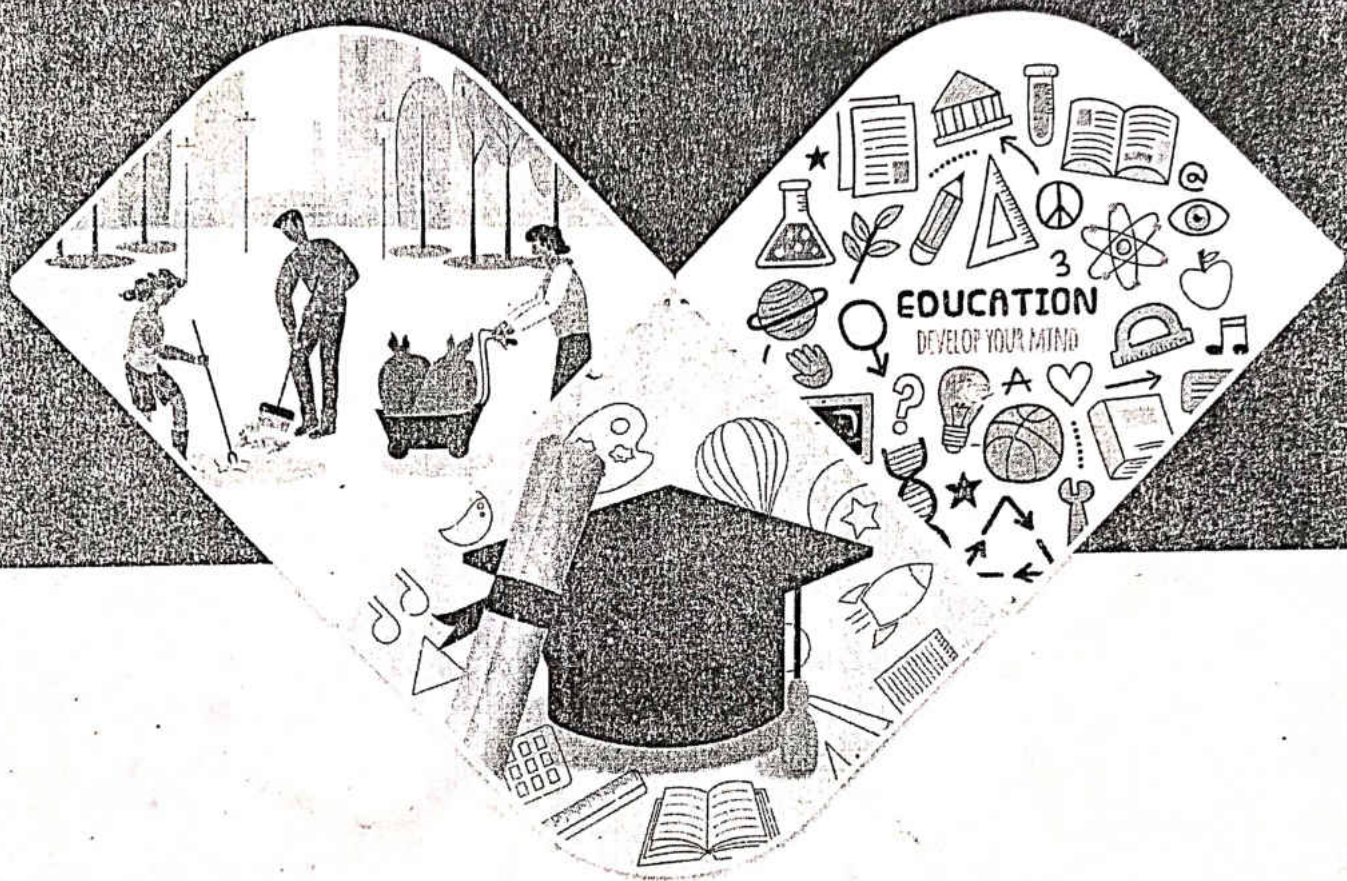


# Model Program Book



## 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: \_\_\_\_\_

Name of the College: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Period of Internship: From \_\_\_\_\_ To \_\_\_\_\_

Name & Address of the Intern Organization: \_\_\_\_\_

\_\_\_\_\_  
University

YEAR

**An Internship Report on**  
Semester (Four month) Internship Program

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of  
B.A (T.G.E)

Under the Faculty Guideship of

Poalhistha madam

(Name of the Faculty Guide)

Department of

Tourism, Government Degree for Men, Srikakulam.

(Name of the College)

Submitted by:

Jampana Pavan Varma

(Name of the Student)

Reg.No: 20220011110018

Department of Tourism

Government Degree College for Men, Srikakulam.

(Name of the College)

## Instructions to Students

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

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

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

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## Student's Declaration

I, Jampana Pavan Varma a student of B.A(T.G.E)  
Program, Reg. No. 2022OD1440018 of the Department of T.G.E, GDC(Men), Srikakulam  
College do hereby declare that I have completed the mandatory internship  
from 12-12-2022 to 18-03-2023 in MES Echerla Street, Srikakulam (Name of  
the intern organization) under the Faculty Guideship of  
U. Prathishta (Name of the Faculty Guide), Department of  
Tourism Govt. Degree college for Men, Srikakulam.  
(Name of the College)

J. Pavan Varma  
(Signature and Date)



## Official Certification

This is to certify that Jampana Pavan Varma (Name of the student) Reg. No. 2022001440015 has completed his/her Internship in MES Etcherla Street, Srikakulam (Name of the Intern Organization) on 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.E) in the Department of Government Degree College for men (Name of the College).

This is accepted for evaluation.

R. Naga Hanu

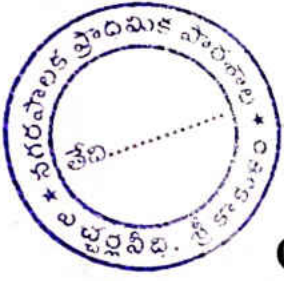
ప్రధానోపాధ్యాయుడు  
(Signature with Date and Seal)  
ఎచ్చర్లపేటి, శ్రీకాకుళం

Endorsements

Faculty Guide

Head of the Department

Principal



## Certificate from Intern Organization

This is to certify that Jampana Pavan Varma (Name of the intern)  
Reg. No 2022001440018 of Govt. Degree College for Men (Name of the  
College) underwent internship in MES Etcherla street Srikakulam (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).

R. Naga Mani

ప్రధాన పాఠ్యాధ్యక్షుడు  
వరదరాజులక పాఠశాల పాఠశాల  
Authorized Signatory with Date and Seal  
ఎచ్చర్లపేటి, శ్రీకామేశ్వరం

## Acknowledgements

This school internship report is the result of an end a way in four months. It would not have been possible without the participation assistance of brave and courageous people all along the way. 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 lecturers and the college staff for their vision, encouragement and enduring interest in this internship.

Special thanks must be given to the teachers and students of MES Etcherla, Street, Srikakulam for their extended feedback, love and support by which I achieved skills and development. At last, I would like to thank all those who made this report possible and support with their kind assistance.

## Contents

### Main content in teaching field

- \* ) To develop the organization skills
- \* ) To improve interactions with students
- \* ) To improve maintenance, protocols, discipline and time managements
- \* ) To improve relationships and socialization
- \* ) To develop technical skills and managerial skills
- \* ) To develop communication skill, confidence levels and understanding skills.
- \* ) To develop skills like teamwork, discussions and contribution
- \* ) To develop leadership qualities

The purpose of a intennship is to develop professional skills.

## 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.

This report is a detailed overview of my internship journey at M.E.S Etcherla street, Snikakulam. During my internship, I have learned a lot about communication, teaching and learning.

Throughout my internship experience, I got more positive and compassionate learning environment for my students. Through the support and mentorship of my cooperating teacher. Management, organization, discipline and consistent practice. My class management skills improved by development both managing. The daily processes within the classroom, planning and delivering effective lessons and assessment directly effected. The academic gains of my students. Through engaging activities & methodologies for supportive learning. Besides academic gains in reading concepts.

## 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 did my internship in the department of Education at the MES Etcherla street, Sriekakulam. I have gained a lot of knowledge and experience. My internship as a student teacher for school has been the most rewarding and motivational experience & leave had during my time as a student at the school. I connected with my students, cooperating teacher and other school staff. All of whom supported my growth as a teacher both directly and indirectly.

With such empathetic, compassionate and supportive mentors. This experience has helped me achieve my goal of completing my bachelor's program. Throughout my internship experience. Through the application of time management and I look forward to where my career in education department in my future.

### 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.

My internship as a student teacher for M.E.S Etcherla street, Snikakulam has been the most rewarding and motivational experience. I have had during my time as a student at the Government Degree College for Men. I connected with my students cooperating. Teacher and other school staff supported my growth directly and indirectly.

With my internship experience, I worked more positively and compassionately in the school environment. Through the support & mentorship of the teacher, I had worked with more maturity before the students. I am confident in my student's progress and my growth and development. I have summarised my overall experience with my learning and challenges faced as in my term.

### ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity.                                                        | Learning Outcome                                                                   | Person In-Charge Signature |
|------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------|
| Day -1     | It is my first week and first day so I again took some time to interact.                        | It was a great day as a teacher and it was best experience to me on the first day. | R. Naganmai                |
| Day -2     | I went to 4th class and asked some basic questions regarding maths to the students.             | I learnt how to frame some basic questions to create curiosity in the students.    | R. Naganmai                |
| Day -3     | I was sent to 3rd class and they are very excited to see me again in their class.               | I noticed and realized the curiosity in a basic child's mind.                      | R. Naganmai                |
| Day -4     | On the fourth day, I made them to study the English and E.V.S chapters that are taught already. | This day I came to know the ways in which you can please children to study.        | R. Naganmai                |
| Day -5     | I went to the fifth class and taught them how to solve the problems in their workbooks.         | I came to know that children love to solve problems in a joyful environment.       | R. Naganmai                |
| Day -6     | I have interacted with second class students and made them solve basic maths problems.          | It was a great day to make them learn maths in convenient way.                     | R. Naganmai                |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As it is the first week. I concluded self introduction in each and every class room from 1<sup>st</sup> to 5<sup>th</sup> classes to know about them.

I also conducted some circular activities to interact with them. I have also taught them new lessons in their syllabus in understandable manner so they can understand easily and to know about new things and I observed they are the future and I noticed their educational performance and knowledge.

Finally I noticed that some students are not active and they will also interact in 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 have observed the awareness of the 4th class students on how to live in a society  | I observed many things that now kids thank about their home town  | R. Naga Mani               |
| Day -2     | I have taught 1st class students about English basic vocabulary and words            | I came to know about teaching new things to the students          | R. Naga Mani               |
| Day -3     | I have conducted few activities and extra curricular thing to the 2nd class students | I have developed my communication skills through this             | R. Naga Mani               |
| Day -4     | I have helped the teachers and other staff members about their respective works.     | I learned about the work of the teachers apart from the academics | R. Naga Mani               |
| Day -5     | I have taught the 3rd class students some E.V.S tricks to help them                  | I noticed their knowledge about the environmental problems        | R. Naga Mani               |
| Day -6     | I have taught maths tricks and few concepts in syllabus to 5th class.                | I noticed how they are dealing with the maths problems.           | R. Naga Mani               |

## WEEKLY REPORT

WEEK - 2 (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 while enhanced my communication skills very well.

I have interacted with the respected government teachers and parents of the students and discussed about the few systematic situations etc. I also tried to teach students in such a way that they feel like they are in a open space.

I have also worked with teachers and other staff members which make me to know about new things that happens in the school.

### ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity                                                              | Learning Outcome                                                        | Person In-Charge Signature |
|------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------|
| Day - 1    | I have taught maths lesson and problematic sums to the 5 <sup>th</sup> class.                        | I developed my teaching skill and interaction of students is also good. | R.Nogam                    |
| Day - 2    | I have conducted games to know about their talents in the sports.                                    | I came to know about the other talents and interests of students        | R.Nogam                    |
| Day - 3    | I have conducted some activities with the 4 <sup>th</sup> class students to teach them in a easy way | I have developed new ways to teach the students.                        | R.Nogam                    |
| Day - 4    | I have helped the teachers and other staff members with their respective works.                      | I learned other works of the teachers and other staff members           | R.Nogam                    |
| Day - 5    | I have taught E.v.s. lesson to the third class students                                              | I have developed my teaching skills to teach them in more better way    | R.Nogam                    |
| Day - 6    | I have taught English and basic concepts to the 4 <sup>th</sup> class students                       | I noticed their interaction with the teachers.                          | R.Nogam                    |

## 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 with the enhancement of my communication skills very well.

I have interacted well with the teachers and other staff members to know how a school works and also few problems that were inevitable in the schools. I tried to teach the students in a practical approach and also in a friendly manner so that they don't feel like they are confined or restrained from anything. The students also interacted with me very well that made my job relatively so easy.

# 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 concepts and how to solve the sums to the 5th class students       | I developed my teaching skills and also the students are good       | R. Nagaraj                 |
| Day - 2    | I have conducted few activities and games to the students to know about their habits   | I have interacted with students and helped them in their activities | R. Nagaraj                 |
| Day - 3    | I have checked about the class environments and managed to keep them silent in leisure | I developed my managing skills by the students interaction          | R. Nagaraj                 |
| Day - 4    | I have interacted with the students regarding their respective problems in the class.  | I tried to know about their problems and solve them                 | R. Nagaraj                 |
| Day - 5    | I have interacted with students regarding their problems                               | All the students reacted and interacted very well                   | R. Nagaraj                 |
| Day - 6    | I taught the 5th class some basic etiquette in eating                                  | I have increased my communication skills to an extent               | R. Nagaraj                 |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching, mentoring, communicating, managing and team work.

I have actively participated when compared to the previous weeks.

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

The students also have been performing very well in the activities apart from their academics.

# 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 the 2 <sup>nd</sup> class students about the etiquettes followed in the class. | I have managed to make the students learn the discipline                    | R. Nagam                   |
| Day - 2    | I have taught the 1 <sup>st</sup> class students about way of expressing.                    | I have tried to teach the students about the importance of expression       | R. Nagam                   |
| Day - 3    | I have interacted with the 3 <sup>rd</sup> class students through the digital way            | I have accessed the resources and taught them in the class.                 | R. Nagam                   |
| Day - 4    | I have taught the 4 <sup>th</sup> class students about English concepts                      | I have developed new ways of teaching to the students.                      | R. Nagam                   |
| Day - 5    | I have taught the classes to the 4 <sup>th</sup> class about a lesson in Telugu              | The students were able to understand the basic words in their mother tongue | R. Nagam                   |
| Day - 6    | I have interacted with all the students in the school                                        | I have developed many things during this journey.                           | R. Nagam                   |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills in such a way that I can able to express my knowledge to others and also I lost the stage fear in the interaction.

In this journey, I developed myself and cleared many obstacles like fear in interaction that are usually there in my life and that enhanced me very well.

I came to know about few good things and also some problems which made me think in a different way. to solve them finally. I got a better experience as a teacher and I 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                      | —                | R. Nagam                   |
| Day - 2    | Sankranti Holidays                      | —                | R. Nagam                   |
| Day - 3    | Sankranti Holidays                      | —                | R. Nagam                   |
| Day - 4    | Sankranti Holidays                      | —                | R. Nagam                   |
| Day - 5    | Sankranti Holidays                      | —                | R. Nagam                   |
| Day - 6    | sankranti Holidays                      | —                | R. Nagam                   |

## WEEKLY REPORT

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

**Objective of the Activity Done:**

### Detailed Report:

The students, teachers and few  
internees like me went to the sankranti  
holidays

# ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date | Brief description of the daily activity                                    | Learning Outcome                                      | Person In-Charge Signature |
|------------|----------------------------------------------------------------------------|-------------------------------------------------------|----------------------------|
| Day - 1    | I taught the 2nd class students an English lesson.                         | I observed about their knowledge on English           | R.Nagame                   |
| Day - 2    | I went to third class and taught them maths and learning way               | I have been preferred and came to know about teaching | R.Nagame                   |
| Day - 3    | Again I was sent to the class and I have noticed some problems in them     | I come to know about their education status           | R.Nagame                   |
| Day - 4    | I taught the 3rd class and some basic things in proper manner like         | I came to know about the more teaching skills         | R.Nagam                    |
| Day - 5    | I taught the 2nd class students an English lesson and played each activity | I observed about their knowledge on English           | R.Nagame                   |
| Day - 6    | I have interacted with the 1st class students through activities           | I came to know about their mindset and knowledge      | R.Nagam                    |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

Totally, I learn the same students very well in studies and they like teaching in a more fun and understandable manner.

# 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 the 2 <sup>nd</sup> class and observed the lack of discipline there            | I developed to discipline students on their standard        | R. NAGAM                   |
| Day -2     | I went to 1 <sup>st</sup> class and asked them about their goals which is for their life | I got to know about their life and their likes and dislikes | R. NAGAM                   |
| Day -3     | I taught the 4 <sup>th</sup> class a Telugu lesson and made them read the paragraph      | I have managed to make them read the para in Telugu         | R. NAGAM                   |
| Day -4     | I have taught the 1 <sup>st</sup> class students some moral stories                      | I developed my communication and managing skills            | R. NAGAM                   |
| Day -5     | I have taught the 2 <sup>nd</sup> class about how to behave at a particular place        | I developed the mentoring skills in the school.             | R. NAGAM                   |
| Day -6     | I have conducted activities for 5 <sup>th</sup> class students on Maths                  | I have taught the lesson in approachable manner             | R. NAGAM                   |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed the students movements and their performance in academics and also extra curricular activities.

I have discussed few ways to improve their performance in the academics and also how to be good with others.

I have conducted some new activities regarding their syllabus and created an environment where they can be very active in the group activities and in the 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 gone to 4th class and taught them a lesson in E.V.S                              | I came to know about so many new things                  | R. Nagan                   |
| Day - 2    | I have taught the 1st class students some basic words in English                        | I developed my teaching approach much better             | R. Nagan                   |
| Day - 3    | I have conducted a fun activities to the 2nd class where the students have participated | I developed my managing skills to make students engaging | R. Nagan                   |
| Day - 4    | I have helped the teachers and staff in their respective works                          | I knew the works of teachers and staff much better.      | R. Nagan                   |
| Day - 5    | I have taught 1st class about maths basics and tricks to help them.                     | I developed my approach to make students understand      | R. Nagan                   |
| Day - 6    | I have taught an English lesson to the 5th class.                                       | I have learnt to teach them in a practical way           | R. Nagan                   |

## 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 lesson to a practical approach which enhanced my communication skill very well.

I have also interacted with the teachers to know about their opinions and suggestions to improve my teaching, communication and managing skills and also to know how to teach the students to make them understand better.

I have interacted to know in and out about the educational system and realized that everyone holds a different opinion on the education system.

### 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 and solved their doubts in workbook for 5 <sup>th</sup> class students | I have developed my teaching skills the students are also good      | R.Nagam                    |
| Day -2     | I have conducted a game to explore their talent beside academics                                  | I have interacted with the students and helped them in their doubts | R.Nagam                    |
| Day -3     | I have checked the class environment and kept every student in discipline                         | I have to come to know about the managing skills                    | R.Nagam                    |
| Day -4     | I have interacted with students regarding their problems in school.                               | I came to know about the problems the children face                 | R.Nagam                    |
| Day -5     | I have taught the 1 <sup>st</sup> class students about animals and birds                          | I developed the approach to interact with the small children        | R.Nagam                    |
| Day -6     | I have taught an E.V.S lesson to the 5 <sup>th</sup> class students                               | I developed my teaching approach and technique                      | R.Nagam                    |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have developed my skills such as teaching, mentoring, communication, managing and team participation skills are also improved compared to the previous weeks.

I started observing the school environment and premises much closely. The students performance is examined by the respective teachers every week so that they can help them much better. The students were performing with good state.

### 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 disciplinary activities. | R. Nagaraj                 |
| Day - 2    | I have taught 5th class students about the basic seminar skills          | I developed on teaching skills not just for the academics         | R. Nagaraj                 |
| Day - 3    | I have interacted with the 1st class students and said few moral stories | I have developed my story telling skills.                         | R. Nagaraj                 |
| Day - 4    | I have taught 3rd class students an E.V.S lesson.                        | I interacted with them and discussed the problems on environment  | R. Nagaraj                 |
| Day - 5    | I have taught an English. lesson to the 3rd class students               | I have developed my teaching skills.                              | R. Nagaraj                 |
| Day - 6    | I have taught an EVS lesson to the 5th class students                    | I have developed my teaching skills                               | R. Nagaraj                 |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills set such as teaching skills. I have come to know that I have learn so many 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 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 mainly as a student 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 12 <sup>th</sup> week, I have made them to write few lines from E.V.S       | My standards are improved and feeling no good           | R. Naga M                  |
| Day -2     | I went to 4 <sup>th</sup> class and asked some boys and also some life lessons to them        | I have been prepared and came to know their experiences | R. Naga M                  |
| Day -3     | I was sent to 3 <sup>rd</sup> class and they are very excited to start a new lesson           | I noticed the curiosity in each and every student       | R. Naga M                  |
| Day -4     | I went to 2 <sup>nd</sup> class and taught them some common spellings in English              | This day I came to know how to deal with children       | R. Naga M                  |
| Day -5     | I was sent to 4 <sup>th</sup> class and made them to study English question and answers       | I came to know about their educational standards.       | R. Naga M                  |
| Day -6     | I have interacted with 5 <sup>th</sup> class students and taught them to solve maths problems | I do served their mindset and way of behaviour          | R. Naga M                  |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As it is the 12<sup>th</sup> week, I was way more confident than the previous weeks. I conducted some curricular activities to interact with them. I have also taught them the new lesson in their syllabus in an understandable manner so that they can understand easily and to know about new things. I observed that the students are so keen to know about the society and I noticed their educational performance and knowledge.

Finally, 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 have observed that some students need discipline                           | I came to know that how to control students & keep them in discipline      | R. Nagaraj                 |
| Day -2     | I went to the 1st class and asked them about their favourite things which is very well interactive | I came to know about their favourites and noticed what makes them excited. | R. Nagaraj                 |
| Day -3     | I taught a lesson to the 3rd class in my way of teaching                                           | I have made them to read the lesson in our mother tongue                   | R. Nagaraj                 |
| Day -4     | I was sent to 2nd class and I taught them some moral stories with action                           | I was better at communicating and interacting with every student           | R. Nagaraj                 |
| Day -5     | I went to the 5th class and helped the teacher in managing the class                               | I came to know how tough to manage each and every student                  | R. Nagaraj                 |
| Day -6     | I went to fifth class and helped them in completing the worksheets                                 | I learnt how to teach in a appropriate manner                              | R. Nagaraj                 |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

# ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date | Brief description of the daily activity                                                  | Learning Outcome                                                      | Person In-Charge Signature |
|------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------|
| Day - 1    | I have checked the awareness of the second class students about the society              | I observed the curiosity of the students regarding the things         | R. Nagam                   |
| Day - 2    | I have taught the first class students about some basic maths operations.                | I came to know that students gets excited in maths when they involved | R. Nagam                   |
| Day - 3    | I have taught the fourth class students about english basics like parts of speech        | I came to learn about teaching new things to the students             | R. Nagam                   |
| Day - 4    | I have conducted a fun activity to the 2nd class students where everyone is participated | I have learnt my ways in the interaction with the students            | R. Nagam                   |
| Day - 5    | I have helped the teachers and other staff members in their respective works             | I learnt the works of the teacher besides teaching.                   | R. Nagam                   |
| Day - 6    | I have taught the fifth class students a lesson on F.R.s                                 | I have easily explained things and developed my teaching              | R. Nagam                   |

## 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.

I have also interacted with the respected government teachers, parents and came to know the little problems in the system, situations etc. I also tried to teach the students so that they felt like they are in an open space.

I have also worked with the teachers and staff members which made me know how things work behind the school besides teaching.

# 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 the 5th class students a maths lesson and helped to write their worksheet | I have interacted with students with no hesitation as it became impulsive | R. Nagaraj                 |
| Day -2     | I have taught few maths tricks to the fifth class students                              | I noticed how well they responded while teaching the tricks               | R. Nagaraj                 |
| Day -3     | I have taught the 1st class students about birds, fruits and flowers                    | The small students reacted well with their curiosity.                     | R. Nagaraj                 |
| Day -4     | I have helped the teachers while they made students write the assessments               | I came to know how to manage the students effectively.                    | R. Nagaraj                 |
| Day -5     | I have helped the third class students read and understand the textbook                 | I came to know the easiest ways to explain to the students                | R. Nagaraj                 |
| Day -6     | I have helped the fifth class students in their preparation                             | I have increased my teaching and managing skills to a level               | R. Nagaraj                 |

# 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 the 5th class students a maths lesson and helped to write their worksheet | I have interacted with students with no hesitation as it became impulsive | R. NAGAM                   |
| Day -2     | I have taught few maths tricks to the fifth class students                              | I noticed how well they responded while teaching the tricks               | R. NAGAM                   |
| Day -3     | I have taught the 1st class students about birds, fruits and flowers                    | The small students reacted well with their curiosity.                     | R. NAGAM                   |
| Day -4     | I have helped the teachers while they made students write the assessments               | I came to know how to manage the students effectively.                    | R. NAGAM                   |
| Day -5     | I have helped the third class students read and understand the textbook                 | I came to know the easiest ways to explain to the students                | R. NAGAM                   |
| Day -6     | I have helped the fifth class students in their preparation                             | I have increased my teaching and managing skills to a level               | R. NAGAM                   |

## WEEKLY REPORT

WEEK - 15 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this last week, I have developed my skills such as teaching, mentoring, communicating, managing and team work. I actively participated and excited to teach and contribute in this week 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 also tried to solve them.

The students also have been performing very well in all activities. We tried to interact with those innocent students as much as possible.

## 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 most important aspects of Intern's quality addressed in this report. The people of MES School Etcherla street, Srikakulam are good and very neat interacted and we were given basic things like chalk pieces, and duster etc..... Our role is to observe and enhance the student's progress and to report the negatives to the teacher. Analyse all activities by students and staffs our timings are from 9:00 am to 3:30 pm.

The headmaster and the teachers are very polite and humble to me. The students are very friendly and interactive which made my work easy. The other interns were also very co-operative in work.

Like as the interns worked as a team and are very active and focused on the work. We were also given space for our process which made our "Internship" very useful for us.

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

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

I have come to know about how to put my knowledge and skills in to practice. such as mentoring. I learned has to communication and build relationship with people I worked. I learned that every department or organisations has its own culture. As an intern, I discovered its essential to be enthusiastic and open to learn new skills I learned that its important to communicate with teachers and headmaster if at all I have any doubts. Asking and receiving the feedback is very important and it is very essential to take the note of positives and negatives which helps us to progress further by taking the positives and correcting the negatives. I learnt that sometimes taking on receiving feedback is so difficult to hear but it will have a significant impact on our career and success.

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

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

I learnt 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 leader for every week. We arranged our workplace for productive use of time.

We have kept notes for observing every improvement throughout the week. We all discussed about all pros and cons in our working style. We all have kept our goals for this journey. We also have developed our decision making skills which are very essential further.

As per the final day, we all have evaluated ourselves how this internship helped us and found that our performance has been upgraded to much extent.

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, Etcherla street, Srikakulam.

We improved our communication skills as we have been interacting with each and every student. We can't deny the fact of our anxiety levels when we were assigned to the class for the first time but slowly 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 from prepared level to extempore level. We developed ourselves from a student to an intern. We have also developed few teaching skills in such a way which made students to feel better.

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

Team work is one of the most important skill which is not only useful but also a sign to progression in any work place.

We the interns of MES School, Etcherla street, Srikakulam formed as a team to enhance and improve our work in an efficient way. Firstly, we have no familiarity with each other.

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

Every week, one of us take the charge and lead the team towards the better work. We also discussed our work and performance with each other and strived to do our best to the students in the school. Working as a team member and also a leader made me know about how to work as a team member and our own role in the team, this way by interacting and co-operating and how to manage unity in various activities. This internship gave a fruitful experience on knowledge and team work.

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

The Government has taken a big leap in implementing technology in education system to amplify the digital transformation in the school for the ease of teaching and mangaging.

The MES school, Etcherla Street, Srikakulam is also using technology with smart phones 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.

Usage of smart phone for teaching primary classes in a practical way through digital literacy when compared to the previous system is so beneficial. We also used our phones for the detailed explanation to the students. When the students are leaving from school, it is also recorded under head master vision and also documented.

*Student Self Evaluation of the Short-Term Internship*

Student Name: JAMPANA. PAVAN VARMA Registration No: 2022001440015  
Term of Internship: From: 12-12-2022 To: 18-03-2023  
Date of Evaluation: \_\_\_\_\_  
Organization Name & Address: MES School, Etcherla Street, Shikabulam.

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: \_\_\_\_\_

J. Pavan Varma  
Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*

Student Name: Jampana Parav Varma Registration No: 2022001440018

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

Date of Evaluation:

Organization Name & Address: MES School, Etcherla Street, Sribatukam

Name & Address of the Supervisor  
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 |

R. Naganam

Date:

ప్రధానోపాధ్యాయుడు  
నగరపాలక ప్రాధమిక పాఠశాల  
ఎచ్చర్లపేట, శ్రీకాకుళం

THE UNIVERSITY OF CHICAGO

1954

## 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: Jampana. Pavan Varma

Programme of Study: School

Year of Study: 2020 to 2021

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

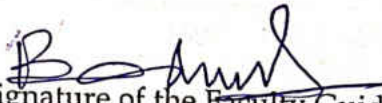
Register No/H.T. No: 2022001440018

Name of the College: Govt. Degree College for Men, Snikakulam

University: Dr. Bn. Ambedkar UNIVERSITY, Snikakulam.

| SLNo | 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: Jampara, Pavan Varma

Programme of Study: School

Year of Study: 2020 to 2022

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

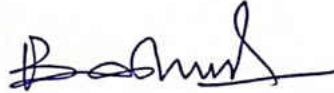
Register No/H.T. No: 2022001440018

Name of the College: Govt. Degree College for Men, Srikakulam.

University: Dr. B.R. 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           |

Signature of the Faculty Guide



Signature of the Internal Expert



Signature of the External Expert.

P. Ch. Venkata Rao  
18/1/23

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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