

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: Kanchu. Jhansi

Name of the College: Government Degree College for [men]

Registration Number: 2022001049033

Period of Internship: From 12-12-22 To 18-3-23

Name & Address of the Intern Organization: MCES SBI Colony

Dr. B.S. Ambedkar University
YEAR

An Internship Report on Education

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

Dr. R. Prameeda

(Name of the Faculty Guide)

Department of

Government Degree College for Men Srikuldam

(Name of the College)

Submitted by:

Kanchu. Jhansi

(Name of the Student)

Reg.No: 2022001049033

Department of Botany

Government Degree College for Men

(Name of the College)

Instructions to Students

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

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

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

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Official Certificate
This is to certify that Kanchu Uthansi (Name of the student) Reg. No. 2022001049033 has completed his/her Internship in Education (Name of the Intern Organization) on MES (SSS) Colony) Sri Kakulam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Psychology in the Department of GDC (MES) Sri Kakulam (Name of the College).

This is accepted for evaluation.

M. Mallikarajulu
ప్రధానోపాధ్యాయులు
నగరపాలక ప్రాథమిక పాఠశాల
స్టేట్ బ్యాంక్ కోలనీ
శ్రీ కాకుళం అర్బన్
(Signatory with Date and Seal)

Endorsements

Faculty Guide R. Praveen

[Signature]
Head of the Department

Principal

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Certificate from Intern Organization

This is to certify that Kanchu Jhansi (Name of the intern)
Reg. No 2022001049033 of GDC men CSKM (Name of the
College) underwent internship in MCES SBI colony (Name of the
Intern Organization) from 26/12/22 to 16/3/23

The overall performance of the intern during his/her internship is found to be

Satisfactory (Satisfactory / Not Satisfactory).

y. Mallenwarana
Authorized Signatory with Date and Seal
ప్రధాన ప్రాధికార పాఠశాల
నగరపాలక ప్రాధమిక పాఠశాల
స్టేట్ బ్యాంక్ కోలనీ
శ్రీకాకుళం అర్బన్

Acknowledgements

Morning [9:05 to 9:15]

At 9:05 is prayer bell

- ① vandanaam ② slogan ③ pledge ④ national Anthem ⑤ poem ⑥ story
- ⑦ G. K. Sir

→ After prayers students are going to class. Class room teachers and girls sign in registration and Attendance in mobile phones in teachers

→ Next, teachers, girls Attendance in students and no of students attendance in school in mobile.

→ 9:30 to 10:35

→ The teachers teach the lessons

→ The intern students give the duties in teachers with me improve the students

→ 10:35 to 12:00 [break]

→ Teachers doing the work in students

→ After break Govt school provided a Food "Akshya Pathshala" food.

→ Previous cooking the food two women, served the two women in all students.

→

Contents

- > 12:00 - 12:45 [lunch Break]
- > All students clean the plates and served the food in plate.
- > first students pray next eating the food
- > All students give some work, give teacher. in lunchtime
Doing the works in students. students are playing games.

1:00 to 2:10 PM

- > Teacher give Doing work books in students
- > Teacher, every day learn a word speak out teacher.
- > Next day, The word is speak out the student in prayer.

2:10 to 2:15 PM [Break Bell]

2:16 to 3:30 PM

- > Teacher the lesson and Doing the work and correction the work
- > close the books students meet All students meditation.

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 MCES school ~~revisited~~ along those 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 know the 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 taught some lessons to them and I gave few suggestions to improve them, which should be clear by government.

There are some other decided area which has to improved them, which should be clear by government.

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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.

Introduction :-

I am Kanchu. Jhansi, my first month's intern organization is M.E.S School, P.K. 3rd colony. in Department of Education (Schools) in this school, 1 teacher, 1 Principal.

Values of organization :-

- (1) In this organization, value of the teacher and value of student life is very important is teacher.
- (2) The teacher teaches lessons are students and value of teachers and friends.
- (3) The teacher guide for me good / bad decision in life the M. Sir guide you.

Performance :-

I am doing the work, prepare the, prepare examinations in students I guide you, conduct the SA-I, FA-II, FA-I exams I am invigilator I am good performance in school.

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.

In this MES school 981 colony I'm activities and week Repor is teach the lessons and doing the work book in students and conduct the Assenment. The principal sir give some work like learn word notes and lesson plan schedule written it.

In this school, I conducts the science day and childrens celebrations maths day celebration the teachers.

In this school lion's club done in construction in this program attend the comminster and school principal sir and all intern students also attend.

The comminster give plates and bottles in students Internship students madam give the dulleys and improve the dulleys remember it

every day take the dulleys and improved it case.

In this school, no gate and meet class room. wadu-wadu program not this school.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teach the lesson in 1st class	communication skills and writing skills are improved	y. may
Day - 2	Teach the lesson in 1st class	Improve the communication skills of the students and duller & good students.	y. may
Day - 3	do the sums in 1st class	Some students in dictation interlog u only 20% students not well	y. may
Day - 4	conduct the dictation in 2nd class	not all students doing well for maths sums only some students are	y. may
Day - 5	conduct the exam in 2nd class.	E.V.S exam some student are well writing and some students.	y. may
Day - 6	conduct the exam, in 2nd class	In english dictation some student are well writing only one student not well.	y. may

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In Monday, teach the lesson in 1st class. good response students. In lunch time, mid-day meal. Tomato Pakodi served the two women's staff students. In Tuesday teach the lesson in 1st class. 30% F.V.S. good response. Students only 6 dollars not interesting lessons. Total strength is 20 students remaining students. teach the lesson.

In lunch time mom. Polihora and tomato Pakodi and only 20% dollars. In lunch time mom is doing the work in 2nd class only is. Aiyani, Potato curry and egg in Thursday conduct the dictation in 2nd class all students are well writing only 3 students not well writing. In lunch time Polihora, Tomato Pakodi, and egg, in Friday conduct the exam in 2nd class. Students are well writing only 6 students not well writing. In lunch time Rice and dal, egg and chakki. In Saturday conduct the dictation in 2nd class English dictation students are well writing. Mom is eaty rice and dal and sweet.

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 come to know that how to control students to be in discipline.	y. Mall
Day -2	I went 1 st class and asked them about their goals which was well interactive	I noticed about their life styles goals and their problems	y. Mall
Day -3	I taught 2 nd class, a telugu lesson in my own way of teaching	I have made them to read the lesson in their own mother tongue	y. Mall
Day -4	I have sent to 2 nd class and made to tell about poems and stanza.	I learned how to communicate and management with every students.	y. Mall
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.	y. Mall
Day -6	I have conducted some activities to 2 nd class students regarding these subjects	I learned how to teach in a appropriate manner.	y. Mall

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 considered 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 1st class students awareness on how to live in a society.	I have known so many new things that kids think about their place.	y. mall
Day -2	I have taught 1st class students about English Grammar and tenses	I got to know about teaching new things to the students.	y. mall
Day -3	I have conducted a pen activity to 1st class where all the students have participated very well.	I have developed any communication mentoring skills very well	y. mall
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.	y. mall
Day -5	I have taught 2nd class students about maths. fractions	I have learned to teach about how to calculate.	y. mall
Day -6	I have taught biology lesson for 2nd class in practical way.	I have learned to teach in practical way.	y. mall

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 skills, approach which enhanced my communication skills very well.

And I have also interacted with the respected government teachers, 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 chapter tests to 1st and 2nd class students.	I have developed my teaching skills the students too are good.	y. Mall
Day -2	I have conducted a game for exploring their talent for 2nd class.	I have interacted with students and helped them in their doubts.	y. Mall
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.	y. Mall
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.	y. Mall
Day -5	I have taught 2nd class students about cell system.	I have dealt with 2nd class students digital way.	y. Mall
Day -6	I have taught 2nd class about new skills.	I have increased my communication skills.	y. Mall

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 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 1st class about discipline followed in classroom.	I have interacted with the student about discipline.	y. May
Day - 2	I have taught the 1st class students about seminar skills.	I have tried to teach the student about seminar class.	y. May
Day - 3	I have interacted with 2nd class student & thought digital way.	I have assessed & joined the digital device in the school.	y. May
Day - 4	Sankranti Holidays	-	y. May
Day - 5	Sankranti Holidays	-	y. May
Day - 6	Sankranti Holidays	-	y. May

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

I learn a lot being a teacher's assistant and mostly as an intern 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	-	J. May
Day -2	sankranti Holidays	-	J. May
Day -3	sankranti Holidays	-	J. May
Day -4	I taught the 1st class students about English lessons	The students have learned and doing good in students.	J. May
Day -5	I have taught the 1st class about General Science.	The students are doing well.	J. May
Day -6	I have interacted with all students about previous status and present status.	I have known so many things in this week.	J. May

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, the students are very happy in 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 EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 1st and asked them about basic grammar in Telugu	I have motivated the students to read this mother tongue.	y. Mall
Day - 2	I taught 1st class Telugu lessons and Poems	I just know them how they read the poems of Telugu	y. Mall
Day - 3	I went to 1st class and did an activity for the students based on communication.	I come to know about communication and management with students.	y. Mall
Day - 4	I have taught 2nd class about good touch and bad touch.	I have to teach them about the incidents that happened in school	y. Mall
Day - 5	I have conducted an activity for 2nd class like a competition based on month names and spelling	I have taught the subject in an appropriate manner	y. Mall
Day - 6	I went to 2nd class and taught them about self confidence and self esteem	I have taught how important our confidence in society.	y. Mall

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 everyone's.

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

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught Hindi lesson for 2nd class in a creative way	I got to know about teaching new things to the students.	J. Mall
Day - 2	I have taught 2nd class about work and history	I have learned to teach in a practical way	J. Mall
Day - 3	I have checked about the awareness for 2nd class to live in society.	I came to know about their mind - sets and knowledge	J. Mall
Day - 4	I have taught 2nd class English lesson, poems about crops in detail.	I came to know about their huge participation to know about agriculture	J. Mall
Day - 5	I have conducted a fun activity to the 2nd class where all the students were participated.	I have developed my communication mentoring skills very well.	J. Mall
Day - 6	I have participated in some physical games like tennis, badminton etc...	I came to enjoy this active participation in games	J. Mall

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 an open space.

I have also worked with games teachers which made 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 lesson for 2nd class and ask them formulae	I have developed my teaching skills and the students are too good.	y. Mall
Day -2	I have conducted a game for explaining their talent for 2nd class.	I have interacted with student and helped them in their doubts	y. Mall
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.	y. Mall
Day -4	I have interacted with students regarding their problems in school and gave some solutions.	I tried to solve students problem at a possible level.	y. Mall
Day -5	I have taught 2nd class students about disaster managment.	I have dealt with the students in a digital way.	y. Mall
Day -6	I have taught 2nd class about first and second world wars.	I have increased my communication skills.	y. Mall

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills as teachings, managing 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 score.

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.	J. Mall
Day -2	I have helped 2nd class students for doing their crafts.	I come to enjoy such little things while doing crafts.	J. Mall
Day -3	I have helped 2nd class student for painting their drawing.	It was a great day for experience such cute things with them.	J. Mall
Day -4	I conducted an exam for 1st class based on their thematic problems	The students are doing well with their own preparation.	J. Mall
Day -5	I have taught 1st class for poems in Telugu and English.	The students have learned and doing good in students	J. Mall
Day -6	I have interacted with all students about previous status and present status.	I have known so many things in this journey	J. Mall

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 in the journey. I have developed my communication skills, managing skills, interactive skills, teaching skills and other skills which enhanced me very well.

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

I learn about being a teacher, writer and mostly as an intern 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 2nd class	I have a great work with the teacher and really helpful	J. Mall
Day - 2	I helped the yoga teacher for doing some new Asanas to 2nd class.	Working with yoga sir is really blessed and great experience with him	J. Mall
Day - 3	I have checked the notes of Telugu, English for 2nd class.	I came to know they are really doing well with next handwriting	J. Mall
Day - 4	I have taught General Science for 2nd class in a practical way.	I have learned to teach in practical way	J. Mall
Day - 5	I have conducted some new activities for 2nd class student.	I have learned some more fun gives to students.	J. Mall
Day - 6	Again, I was sent to 2nd class and conducted a meeting to science day.	By giving lectures gives me a great experience	J. Mall

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 come to know to taught some language like Telugu, Hindi, English to be 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 2nd class and taught about the importance in our life	Knowing about some facts and also importance.	J. May
Day - 2	It was a science day. celebrating the day of STEVE RAMAN and for sending some projects.	I came to know the talent of student big for sending projects.	J. May
Day - 3	I have taught 2nd class about how to behave with elders and seniors	I have to come to know about men's singing in behavior.	J. May
Day - 4	I have taught 2nd class about men's rotation cycle and the pain behind it	I have taught a subject in appropriate manner	J. May
Day - 5	It was world wild life day. Knowing and giving seminars to 2nd class students.	I have to come to know about wild life and its life cycle.	J. May
Day - 6	I have conducted an activity for 2nd class students on social studies - N48.	I have to come to know about great history	J. May

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have participated in national day event and also world wild life day. It was a great experience for me. And it was a great opportunity for me by sharing my thoughts in that special events.

To tell, I learn that some students are very active and they are full of knowledge. They grab the points while doing seminar.

I taught about our behaviour and communication 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.	Y. Mall
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.	Y. Mall
Day -3	—	—	
Day -4	I have taught 2nd class students about maths tricks to help them in Public Examination	I have learned to teach about how to solve arithmetic problems.	Y. Mall
Day -5	I have taught 2nd class students for English grammar and phrases.	I got to know a lot of teaching new things to the students.	Y. Mall
Day -6	I have taught English for 2nd class students	I have learned to teach them by attractive way	Y. Mall

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 come to know few more things that the power of a women in our like village society mostly attractive 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 study hours for the preparation of formative assessments. Telugu.	I came to clarify their doubts on Telugu.	J. Mall
Day - 2	I went to study hours for the preparation of formative assessments English.	I came to clarify their doubts on English.	J. Mall
Day - 3	I went to study hours for the preparation of formative assessments English.	I came to clarify their doubts on English.	J. Mall
Day - 4	I went to study hours for the preparation of formative assessments Maths.	I came to clarify their doubts on Maths.	J. Mall
Day - 5	I went to study hours for the preparation of formative assessments, Science, (P.S - 10.57)	I came to clarify their doubts on Science.	J. Mall
Day - 6	I went to study hours for formative assessment Social studies.	I came to clarify their doubts on Social.	J. Mall

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 participation 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 while myself I am also learned many things while clearing their doubts.

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

I learnt a lot being a teacher and mostly as an interest 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 MES School, SBI colony 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, analyses 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 were a team 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. I quickly learned that its important to communication with teachers, Had master if i have any doubts.

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

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

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

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

We have kept notes for observing everyone's important weekly wise. We will always discuss about all pros and cons of 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 their future. As per the final day, we have discovered about our performance is upgraded.

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

We have improved our communication skills in this internship at MES school, 88th colony in Srikkulam.

As we have been interacting with each other, students we have interacting with improvement of our oral communication 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 are conversing understanding others.

We also come to getting understood by others we improved our speech skills from reserved level to extempore level. We have developed from a student to an inter. 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.

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

The MES school, SBI colony of Sri Kakulam uses devices in the procedure, the headmaster updates the information of school through smart phone. They scan faces of the students for checking every teacher and headmaster of school make their attendance through face scan method.

There is a smart TV which can be used for teaching practically for students more than academic syllabus in both Telugu and English medium, when compared to previous systems followed by our 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 tasks related to internship.

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

Team work is one of the most taught office skills in the workplace. We the interns of MES School, Sri. Colony, formed as a team to enhance and improve our work in an efficient way.

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

Every week one of us will lead the team to task leadership. We have discussed with each other about work, performance.

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

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Kanchu Jhansi</u>	Registration No: <u>2022001041033</u>
Term of Internship: <u>From: 12-12-2022</u>	<u>To: 18-3-2023</u>
Date of Evaluation:	
Organization Name & Address: <u>MCEB SBI Colony</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

K. Jhansi
Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Page No

Student Name: Kanchu. Shansi

Registration No: 2022001049033

Term of Internship: From: 26/12/22 To: 16/03/23

Date of Evaluation: 20/3/23

Organization Name & Address: MCES SBI Colony

Name & Address of the Supervisor Y. Mallewarao Rao.
with Mobile Number 9494587885

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

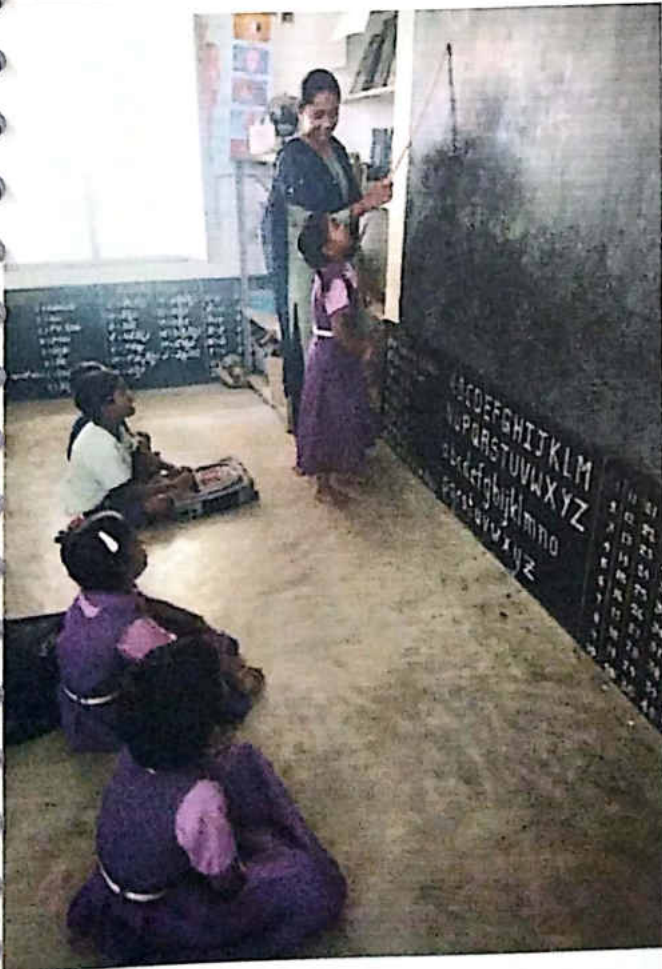
Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:

Signature of the Supervisor
Y. Mallewarao Rao
నగరపాలక ప్రాధమిక పాఠశాల
స్టేట్ బ్యాంక్ కాలనీ
శ్రీకాకుళం జిల్లా



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

MARKS STATEMENT
(To be used by the Examiners)

Page No



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Kanhu . Jhansi

Programme of Study:

Year of Study: 2020-2023

Group: B.Sc [CBZ]

Register No/H.T. No: 20220010490 88

Name of the College: GDC [men] college

University: 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	

R. P. Jhansi,
Signature of the Faculty Guide

Date:

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: K. Shams,

Programme of Study:

Year of Study: 2020 - 2023

Group: BSC [CBZ]

Register No/H.T. No: 2020001049033

Name of the College: GDC (men) Sri, Kakulam

University:

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	80
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	

R. Prasad

Signature of the Faculty Guide

Signature of the Internal Expert

V. Mallikarajulu
ప్రధాన పాఠ్యములు
నగరపాలక ప్రాథమిక పాఠశాల
స్టేట్ బ్యాంక్ కోలనే
శ్రీకాకుళం ఇద్దన్

Signature of the External Expert

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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