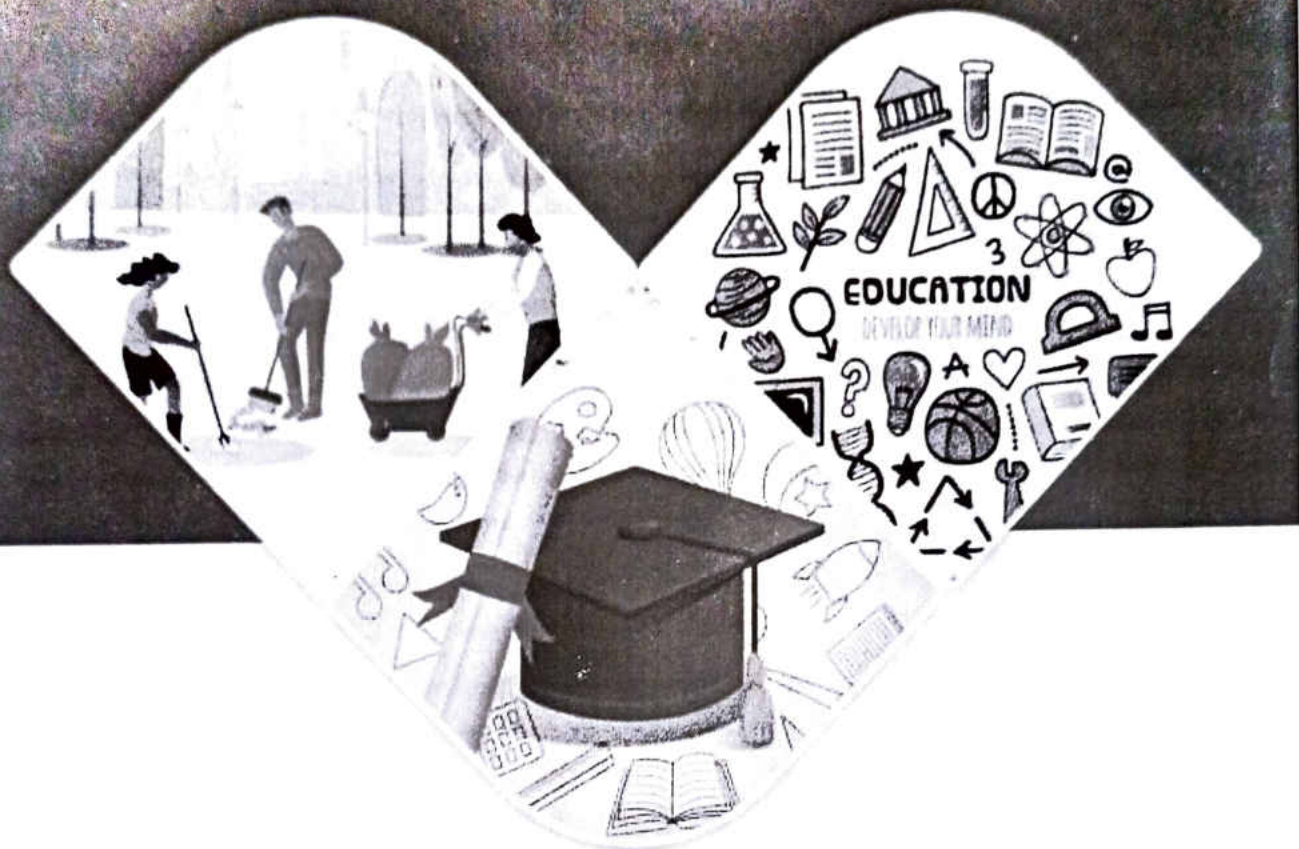


Model Program Book



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: Chandana Venkatesh

Name of the College: St. Mary's College, Bangalore

Registration Number: 2023 001047019

Period of Internship: From 1/10/23 To 15/11/23

Name & Address of the Intern Organization: MTF School
Vinayavajjala

Dr. P. R. Mahalingam **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 B.T.C

Under the Faculty Guideship of

V. Harathi

(Name of the Faculty Guide)

Department of

Govt. Degree college (men) Skim

(Name of the College)

Submitted by:

Girugobeni Venkatalaxmi

(Name of the Student)

Reg.No: 2022001049029

Department of B.T.C (BSC)

Govt. degree college (men) Skim

(Name of the College)

Instructions to Students

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

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

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



Student's Declaration

I, G. Venkatalaxmi a student of 4 months Internship
Program, Reg. No. 2022001049029 of the Department of BSc
College do hereby declare that I have completed the mandatory internship
from 12/12/22 to 18/3/23 in Pinalavalana (Name of
the intern organization) under the Faculty Guideship of
V. Harathi (Name of the Faculty Guide), Department of
BSc (B.T.C), Govt. degree college (men) Srikakulam
(Name of the College)

G. Venkatalaxmi
(Signature and Date)

Official Certification

This is to certify that Gurugobelli Venkata Lakshmi (Name of the student) Reg. No. 2022001149019 has completed his/her Internship in Education department (Name of the Intern Organization) on Kinnalavalasa (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Bsc (BTE) in the Department of govt. degree (men) SKM (Name of the College).

This is accepted for evaluation.

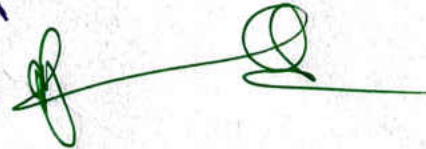
(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that Gurugobelli venkatalaxmi (Name of the intern)
Reg. No 2022001049019 of govt. degree coll (men) skm (Name of the
College) underwent internship in Dinalavalana (Name of the
Intern Organization) from 12/12/22 to 18/3/23

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



K.V.R. Satyanarayana 18/7/23
Authorized Signatory with Date and Seal
ప్రధానాపాఠ్యములు
మండల పరిషత్ ప్రాథమిక పాఠశాల
చిల్లలవలస
పొందూరు, చిత్తూరు జిల్లాకుళుంజులపాడు

Acknowledgements

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

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

I am indebted to my college teachers and the principle for the vision, encouragement and enduring contagious interest in the internship.

Our thanks to our Director, to our Director ~~V. Harathi~~ and principle, Govt. Degree college [men], Srikakulam, for providing us an opportunity to take up this internship.

We greatly indebted to our guide ~~V. Harathi~~, department of zoology, Govt. Degree college Srikakulam.

Special thanks must be given to the teachers and student of Pinalavalasa MPP school, Pinalavalasa, Ponduru mandal, Srikakulam for their feedback, love and support with which I achieved skills and developments.

Last and most importantly, I would like to all those who made this report possible and become a reality with their kind assistance.

CHAPTER 1: EXECUTIVE SUMMARY

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

I worked in the internship in the department of education. I visited the place in mpp school Pralavalaga. I choose education department to know the current status of the education and difference from past few years. I spent a day with children and I learn and observed many things.

The introduction is very friendly and very valuable through this internship. I got to know the there 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 and which should be clear by government. There are some other decided areas, 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 Pinalaval-axa in TAPP school. Education department plays an important role in every sector. I saw several many things in school that the children are beyond lack of knowledge. My interaction with students is every friendly and more valuable. I spent nearly 8 hours with that children and I got to know that students' performance was very poor. The students are about to understand the basic things.

I played a few roles 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 Pk. mpp school Kivalavalasa in the department of education. I worked in the government school and I taught lessons to the students. I used the black board and chalkpiece 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 1 st class students.	It was a great day as a teacher and it is a better experience to me.	KVHSatgung
Day -2	I went to 2 th class and asked some basic questions regarding months to the students.	I have been prepared and came to know about teaching few ways.	KVHSatgung
Day -3	Again, I was sent to 4 th class and they are very excited to know about me.	I noticed the curiosity in each and every student.	KVHSatgung
Day -4	I went to 2 nd class and taught them common English and topics.	This day I came to know how to deal with children.	KVHSatgung
Day -5	I was sent to 1 st class and made them to study English questions and answers.	I came to know about their education standards.	KVHSatgung
Day -6	I have interacted with and class students come activities.	I do served their mind set and way of behaviour and active participation.	KVHSatgung

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As it is the first week, I conducted self introduction in each and every class to know about them.

I also conducted some 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 1 st 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	K.V.H. Sathya
Day -2	I went to 2 nd class and asked them about their goals which was will attractive.	I noticed about their life styles goals and their problems	K.V.H. Sathya
Day -3	I taught 1 st class, a kugu lesson in my own way of teaching	I have made them to read the lesson in their own mother tongue	K.V.H. Sathya
Day -4	I have spent to 2 nd class and made to tell about poems and stanzas.	I learned how to communicate and mangement with the every student.	K.V.H. Sathya
Day -5	I have taught the 2 nd class students about how to behave at particular places.	I came to know about mentoring in behaviour aspects	K.V.H. Sathya
Day -6	I have conducted some activities to 1 st class students regarding these subjects.	I learned how to teach in a appropriate manner.	K.V.H. Sathya

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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 3rd class students awareness on how to live in a society.	I have known so many new things that kids thinks about their place, home and society	KVM Satyng
Day -2	I have taught 4th class students about English and English spellings	I got to know about teaching new things to the students	KVM Satyng
Day -3	I have conducted a fun activity to 3rd class where all the students have participated very well.	I have developed my communication mentoring skills very well.	KVM Satyng
Day -4	I have helped the teachers and staff members in their respective works	I come to know about the working of teachers and staff	KVM Satyng
Day -5	I have taught 5th class students about maths simplifications	I have learned to teach about how to solve arithmetic problems	KVM Satyng
Day -6	I have taught science lesson for 4th class in partially	I have learned to teach in practical way.	KVM Satyng

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, Parent 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 teachers and staffs work which made me know things that happens behind school.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught maths chapters to 2nd and 3rd class students	I have developed my teaching skills the students too are good.	KVM Satish
Day -2	I have conducted a game for exploring their talent for 5th class.	I have interacted with students and helped them in their doubts.	KVM Satish
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.	KVM Satish
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	KVM Satish
Day -5	I have taught 3rd class students about cell system	I have deal with 3rd class students black board way	KVM Satish
Day -6	I have taught 4th class about learning skills	I have increased my communication skills	KVM Satish

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, 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 got 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 2 nd class about discipline followed in classroom.	I have interacted with the student about disciplinary	KVHSaliga
Day - 2	I have taught the 4 th class students about Skill.	I have tried to teach the students about Seminar classes -	KVHSaliga
Day - 3	I have interacted with 5 th class students through digital way.	I have assessed learned the digital device in the school	KVHSaliga
Day - 4	Sankranti holidays		
Day - 5	sankranti holidays		
Day - 6	sankranti holidays		

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching skills. I have come to know that I have learnt so many things in this journey. I have developed by communication skills, 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 a teacher.

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 4 th class students about english lessons.	The students have learned and doing good in studies	KVHSalun
Day - 5	I have taught the 2 nd class about General Science	The students are doing well	KVHSalun
Day - 6	I have interacted with all students about previous status and present status	I have known & many things in this week.	KVHSalun

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.

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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 relegu.	I have managed the students to read the mother language.	K. V. S. Salim
Day - 2	I taught 3 rd class, relegu lessons and poems.	I just know them how many they read the poems of relegu.	K. V. S. Salim
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.	K. V. S. Salim
Day - 4	I have taught 2 nd class about good touch and bad touch.	I have to teach them about the incidents that happened in society.	K. V. S. Salim
Day - 5	I have conducted an activity for 1 st class like a competition based on month names and week names.	I have taught the subjects in an appropriate manner.	37/84 K. V. S. Salim
Day - 6	I went to 5 th class and taught them about self confidence and self interest.	I have taught how important our confidence in society.	K. V. S. Salim

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 solutions. And I know the capability of students.

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

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

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught English lesson for 2nd class in a creative way.	I got to know about teaching new things to the students	KVMSaliga
Day - 2	I have taught 3rd class about some social services.	I have learned to teach in a practical way.	KVMSaliga
Day - 3	I have checked about the awareness for 5th class to live in society	I came to know about their mindset and knowledge	KVMSaliga
Day - 4	I have taught 4th class science lesson about live in surroundings.	I came to know about their huge participation to know about agriculture	KVMSaliga
Day - 5	I have conducted a fun activity to the 1st class where all the students are participated well.	I have developed any communication mentoring skills very well	KVMSaliga
Day - 6	I have participated in some physical games like Kabaddi and kho.kho etc.	I came to enjoy their active participation in games.	KVMSaliga

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 interacted with games teacher which me know things that happen in school ground.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught maths lessons for 5th class and ask them formulas.	I have developed my teaching skills and the students are too good.	KVHSalhy
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.	KVHSalhy
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.	KVHSalhy
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.	KVHSalhy
Day - 5	I have taught 5th class students about science in surroundings.	I have dealt with 5th class students in a digital way.	KVHSalhy
Day - 6	I have taught 4th class about first and second world wars.	I have increased my communication skills.	KVHSalhy

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 got tried to solve them in other ways.

The students also have been well 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.	ICVMSabhy
Day - 2	I have helped 1st class students for doing their crafts.	I came to enjoy such little things while doing crafts	ICVMSabhy
Day - 3	I have helped 2nd class students for painting their drawing.	It was a great day for experience such art things with them	ICVMSabhy
Day - 4	I conducted an exam for 3rd based on multiplication problems.	The students are doing well with their own preparation	ICVMSabhy
Day - 5	I have taught 5th class for terms in Telugu and English.	The students have learned and doing good in studies	ICVMSabhy
Day - 6	I have interacted with all students about previous studies and present studies	I have known so many things in the this journey	ICVMSabhy

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

I 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 5th class.	I have a great work with the teacher and really helpful.	KVHSaliga
Day - 2	I helped the yoga teacher for doing some new Asanas to them.	Working with yoga sir is really blessed and great experience with him.	KVHSaliga
Day - 3	I have checked the notes of Telugu, English for 1st class.	I came to know they are really doing well with neat handwriting.	KVHSaliga
Day - 4	I have taught General English for 2nd class in a practical way.	I have learned to teach in practical way.	KVHSaliga
Day - 5	I have conducted some new activities for 3rd class students.	I have learned some more fun games to students.	KVHSaliga
Day - 6	Again, I was sent to 3rd class and conducted a meeting for children's day.	By giving lectures gives me a great experience.	KVHSaliga

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 subjected 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 4th class and taught about science and it's importance in our life.	Knowing about Corro facts, and also importance	KVMSatya
Day - 2	It was a Science day. celebrating the day for CV Pawan and presenting some projects by students.	I came to know the talent of student big presenting project.	KVMSatya
Day - 3	I have taught 2nd class about how to behave with their parents.	I have to come to know about mentoring in behaviour aspects	KVMSatya
Day - 4	I have taught 3rd class about measurements of scale in the students.	I have taught a subject in appropriate manner	KVMSatya
Day - 5	It was world wild life day. knowing and giving seminar to 1st and 2nd class students.	I have to come to know about wild life and it's life cycle.	KVMSatya
Day - 6	I have conducted an activity for 5th class students on social studies.	I have to come to know a about great history	KVMSatya

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.

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

Really, I taught about our behaviour and negotiation cycle. It helps them how to behave with others.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have helped the drawing teacher for project work	I have to know about the colours and shades of painting	KVTSalun
Day -2	I have taught the greatness of women in everyone's life.	I have to know the anxiety of knowing the greatness of women	KVTSalun
Day -3	—	—	
Day -4	I have taught 5 th class students about matrix tricks to help them in public examination	I have learned to teach about how to solve arithmetic problems	KVTSalun
Day -5	I have taught 4 th class students for English spellings and reading	I got to know about teaching new things to the students	KVTSalun
Day -6	I have taught Telugu for 3 rd class students	I have learned to teach them by attractive way	KVTSalun

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

I came to know few great things that the power of a woman in our life. Society. mostly alternative (Speech given by Telugu Teachers about motherhood. It gives a big motivation to us.

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

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to studyhours for the preparation of formative assignment, telugu.	I came to clarify their doubts in telugu	K. V. S. Satya
Day - 2	I went to studyhours for the preparation of formative assignment, English	I came to clarify their doubts in English	K. V. S. Satya
Day - 3	I went to studyhours for the preparation of formative assignment, maths	I came to clarify their doubts in maths	K. V. S. Satya
Day - 4	I went to studyhours for the preparation of formative assignment, Maths.	I came to clarify their doubts in maths	K. V. S. Satya
Day - 5	I went to studyhours for the preparation of formative assignment English and maths	I came to clarify their doubts in English	K. V. S. Satya
Day - 6	I went to studyhours for the preparation of formative assignment telugu.	I came to clarify their doubts in telugu.	K. V. S. Satya

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

Especially this week 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 intern's quality addressed in this report. The people of pitulavalana npp school, were a good interactive staff. we can 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 staff. Our timings are from 9:00 am to 4:00 pm [morning to evening]

The headmaster and the teachers are very polite and humble to me. The students are very friendly and interactive which made me socialize with them very easily. The other interns were also very cooperative in work. we are 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 that about how to put my knowledge and skills into practise such as mentoring. I learned how to communicate and built relationship with the people I worked. I learned that every department or organization has its own culture. I quickly learned that every company has its own culture. As a intern, I discovered it's essential to be enthusiastic and open to learning new skills. I learned that it's important to communicate with teachers, head master 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 for future. I learned that sometimes asking for feedback or receiving feedback is difficult to hear, but it will have a significant impact on your future career and success.

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

There are also some managerial skills; 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's improvement weekly wise. We will always discuss about all pro's in our working style. We all have kept our goals for this journey. We also have developed our decision-making skills which are very essential in future. As per the final day, we have discovered about our performance in upgraded.

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

We have improved our communication skills in this internship at mpp school, Kizhavalasa, Panchananda, Srikantham.

As we have been interacting with each other. Students we have increasing with important 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 connecting, 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 tough after Skills in the workplace. we, the interns of mpp school, Kunalavallasa formed as a team to enhance and improve our work in an efficient way.

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

everyweek one of us will lead the team to take leadership we have discussed with each other about work, performance.

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

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

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

The app school, Pindarabloga of Sankarankulam uses device in the procedure. The head master updates the information of school smart phone. They scan faces of the students for checking every teacher and headmaster of school make their attendance through face scan method.

There is a smart TV which can be used for teaching practically for students more than academic syllabus in both telugu and english mediums. When compared to previous systems that are followed in government school, now 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 takes relates to Internships. Even, when the students are learning from school, it also recorded under head master vision and is documented.

Student Self Evaluation of the Short-Term Internship

Student Name: Gungubeti Venkatalaxmi

Registration No: 2021001049019

Term of Internship: From: 12/12/22

To: 19/3/23

Date of Evaluation: 18-7-23

Organization Name & Address: MPP School
Pinalavalana

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:

G. Venkatalaxmi
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: G. Venkatalaxmi

Registration No: 202200104629

Term of Internship:

From: 12/12/22

To: 18/3/23

Date of Evaluation: 18-7-23

Organization Name & Address: NPP school pinatalavalara

Name & Address of the Supervisor with Mobile Number mpp. school pinatalavalara

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

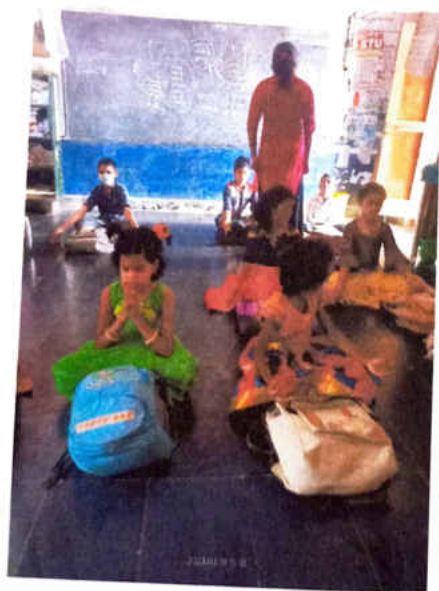
Rating Scale: 1 is lowest and 5 is highest rank

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
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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:

P.C.V.R. Satyanarayana
Signature of the Supervisor 18/7/23

PHOTOS & VIDEO LINKS



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: Gurugobelli Venkatalaxmi

Programme of Study: MPP School

Year of Study: III year

Group: B7C

Register No/H.T. No: 2022001049029

Name of the College: Govt. degree college (men) SKM

University: Dr. B. R. Ambedkar University

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

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Gungubelli Venkatalaxmi

Programme of Study: MPP school

Year of Study: III year

Group: BTE

Register No/H.T. No: 202201049029

Name of the College: Govt. degree college (men) SKM

University: Dr. B.R. Ambedkar University

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	78
2.	For the grading giving by the Supervisor of the Intern Organization	20	19
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