

# 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:** KARRI. HEDDATHI

**Name of the College:** GOVERNMENT DEGREE COLLEGE (MEN)  
SKLM

**Registration Number:** 2622001099035

**Period of Internship:** From: 12/12/2022 To: 25/03/2023

**Name & Address of the Intern Organization**

MPP SCHOOL JAVETIPALEM, LACERO, SKLM

DAIPED **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<sup>rd</sup> B.Sc CBZ [E.M].

Under the Faculty Guideship of

V. HARATHI MADAM.

(Name of the Faculty Guide)

Department of

Govt. Degree College [men]. Sk Lm.

(Name of the College)

Submitted by:

Karri. Hemanth.

(Name of the Student)

Reg.No: 2022001049035

Department of Government

Degree College [men]. Sivakulam.

(Name of the College)

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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, K. HEMANTH a student of Gov. Degree College [MEN] - SKLm.  
Program, Reg. No 2022001049085 of the Department of Zoology.  
College do hereby declare that I have completed the mandatory internship  
from 12/12/2022 to 23/03/2023 in M.P.P. Lavetipalem (Name of  
the intern organization) under the Faculty Guideship of  
V. HARATHI MAM (Name of the Faculty Guide), Department of  
ZOOLOGY, GOVERNMENT DEGREE COLLEGE [MEN] - SKLm  
(Name of the College)

K. Hemanth 23/03/2023.  
(Signature and Date)

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## Official Certification

This is to certify that KARRI. HEMANTH (Name of the student) Reg. No. 202200104085 has completed his/her Internship in MPP-Lavetipalem (Name of the Intern Organization) on Education (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of 11<sup>th</sup> B2C [E.M] B.Sc in the Department of GOVT. DEGREE [MEN] Coll (Name of the College).

This is accepted for evaluation.



(Signatory with Date and Seal)

23/3/2023

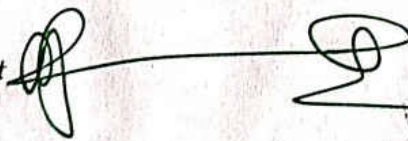
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M.P.P. SCHOOL  
LAVETIPALEM  
Laveru Mandal  
Srikakulam Dist

### Endorsements

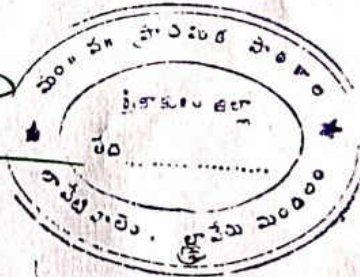
Faculty Guide



Head of the Department



Principal



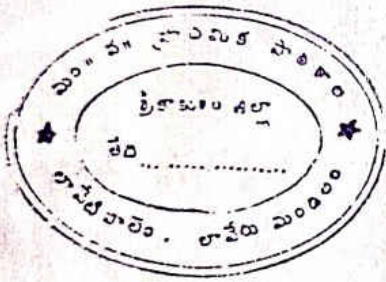
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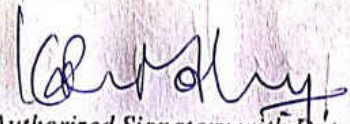


## Certificate from Intern Organization

This is to certify that KARRI HEMANTH (Name of the intern)  
Reg. No 2022001049035 of GNT DEGREE COLLEGE (Name of the  
College) underwent internship in M.P.P. LAVETIPALEM (Name of the  
Intern Organization) from 12/12/2022 to 23/08/2023

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



  
Authorized Signatory with Date and Seal  
HEAD MASTER  
M.P.P. SCHOOL  
LAVETIPALEM  
Laveru Mandal  
Srikakulam Dist



## 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 Lavetipaleam. I choose education department to know the current status of the education and difference from past few years I spent a day with childrens and I learn and observed my 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 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 ~~Kintati~~ Laretipaleam in Laveru Mpp school education department. It plays an important role in every reactor. I ~~reved~~ many things in school that the children are beyond lack of knowledge. My interaction with students every friendly and more valuable. I spent nearly 8 hours with that was very ~~poor~~ and I got to know that student 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 Mapp High School Lavetipaleam in the department of education. 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 <sup>th</sup> class students	It was a great day as a teacher and it is a better experience to me.	<i>[Signature]</i>
Day - 2	I went to 5 <sup>th</sup> class and asked some basic question regarding maths and science to the students.	I have been prepared and come to know about teaching few ways	<i>[Signature]</i>
Day - 3	Again, I was sent to 5 <sup>th</sup> class and they are very excited to know about me.	I noticed the curiosity in each and every student.	<i>[Signature]</i>
Day - 4	I went to 3 <sup>rd</sup> class and taught them common english and tenses	Came to know how to deal with children.	<i>[Signature]</i>
Day - 5	I was sent to 1 <sup>st</sup> class and made them to study Telugu questions and answers	I came to know about their educational standards.	<i>[Signature]</i>
Day - 6	I have interacted with 4 <sup>th</sup> class students some activities	I do served their mind set and way of behaviour and active participation	<i>[Signature]</i>



## WEEKLY REPORT

WEEK - 1 (From Dt. 12/12/2022 to Dt. 17/12/22.)

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 am noticed that some students are not active and they like the teaching in friendly manner.

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# 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 4 <sup>th</sup> class and I have observed that some students need to be discipline.	I come to know that how to control students to be in discipline.	<i>[Signature]</i>
Day - 2	I went to 2 <sup>nd</sup> class and asked them about their goals which was very interactive	I noticed about their life styles goals and their problems.	<i>[Signature]</i>
Day - 3	I taught 4 <sup>th</sup> class, a telugu lesson in my own way of teaching	I have made them to read the lesson in their own mother tongue.	<i>[Signature]</i>
Day - 4	I have sent to 4 <sup>th</sup> class and made to tell about poems and stanza	I learned how to communicate and management with every student	<i>[Signature]</i>
Day - 5	I have taught the 2 <sup>nd</sup> class students about how to behave at particular places	I come to know about mentoring in behavior aspects	<i>[Signature]</i>
Day - 6	I have conducted some activities to 2 <sup>nd</sup> class students regarding these students	I learned how to teach in a appropriate manner.	<i>[Signature]</i>



## WEEKLY REPORT

WEEK - 2 (From Dt. 19/12/22.. to Dt. 23/12/22.)

Objective of the Activity Done:

Detailed Report:

In this write week I have observed the Students about their performance in student 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.

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### 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 3 <sup>rd</sup> class students awareness on how to live in a society	I have known so many new things that kids think about their place, home and society	<i>[Signature]</i>
Day - 2	I have taught 3 <sup>rd</sup> class students about english Grammar and Tenses	I got to know about teaching new things to the students.	<i>[Signature]</i>
Day - 3	I have conducted a fun activity to again 3 <sup>rd</sup> class where all the students have participated very well	I have developed my communication mentoring skills very well.	<i>[Signature]</i>
Day - 4	I have helped the teacher and staff member in their respective works.	I come to know about the working of teachers and staff.	<i>[Signature]</i>
Day - 5	I have taught 2 <sup>nd</sup> class students about maths.	I have learned to teach about how to solve arithmetic problems.	<i>[Signature]</i>
Day - 6	I have taught <del>Biology</del> EVS lesson for 5 <sup>th</sup> class in practically	I have learned to teach in practical way.	<i>[Signature]</i>



## WEEKLY REPORT

WEEK - 3 (From Dt. 26/12/22 to Dt. 30/12/22.)

Objective of the Activity Done:	3
Detailed Report:	-
<p>In this week I have developed my teaching skills, while teaching them in a practical approach which enhanced my communication skills very well.</p>	
<p>And I have also interacted with the respected government teacher, parents about the situations, problems, environment etc. I have also tried to teach the students so that they feel like they are in an open space.</p>	
<p>I have also worked with teachers and staffs work which made me know things that happens behind school.</p>	



### 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 EVS chapters to 5 <sup>th</sup> and 4 <sup>th</sup> class students	I have developed my teaching skills - the students too are good	<i>[Signature]</i>
Day - 2	I have conducted a game for Exploring their talent for 3 <sup>rd</sup> class	I have interacted with students and helped them in their doubts.	<i>[Signature]</i>
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.	<i>[Signature]</i>
Day - 4	I have interacted with students regarding their problems in school.	I tried to solve student's problems at a possible.	<i>[Signature]</i>
Day - 5	I have taught 3 <sup>rd</sup> class students about English lessons	I have dealt with 3 <sup>rd</sup> class student's digital way.	<i>[Signature]</i>
Day - 6	I have taught 4 <sup>th</sup> class about EVS lessons	I have increased my communication skills in english.	<i>[Signature]</i>



## WEEKLY REPORT

WEEK - 4 (From Dt. 07.10.23. to Dt. 11.10.23)

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 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 2 <sup>nd</sup> class about discipline followed in Class room	I have interacted with the student about disciplinary.	<i>[Signature]</i>
Day -2	I have taught the 5 <sup>th</sup> class students about EVS lessons.	I have tried to teach the students about EVS.	<i>[Signature]</i>
Day -3	I have interacted with 3 <sup>rd</sup> class students through digital way	I have accessed learned the digital device in the school.	<i>[Signature]</i>
Day -4	San Kranthi Holidays	-	
Day -5	San Kranthi Holidays.	-	
Day -6	San Kranthi Holidays.	-	



## WEEKLY REPORT

WEEK - 5 (From Dt. 07.10.23. to Dt. 11.10.23.)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching skill, 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 skill 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 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 1st class students about english lessons	The students have learned and doing good in students.	
Day -5	I have taught the 5th class about General Science.	The students are doing well.	
Day -6	I have interacted with all students about previous status and present status	I have known so many things in this week.	



## WEEKLY REPORT

WEEK - 6 (From Dt. 19.11.23. to Dt 25.11.23.)

Objective of the Activity Done:

Detailed Report:

In this week, the students are very happy for enjoying San kran-thi 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 2 <sup>th</sup> and asked them about Basic in english.	I have managed the students to read their mother language.	<i>[Signature]</i>
Day - 2	I taught 4 <sup>th</sup> class Telugu lesson and questions and answers	I just know them how they read the telugu.	<i>[Signature]</i>
Day - 3	I went to 3 <sup>rd</sup> class and did an activity for the students based on communication.	I come to know about communication with students.	<i>[Signature]</i>
Day - 4	I have taught 5 <sup>th</sup> class about good touch and bad touch.	I have to teach them about the incidents that happened in society.	<i>[Signature]</i>
Day - 5	I have conducted an exam for 3 <sup>rd</sup> class students.	I have taught the subject in an appropriate manner to students.	<i>[Signature]</i>
Day - 6	I went to 2 <sup>nd</sup> class and taught them about self confidence and self esteem.	I have taught how important our confidence in society.	<i>[Signature]</i>



## WEEKLY REPORT

WEEK - 7 (From Dt 27.10.23. to Dt 31.10.2023)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about the Students, their performance in subject 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 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.

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### 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 5th class in a creative way.	I got to know about teaching now things to the students.	<i>[Signature]</i>
Day -2	I have taught 5th class about EVS and Telugu.	I have learned to teach in a practical way.	<i>[Signature]</i>
Day -3	I have checked about the awareness for 5th class to live in society	I came to know about their mind-sets and knowledge	<i>[Signature]</i>
Day -4	I have taught 4th class EVS social lesson about weather.	I came to know about their huge participation to know about weather.	<i>[Signature]</i>
Day -5	I have conducted a fun activity to the 3rd class students.	I have developed my communication mentoring skills very well.	<i>[Signature]</i>
Day -6	I have participated in some physical games like cricket, volleyball etc..	I come to enjoy their active participation in games.	<i>[Signature]</i>



### WEEKLY REPORT

WEEK - 8 (From Dt: 01/02/23. to Dt: 08/02/23..)

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 teacher which made 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 EVS lesson for 4th Class Students	I have learn so many things	
Day -2	I have conduct a game for exploring their talent for 5th class	I have interated with students.	
Day -3	I have Checked about every class environment, the Sanitary facilities.	I have to come to know about few Problems in school.	
Day -4	I have taught 1st Class Students	I have to enjoy to the students	
Day -5	I have taught 2nd class Students about disaster management	I have deal with 2nd class student in a digital way	
Day -6	I have tough 4th class about english lessons	I have increased my Communication Skills.	



## WEEKLY REPORT

WEEK - 9 (From Dt. 01/02/23.. to Dt. 15/02/23..)

Objective of the Activity Done:

Detailed Report:



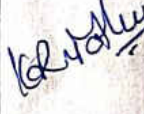



In this week, I have developed my skills when compared to the previous three weeks.

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 otherway. The students also have been well performing with good rate.

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### 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 member in their respective works	I come to know about the working of teachers and non-teaching staff.	
Day -2	I have helped 5th class students for doing their crafts.	I come to enjoy such little things while doing craft.	
Day -3	I conducted an Exam for 5th class based on maths.	The students are doing well with their own preparation.	
Day -4	I conducted an Exam for 4th class based on English grammar.	The students are doing well with their own preparation.	
Day -5	I have taught 1st class students for English poems.	The students have learned and doing good in studies.	
Day -6	I have interacted with all students about previous status and present status.	I have known so many things in this journey.	









## WEEKLY REPORT

WEEK - 10 (From Dt. 16/02/23 to Dt. 23/02/23.)

Objective of the Activity Done:
Detailed Report:
<p>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, interactive skills, teaching skills and other skills which enhanced me very well.</p>
<p>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 internal in the work place.</p>
<p>In This week, I participated in craft class and drawing class also it give a beautiful experience.</p>



# ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught 2 <sup>nd</sup> class students EVS lessons.	I have a great work with the students	
Day -2	I have taught 3 <sup>rd</sup> class EVS lessons and questions & Answers.	I come to know the some things in his lessons.	
Day -3	I have taught 2 <sup>nd</sup> class English lesson.	I have learned to teach in practical way	
Day -4	I have taught 5 <sup>th</sup> class EVS lesson and its Question and answers.	I have learned to teach in digital way.	
Day -5	I have taught 5 <sup>th</sup> class English lesson	I have learned some more fun given job to students	
Day -6	I have taught 5 <sup>th</sup> class students for science day, conducted meeting.	By giving lectures given me a great experience.	



### WEEKLY REPORT

WEEK - 11 (From Dt. 23/2/23. to Dt. 03/3/23.)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have teach a lesson for 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> class students and also knowing some of my doubts.

I came to know to taught some languages like telugu; english to the student 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.

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# ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I helped the teacher for conducting a test for 4 <sup>th</sup> class	I have a great work with the teacher and really helpful.	<i>[Signature]</i>
Day -2	I helped the teacher for conducting a test for 5 <sup>th</sup> class	I have great work with the teacher and really helpful.	<i>[Signature]</i>
Day -3	I have taught 1 <sup>st</sup> class about how to behave with elders & youngsters	I have to come to know about mentoring in Behaviour aspects.	<i>[Signature]</i>
Day -4	I have taught 1 <sup>st</sup> class teluge lesson.	I have to come the class mentors the lesson.	<i>[Signature]</i>
Day -5	It was world wild life day. knowing and giving seminars to 5 <sup>th</sup> class students	I have to come to know about wild life and its life cycle.	<i>[Signature]</i>
Day -6	I have conducted an activity for 2 <sup>nd</sup> class students on social st	I have to come to know about great knowledge.	<i>[Signature]</i>



## WEEKLY REPORT

WEEK - 12 (From Dt. 03/03/23.. to Dt. 10/3/23..)

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 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 how to live in society. It helps them 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 to helped the my teacher. in the school work.	I have to know about the colors and shades of working.	<i>[Signature]</i>
Day - 2	I have taught the 3 <sup>rd</sup> class Students.	I have to know the some thing	<i>[Signature]</i>
Day - 3	I have taught the 3 <sup>rd</sup> class EVS lessons	I have to know the some thing in Environment	<i>[Signature]</i>
Day - 4	I have taught the 3 <sup>rd</sup> class English. lessn.	I have to know the some things about english.	<i>[Signature]</i>
Day - 5	I have taught 4 <sup>th</sup> class stunds for English lessons.	It got to know about teaching new things to the students	<i>[Signature]</i>
Day - 6	I have taught EVS class for 5 <sup>th</sup> class students.	I have learned to teach them by attractiveway	<i>[Signature]</i>



## WEEKLY REPORT

WEEK - 13 (From Dt. 11/03/23.. to Dt. 16/03/23..)

Objective of the Activity Done:

Detailed Report:







In this wee, I have develop my ability and knowledge and also practice knowledge about the the EVS and English lessons.

I came to know few great things that the powre of the a women in our life, Society, mostly attractive speech given by teaching in telugu.

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 assessment, telugu.	I come to clarity their doubts on telugu.	
Day - 2	I went to Study hours for the preparation of formative assessment, English	I came to Clarity their doubts in English.	
Day - 3	I went to Study hours for the preparation of formative assessment EVS.	I came to Clarity their doubts on EVS.	
Day - 4	I went to Stud hours for the preparation of formative assessment telugu	I came to Clarity their doubts .	
Day - 5	I went to Study hours for the preparation of formative assessment English	I came to Clarity their doubts for students.	
Day - 6	I went to study hours for the preparation of formative assessment EVS	I came to clarity their doubt on EVS.	



### WEEKLY REPORT

WEEK - 14 (From Dt. 18/3/23.. to Dt. 23/3/23..)

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.

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.

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## 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 MPP school, Lavaspalem, 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 negative, Analyse all activities by students and staffs. Our timings are from 9:00 AM to 4:00 PM (morning to evening).

The head master 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 known about how to put my knowledge and skills into practice such as mentoring. I learned how to communicate and build relationships 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. At an intern, I discovered it is essential to be enthusiastic and open to learning new skills. I learned that it is important to communicate with teachers, Headmaster 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 I have acquired from this internship.

I learned how to effectively deal with people. Developing managerial skill is important to all professions. As a team, we planned about scheduling with respect to time and we all acted as leaders for everyone. 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 pros in our working style. We will 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 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 Intern Ship at ~~mp~~pp School <sup>Lavaru, Lavetipaleam, Srikakulam.</sup>  
<sub>(mandal)</sub>

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 conversing, understanding others

we also come to getting understood by others we improved our speaking 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 ~~trapp~~ school, Lavetipalam formed as a team to enhance and improve our work in an efficient way.

Firstly as we have non 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 take 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, 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.



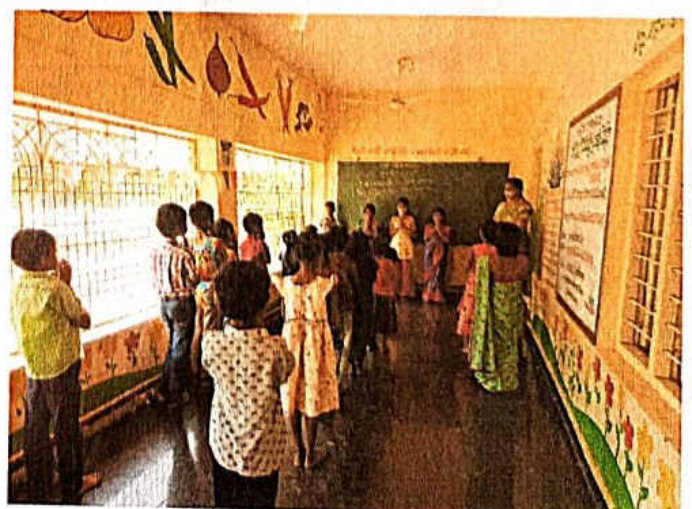
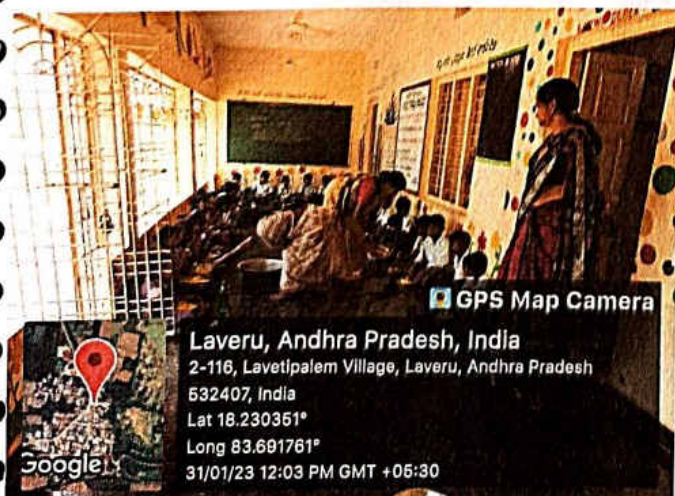
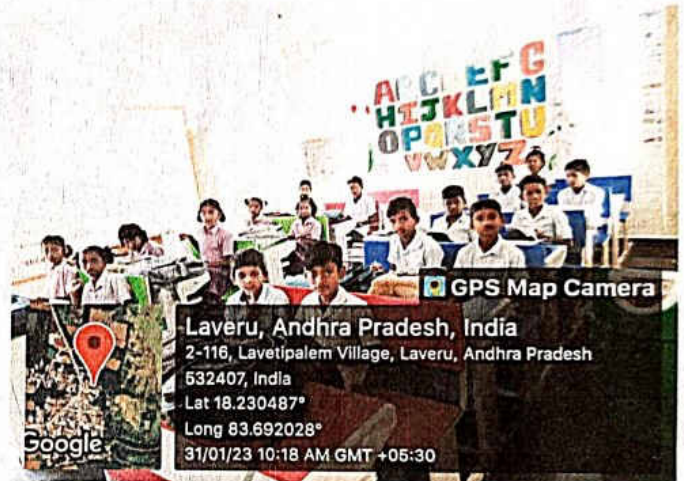
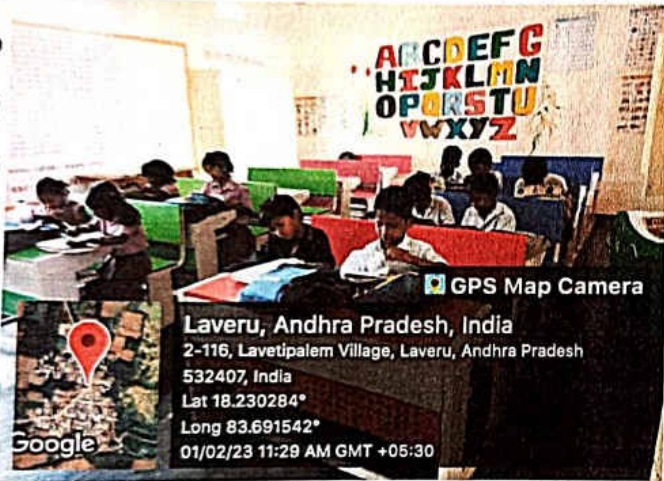
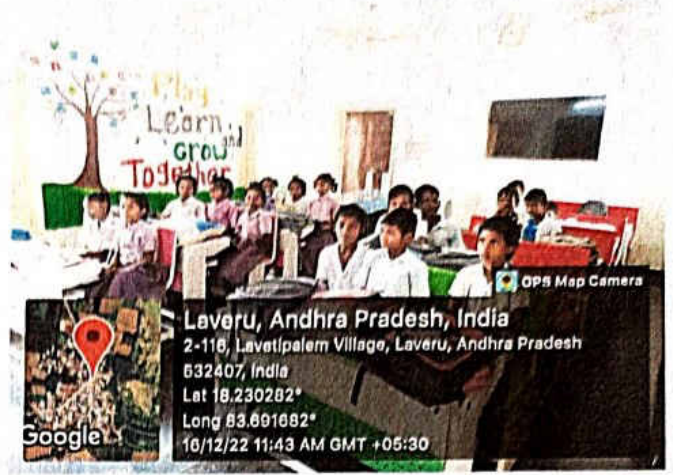
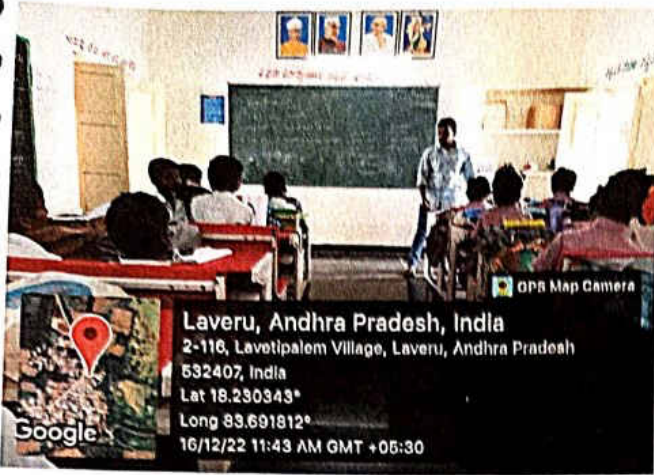
Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

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

The Mpp school, Lavetipaleam of srirakulam uses devices in the procedure. The head master updates the information of school through smart phone. They scan faces of the students for checking every teacher and head master 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 system that are followed in government school, now the present system followed by our school is very enhanced, upgraded and enriched in every standard. 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 documented.







## 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.



### Student Self Evaluation of the Short-Term Internship

Student Name: K. HEMANTH	Registration No: 2022001049085
Term of Internship: 14 weeks From: 12/12/2022	To: 23/03/2023.
Date of Evaluation: 23/03/2023	
Organization Name & Address: Mpp school, Lavetipalem, Laveru, Srikakulam, AP-532407.	

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: 23/03/2023.

K. Hemanth.

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No



Student Name: K. HEMANTH

Registration No: 202200104035

Term of Internship: 14 weeks From: 12/12/2022 To: 23/03/2023.

Date of Evaluation: 23/03/2023.

Organization Name & Address: M.P.P. School, Laveti Palem, Laveru, S.K.M.

Name & Address of the Supervisor: K. RAM MAHONIRAO, LAVETIPALEM,  
with Mobile Number LAVERU [MANDAL], SRIKAKULAM, A.P.

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

Date: 23/03/23



Page No

Signature of the Supervisor

HEAD MASTER  
M.P.P. SCHOOL  
LAVETIPALEM  
Laveru Mandal  
Srikakulam Dist



## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: KARRI . HEMANTH

Programme of Study: B2C (E.M) . BSC.

Year of Study: 2023

Group: B2C (E.M)


Register No/H.T. No: 2022001049035

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN) SRIKAKOLAM.

University: A.R. 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

Page No





## **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

**(A Statutory Body of the Government of Andhra Pradesh)**

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