

# 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: **NETALA JAGADEESWARA ASHOK TEJA**

Name of the College: **GOVERNMENT DEGREE COLLEGE MEN SRIKAKULAM**

Registration Number: **2022001049053**

Period of Internship: From **12/12/2022** To **18/03/2023**

Name & Address of the Intern Organization: **MUNICIPAL ELEMENTARY SCHOOL  
PEDDA RELLIVeedhi, SRIKAKULAM**

**2023** YEAR

**DR B R AMBEDKAR UNIVERSITY**

# **An Internship Report on EDUCATION 4 MONTH INTERNSHIP**

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*(Title of the Semester Internship Program) Submitted in  
accordance with the requirement for the degree of*

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*Under the Faculty Guideship of  
V HARATI MADAM GARU*

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*(Name of the Faculty Guide)*

*Department of  
ZOOLOGY*

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*(Name of the College)*

Submitted by:

**NETALA JAGADEESWARA ASHOK TEJA**  
*(Name of the Student)*

Reg.No: 2022001049053

Department of ZOOLOGY

**GOVERNMENT DEGREE COLLEGE (MEN) SRIKAKULAM**

*(Name of the College)*

## Instructions to Students

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

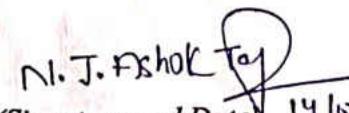
1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization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

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

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## Student's Declaration

I, NITAGADEESWARA RASHMI TEJA a student of GOVT. DEGREE COLLEGE(MEN)-SILM Program, Reg. No. 2022001049053 of the Department of ZOOLOGY College do hereby declare that I have completed the mandatory internship from 12/12/2022 to 18/03/2023 in MES PELLIVEEDHI (Name of the intern organization) under the Faculty Guide ship of V HARATHI MADAM (Name of the Faculty Guide), Department of ZOOLOGY, GOVERNMENT DEGREE COLLEGE-MEN-SRIKAKULAM (Name of the College)

  
(Signature and Date) 14/03/2023

## Official Certification

This is to certify that NETALA JAGADEESWARA RASTAK TEJA (Name of the student) Reg. No. 202200101N053 has completed his/her Internship in MES RELEVEEDU-SCHOOL (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 BZC-CM in the Department of GOVERNMENT DEGREE COLLEGE (Name of the College).  
(CHEN) - SRIKAKULAM.

This is accepted for evaluation.

Endorsements



G. Vinod  
(Signature and Date 14/7/23)  
HEADMASTER  
S.M.C.E. School  
Relli Street, Srikakulam

Faculty Guide

Head of the Department

Principal

## Certificate from Intern Organization

This is to certify that NETALIA TADEEESWARI DINESH (Name of the intern) Reg. No 202200149053 of GANT DEGREE COLLEGE (Name of the College) underwent internship in MES-RELINEEDHIL (Name of the Intern Organization) from 12/07/2022 to 18/03/2023

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



*G Venkateswara Rao*  
Authorized Signatory Date and Seal  
HEADMASTER  
S.M.C.E. School  
Relli Street, Srikakulam

## Acknowledgements

I was so fortunate to have Mrs. Srujan Rani Babu Sir; Shri Gurugubelli Venkata Rao Sir and Shri Naidu Sir as my mentors during my long term internship. Thank you for all you did to make my four month internship in Municipal Elementary school, Bellary a valuable learning experience.

The hours you spent with me helped me to gain many. By including me in the internship you gave me choice, chance to learn outside. The teaching profession is considered as the best and ideal profession in this world as they provide selfless duty to shape someone's life. Their committed work cannot be compared to anything. Teachers are those who always take care of their all students. They check their food habits, cleanliness, luck, behaviour to others, and concentration towards study. They check the cleanliness of the student to prevent the student from the disease. They organize health camp. These our teachers motivate us to wear clean clothes, eat healthy food, avoid junk foods, care for parents, behave well with others, come to school at the right time, in proper uniform, never tell lie to anyone in life anyone in life, react positively, take care of school property, take care of school property, books, copies and dry study materials; always pray to god for better concentration in study always, discuss your subject teacher about any confusion, don't argue with strangers and many more.

## Contents

Pg 01 = Executive Summary

02 = Overview of the organization

03 = Internship report

04 = Activity log for the first week

05 = Weekly Report (week -1)

06 = Activity log for the second week

07 = Weekly Report (week 2)

08 =

09-34 = Activity log for the week, weekly (3-15) report

35 = Real-time technical skills

36 = Managerial skills

37 = Communication

38 = Abilities

39 = Technological development

40 = Student Evaluation

## 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.

In the 4 months internship programme, I have been allotted to the Municipal Elementary school, Peda Relivendhi - Srikakulam. This four months' internship made me in improving the communication skills in terms of improvement in the oral communication, written communication, conversational abilities, confidence level while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate key points, closing the conversational, maintaining etiquettes and protocols, getting, greeting, thanking and appreciating others.

During the internship it was required to study the organization, department of the organization and critically relate the theoretical aspects of the organization to the practical situation. I got an opportunity of getting practical knowledge about the schooling system. The internship report highlights the major works carried out by the author in terms of the academic and non-academic perspective.

After the internship, the author is more confident, more skilled and more professional than they were; how so before

## 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 have been allotted to the Education Department, to the IIT's Municipal Elementary School - Relliyyadi, Sivakolam. In the school there teachers & students are studying in that school. A teacher is a good person who takes care of students as their parents. They never change type of partiality between the good as bad students instead they always try to bring slow learning student on the right path through their ideal efforts. The teachers have set vision to spent their whole life in giving quality education to their students. They push all the students to do their best. They make learning process very interesting as well as creative. Teachers try their best to bring all the students on the right track by motivation from positively towards study. Sometimes reward to student for their great works however sometimes punishment to them unless and until they did something wrong which is bad for their life. They make those students aware to differentiate between the right and the wrong. Teachers understand that all the students don't have same capacity to learn in the same way so they try to teach them accordingly in this way. The future plan of IIT organization to make all the children to pass tests with percentage.

## 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 have been allotted to MES-Relli Veedhi - Sri Rakkalam - Municipal Elementary school - Sri Rakkalam. Education part of our lives. We are nothing without knowledge and education is what separates from each other. The main step to acquiring education is making oneself in a school. School serves as the first learning place for most of the people. Similarly it is the first stage in receiving and education. In this school I completed my Long term internship. In this school the Principal A Venkata Rao Sir and Naidu sir are the teachers having 32 students in the school. The MES Relli Veedhi - having the Primary school from class 1-5. The school starts Morning 9AM and closes at 4PM. The school has big space for children to play; one Administrative office; two classrooms; Toilet, separate separate toilets for each gender. Sanitation is regularly been done by the aaya of the school.

I know the school environment; school Handbooks, Student Handbook; how to improve the standards of the students, types and number of records to be maintained in the school. About Jagananna Nadu-Nedu programme. I learnt Oral communication, written communication, conversational abilities, confidence level while communicating, money management, understanding others, getting understood by others, Articulate speech, ability to articulate the key points clearly in communication, meeting notices, protocols, greeting, thanking and appreciating others.

## ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I've been taught about the importance of Internship by the principal of the school.	Know about the importance of the Internship.	Emaid
Day - 2	I've been taught about the Sarva Siksha Abhiyan.	Know about the Sarva Siksha Abhiyan.	Emaid
Day - 3	I've been taught about the Nadu-Nedu programme which is implemented by the government.	Know about the Nadu-Nedu programme.	Emaid
Day - 4	I've been taught about the types of records to be maintained in the school.	Know about the types and number of records to be maintained.	Emaid
Day - 5	I've been taught about the funding-functionaries-infrastructure of the school.	Know about the funding-functionaries-infrastructure of the school.	Emaid
Day - 6	I've been taught about the needs to be fulfilled for the students-Toilets; sanitation.	Know about the importance of the Toilets; sanitation.	Emaid

## WEEKLY REPORT

WEEK - 1 (From Dt. 1.2.2022... to Dt. 17.2.2022)

### Objective of the Activity Done:

#### Detailed Report:

Know about the Sarva Siksha Abhiyan, is a government + India's flagship programme for achievement of universalization of Elementary Education (UFE) in a time bound manner, as mandated by 86<sup>th</sup> amendment to the Constitution of India making free and compulsory Education to the children of 6-14 years of age group; a fundamental right.

SSA is being implemented in partnership with state government to cover the entire country and address are the needs of 192 million of children in 11 million habitations.

The records to be maintained in the school are as follows:

- (1) Attendance Register    (2) Teachers Attendance Register
- (3) Records of Time Table    (4) Gramination Rollup Record
- (5) Teachers Log book    (6) Conduct Register
- (7) Punishment Register    (8) Cumulative Record

When schools have clean, age appropriate toilets for both boys and girls access to cleanliness and handwashing facilities and hygienic behaviours, it not only prevent the transmission of communicable disease, it contributes to more children attending school and learning. Toilets save lives! without toilets, deadly diseases spread rapidly.

## ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Thought a lesson to 1st 2nd class -Telugu - చిన్నచీడు వ్రాటికు ప్రథమ స్వరాలు -పండిత	Ideas how to teach lesson to 1st children	Ema
Day -2	Made Revision 1st Telugu lesson - గోదిచిట్ట - written by నమితారావు	Made 1st Students to recapitulate 1st lesson - గోదిచిట్ట by నమితారావు.	Ema
Day -3	Made Revision 1st Telugu lesson - కొట్టుగుర్తు - written by డాని అశోభాయ్	Made 1st Students to Revise 1st lesson కొట్టుగుర్తు - written by డాని అశోభాయ్	Ema
Day -4	Made Revision 1st lesson Telugu - దుర్గా - written by క. సుధా	Made 1st Students to Recapitulate 1st lesson దుర్గా - by క. సుధా	Ema
Day -5	Made Revision 1st lesson Telugu - చిన్నచూరిలు written by లచుబి హెచ్చు సుధా	Made 1st Students to Recapitulate 1st lesson చిన్నచూరిలు కు చిన్నచూరిలు	Ema
Day -6	Made Revision 1st lesson Telugu - వెనుకుల్లు - written by వించులి త్రఖేర సామై	Made 1st Students to Recapitulate 1st lesson - వెనుకుల్లు - వించులి త్రఖేర సామై	Ema

WEEKLY REPORT  
WEEK - 2 (From Dt. 19/12/2022 to Dt. 23/12/2022)

**Objective of the Activity Done:**

**Detailed Report:** I had made the students to recapitulate the lesson 4 in Telugu - Class - 2. The lesson which I taught and made them recapitulate was రచిస్తుయద్ది యాశీను పట్టించి బ్రత్తినాటకాలాఖర్తు = "టైపు కెపోస్ ఇంగ్లీషు లయను వేసి" పట్టించు యాశీను పట్టాలాఖర్తు = "చెక్కి తెచ్చి పొడిజీస్ పట్టాలును" జయ్యగ్రంథ యాశీను పట్టాలాఖర్తు = "ముంచు గ్రంథం చెప్పి గుర్తించి కొఱ్పుయాసిపో గమ్మింగ్రంథం లుప్పుల కుంఠ మాముగ్రంథం" లెప్పి చెప్పి యాశీను పట్టాలాఖర్తు = "ముక్కి చెప్పి ఉని లీటు చెప్పి" లేచుగా ఉంచి చెప్పి గాను కెపుచున్న విపులాన్ని అందించి. పిష్టుపులున్నాల్య నృత్య కెపులు సుధార్తు = "ఉన్నిత్తాన్నా ఉన్నిత్తాన్నా ప్రిష్టుపులున్నా ఉన్నిత్తాన్నా" కాగి క్రూరున్నాన్నా. విపుల్చు - యాశీను కెపులు (పుచ్చాగ్నాన్) = పట్టి చెప్పి పాశ్చించి టెప్పుపై ఎగ్గించి కొమ్ము కుపుల్చు (చ్చు తెస్తి దిస్చించి పొందించి పుగ్గించి పట్టి పొడిజీస్ పిష్టుపులు విధ్మించి బుక్కిపోవు పట్టించి. Through these lessons, the children able to learn; they are able to recapitulate the కుపుల్చు (పు-చు); కొ-చు) (కు-చు-చు-చు); (చు-కు, చు-చు); (కు-కు, చు-చు); (ముల్లు; ఉ-చు) (పుచ్చాగ్నా: ఉ-చు).

### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught to 2nd class students - Maths - "How many times?" - Relation between Addition and Multiplication.	Taught Relation between additions and multiplication.	Edu 2
Day -2	Taught to 2nd class students Maths - "How many times?" Table 4: Multiplication.	Taught How many times ; Multiplications Table 4.	Edu 1
Day -3	Taught to 2nd class students Maths - "How many times!" - Word problems; solve the problems.	Taught : How many times ; word problems solve the problems.	Edu 1
Day -4	Taught to 2nd class students - Maths - how many times - various Methods of Multiplication = worksheet 5.12	Taught to 2nd class, Maths - Various Methods of multiplication.	Edu 1
Day -5	I put an assessment on "How many times?" - fill in the box ; Multiplication	Taught the procedure, had an exam - fill in the box, Multiplication	Edu 2
Day -6	Taught to 2nd class Maths - share it = equal groups; Maths equal groups.	Taught the procedure; greater than, Less than; equal to symbol.	Edu 1

WEEKLY REPORT

WEEK - 3 (From Dec 26, 2022 to Dec 30, 2022)

Objective of the Activity Done

Detailed Report:

Taught to lesson & estimator from the Required SCERT

Syllabus - how many train - Relation between Addition -

Multiplication - matching following - Fill in the blanks and

Colour the groups in the learning tree - fill in the circuents

appropriate numbers. The puppy is going to colour in

tales - Fill in the blanks and draw in the sentiments -

Fill the cracks with appropriate numbers - The monkey is going

to colour the tales - Fill in the blanks and also the outfit in the

train bogies - Fill the circles with appropriate numbers. The Panda

is going to colour the tales - Multiplication - Antkey and

Colour the outfit - Multiplication of 1-digit numbers -

Order of Multiplication - word problem - Solve the problem -

Multiplication with 2 digit numbers - Solve the problem -

Various criteria of multiplication - observe the following multiplication

of numbers - Do the others in the same way - Recapitulation of

Multiplication - convert the repeated addition as multiplication

fact - Fill in the blanks to build the multiplication tables -

Analysing the following - fill in the boxes - convert the multiplication

- fact as repeated addition. There are 4 final problems -

Solve the following problems

### ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught 2nd class Maths— Equal groups— Share it.	Taught the lesson equal groups	Edward
Day -2	Taught 2nd class Maths — Make equal groups — Equal distribution — Share it	Taught equal distribution make equal groups — from the Share it	Edward
Day -3	Taught 2nd class Maths — Share it — division form — Separated subtraction.	Taught equal distribution — division form — repeated subtraction.	Edward
Day -4	Taught 2nd class Maths — division with repeated subtraction, division word problem.	Taught division with repeated subtraction division word problem.	Edward
Day -5	Taught 2nd class Maths — glue in problem — word problems — share it	Taught division, with repeated glue problem — word problem.	Edward
Day -6	Put an exam to the student on what they have learnt — in this week	Given instructions and put an exam	Edward

## WEEKLY REPORT

WEEK - 4 (From Dt. 02.01.23 to Dt. 07.01.23)

### Objective of the Activity Done:

#### Detailed Report:

Taught equal groups and tick (3) in the boxes given below - observe the equal groups and draw one more - make it equal groups - make it following into equal groups - make - fill in the blanks - equal distribution - Arrange it following in two boxes equally - Arrange equally - division form - solve it following word problems - Repeated Subtraction - Division with repeated subtraction - divisions - word problems - share it - word problems - share it - identify the equal groups and put a (3) tick in the boxes - Divide 8 stars into 4 equal groups - write its division form - arrange 10 glasses in two boxes equally. write its division form - fill in the blank with suitable numbers - word problems - fill in the blank with suitable numbers from the Mathematics comic book of class - 2. Share it - equal groups - make equal groups - equal distribution - share it - Taught division form - repeated subtraction - division with repeated subtraction division word problem - solve it problems - word problems - share it - put an exam to a student on what they have learnt in last week.

## ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught shapes around VI — to the 2nd Mathematics — Hatching 3D objects — Roll and slide.	Taught shape around VI — Hatch 3D objects — Roll and slide.	Emaid
Day -2	Taught Maths lab activity — Try this — project work — pattern — 2nd Mathematics.	Taught Maths lab activity and project work — pattern.	Emaid
Day -3	Taught 2nd class Mathematics — Try this — My diary — Days of a week.	Taught 2nd class Mathematics — my diary — days of a week	Emaid
Day -4	Taught 2nd class Mathematics — Work given on the days of a week and taught Months of English.	Taught weeks days to the children + 2nd class.	Emaid
Day -5	Taught the Time — Analogue clock . Given work to do all the problems of workbooks related time.	Taught the week days, Months of a year to the 2nd class.	Emaid
Day -6	Taught Length measurement — from the pictures — from the property of the school — activities made done.	Taught Length measurement —	Emaid

## WEEKLY REPORT

WEEK - 5 (From Dt. 01.01.2023 to Dt. 11.01.2023)

### Objective of the Activity Done:

#### Detailed Report:

Taught shapes around us - matching 3D objects  
Balls and sticks - Maths lab activity - colour the object blue  
wall ball - colour the object blue will slide - Tracing  
outlines of different 3D objects - Activites - Group activity -  
Let us trace - Try this - colour the shape and count the shapes  
using the colour code - write the number of shapes in the card  
figure - Preparing 3D objects with 2D shapes - Try this -  
Project work - Pattern - Pattern in shape - colour the shape according  
to your pattern - Pattern in numbers - Try this - Count the  
number of different shapes - Find the pairs to the pond and  
count the shape along the way - observe the pattern and fill the  
box in the card / sequence - observe the pattern tick the one that  
comes next. Tick the correct one, what shape do you see  
tracing - My diary - Look at the picture and write the order  
of things you do every day. Try this on which activity do you  
spend more time on the holiday - Day / week - Fill in the blank  
yesterday - today - tomorrow - complete the following sentence  
Events in a year - Maths lab activity - Try this - Match the  
following one has been done for you - Reading clock - Savanya's  
diary - Eat my meal in the kitchen - Graphics - 1st (1)  
measure - Activity - colour the boxes upto 100% of the object

## ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Made the children to do their English-workbook blossom - colour for garden.	I came to know how to make the student ready to take Exam.	Ema
Day - 2	Put an assessment on Grammer - for class - 2 - English given in the English work book.	I came to know that the way to prepare for Gram.	Ema
Day - 3	Made the children to do their English - workbook - blossom - on - festival - English - 2nd class.	Taught the blossom festival in a funny - only kind way.	Ema
Day - 4	Taught the English Month to the children - students - 2nd class - from English blossom.	Teaching skills been indicated	Ema
Day - 5	Made the children to do their English workbook blossom - Ravali's birthday - 2nd class - English - blossom.	knew about, how to make the children ready to take the workbook.	Ema
Day - 6	Put an assessment to the 2nd class children - students on "On Celebration".	Grammer skills been developed.	Ema

## WEEKLY REPORT

WEEK - 6 (From Dt. 19.01.23 to Dt. 25.01.2023)

### Objective of the Activity Done:

#### Detailed Report:

Made the children ready; preparing for the Exam: taught the English lessons to the 2nd class students.

Activity Missing letters — Fill in the blanks with the words given below — Rearrange the words to make meaningful words — write plural words for the following words — Fill in the

blanks without hints — fill in the blanks — rearrange — Match the picture with relevant words and write phrases — filling the blanks using hints and write the suitable ones — fill in

the blanks with rhyming words — combine the letter to form new words — Copy the following — Any festival — write the names of the festivals for the picture given — Holi festival —

fill in the blanks with help of the words given — Arrange the hints in the correct order — write the names of the months

of the year and before the given month — Match the following — write the names of days of a week — Search the festival given in the box —

circle the letters to form the new words — David's birthday —

Missing letters — Fill the blanks with the words given below —

write the words related to birthday one word for you —

here are some pictures and related words — But the letters of the words are not in correct order — Rearrange them in correct order —

filling the blanks — complete the crossword puzzle by using the hints

## ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Made the childrens; and taught them way to write the blossom-workbook - English - My Grandpa's village.	Teaching; inter personal skills developed.	Ema
Day -2	Made the childrens, and taught them way to write the blossom-workbook - English - my helpers	Teaching; communication skills developed.	Ema
Day -3	Put an exam to the 2nd class student on the lesson - "our community and people"	Farming related skills developed.	Ema
Day -4	Made the childrens, taught them way to write the blossom-workbook - "Visit to fair".	Teaching; Communication skills developed.	Ema
Day -5	Made the childrens, taught them way to write the blossom-workbook - "My talking car".	Teaching; communication skills developed	Ema
Day -6	Put an assessment to the 2nd class students on the lesson - Things and Vehicles.	Teaching; communications skills developed.	Ema

## WEEKLY REPORT

WEEK - 7 (From Dt. 27/01/23.. to Dt. 31/01/23..)

### Objective of the Activity Done:

#### Detailed Report:

Made 10 children to write the Exam; write book on their own - My Good Grandpa's Village - Read the statement. Tick the right option - Match the picture with name - Circle the name of the place related to the picture - Observe the picture. Write the answer to the question - complete the mind map - one is done for you - use the help box - and complete the mind map - write the opposite form of the words. Use the hints - write the correct adjective in the blanks - Rewrite the sentence by arranging the words in a proper order - write your school address on the envelope - copy the following sentences - Our helper - Match the person with their tools - Complete the mindmap with the names of the various community helpers - Circle the right word - Read the question - Circle the words in the table - write the profession by reading the sentences - Match the name with their worker - write in a sentence - Read the words - identify the rhyming words pair - write in the box - copy the following - Our community and people - Match the picture with the terms - Match the person with their tools - write the opposite form of the words - A visit to farm - Missing letters - Fill in the blanks - Hatch it below - Fill in the blank with more.

### ACTIVITY LOG FOR THE EIGHT WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught 2nd English in lesson - Ravi's birthday.	Teaching skills been developed, increased	Emaan
Day -2	Taught 2nd English in lesson at my grandpa's village	Teaching skills been developed, increased	Emaan
Day -3	Taught 2nd English in lessons, our helpers	Teaching skills been developed; increased	Emaan
Day -4	Taught 2nd English in lesson our family	Teaching skills been developed, increased	Emaan
Day -5	Taught 2nd English in lesson by talking card	Teaching skills been developed; increased.	Emaan
Day -6	Taught 2nd English in lesson by game	Teaching skills been developed and increased.	Emaan

## WEEKLY REPORT

WEEK - 8 (From Dt. 01.02.23. to Dt. 07.02.23.)

### Objective of the Activity Done:

#### Detailed Report:

Taught Paul's birthday lesson - an English lesson from 2nd class and Comprehension - New words - Action time

Activity 1 - Activity - 2 - observe the picture, circle the right word one is done for you - Circle time - observe the following sentences

Combine the sentences using "and" - Practice time - Your teacher will say the following words aloud. Repeat after him / her.

My grandpa's village - warmup time - observe the picture -

Answering the following questions orally - sharing time - My grandpa's Village - New words - Comprehension - Action time -

Look at the picture. Read the names of the places - activity 1

Let the children observe the picture. Pointing to the picture and the following questions - activity - 2 Say these sentences aloud encourage the children to speak using the expression like to -

Activity - 3 - observe the following picture - Read the phrase - observe the underlined words - Activity - 4 - Look at the picture.

Talk to your friends and put V/X in the table. Draw your picture and describe it by using the words given below - your teacher will say the following words aloud separated by him / her. and help me

observe the picture and answer the following questions orally - Recite the following rhyme - Comprehension - New words - Action time

circle time - Fun time - Activity - Rearrange the letters, Given words

### ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Exams been held by the teaching staff - Telugu	Invigilation skills - Examining skills been developed.	Emaud
Day -2	Exams been held by the teaching staff - English	Invigilation skills - Examining skills been developed	Emaud
Day -3	Exams been held by the teaching staff - Maths	Invigilation skills - Examining skills been developed.	Emaud
Day -4	Exams been held by the teaching staff - EVS	Invigilation skills - Examining skills been developed	Emaud
Day -5	Exams been held by the teaching staff	Invigilation skills - Examining skills been developed	Emaud
Day -6	Taught the Multiplications, divisions; Tables.	Teaching skills been developed	Emaud

**WEEKLY REPORT**  
**WEEK - 9 (From Dt. 9/02/23. to Dt. 15/02/23.)**

**Objective of the Activity Done:**

**Detailed Report:**

Examination been held by the government  
by the teaching staff to the students.

After the completion of the examination they completed all  
the procedures related to the Examination.

After all we I separated the teaching multiplication, division  
in easy method; different different method been taught,  
taught to the students and given some homework on the  
Addition, subtraction, division, multiplication.

### ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught Measurements to 10 students of 1 <sup>st</sup> class.	Teaching skills developed	Emaud
Day -2	Taught Time to 10 students of 1 <sup>st</sup> class.	Teaching skills developed	Emaud
Day -3	Taught Measurements to 10 students of 1 <sup>st</sup> class	Teaching skills developed	Emaud
Day -4	Taught Time to 10 students of 1 <sup>st</sup> class	Teaching skills developed	Emaud
Day -5	Taught; Made 10 students to do some exercises on Measurements	Teaching skills developed	Emaud
Day -6	Made the student to do some exercise on Time.	Teaching skills developed	Emaud

## WEEKLY REPORT

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

### Objective of the Activity Done:

#### Detailed Report:

Taught measurements to the 1<sup>st</sup> class students.  
How many — The length between the heel and the toe — foot —  
heavy — light — Tick (v) to right object — Tick the heavy one —  
Capacity — observe the above picture . pick them which vessel contains  
more water — Time — Let us see Riji's activities during a day —  
Tick the activities that you do in the morning — Tick the activities —  
that you do in the afternoon — Tick the activities that you do in  
the evening — Tick the activities that you do in the night —  
write the correct order of Riji's activities — Tell the activities —  
that you do in the morning, afternoon, evening and night (oral) —  
make a list of day time activities and night time activities .  
Write them down — Circle the picture that comes next — Circle the  
picture that comes next — Colour the shape that completes the pattern —  
circle the shape that completes the pattern from the one given  
below — How many Addition — Add the numbers given using the  
bundle of sticks and the logic sticks — Add the numbers using the  
numbers line — Add the numbers given — Add the numbers given and  
written in blank boxes — This lab activity — objective — practicing  
addition facts total not exceeding 20 — write 20 different addition  
facts upto 20 without the answers on the slips of the paper — Procedure  
to play.

### ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught the lesson to the student of 3rd class in lesson - Let's travel together.	Learned how to deal with students.	Eduard
Day -2	Taught the lesson to the students of the 3rd lesson Let's travel together - continued.	Teaching skills been developed.	Eduard
Day -3	Taught lesson to the students of the 3rd lesson - Activity of let's travel together.	Teaching skills been developed	Eduard
Day -4	Taught the lesson to the student of 3rd class - Togetherness with everyone - EVS.	Teaching skills been developed	Eduard
Day -5	Taught the lesson to the students of the 3rd class - Togetherness with everyone - EVS.	Teaching skills been developed	Eduard
Day -6	Games and recreation of the lesson of 3rd class been taught by me.	Teaching skills been developed.	Eduard

## WEEKLY REPORT

WEEK - 11 (From Dt. 21.02..... to Dt. 02.03.23)

### Objective of the Activity Done:

#### Detailed Report:

Taught in lesson - Let's travel together - pupils will be able to - listen or sing this song - think and discuss - let us check - Activity - Let us do - Activity - Classify the vehicles based on the number of the wheels they have - Do you know the means of transport? The type kinds of transport we have - Transport term - Aeroplane - Roadways - Earth Road - Gravel road - Museum Road - Granite road - Tarred - Concrete road - Milestone - Roads also have names - Activity - schooling zone - Zebra crossing - No overtaking - Activity - Complete the laws - writing the names of persons who drive the following vehicles - Activity - my bicycle - food for vehicle - think and discuss - warning Petroleum rupture - No smoking - No mobile phones - switch off engine - Vehicle other than transport by road - Life skills - what we have learnt - Improve your Learning - Improve your learning - conceptual understanding - quantity - Experiment and field observations - Information skills - Project work - observe the vehicle that may injury them on any functionality - fill the form with particular - Draw the picture and model making - Appreciation, Values - creating awareness towards biodiversity - Togetherness with everyone - pupils will be able to - communication - Look at the following pictures - How do we communicate - Activity

### ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught tu lesson—Gamay and decoration — to tu Pupils of 2nd class.	Teaching tu lesson— Teaching skills developed	Ema-2
Day -2	Taught tu lesson—Gamay and decoration — to tu Pupils + 3rd class.	Teaching skills developed	Ema-2
Day -3	Taught tu lesson—Gamay and decoration — to tu pupil + 2nd class.	Teaching skills developed	Ema-2
Day -4	Taught tu lesson—Gamay and decoration — to tu pupil + tu 3rd class.	Teaching skills developed	Ema-2
Day -5	Taught tu lesson—This is tu way — to tu pupil + tu 3rd class.	Teaching skills developed	Ema-2
Day -6	Taught tu lesson—This is tu way — to tu pupil + tu 3rd class.	Teaching skills developed	Ema-2

**WEEKLY REPORT**  
**WEEK - 12 (From Date 03.03.23 to Date 10.03.23)**

**Objective of the Activity Done:**

**Detailed Report:** Laught in lesson - Games and recreation = Pupil will be able to - Some children play different games than we social cultural games they are - Do you play in alone game - mention any other game you play - Indoor games - outdoor games - cricket - volleyball - think and discuss - Activity - write names of the games and where they are played in your village - town - Do you know Local games - Do you know the game in the above picture - Have you ever played these local games - what games do your friends play in your village / ward / town? - Games and material - Try to list out the games played with a ball - activity - collect information regarding the game you below - sports for all - uses of game - Watch the video with the picture, one has been done for you - Game rule - Activity - discuss in your group and write rules for playing kabaddi in your nutty book - key word - what we have learnt - Improve your learning - conceptual understanding - questioning - Experiments and field observations - Information skills - Project work - drawing pictures - Model Making - Appreciation - Values and creating awareness towards biodiversity - This is the way - Pupil will be able to - let us check - Activity - Tick the facility available in your neighbourhood - Activity - 2 - let us do - direction

### ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taught the lesson -EVS to the students of 3rd class— This is the way —	Teaching skills been developed	Eduard
Day -2	Taught the lesson - Maths — Let's shade — for the 3rd class. Students of 3rd class.	Teaching skills been developed	Eduard
Day -3	Continued the teaching of the lesson - let's shade — for the students of 3rd class.	Teaching skills been developed	Eduard
Day -4	Continued the lesson - Let's shade — for the students of 3rd class.	Teaching skills been developed	Eduard
Day -5	Taught division's - Maths for the students of the 3rd class.	Teaching skills been developed	Eduard
Day -6	Taught a new lesson — data handling — to the pupils of 3rd class.	Teaching skills been developed.	Eduard

**WEEKLY REPORT**  
**WEEK - 13 (From Dt. 11.03.2023 to Dt. 16.03.2023)**

**Objective of the Activity Done:**

**Detailed Report:** Taught the lesson - Let's change to the pupils of the 3rd class of the school - Do exercise - Relation between multiplication and division - Now observe the following - write the division facts for the following multiplication facts - Create fun - making word problem - observe the picture and fill in the blank - nursery - division of 2 digit numbers - by 1 digit number - Tally - Number - Visual pairs to find out - Do exercise - division of 2 digit number by a 1 digit number with remainder - Do exercise - division of 2-digit number by one digit number - observe the following and understand - Do exercise - Even numbers and odd numbers - Any number that can be divided exactly by 2 is called even number - Any number that cannot be divided exactly by 2 is called odd number - Activity - Tally marks - Exercise - fill in the blanks - divide and write dividend - divisor - quotient and remainder - one set of activity like word problems - Data handling - observe the above picture and answer the following questions - observe the following table count the number of toys he bought - Using tally marks - observe the table and answer the following questions - Count the fruits in the box - put tally marks - in the second column and write the numbers in the third column.

## 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.)

The outcome of my internship, an internship experience can offer you the important benefit of career exploration and began excellent resume building but its important to remember that academic credits awarded for the learning achieved not for the work experience areas and practical of your discipline or major by actively engaging in a "hands-on" work based.

- ④ Skills developed - skill competencies specific to an occupation or profession.
  - ④ Expanded oral and written communication skills.
    - ⇒ Increase skills for understanding and working with people of diverse backgrounds and cultures and to work effectively within diverse environments.
    - ⇒ Acquired additional interpersonal communication and interaction skills.
    - ⇒ Developed skills to work effectively with formal and informal networks and work culture.
    - ⇒ To fully developed observation, according and interpretation skills.
    - ⇒ Acquired skills + leadership.
    - ⇒ Developed self-awareness
    - ⇒ Clarity one's value - own.
  - ⇒ Developed self-reliance and self-confidence
  - ⇒ To develop and use an critical perspective.
  - ⇒ Developed career awareness, direction - Exploration - Education.
  - ⇒ Developed and improved my listening and presentation skills in front of professional groups

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

An internship experience can offer you the important benefit of career exploration and be an excellent resume builder, but its important to remember the academic credits is awarded for the learning achieved.

- => Evaluated my vocation and career goals and plan.
- => Set priorities and manage my time efficiently.
- => Built my self confidence in the professional setting.
- => Understood and incorporated coaching -Techniques.
- => Developed and improved my speaking and presentation skills in front of the professional group.
- => Enhanced my counselling and group facilitation skills when leading support groups for teenagers.
- => To apply effective writing skills to grant writing.
- => Developed and improved my speaking and presentation skills in front of professional groups.
- => Analyzed how public policy and state levy is influenced by interest group.
- => Understood the role of the public relations department at the firm.
- => Developed a working knowledge of the methods of cost accounting used by the firm.
- => Some developed - App't - | value | design | develop | present | describe | compile | identify | determine | become familiar with, evaluate, understand - know, produce, implement, explain, analyze, critique, compare

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.

In today's competitive world, a good academic record alone is not enough to get you into the job of your dreams when you're starting out. Good internship enable students to learn a wide range of skills such as the communication and interpersonal skills - both are essential to succeed in the professional life and the personal life. This one of the top skills that a potential recruiter search for in you and something that can be improved through internship.

**Team work and Collaboration** - We might be great at most hard and soft skills at an individual level, however, you'll be a part of a team in a professional setting. Thus most of the students expect you to be a team player who could work and communicate well with the team. Internship provide you an opportunity to improve these skills. During the internship you get a chance to work and collaborate in teams - where each person contribution matters equally. This teaching teach you to work with other people with diverse ideas, meet deadlines, understand your own strengths and weaknesses etc.

**Time Management and Multitasking** - Effective time management is essential to find a balance between your daily tasks in the office and the personal life. Besides good time management allows you to achieve your goals faster with less effort within the given time. During internship we have to manage several projects at the same time, with stringent deadline. It's not always possible to finish a task within the stipulated time because all these tasks may require regular updates.

Communication — Interpersonal — Collaboration — Time management — Adaptability — critical thinking — Research and analysis — Initiative — Receptiveness — Technical Proficiency — Planning — Leadership — Teamwork behaviour — management — Productive use of time — weekly improvement in competencies — goal setting — decision Making — Performance analysis.

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.)

Communication is primarily about word choice. And when it comes to word choice, less is more. The key to powerful and persuasive communication — whether written-spoken — is clarity and when possible brevity. In this internship I learnt and improved in Oral communication, Written communication, Conversation abilities; confidence levels while communicating, Anxiety Management, Understanding others, Getting understood by others, extempore speech, ability to articulate in key points, closing the conversation, Maintaining niceties and protocols, greeting, thanking and appreciating others. Writing Communication — writing is one of the most traditional aspects of communication. we often write as part of our internship. Communicating via email and messaging apps like slack as well as in more formal documents, like projects, reports, white papers. Conveying information clearly, concisely and with an accurate tone of voice are all important parts of written communication.

**Verbal Communication** — Communicating verbally is how many of us share information in the workplace. This can be informal, such as chatting with coworkers about an upcoming deadline or more formal, such as meeting with your boss, to discuss your performance.

**Non-Verbal Communication** — the message you communicate to others can also take place — non verbally — through your body language, eye contact and overall demeanor — You can calculate strong non-verbal communication by using appropriate facial expression, nodding and making good eye contact. Really, verbal communication and non-verbal language must be in sync to convey a message clearly —

**Visual Communication** — Lastly visual communication means using images — graphs — charts — and other non-written means to share information. often visuals may accompany a piece of writing (it) stand alone. In my case, it's good idea to make sure your <sup>Page No.</sup> visual are clear and strengthen what you've shared.

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

I could enhance my ability in group discussions, participation in team, I, and the other members of the college government degree college for women Srikrishna were participating in the group discussions and participation in teams contribution as a team

A vital component in any screening process, GD involves the participation of a group of people who are asked to debate and discuss different aspects of a topic given by the interviewers

Regardless of whether you are looking at getting into a top-notch college or applying for a job the group discussion round is something that you will have to face in order to get one step closer to realizing your dream.

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

Mobile technology is the only technological development has changed in the subject area of training. Mobile technology is technology that just where we use our mobiles it consists of - tablets, laptop, communication, computing devices and the networking technology that connects them - currently, mobile technology is simplified by instant enabled devices like smartphones. The communications network that connects these device are today known as wireless technologies. They enable mobile devices to share voice and data and applications (mobile apps). Mobile technology is pervasive and growing. The number of smartphone users has climbed beyond 2 billion and the global mobile user-force is expected to reach 4.5 billion by 2022. The incorporation of mobile technology into business has aided collaboration. Now people could connect from anywhere using mobile technology and access the papers and documents they need to complete collaborative work. Work is being defined by mobile technology. Employees are no longer confined to their desks they can work from anywhere in the world. mobile technology has the ability to boost productivity significantly. mobile application integration saves an average of 1.5 hours per week per employee. work can also become more productive with the use of smart phones and mobile gadgets - mobile phones are being used for a variety of legitimate tasks, including meeting schedules, sending and receiving documents, providing introduction, etc. phone become an indispensable tool for all working people. These phones also been using to upload the school content.

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

Student Name: NEERAJ MISHRA REGISTRATION NO: 20220010955 Registration No: 20220010955

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

Date of Evaluation:

Organization Name & Address: NIS - KELVINEEHI - SRITARANG  
ନିର୍ମାଣ କୌଳା ମଧ୍ୟ - ଗୁଲାବନାଥ ମୁଖ୍ୟମନ୍ଦିର - କାଶିମାର୍ଗ

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date: 14/03/2023

N. J. Ashok  
Signature of the Student  
14/03/2023

*Evaluation by the Supervisor of the Intern Organization*

Student Name: NETALA JAGADEESWARA RAO TEJA Registration No: 2022001049053

Term of Internship: From: 12/dec/2022 To: 18/03/2023

Date of Evaluation:

Organization Name & Address: MES - RELLI VEEDHI - SRIKAKULAM  
సర్వరంగ ఇంజనీరింగ్ కాలేజు, భద్రాష్టా సర్వరంగ్ సంస్థ - తిరుపతి - విశాఖపట్నాము  
Name & Address of the Supervisor G. VENKATA RAO SIR - MES RELLI VEEDHI  
with Mobile Number 98452107123

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

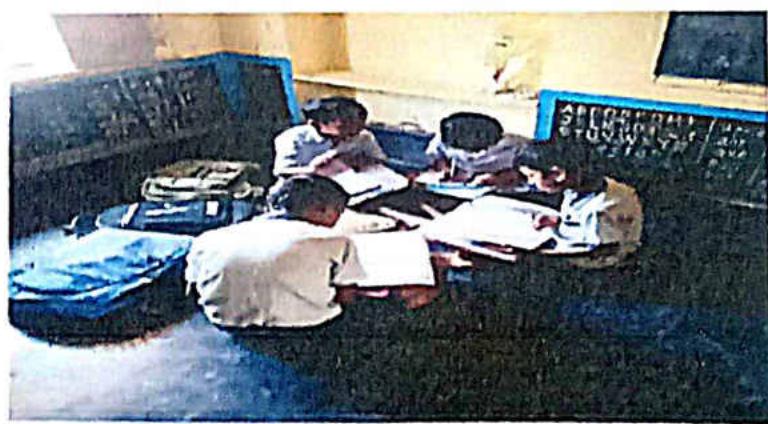
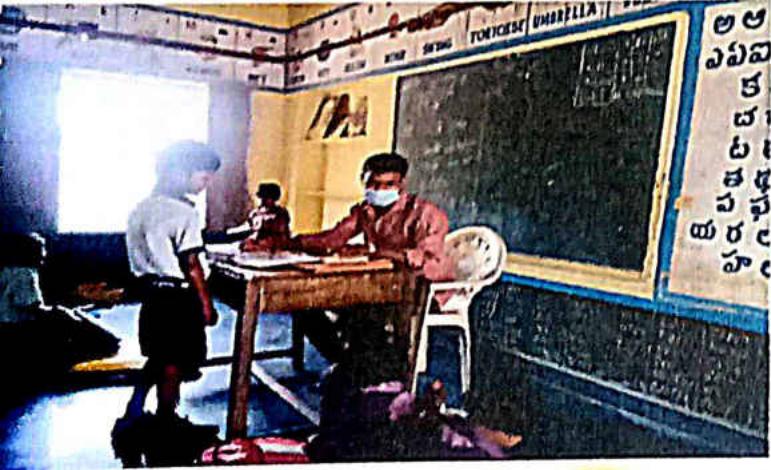
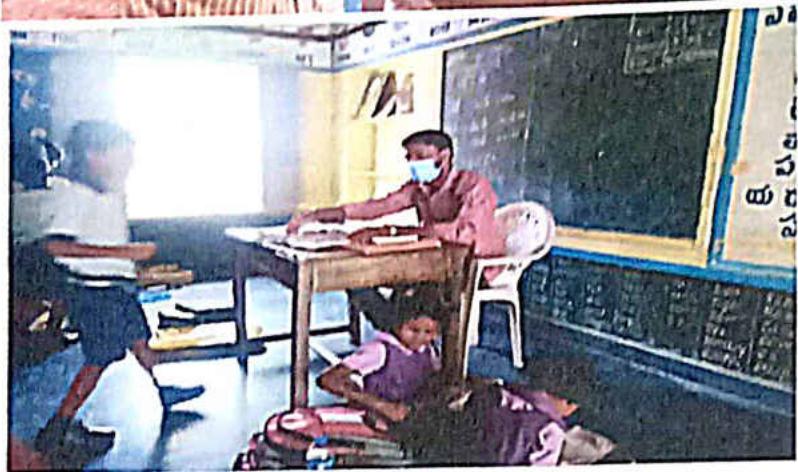
Please note that your evaluation shall be done independent of the Student's self-evaluation

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: 14/03/2023

G. Venkata Rao  
Signature of the Supervisor  
HEADMASTER  
S.M.C.E. School  
Relli Street, Srikakulam



## **EVALUATION**

- The main objective of evaluation is to assess the quality of the program, its impact on the target group and its contribution to the achievement of the goals.
- Evaluation is a process of collecting information about the program and analyzing it to determine its strengths and weaknesses.
- Evaluation can be done at different stages of the program, such as planning, implementation, and conclusion.
- Evaluation can be done by various methods, such as surveys, interviews, case studies, and experiments.
- Evaluation can help to identify areas for improvement and to make changes in the program to enhance its effectiveness.
- Evaluation can also help to demonstrate the impact of the program on the target group and to justify its continuation or discontinuation.
- Evaluation can be used to inform policy makers and other stakeholders about the performance of the program and to provide them with recommendations for future action.
- Evaluation can be a continuous process, involving regular monitoring and assessment of the program's progress and outcomes.
- Evaluation can be a valuable tool for improving the quality of programs and for ensuring that they meet the needs of the target group effectively.

## **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: NETALA JAGADEESWARA ASHOK TEJA

Programme of Study: 3<sup>RD</sup> - BZC - EM (B.Sc)

Year of Study: 2022 - 2023

Group: BZC

Register No/H.T. No: 2022001049053

Name of the College: GOVERNMENT DEGREE COLLEGE (HEN) - SPIRANKULAM

University: DR BR 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: NETALA JAGADEESWARA ASTHOK TEJA

Programme of Study: BZC- EM - BSC

Year of Study: 2023

Group: BZC- EM

Register No/H.T. No: 2022001049053

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

University: DR B R AMBEDKAR UNIVERSITY

Sl.No	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	
	<b>TOTAL</b>	150	
<b>GRAND TOTAL (EXT. 50 M + INT. 100M)</b>		200	

Signature of the Faculty Guide



- Signature of the Internal Expert

G. Venkateswara  
HEADMASTER/23  
S.M.C.E. School  
Relli Street, Srikakulam ,

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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