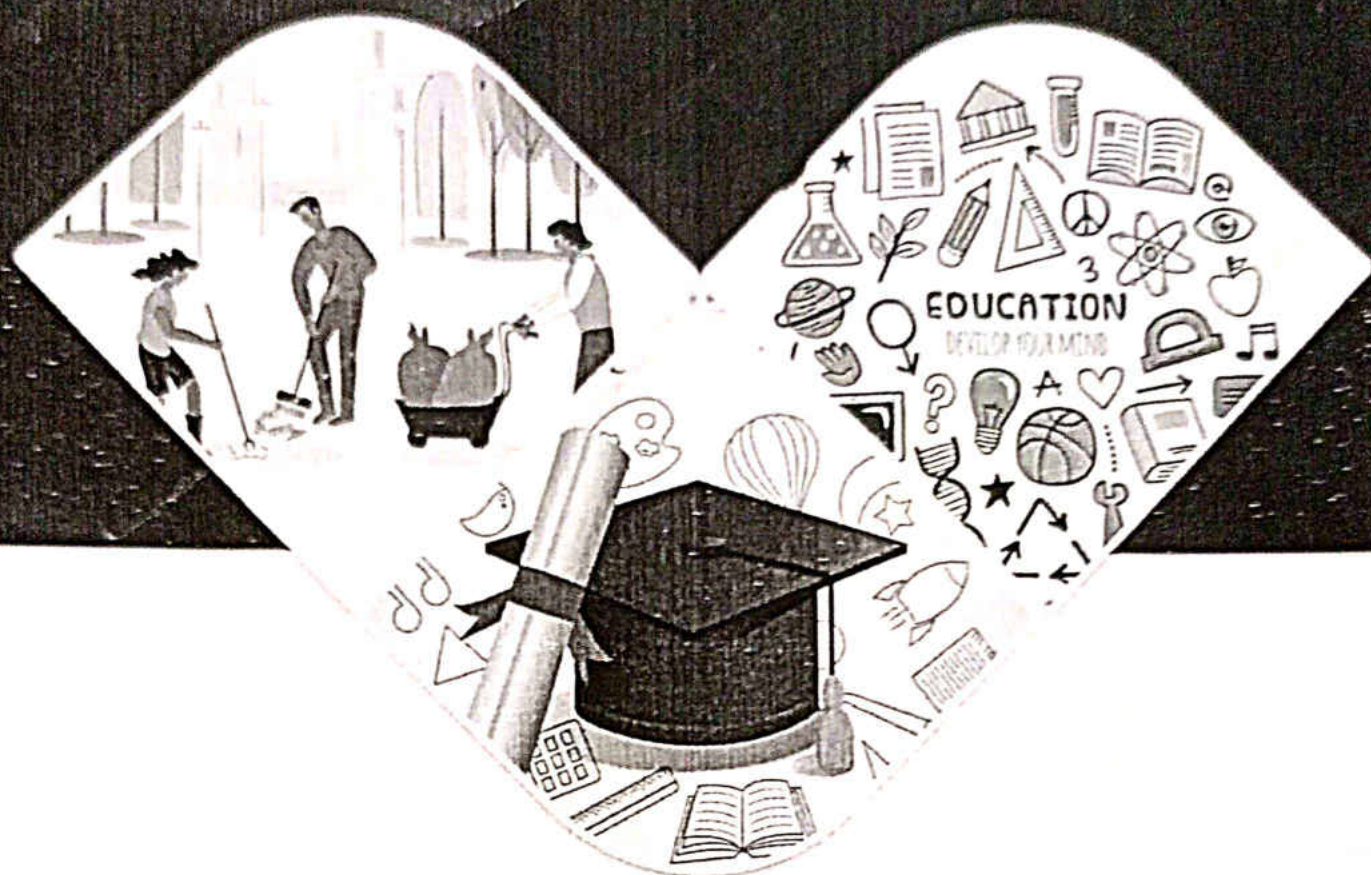


# Program Book



## 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:**

Name of the College:

### Registration Numbers:

**Period of Internship:**

**From:**

To

**Name & Address of the Intern Organization**

# University

YEAR



## An Internship Report on

Education department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

Dr. PYamccha

(Name of the Faculty Guide)

Department of

Botany

(Name of the College)

Submitted by:

Gout degree college for men (Sriikakulam)

(Name of the Student)

Reg.No: 2022001049059

Department of Botany

(Name of the College)

## Student's Declaration

I, P. Usha a student of Education  
Program, Reg. No. 2022001049059 of the Department of Botany  
College do hereby declare that I have completed the mandatory internship  
from 12/12/22 to 26/03/23 in Education department (Name of  
the intern organization) under the Faculty Guideship of  
Dr. Pramcela (Name of the Faculty Guide), Department of  
Dr. Pramcela Botany, Govt degree (mcn) srirakulam  
(Name of the College)

P. Usha  
(Signature and Date)

## Official Certification

This is to certify that P. Usha (Name of the student) Reg. No. 2022001049059 has completed his/her Internship in Education (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 Botany in the Department of Govt degree college, (MCP) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

### Endorsements

Faculty Guide



Head of the Department



Principal

## Certificate from Intern Organization

This is to certify that P. Usha (Name of the intern)  
Reg. No. 2022001049059 of Govt degree college (men) (Name of the  
College) underwent internship in Education (Name of the  
Intern Organization) from 12/12/22 to 16/03/23

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

B. Eswara

Authorized Signatory with Date and Seal

HEAD MASTER  
M C E SCHOOL  
BONDILIPURAM  
SRIKAKULAM-532001



## 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 2 months (180 hours) of short-term internship either physically or virtually.
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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## Acknowledgements

This school internship report is the result of an end of a way of 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 thanks to my parents who give me every opportunity to keep my step.

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 ~~Dr.~~ Suseka and Principal, Govt. men's Degree college, Srikakulam for providing us an opportunity to take up this internship.

We greatly indebted to our guide Dr. Premekla, Department of Botany, Govt. men's college, Srikakulam.

Special thanks must be given to the teachers and students of Srikakulam MPPS school, Bondilipuzham, Srikakulam, for their feedback, love and support with which I achieved skills and developments.

Best

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



## CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page 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 MPPs Bondlipuram. 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 that there are some other decided areas which has to be improved. I interacted with the children and let them to know their problems and what they are facing through I gave a friendly interaction and I thought 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 be improved them.

## 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 Bondlipuram in SriKakulam M.P.S 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 the children and I got to know that students performing was very poor. the students are about to understand the basic things.

I played a few role in school. I ~~am~~ planned to develop and improve the Education system with my knowledge to give the best students.



### CHAPTER 3: INTERNSHIP PART

*Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.*

I worked in mpps school Bondlipuram in the department of Education. I worked in the government school and I taught lessons to the students. I used the black board and chalkpiece and taught the basic lessons.

I performed some tasks with the children, so that to encourage their capability. I performed weekly tasks to the children. This part of internship more knowledge as I learned more knowledge and I learned few things to change in school.

This internship takes me to learn more knowledge about Education system especially in school.

### ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity                                                                      | Learning Outcome                                                                     | Person In-Charge Signature                                                            |
|------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | As it is my first day. I have conducted self introduction - for 6 <sup>th</sup> class students.              | I have known so many new things that kids think about their place, home and society. |    |
| Day - 2    | I went to 4 <sup>th</sup> class and asked some basic question regarding maths to the students.               | I got to know about teaching new things to the students.                             |    |
| Day - 3    | I have conducted a fun activity to 8 <sup>th</sup> class where all the students have participated very well. | 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 teachers and staff.                              |  |
| Day - 5    | I have taught 10 <sup>th</sup> class students about maths theorems.                                          | I have learned to teach about how to solve arithmetic problems.                      |  |
| Day - 6    | I have taught Biology lesson for 9 <sup>th</sup> class in practically -                                      | I have learned to teach in practical way.                                            |  |



## WEEKLY REPORT

WEEK - 1 (From Dt. 12.11.22 to Dt. 13.12.22)

Objective of the Activity Done:

Detailed Report:

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

And I have also interacted with the respected government teachers, parents about the situation, problem environment etc. I have also tried to teach the students so that they feel like they are in an open space.

I have also worked with teachers and staff work which made me know things that happen behind school.

# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity                                                     | Learning Outcome                                                 | Person In-Charge Signature                                                            |
|------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | I have taught maths chapters to 5th and 6th class students.                                 | 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 th 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 solutions. | I tried to solve students problems at a possible level.          |  |
| Day - 5    | I have taught 5th class students about cell system.                                         | I have dealt with 5th class students digital way                 |  |
| Day - 6    | I have taught 3rd class about LSRW skills.                                                  | I have dealt with 3rd increased my communication skills.         |  |



## WEEKLY REPORT

WEEK - 2 (From Dt. 19/12/22 to Dt. 25/12/22)

Objective of the Activity Done:

Detailed Report:

In this week, I have development 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 given gave advice and get tried to solve them, in other ways.

The students also have been well performing with good rate.

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



## WEEKLY REPORT

WEEK - 3 (From Dt. 2.11.23 to Dt. 3.11.23)

Objective of the Activity Done:

Detailed Report:

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

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

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

**ACTIVITY LOG FOR THE FORTH WEEK**

| Day & Date | Brief description of the daily activity                                        | Learning Outcome                                     | Person In-Charge Signature                                                            |
|------------|--------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | Sankranti holidays.                                                            | —                                                    |                                                                                       |
| Day - 2    | Sankranti holidays.                                                            | —                                                    |                                                                                       |
| Day - 3    | Sankranti holidays.                                                            | —                                                    |                                                                                       |
| Day - 4    | I taught the 4th class students about English lessons.                         | the students have learned and doing good in studies. |  |
| Day - 5    | I have the 5th class about telugu class.                                       | 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 - 4 (From Dt. 4.1.23 to Dt. 10.1.23)

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.

# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity                                                                       | Learning Outcome                                                   | Person In-Charge Signature                                                            |
|------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | I went to 4 <sup>th</sup> and asked them about Basic grammar in Telugu.                                       | I have managed the students to read their mother language.         |    |
| Day - 2    | I taught 4 <sup>th</sup> class Telugu lessons and Poems                                                       | I just know them how they read the poems of Telugu.                |    |
| Day - 3    | I went to 5 <sup>th</sup> 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 4 <sup>th</sup> class about good touch and bad touch.                                           | I have to teach them about the incidents that happened in society. |  |
| Day - 5    | I have conducted an activity for 4 <sup>th</sup> class like a competition based on month names and spellings. | I have taught the subjects in an appropriate manner.               |  |
| Day - 6    | I went to 10 <sup>th</sup> class and taught them about self confidence and self Esteem.                       | I have taught how important our Confidence in Society.             |  |



## WEEKLY REPORT

WEEK - 5 (From Dt. 19/01/23 to Dt. 05/01/23)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about the students, their performance in studies, And i know the 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 SIXTH WEEK

| Day & Date | Brief description of the daily activity                                                        | Learning Outcome                                                        | Person In-Charge Signature                                                            |
|------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | I have taught telugu 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 checked about the awareness for 4th class to live in society.                           | I come to know about their mind sets and knowledge                      |   |
| Day - 4    | I have taught 5th class 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 are participated well. | 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 - 6 (From Dt. 27/01/23 to Dt. 28/01/23)

Objective of the Activity Done:

Detailed Report:

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

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

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

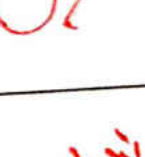
## CHAPTER 5: OUTCOMES DESCRIPTION

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

Intern's work Environment is one of the aspects of intern's quality addressed in this report. The people of Bondlipura mpperschool, were a good interactive staff. We were given a desk for our work and with basic thing like chalk pieces. Our role is to Enhance the students, observe them and any other negatives, Analyse all activities students and staffs. Our things are from 9:00 AM - 4:00 pm [morning to Evening].

The headmaster and the teachers are very polite and humble to me. The students are very friendly and interactive which made me. The students are very Easy. The other interns were also very Cooperative in work. We are the interns as a team were very active and focused in the work. We were also given space for our process which made our internship very useful for us.



| Day & Date | Brief description of the daily activity                                                                     | Learning Outcome                                                   | Person In Charge Signature                                                            |
|------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | I went to 4 <sup>th</sup> and asked them about basic grammar in telugu.                                     | I have managed the students to read their mother language.         |    |
| Day - 2    | I taught 5 <sup>th</sup> class, telugu lessons and poems                                                    | I just know them how they read the poems of telugu.                |    |
| Day - 3    | I went to 4 <sup>th</sup> 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 3 <sup>th</sup> class about good touch and bad touch                                          | I have to teach them about the incidents that happened in society. |  |
| Day - 5    | I have conducted an activity for 4 <sup>th</sup> class like a competition based on month names and spelling | I have taught the subjects in an appropriate manner.               |  |
| Day - 6    | I went to 4 <sup>th</sup> class and taught them about self confidence and self esteem.                      | I have taught how important our confidence in society.             |  |

## WEEKLY REPORT

WEEK - 7 (From Dt. 30/01/24 to Dt. 02/23)

Objective of the Activity Done:

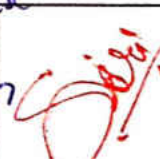
Detailed Report:

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

I have discussed about how to be good and become better in academic performance. I taught about Self confidence and self-esteem and their importance in Everyone's 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.



| Day & Date | Brief description of the daily activity                                                        | Learning Outcome                                                         | Person In-Charge Signature                                                            |
|------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | I have taught hindi lesson for 4th class in a creative way.                                    | I got to know about teaching new things to the students                  |    |
| Day - 2    | I have taught 5th class about wars and history.                                                | I have learned to teach in a practical way.                              |    |
| Day - 3    | I have checked about the awareness for 4th class to live in society.                           | I came to know about their mind sets and knowledge.                      |   |
| Day - 4    | I have taught 9th class social 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 5th class where all the students are participated well. | 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 06/02/23 to Dt : Dt 13/02/23)

Objective of the Activity Done:

Detailed Report:

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

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

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



| 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 problem in school and gave some solution. | I tried to solve students problems at a possible tea level.        |  |
| Day - 5    | I have taught 5th class about first and second world wars.                                | I have deal with 5th class students in a digital way.              |  |
| Day - 6    | I have taught 4th class students about Disaster management.                               | I have increased my communication skills.                          |  |

WEEKLY REPORT  
WEEK - 9 (From Dt. 14/02/23 To 22/02/23)

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 performances and I have also interacted with them and gave advice and get tried to solve them, in other ways.

get tried to solve them, in other ways.  
The students also have been well performing with good rate.



| 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 came to know about the working of teachers and non-teaching staff. |    |
| Day - 2    | I have helped 4th 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 4th class based on arithmetic problems.                | The students have done 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 studies.                 |  |
| Day - 6    | I have interacted with all students about previous studies and present status. | I have known so many things 'in the' journey.                        |  |

WEEKLY REPORT  
WEEK - 10 (From Dt. 23/02/23 To Dt. 03/03/23)

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 thing in this journey. I have developed my communication skills, managing skills, interactive skills, Teaching skills and other skills, Interactive skills, Enhanced me very well.

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

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

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



| 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 a great work with the teacher and really helpful.               |    |
| Day - 2    | I have taught the greatness of women in Everyone's life                                | Working with yoga sir is really blessed and great experience with him. |    |
| Day - 3    | —                                                                                      | I came to know they are really doing well with neat handwriting.       |   |
| Day - 4    | I have taught 5th class students about maths tricks to help them in public Examination | I have learned to teach in practical way.                              |  |
| Day - 5    | I have taught 4th class students for English grammar and Prose.                        | I have learned some more fun gives joy to students.                    |  |
| Day - 6    | I have taught Hindi for 8th class students.                                            | By giving lectures gives me a great experience.                        |  |

WEEKLY REPORT  
WEEK - 11 (From Dt 02/03/23 to Dt 10/03/23)

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, Hindi, English to the students and knowing their skills and their capability.

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



| Day & Date | Brief description of the daily activity                                                        | Learning Outcome                                             | Person In-Charge Signature                                                            |
|------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | I went to 5th class and taught about science and its importance in our life.                   | knowing about some facts and also importance                 |    |
| Day - 2    | It was a science day celebrating the day for CV Raman and presenting some projects by student. | I come to know the talent of student big presenting project. |    |
| Day - 3    | I have taught 5th class about how to behave with Elders and young-ers.                         | I have to come to know about mentoring in Behaviour aspects. |   |
| Day - 4    | I have taught 4th class about mensuration cycle and the pain behind it.                        | I have taught a subject in appropriate manner                |  |
| Day - 5    | It was world wild life day knowing and giving seminars to 4th and 5th 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 students on social studies.                         | I have to come to know about great history                   |  |

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 with the people has it own culture. I quickly learned that Every company has its own culture. As a intern discovered its Essential to be Enthusiastic and open to learning new skills. I learned that its important to communicate with teachers, Head master if i have any doubts.

Asking and reading feedback is very important. Its Essential to take note of both the positive and negative points for future. I learned that some times asking for feedback or receiving feed back 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 improve weekly wise. We will always discuss about all pros in our working style. We all have kept our goals for journey. We also have developed our decision making which are very essential in future. As per the findings we have discovered about our performance is up

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

We have improved our communication skills in this internship at MPP school, Bondlipuram, Srikakulam Mandal, Srikakulam.

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

We also come to getting understood by others with improved our speech skills from prepared level. Extempore level. We have developed few teaching skills in our way which made students better



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

Team work is one of the most taught after skills in workplace. We, the interns of m.p.p school Bondlipuram 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 and its role in the team in my way to interact, coordinate and manage them as a unity in every activity. It gave me experience and knowledge about teamwork.

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

The M.P.P school, Bondlipuram of srirakulam uses devices in the procedure. The headmaster updates the information of school through smart phone. They scan faces of the students for checking Every teacher and headmaster of school make their attendance through face scan method.

There is a smart Tv which can be used for teaching practically for students more than aca syllabus in both Telugu and English medium. When compared to previous systems that are followed in government schools, now the present system followed by our school is very Enhanced, upgraded and En in Every standards we have also used the technological devices for our tasks related to internship.



Even, when the students are learning in school, it is also recorded under head master vision and is documented

## Internal Evaluation for Short Term Internship (On-site/Virtual)

### Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

### Assessment Model:

- There shall only be internal 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 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
  - Activity Log 25 marks
  - Internship Evaluation 50marks
  - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
  - a. The individual student's effort and commitment.
  - b. The originality and quality of the work produced by the individual student.
  - c. The student's integration and co-operation with the work assigned.
  - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Description of the Work Environment.



- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

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

|                                                                                |                                       |
|--------------------------------------------------------------------------------|---------------------------------------|
| Student Name: <u>P. Usha</u>                                                   | Registration No: <u>5022001049059</u> |
| Term of Internship: <u>Education</u> From: <u>12/12/22</u> To: <u>16/03/23</u> |                                       |
| Date of Evaluation:                                                            |                                       |
| Organization Name & Address: <u>MPP School (Bardhipuram)</u>                   |                                       |

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:

P. Usha  
Signature of the Student



# Evaluation by the Supervisor of the Intern Organization

|                                                                |                                |
|----------------------------------------------------------------|--------------------------------|
| Student Name: P. Usha                                          | Registration No: 2022001047059 |
| Term of Internship: Education From: 12/12/22 To: 16/03/23      |                                |
| Date of Evaluation:                                            |                                |
| Organization Name & Address: Education Impp School Bondlipuram |                                |
| 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

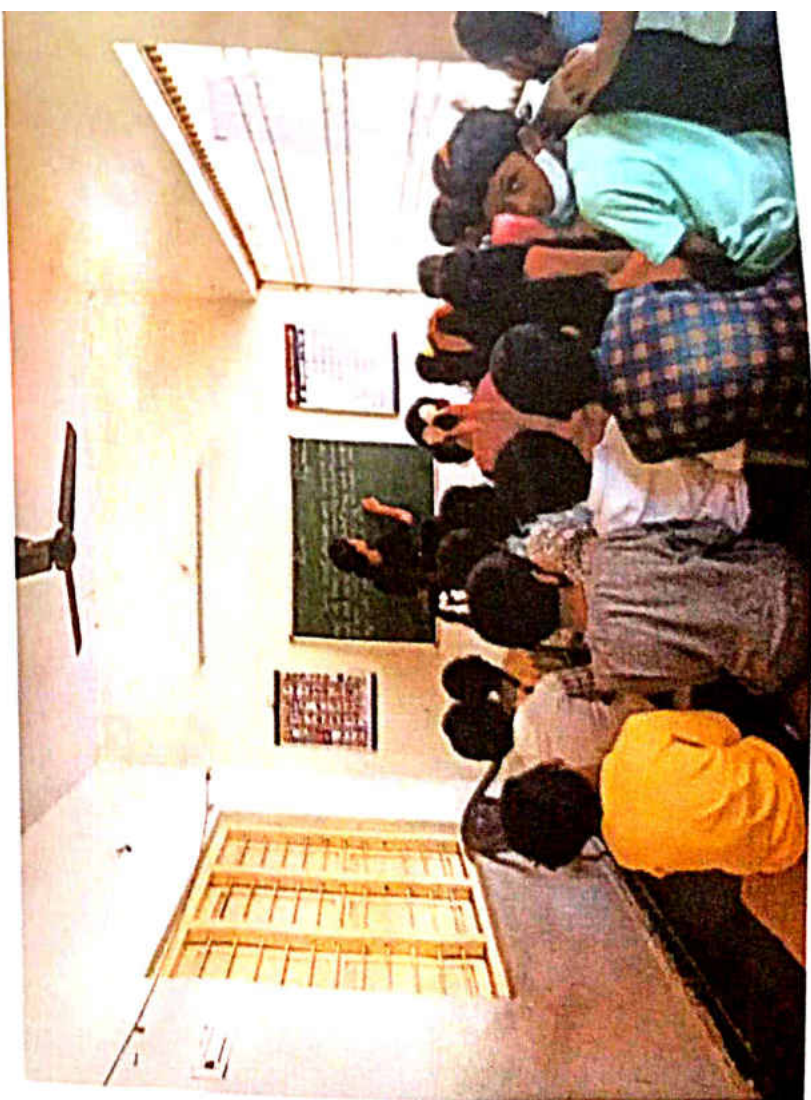
Rating Scale: 1 is lowest and 5 is highest rank

|    |                                    |   |   |   |   |   |
|----|------------------------------------|---|---|---|---|---|
| 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 |
| 6  | Self-confidence                    | 1 | 2 | 3 | 4 | 5 |
| 7  | Ability to learn                   | 1 | 2 | 3 | 4 | 5 |
| 8  | Work Plan and organization         | 1 | 2 | 3 | 4 | 5 |
| 9  | Professionalism                    | 1 | 2 | 3 | 4 | 5 |
| 10 | Creativity                         | 1 | 2 | 3 | 4 | 5 |
| 11 | Quality of work done               | 1 | 2 | 3 | 4 | 5 |
| 12 | Time Management                    | 1 | 2 | 3 | 4 | 5 |
| 13 | Understanding the Community        | 1 | 2 | 3 | 4 | 5 |
| 14 | Achievement of Desired Outcomes    | 1 | 2 | 3 | 4 | 5 |
| 15 | OVERALL PERFORMANCE                | 1 | 2 | 3 | 4 | 5 |

Date:

Signature of the Supervisor: B. Eswar  
**HEAD MASTER**  
**M C E SCHOOL**  
**BONDILIPURAM**  
**SRIKAKULAM-532001**







## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: P.usha

Programme of Study: III<sup>rd</sup> year (B.Sc)

Year of Study: 2020-2021

Group: BZC (T.M)

Register No/H.T. No: 2022001049059

Name of the College: Govt degree college (men) shikakulam

University: Ambedkar university

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

Date:

Signature of the Faculty Guide

## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: P. Usha

Programme of Study: III<sup>rd</sup> year (B.Sc)

Year of Study: 2020-21

Group: B3C

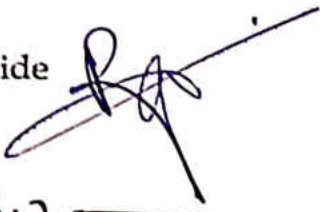
Register No/H.T. No: 2022001049059

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

University: Ambedkar University

| SLNo                                | Evaluation Criterion                                                | Maximum Marks | Marks Awarded |
|-------------------------------------|---------------------------------------------------------------------|---------------|---------------|
| 1.                                  | Internship Evaluation                                               | 80            | 80            |
| 2.                                  | For the grading giving by the Supervisor of the Intern Organization | 20            | 20            |
| 3.                                  | Viva-Voce                                                           | 50            |               |
|                                     | TOTAL                                                               | 150           |               |
| GRAND TOTAL (EXT. 50 M + INT. 100M) |                                                                     | 200           |               |

Signature of the Faculty Guide



Signature of the Internal Expert

B. Eswar

**HEAD MASTER**  
**M C E SCHOOL**  
**BONDILIPURAM**  
**SRIKAKULAM-532 001**

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

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