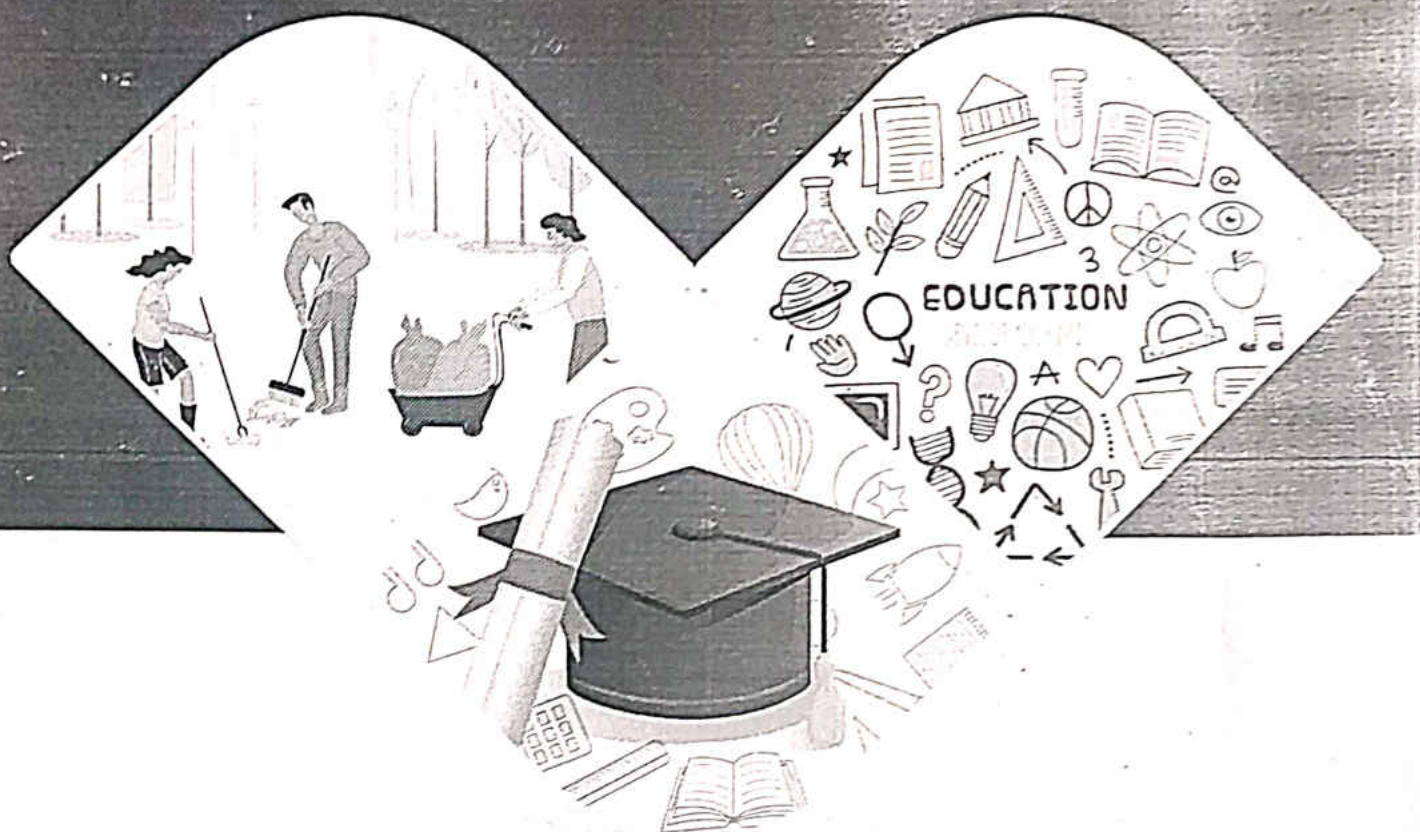


# Model Program Book



# 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: Palina madhavi latha

Name of the College: Government Degree college (M) skm

Registration Number: 2022001049058

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

Name & Address of the Intern Organization: Educational Department

Dr. B. R. Ambedkar **University**  
YEAR



**An Internship Report on**

Educational department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

Dr. R. prameela

(Name of the Faculty Guide)

Department of

Government Degree college (men) Srikakulam

(Name of the College)

Submitted by:

Palina. madhavilatha

(Name of the Student)

Reg.No: 2022001049058

Department of Botany

Government Degree college (men) sklm

(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, Palina. Madhavilatha a student of Internship  
Program, Reg. No 2022001049058 of the Department of Botany  
College do hereby declare that I have completed the mandatory internship  
from 12-12-2022 to 18-3-2023 in \_\_\_\_\_ (Name of  
the intern organization) under the Faculty Guideship of  
Dr. R. Prameela (Name of the Faculty Guide), Department of  
Botany, Government Degree college cmj  
(Name of the College)

P. Madhavilatha  
(Signature and Date)



## Official Certification

This is to certify that Palina. Madhavilatha (Name of the student) Reg. No. 2022001049058 has completed his/her Internship in MPP School (BVP) (Name of the Intern Organization) on Education department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of \_\_\_\_\_ in the Department of Government degree (M) (Name of the College).

This is accepted for evaluation.



Endorsements

(Signatory with Date and Seal)  
HEAD MASTER  
M.P.P. SCHOOL  
BAVAJIPETA  
Srikakulam (R) Mandal

Faculty Guide

R. Peannu

Head of the Department

MS

Principal

## Certificate from Intern Organization

This is to certify that Palina. Madhavilatha (Name of the intern)  
Reg. No 2022001049058 of Government Degree (my) (Name of the  
College) underwent internship in M.P.P School, Bavaipeta (Name of the  
Intern Organization) from 12-12-2022 to 18-3-2023

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



*Conced*  
Authorized Signatory with Date and Seal  
HEAD MASTER  
M.P.P. SCHOOL  
BAVAJIPETA  
Srikakulam (R) Mandal



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## Acknowledgements

This school internship report is the result of an end of a way of four month. It would not have been possible without the participation assistance of numerous brave and courageous people along the way. Thus, I have to thank them all first and foremost, I would like to give special gratitude to my parents who give me every opportunity to keep my step ahead.

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

our sincere thanks to our director

and principal, Dr. ... Government Degree college, SKM, for providing us an opportunity to take up this internship. we greatly indebted to our guide Dr. prameela, Department of Botany, Government Degree college, SKM.

special thanks must be given to the teachers and students of Bavaji Peta MPP school, Bavaji Peta Srikakulam mandal, Srikakulam, for their feed back, Love and support with which I achieved skills and developments.



## 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 Bavajipeta. I choose education department to know the current status of the education and difference from past few years I spent a day with children and I learn and observed many things.

The introduction is very friendly and very valuable through this internship, I got to know the there are some other decided areas which has to improved. I interacted with the children and let them to know their problems and what they are facing through I gave a friendly interaction and 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, 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 Bavajipeta in M.P.P. School Education department plays an important role in every sector. I served many things in school that the children are beyond lack of knowledge. My interaction with students every friendly and more valuable. I spent nearly 8 hours with that children and I got to know that students performing was very poor. The students are abouts 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 MPP school Bavajipeta in the department of Education. I worked in the government school and I taught lessons to the students. I used the black board and chalkpiece and taught the basic lessons.

I performed some tasks with the children 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 5th class students	It was a great day as a teacher and come to know about some students	
Day -2	I went to third class and taught them maths in a fun and learning way	I have been prepared and come to know about teaching in few and learning way	
Day -3	Again, I was sent to 4th class and I have noticed some problems in them	I come to know about their educational status.	
Day -4	I went to 2nd class and taught them every day things in proper manner like greetings	I come to know how to teach the children really	
Day -5	I taught the 5th class students, an english lesson and played an activity	I observed about their knowledge on english	
Day -6	I have interacted with the 1st class students through activities	I came to know about their mind self and knowledge.	



## WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

In this entire week, I have conducted extra circular curricular activities like Indragiri Games to interact with them to know about their state of mind and connect with them.

I have also taught them few lessons from their syllabus in understandable manner so that they have felt that they come to know about some new things. And I have observed their educational performance knowledge.

Totally, I learn that some students are not very well in studies and they like the teaching in fun and learning way.

### 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 4th class and I have observed same students who needs to be discipline	I have know how to discipline the students as my standard	
Day - 2	I went to 5th class and asked them about their goals which was well interactive	I got to know about their life style, goals and problems	
Day - 3	I taught-3rd class, a Telugu lessons and by them Through sentences.	I have managed the students to read in their mother language	
Day - 4	I have taught the 1st class students some rhymes and moral stories	I come to know about communication and management with students	
Day - 5	I have taught the 5th class about how to behave at particular places and situations	I have to come to know about mentoring in Behaviours aspect	
Day - 6	I have conducted activites for 2nd class students on maths	I have taught a subject in approachable manner	



## WEEKLY REPORT

WEEK = 2 (From Dumumumumum to Dumumumum)







Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about the students, their performance in studies and their students' capability. I have discussed about how to be good and become better in academic performance.

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

### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about the 5th 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 students	
Day - 2	I have taught 4th class students about english basics like every day chore	I got to know about teaching new things to the students	
Day - 3	I have conducted a fun activity to the 2nd class where all the students.	I have developed any communication mentoring skills very well	
Day - 4	I have helped the teachers and staff members in their respective works	I come to know about the working of and staff	
Day - 5	I have taught 5th class students about maths basis and tricks to help them further	I have learned to teach about how to solve arithmetic problem	
Day - 6	I have taught EVS lesson for 4th class in a practical way	I have learned to teach in practical way	



## WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:







Detailed Report:

In this week, I have developed my teaching skills from syllabus lessons to a practical approach which enhanced my communication skills very well.

and I have also interacted with the respected Government teachers parents about the students problems environment etc--- I have also tried to teach the students so that they feel like they are in a open space.

I have also worked with teachers and staffs work which made me know thing that happens behind school.

### ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught maths lessons to the 3rd class and with class	I have developed my teaching skills the students too are good	
Day -2	I have conducted a game for exploring their talent for 5th class	I have interacted with students and helped them in their doubts	
Day -3	I have checked about every class environment the sanitary facilities and water supply	I have to come to know about few problems in school	
Day -4	I have interacted with students regarding their problem at school and gave some suggestions	I tried to solve students problem at a possible level	
Day -5	I have taught 1st class student about animals and birds	I have dealt with 1st class students digital way	
Day -6	I have taught 3rd class about calling etiquette.	I have increased my communication skills	



## WEEKLY REPORT

WEEK - 4 (From De..... to De.....)

Objective of the Activity Done:




Detailed Report:

In this week, I have developed my skills such as teachings, mentoring, communication, managing and team participation skills when compared to the previous three weeks.

I have also observed about the school environment, students' performance and I have also interacted with them and gave advice and get tried to solve them, in other ways.

The students also have been well performing with good rate.

# ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught 5th class about discipline followed in classroom	I have interacted with the student about disciplinary	
Day -2	I have taught the 4th class students about seminar skills	I have tried to teach the students about seminar classes	
Day -3	I have interacted with 5th class students through digital way	I have accessed learned the digital device in the school	
Day -4	Sankranti Holiday		1
Day -5	Sankranti Holidays		
Day -6	Sankranti Holidays		



## WEEKLY REPORT

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

Objective of the Activity Done:




Detailed Report:

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

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

I learn about being a teacher writer and mostly as an internal in the work place.

### ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	San kranthi Holiday		
Day - 2	Sankranti Holiday		
Day - 3	Sankranti Holiday		
Day - 4	I taught the 5th class students about english lessons	The students have learned and doing good in student	
Day - 5	I have taught the 3th 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..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, the students are very happy for enjoying sankranti holidays. and after holidays they are very active and showing interest towards learning new things.

I have also observed about the Teachers caring and interest towards the students And knowing how they celebrated pongal and how they enjoyed in pongal holidays.

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:







In this entire week, I have observed about the students, their performance in students and I know the capability of students.

I have discussed about how to be good and become better in academic performance. I taught about self confidence and self esteem and their importance in every one's life.







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



# ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I went to 5th and asked them about basic grammar in Telugu	I have managed the students to read their mother language.	
Day -2	I taught 4th class Telugu lessons and poem	I just know them how they read the poems of Telugu	
Day -3	I went to 5th class and did an activity for the students based on communication	I come to know about communication and management with students.	
Day -4	I have taught 4th class about good touch and bad touch	I have to teach them about the incidents that happen in safety	
Day -5	I have conducted an activity for 6th class like a competition based on month management	I have taught the subjects in an appropriate manner	
Day -6	I went to 5th class and taught them about self confidence and self esteem	I have taught how important our confidence in society	

# ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught Hindi lesson for 5th class in a creative ways	I got to know about teaching new things to the students.	
Day - 2	I have taught 4th class about wars and history	I have learned to teach in a practical way	
Day - 3	I have taught about + class english.	I came to know about their mind sets and knowledge.	
Day - 4	I have taught 5th class P.V.S lesson about Rabi, Kharif crops	I came to know about their huge participation to know about agriculture	
Day - 5	I have conducted a fun activity to the 4th class where all the students.	I have developed any communication mentoring skills very well	
Day - 6	I have participated in some physical games like Tennis, Badminton etc	I came to enjoy their active participation in games	



## WEEKLY REPORT

WEEK - 8 (From Dt..... to Dt: Dt.....)

Objective of the Activity Done:







Detailed Report:

In this week, I have developed my teaching skills from syllabus in a practical approach which enhanced my communication skills very well.

And I have also interacted with the students very close and very well. I have also tried to teach the students so that they feel like they are in an open spaces space.

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

# ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught maths lesson for 5th class and ask them formulae	I have developed my teaching skills and the students are too good.	
Day - 2	I have conducted a game for exploring their talent for 4th class	I have interacted with students and helped them in their doubts	
Day - 3	I have checked about Every class environment, the sanitary facilities and water supply	I have to come to know about few problems in school	
Day - 4	I have interacted with students regarding their problems in school and gave some	I tried to come students problem at a possible tea level	
Day - 5	I have taught 5th class student about Disaster management	I have deal with 5th class student in a digital way	
Day - 6	I have taught 4th class about first and second world wars	I have increased my communication skills	



## WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

In this week, I have developed my skills such as Teachings mentoring communication, managing and team, Participation skills when compared to the previous three weeks

I have also observed about the school environment, students performance and I have also interacted with them and gave advice and get tried to solve them, in other ways.

The students also have been well performing with good rate.

### ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have helped the teachers and staff members in their respective works	I come to know about the working of teachers and non-teacher staff	
Day - 2	I have helped 6th class students for doing their crafts	I came to enjoy such little things while doing crafts.	
Day - 3	I have helped 5th class students for painting their drawing	It was a great day for experience, such cute things with them	
Day - 4	I conducted an exam for 3th class based on arithmetic problems	The students are doing well with their own preparation	
Day - 5	I have taught 5th class for poems in Telugu and English.	The students have learned and doing good in students	
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..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

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







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

I come to know few good things and mostly as an internal in the work place.

In this week I participated in craft class and drawing class also it gives a beautiful experience.



# ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I helped the maths teacher for conducting a test for 10 <sup>th</sup> class	I have a great work with the teacher and really helpful.	
Day - 2	I helped the yoga teacher for doing some new Aasans to 5 <sup>th</sup> class.	working with yoga sir is really blessed and great experience with him.	
Day - 3	I have checked the Notes of Telugu, science for 4 <sup>th</sup> class.	I come to know they are really doing well with neat handwriting	
Day - 4	I have taught p.v.s for 5 <sup>th</sup> class in a practical way	I have learned to teach in practical way	
Day - 5	I have conducted some new activities for 4 <sup>th</sup> class students	I have learned some more fun gives joy to students.	
Day - 6	Again, i was sent to 4 <sup>th</sup> class and conducted a meeting for mother's science day	By giving lectures gives me a great experience.	

## WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

In this entire week, I have conducted some exams with the help of subjected Teachers, and also knowing some of my doubts.

I come to know to taught some languages like Telugu, english to the studentss and knowing their skills and their capability.

And also conducted a meeting about to design a project for science day I have developed my skills through this meeting

# ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I went to 5th class and taught about e.v.s and its importance in our life.	Knowing about some facts and also importance	
Day -2	It was a science day celebrating the day for C.V Raman and presenting some projects students	I come to know the talent of student big presenting projects.	
Day -3	I have taught 5th class about how to behave with elders and youngsters.	I have to come to know about mentoring in Behaviour aspects	
Day -4	I have taught 5th class about mensuration cycle and the pain behind it.	I have taught a subject in appropriate manner	
Day -5	It was world wildlife day. knowing and giving seminars to 5th and 4th class students.	I have to come to know about wild life and its life cycle.	
Day -6	I have conducted an activity for 5th class student on e.v.s students	I have to come to know about great history	



## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have participated in national science day event and also world wild life day.






It was a great experience to me.

And it was a great opportunity to me by sharing my thoughts in that special events.

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

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

# ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have helped the drawing teacher for project work	I have to know about the colors and shades of painting	
Day - 2	I have taught the greatness of woman in everyone's life	I have to know the anxiety of knowing the greatness of women	
Day - 3	—	—	1
Day - 4	I have taught 5th class students about math tricks to help them in public examination	I have learned to teach about how to solve arithmetic problems	
Day - 5	I have taught 11th class students for English grammar and prose	I got to know about teaching new things to the students	
Day - 6	I have taught maths for 11th class students	I have learned to teach them by attractive way	

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:







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

I come to know few great things that the power of a woman in our like society. mostly attractive speech given by TELUGU Teacher about motherhood it gives a big motivation to us.

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



# ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to studyhours for the preparation of formative assement Telugu	I came to clarify their doubts on Telugu.	
Day - 2	I went to studyhours for the preparation of mathes.	I came to clarify their doubts on mathes.	
Day - 3	I went to studyhours for the preparation of formative assement English.	I came to clarify their doubts on English	
Day - 4	I went to studyhours for the preparation of formative assement E.VS	I came to clarify their doubts on E.VS	
Day - 5	I went to studyhours for the preparation of formative assement all sudiests	I came to clarify their doubts on all sudiests	
Day - 6	I went to studyhours for the preparation of formative assement E.VS	I came to clarify their doubts on E.VS	

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week the students are fully busy by the preparation of formative assesment and also they performed in their Examination very.

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

Especially this week satisfies myself I am also learned many things while clarifying their doubts,

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

I learnt about being a teacher and mostly as an internal in the work place.

## CHAPTER 5: OUTCOMES DESCRIPTION

*Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)*

Inter's work Environment is one of the aspects of interning quality addressed in this report. The people of M.P.P school, Bavaipeta, were a good interactive staff, we were given a desk for our work and with basic things like chalk them and any other negatives, Analyse all activities by student and staffs our timings are from 9:00Am to 3:30 pm [morning to evening]

The headmaster and the teachers are very polite and humble to me. The students are very friendly and interactive which made me socialize with them very easily. The other interns were as a team were very active and focused in the work we were also give space for our process which made our internship very useful for us.



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

There are some technical skills I have acquired from this internship.

I have know about how to put my knowledge and skills into practice such as mentoring.

I learned how to communicate and built relationships with the people I worked.

I learned that every department or organization has its own culture. As a intern, I discovered its essential to be enthusiastic and open to learning

new skills I learned that important to communicate with teachers Head master if I have any doubts

Asking and reading feedback in very important It is essential to take note of both the positive and negative points for future.

I learned that sometimes asking for feedback or receiving feedback is difficult to hear but it will have a significant impact on your future career and success.

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

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

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

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

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

We have improved our communication skills in this internship at M.P.P. School, Bavajipeta, Srikanthapuram.

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

We also come to getting understood by others we improved our speech skills from 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 ofter skills in the work place. we the interns of

M.P.P. School Bavajipeta formed as a team to enhance and improve our work in an efficient way,

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

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

working as a team members and also as a leader made me known about how to work as a team member, 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, Bavajipeta of Sriakulam uses devices in the procedure. The headmaster updates the information of school through smart phone. They scan faces of the students for checking every teacher and headmaster of school make their attendance through face scan method.

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

*Student Self Evaluation of the Short-Term Internship*

Student Name: Palina . madhavi latha

Registration No: 2022001040058

Term of Internship:

From: 12-12-2022 To: 18-3-2023

Date of Evaluation:

Organization Name & Address: m.p.p school Bavajepeta

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:

p. madhavi latha  
Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*



Student Name: Palina Madhavi Latha

Registration No: 2022001049058

Term of Internship:

From: 12/12/2022

To: 18/3/2023

Date of Evaluation:

Organization Name & Address: M.P.P School, Bavaji petta, SKIM.

Name & Address of the Supervisor  
with Mobile Number

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
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13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:



Signature of the Supervisor  
HEAD MASTER  
M.P.P. SCHOOL  
BAVAJIPETA  
Srikakulam (R) Mandal

## PHOTOS & VIDEO LINKS





Singuru, Andhra Pradesh, India  
9V5M+6CP, Bavajipeta, Singuru, Andhra P  
532484, India  
Lat 18.359266°  
Long 83.883767°  
31/12/22 10:25 AM GMT +05:30



Singuru, Andhra Pradesh, India  
9V5M+6CP, Bavajipeta, Singuru, Andhra P  
532484, India  
Lat 18.358228°  
Long 83.883861°  
03/01/23 02:36 PM GMT +05:30



Singuru, Andhra Pradesh, India  
9V5M+6CP, Bavajipeta, Singuru, Andhra P  
532484, India  
Lat 18.359221°  
Long 83.883878°  
03/01/23 02:37 PM GMT +05:30



Singuru, Andhra Pradesh, India  
9V5M+6CP, Bavajipeta, Singuru, Andhra  
Pradesh 532484, India  
Lat 18.358171°  
Long 83.88389°



Srikakulam, Andhra Pradesh, India  
Unnamed Road, Andhra Pradesh 532430, India  
Lat 18.430094°  
Long 84.121249°  
17/02/23 10:44 AM GMT +05:30



Srikakulam, Andhra Pradesh, India  
Unnamed Road, Andhra Pradesh 532430, India  
Lat 18.430094°  
Long 84.121249°  
17/02/23 10:44 AM GMT +05:30



Singuru, Andhra Pradesh, India  
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Long 83.883754°  
31/12/22 10:23 AM GMT +05:30



Singuru, Andhra Pradesh, India  
9V5M+6CP, Bavajipeta, Singuru, Andhra P  
532484, India  
Lat 18.35825°  
Long 83.883843°  
03/01/23 02:36 PM GMT +05:30



Singuru, Andhra Pradesh, India  
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532484, India  
Lat 18.358217°  
Long 83.883861°  
03/01/23 02:37 PM GMT +05:30

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## EVALUATION

## Internal & External Evaluation for Semester Internship

### Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

### Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
  - Activity Log 10 marks
  - Internship Evaluation 30 marks
  - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
  - Internship Evaluation 100 marks
  - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
  - a. The individual student's effort and commitment.
  - b. The originality and quality of the work produced by the individual student.
  - c. The student's integration and co-operation with the work assigned.
  - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Description of the Work Environment.
  - b. Real Time Technical Skills acquired.
  - c. Managerial Skills acquired.
  - d. Improvement of Communication Skills.
  - e. Team Dynamics
  - f. Technological Developments recorded.



**MARKS STATEMENT**  
**(To be used by the Examiners)**

## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Palina. madhavilatha*

Programme of Study: *BSC*

Year of Study: *2020 - 2023 (III year)*

Group: *BSc. CBZ (T.M)*

Register No/H.T. No: *2022001049058*

Name of the College: *Government degree college (men) sklm*

University: *Dr. B.R. Ambedkar University*

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

Date:

*R. Plannu*  
Signature of the Faculty Guide

## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Palina, Madhavi Latha

Programme of Study: V sem BSc

Year of Study: III

Group: Bsc [C.B.Z]

Register No/H.T. No: 2022001049058

Name of the College: Govt Degree college (men) Srikakulam

University: Dr. B.R. Ambedkar University Etcherla (Srikakulam)

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	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

  
Signature of the Faculty Guide

  
HEAD MASTER  
Signature of the Internal Expert  
M.P.P. SCHOOL  
BAVAJIPETA  
Srikakulam (R) Mandal

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)**

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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