

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: CH. LAKSHMANA

Name of the College: GOVT. DEGREE COLLEGE FOR (MEN) SKLM

Registration Number: 2022001049020

Period of Internship: From: 12/2/22 To: 18/3/23

Name & Address of the Intern Organization Education department
Vykuntapuram [M.P.P School].

Dr. AMBEDKHAR University
YEAR

An Internship Report on

Education Department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

III BSc

Under the Faculty Guideship of

S. Ravi babu sir

(Name of the Faculty Guide)

Department of

Gout. degree clg (men) SKLM

(Name of the College)

Submitted by:

Chigurupati. Lakshmana

(Name of the Student)

Reg.No: 2022001049020

Department of BZC (BSc)

Gout. Degree college (men) SKLM

(Name of the College)

Certificate from Intern Organization

This is to certify that Chigurupati Lakshmana (Name of the intern)
Reg. No 2022001049020 of Gout. degree deg (men) (Name of the
College) underwent internship in Nyuntapuram (Name of the
Intern Organization) from 12/12/22 to 18/3/22

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



J. seethaiah
Authorized Signatory with Date and Seal 17/7/23

అధ్యక్షుడు
పరిశీలన ప్రాధమిక పాఠశాల
ప్రభుత్వం
బుచ్చి మండలం

Official Certification

This is to certify that Chigurupati Lakshmana (Name of the student) Reg. No. 2022001049020 has completed his/her Internship in

(M.P.School) Education department (Name of the Intern Organization) on vykanta peram (Title of the Internship) under my

supervision as a part of partial fulfillment of the requirement for the

Degree of B.Sc (CBZ) in the Department of

Govt-degree (men) SKM (Name of the College).

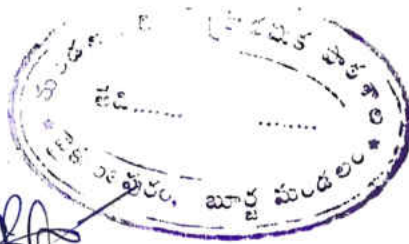
This is accepted for evaluation.

Endorsements

Faculty Guide

Head of the Department

Principal



I. Seetharam

(Signatory with Date and Seal)

అధ్యాపక నిర్వాహక
విద్యార్థి నిర్వాహక
ప్రధానాధికారి
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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, ch. Lakshmana a student of 4 months internship
Program, Reg. No. 2022001049670 of the Department of B.Sc
College do hereby declare that I have completed the mandatory internship
from 12/12/22 to 18/3/22 in vykuntapuram (Name of
the intern organization) under the Faculty Guideship of
Ravibabu Sir (Name of the Faculty Guide), Department of
Bsc CBZ (EM), Govt. Degree clog (men) Sklm
(Name of the College)

ch. Lakshmana
(Signature and Date)

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

I worked in the internship in the department of education. I visited the place in mpps vykontapuram. I chose 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 got to know the three are some other decided areas which has to improved. I interacted with the children and let them to know their problems and what they are facing through I gave a friendly interaction and I taught some lessons to them and I gave a 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 Yantapuram. MPPS school education department plays an important role in every sector. I served many things in school that the children are beyond lack of knowledge. My internship 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 the education department, MPPS school Education department in Vilekuntapuram. I worked in the government school and I taught lessons to the students. I used the black board and chalk piece and taught the basic lessons.

I performed some tasks with the 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 system especially in school.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it is my first day. I have conducted self introduction. For 5 th class students.	It was a great day as a teacher and it is a better experience to me.	
Day - 2	I went to 4 th class and asked some basic question regarding maths to the students.	I have been prepared and came to know about teaching few ways.	
Day - 3	Again, I was sent to 5 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 4 th class and taught them common English questions and answers.	I came to know about their education standards.	
Day - 5	I went to 5 th class and taught them common English and Tenses.	This day I came to know how to deal with children.	
Day - 6	I have interacted with 4 th class students some activities.	I have do secured their mindset 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 weeks. I conducted self introduction in each and every class 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 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 5 th 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 4 th 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 5 th 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 4 th class students and made to tell about poems & stanzas.	I Learned now to communicate and management with every student.	
Day - 5	I have taught the 5 th 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 4 th 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 write week, I have observed the students about their performance in studies and their capabilities too. I have discussed with them about how to study and manage their academic performance.

I have conducted some new activities regarding their syllabus and 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 4th class students awareness on how to live in a society?	I have known to many new things that kids think about the on place home and society?	
Day - 2	I have taught 5th 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 4th class where all the students have participated very well.	I have developed my communication mentoring skills staff 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 & staff.	
Day - 5	I have taught 5th class students about maths theorems.	I have learned to teach about how to solve arithmetic problems	
Day - 6	I have taught Biology lesson for 4th class in practical way.	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 etc. I have also tried to teach the students so that they feel like they are in a open space.

I have also worked with teacher 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 4 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 increased 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 3 th class about discipline followen in classroom.	I have interacted with the student about disciplinary	
Day - 2	I have taught the 4 th class students about seminar skills.	I have tried to teach the students about seminar classes.	
Day - 3	I have interacted with 10 th 3 rd class students through digital way.	I have accessed 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 my communication skills, managing skills, interactive skills, teaching skills and other skills and 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, writer and mostly as an internal in the work place.

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 my communication skills, managing skills, interactive skills, teaching skills and other skills and 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, 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 4th class students about English lessons.	The students have learned and doing good in studies	
Day - 5	I have taught the 3rd class about science.	The students are going 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 Sankranti 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 3 rd class, telugu lessons and poems.	I just know them how they read the poems of telugu.	
Day - 3	I went to 5 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 3 rd class about good touch and bad touch.	I have to teach them about the incidents that happened in society.	
Day - 5	I have conducted an activity for 2 nd class like a competition based on month names & spellings.	I have taught the subjects in an appropriate manner.	
Day - 6	I went to 5 th class and taught them about self. Confident and Self-Esteem.	I have taught how important our confidence in society.	

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 3 rd class, Telugu lessons and poems.	I just know them how they read the poems of Telugu.	
Day - 3	I went to 5 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 3 rd class about good touch and bad touch.	I have to teach them about the incidents that happened in society.	
Day - 5	I have conducted an activity for 2 nd class like a competition based on month names & spellings.	I have taught the subjects in an appropriate manner.	
Day - 6	I went to 5 th class and taught them about self-confident 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 capability of students.

I have discussed about how to be good and become better in academic performance. I taught about self-confidence and self-esteem and their importance in every one'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 3 rd class in a creative ways.	I got to know about teaching new things to the students.	
Day - 2	I have taught 4 th class about wars and history.	I have learned to teach in a practical way.	
Day - 3	I have checked about the awareness for 5 th class to live in society.	I came to know about their mind-sets and knowledge.	
Day - 4	I have taught 6 th class social lesson about Rabi, Kharif crops.	I came to know about their mind sets huge participation to know about agriculture.	
Day - 5	I have conducted a fun activity to the 3 rd class where all the students are participated well.	I have developed any communication mentoring skills very well.	
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.

I have also worked with games teachers which made me know things that happen in school ground.

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 5th class and ask them formulas.	I have developed my teaching styles & the students are too good.	
Day - 2	I have conducted a game for exploring their talent for 4th 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 5th class students and Disaster management.	I have deal with 5th class students in a digital way.	
Day - 6	I have taught 4th 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 were performing with good rate.

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 respective works.	I come to know about the working of teachers and non-teaching staff.	
Day - 2	I have helped 6 th class students for doing their drawing.	It was a great day for experience such cute things with them.	
Day - 3	I have helped 5 th class students for doing their crafts.	I came to enjoy such little things while doing crafts.	
Day - 4	I conducted an exam for 4 th class based on arithmetic problems.	The students are doing well with their own preparation.	
Day - 5	I have taught 4 th class for poems in telugu and English.	The students are doing well with their learned and doing good in Studies.	
Day - 6	I have interacted with all students and 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 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, 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 10th class	I have a great work with the teacher and really helpful.	
Day - 2	I helped the yoga teacher for doing some new Asanas to 5th class.	Working with yoga sir is really blessed and great experience with him.	
Day - 3	I have checked the notes of Telugu, Hindi for 6th class.	I came to know they are really doing well with neat handwriting.	
Day - 4	I have taught general science for 6th class in a practical ways.	I have learned to teach in practical ways.	
Day - 5	I have conducted some new activities for 5th class students.	I have learned some more fun gives joy to students.	
Day - 6	Again, I was sent to 3rd class and conducted a meeting for science days.	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 exams with the help of subjects teachers and also knowing some of my doubts.

I came to know to taught some languages like telugu, hindi, english, to the students and knowing their skills and their 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 3 rd class and taught about science and its importance in our life.	knowing about some facts and also importance	
Day - 2	It was a science day. Celebrating the day for C.V. RAMAN and presenting some projects by students.	I came to know the talent of student by presenting projects	
Day - 3	I have taught 5 th class about menstruation cycle and the pain behind it.	I have taught a subject in appropriate manner.	
Day - 4	I have taught 4 th class about how to behave with elders & youngsters.	I have to come to know about mentoring in behaviour aspects.	
Day - 5	It was wild life day, I have to come to know and giving seminars to 6 th and 4 th class students.	know about wild-life and its life styles.	
Day - 6	I have conducted an activity for 3 rd 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 wild-life day. It was a great experience to me. And it was a great opportunity to me by sharing my thoughts in that special events.

Totally, I learn that some students are very active and thirst of knowledge. They grab the points while doing seminars.

I taught about our behaviour and menstruation cycle. It helps them know 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 every one's life.	I have to know the anxiety of knowing the greatness of women.	
Day - 3	—	—	
Day - 4	I have taught 5 th 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 4 th class students for English grammar and phrases.	I got to know about teaching new things to the students.	
Day - 6	I have taught Hindi for 4 th class students.	I have learned to teach them by attractive way.	

WEEKLY REPORT

WEEK - 13 (From 19..... to 19.....)

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 that the power of a woman in our life. Society really attractive speech given by biology teacher about Switzerland, it gives a big motivation to us.

I have learned to teach in a new way and trying to attend 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 study hours for the preparation of formative assessment, Telugu.	I came to clarify their doubts on Telugu.	
Day - 2	I went to study hours for the preparation of formative assessment Hindi.	I came to clarify their doubts in Hindi.	
Day - 3	I went to study hours for the preparation of formative assessment English.	I came to clarify their doubts on English.	
Day - 4	I went to study hours for the preparation of formative assessment Maths.	I came to clarify their doubts on Maths.	
Day - 5	I went to study hour for the preparation of formative assessment Science.	I came to clarify their doubts on Science.	
Day - 6	I went to study hours for the preparation of formative assessment Social Studies.	I came to clarify their doubts on Social.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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 satisfies myself I am also learned many things while clarifying their doubts.

During this period, I just know myself more and how to develop my personality and how to mingle with students.

I learnt about being a teacher and mostly as an internal in the 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 interns quality addressed in this report. The people of M.P.P. School, Vjkuntapuram 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. Analyse 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 as the interns as a team were very active and focused in 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 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. As a quickly learned that every company has its own culture. I intern, I discovered its essential to be enthusiastic and open to learning new skills. I learned that its important to communicate with teachers, head masters, if I have any doubts.

Asking and reading feedback is very important.

It is essential to take note of both the positive and negative points in culture. 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 is important to all professionals. As a team, we planned about scheduling with respect to time and we all acted as a leaders for every week we arranged our workplace culture for productive use of time.

We have kept notes for observing everyone important weekly wise. we will always discuss about all points in our working state. we all have kept our goals for this 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 updated.

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 M.P.P. School, Vjkurtapuram, Buaya Mandal, Srikakulam (dist).

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

We also come to getting understood by others we improved our speech skills, from prepared level to extempore level. We have developed from a student to an intern. We have also developed few teaching 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 interns of M.P.P.S School, vykuntapuram formed as a team to enhance and improve our work in a efficient way.

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

Every week one of us 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 known about how to work as a team member. It's role in the team in my way to interact, co-operative 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 digital transformations of schools.

The M.P.P. School, Yekuntapuram of Srikakulam uses devices in the procedure. The headmaster updates the information of school through smart phone. They scan faces of school make their attendance through face scan method.

There is a smart T.V which can be used for teaching practically for students more than academic syllabus in both Telugu and English medium. When compared to previous systems that are followed in government school. Also, the present system followed by our school is very enhanced, upgraded and enriched in every standards we have also used the technological devices for our tasks related to Internship. Even, when the students are learning from school. It is also recorded under head master vision and is document.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Ch. Lakshmana</u>	Registration No: <u>2022001649020</u>
Term of Internship: <u>Long</u> From: <u>12/2/22</u>	To: <u>18/3/22</u>
Date of Evaluation: <u>17-07-23</u>	
Organization Name & Address: <u>Education department, MPP School</u> <u>yfontapuram</u>	

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:

Ch. Lakshmana
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <i>Ch. lakshmana</i>	Registration No: <i>9022001049020</i>
Term of Internship: <i>long</i> From: <i>12/12/22</i>	To: <i>18/3/23</i>
Date of Evaluation: <i>17-7-23</i>	
Organization Name & Address: <i>education department vykuntapuram</i> <i>M.P.P School</i>	
Name & Address of the Supervisor with Mobile Number: <i>M.P.P School, vykuntapuram, Burdwan</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

J. seetharam
Signature of the Supervisor

Date:



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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: Ch. Lakshmana

Programme of Study:

Year of Study: III year

Group: B.Sc (CBZ, E.M)

Register No/H.T. No: 2022001049020

Name of the College: Govt. Degree College for Men, S.K.M

University: Ambedkar University, Srikakulam

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

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Ch. Lakshmana

Programme of Study:

Year of Study: III year

Group: B.B.C. C.B.Z (EM)

Register No/H.T. No: 2022001049020

Name of the College: Govt. Degree college for men SKM

University: Dr. B.R. Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	79
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

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