very important. It is essential to take note of both the positive and negative points for future. I learned that sometimes asking for feedback or receiving feedback is difficult to hear, but it will have a significant impact on your future career and success.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc).

There are also some managerial skills I have acquired from this internship.

I learned how to effectively deal with people developing managerial skills important to all professionals. As a team, we planned about scheduling with respect to time and we all acted as a leader for every week. We arranged our workplace culture for productive use of time.

We have kept notes for observing everyone improvement weekly wise. We will always discuss about all pros in our working style. We all have kept our goals for this journey. We also have kept our goals for journey. We also have developed our decision making skills. Which are very essential in future. As per the final day. We have discovered about our performance is upgraded.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

We have improved our communication skills in this internship at Z.P.H. School, Kintali, Ponduru Mandal, Srikakulam.

As we have been interacting with each other, students we have interacting with improvement of our oral communication written communication. We are assigned to class rooms. At first day, we may feel tense, but now we are confident while communication as we connecting, understanding others.

We also come to getting understand by others. We improved our speech skills from prepared level to extempore level. We have developed few speaking skills in our way. which made students 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 taught after skills in the workplace. We, the students of Z.P.H. School, Kintali formed as a team to enhance and improve our work in an efficient way.

Firstly as we have no familiarity with each other gradually it took time and we have also become a supportive team.

Everyweek one of our will lead the team to took leadership. We have discussed with each other about work, performance.

Working as a team members and also as a leader made me know about how to work as a team member, its role in the team in my way to interact, co-operate and manage them as a unity in every activity. It gave me experience and knowledge about teamwork.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

The government has taken a big leap in implementing technology in Education system to amplify transformation of schools.

The Z.P.H School, Kintali of Sri Katakulam uses devices in the procedure. The Headmaster updates the information of school through smartphone of school through smart phone. They scan faces of the students for checking every teacher and headmaster of school make their attendance through face scan method.

There is a smart TV which can be used for teaching practically for students, Teaching practically for students. Telugu and English medium when compared to previous systems. Even, when the students are learning from school it is also recorded under, head master vision and is documented.

Student Self Evaluation of the Short-Term Internship

Student Name:	Budumuru Tejaswini	Registration No:	202200144
Term of Internship:	From: 12-12-2022	To:	18-03-2023 ⁰⁰⁰⁸
Date of Evaluation:			
Organization Name & Address:			

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		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:

B. Tejaswini
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <i>Budumuru Tejashini</i>	Registration No: <i>202200144-0008</i>
Term of Internship: From: <i>12-12-2022</i> To: <i>18-03-2023</i>	
Date of Evaluation:	
Organization Name & Address: <i>Z.P.H. School, pondhuru mandal, Srikakulam District. (Kintali)</i>	
Name & Address of the Supervisor with Mobile Number: <i>Ramesh, SKM. 961877 2551 (mb)</i>	

Please rate the student's performance in the following areas:

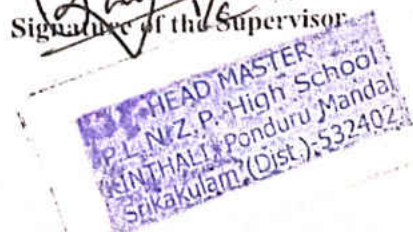
Please note that your evaluation shall be done independent of the Student's self-evaluation

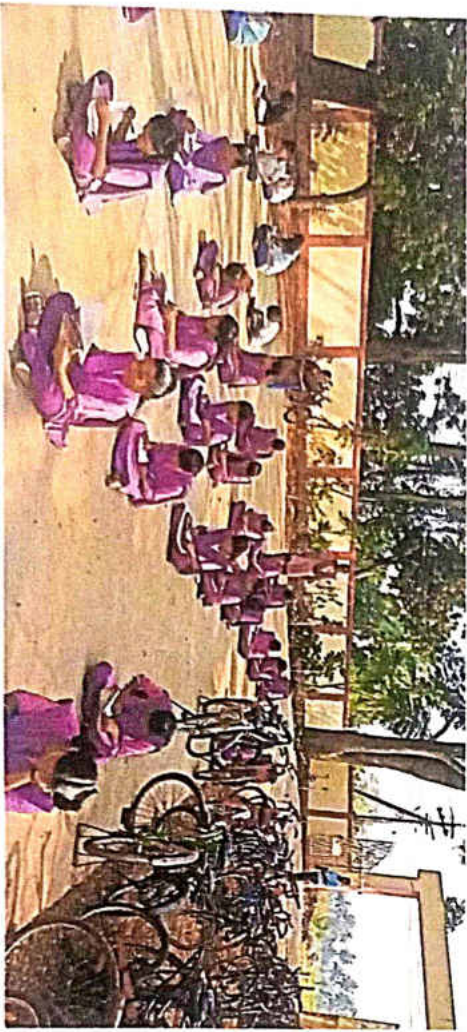
Rating Scale: 1 is lowest and 5 is highest rank

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: *[Signature]* 18/3/23





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: *Budumuru Tejwini*

Programme of Study: *Education Department*

Year of Study: *2020-2023*

Group: *BA [T.O.E]*

Register No/H.T. No: *2022001440008*

Name of the College: *Govt. Degree College [MEN] SAIKAKOLAM*

University: *O.S.B.S.A.U.*

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

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Budemuru Tejaswini*
Programme of Study: *Education Department*
Year of Study: *2020-2023*
Group: *B.A [T. & B]*
Register No/H.T. No: *202200144-0008*
Name of the College: *Gout Degree College [MEN] SRIKAKULAM*
University: *O.S. B. AMBEDKAR UNIVERSITY SRIKAKULAM*

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	75
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	45
	TOTAL	150	140
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	190

Prathibha
Signature of the Faculty Guide

Signature of the Internal Expert

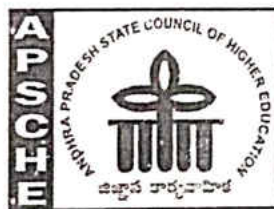
B. S. S. S.

Signature of the External Expert

K. S. S. S.

Signature of the Principal with Seal

B. S. S. S.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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