

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: Thendela. Suresh

Name of the College: Govt. degree college [MEN]

Registration Number: 2122001052053

Period of Internship: From: 21/8/2023 To: 30/9/2023

Name & Address of the Intern Organization ZPH school Rapaka village
ponduru (m) srikakulam (d)

✓

HEAD MASTER
Z.P.High School
RAPAKA
Ponduru (Mandal)
Srikakulam Dist.

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 of 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 persons 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 with 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - 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 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.

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of.....

Name of the College: Govt Degree college [MEN]

Department: Education

Name of the Faculty Guide:

Duration of the Internship: From 21/11/2023 To 30/11/23

Name of the Student: Thandla. Suresh

Programme of Study Education department (short term internship)

Year of Study: 2021 - 2024

Register Number: 2022001052053

Date of Submission:

Student's Declaration

I, T. Suresh, a student of intern Program, Reg. No. 2122001052053 of the Department of Education. G.D.C. (MEN) College do hereby declare that I have completed the mandatory internship from 30.08.23 to 31.10.23 in Z.H.S. Rapalea (Name of the intern organization) under the Faculty Guideship of, (Name of the Faculty Guide), Department of Education. Govt. Degree College (MEN) (Name of the College)

T. Suresh
(Signature and Date)

Endorsements

Faculty Guide

Head of the Department Lecturer in charge
Dept. of Mathamatics
Govt. Degree College (Men)
SRIKAKULAM

Principal

Certificate from Intern Organization

This is to certify that T. Suresh (Name of the intern) Reg. No. 2122001052053 of G.D.C. (M.E.N.) Name of the College) underwent internship in Z.P.H.S. Rapaka (Name of the Intern Organization) from 21.8.2023 to 30.9.2023.

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


6.11.23

Authorized Signatory with Date and Seal

✓
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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.

Learning objectives

- * I teach the lessons to all students in my class
- x I teach the lessons and how to write work books of the given subjects and Explain all students
- & The Head master (mam) Explained me how to Explain lessons and how to interact with students
- & In my internship training, I was help to the students to write their work books.

out Comes :

- * I get good response from the students and they understand what I teach very well
- * They are very disciplined students
- * Their are very communication skill also grown and their response is also very well.

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 with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

Introduction:

* In 2^{pts} Rapaka. They have teaching and non teaching staff and the government provide food to the children four members of servants to serve food.

Vision, mission and values of organisation

The mission only for two months, how to teach Communication skills doing activities to improve my skills and remove my fearness

Role & personality:

I was help to the students to write their work books and to teach problems 3rd, 2nd, 4th class students

Future plans of the organisation

In 2^{pts} Rapaka, have a good faculty to teach the children. and the HM man, she is honest and practical thinking how to teach the children is very disciplined the PET and PD support very well to the 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 choose internship in zptls Rapaka, ponduru the first day I know about the class room and their classes the school was very clean and maintain very discipline. The school start from 9:00 AM from 4:00 pm At 12:15 pm to 1:05 pm lunch break.
- * They have many drill periods and I take over the classes of 3, 4, 5, 6, And also they have yoga classes.
- * For Every class there is one digital TV, for 3, 4 and 5 classes we show Rymes, stories, games.
- * The children are very active and they participate in any activity very well

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	In a first day I looked the class rooms in a school and I introduced my self to the students	first day is very happy and I told about my self	
Day - 2	In the second day, I went to 5 th class and 4 th class I made work books for the students	this students very sharply wrote the work books	
Day - 3	In the third day I went to 6 th class and the 4 th class I gave demo. how to write work books to the students	The students are very talented in class room	
Day - 4	In the fourth day I went to 4 th class and conduct the Quiz	The students very good response	
Day - 5	In the fifth day I went to 2 nd class and I told to write English work book	The students very silently notes were written	
Day - 6	In this week last day I went to 3 rd class and I told the dictation	some students wrote very well	

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Srikakulam Dist.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In a first day I looked the class rooms and I introduced my self to the students

In second day I teach 4th and 5th class made the work books this students very sharply wrote the work books

In third day I went to 6th class and conduct the demonstration how to write work books to the students.

In fourth day I went to 4th class and I told the English work book. the students silently notes were written in this last day I take over the 3rd class and conduct the dictation

Report: In this week, the students was good response.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	In the second week first day. I went to the 1 st class and I told the science lesson	The students very silently notes were written.	
Day - 2	In the second day I went to the 6 th class and I played a game for the students	The student were Enjoy the game	
Day - 3	In the third day I went to the 4 th class and I told the Telugu months and dictation	The students were good response	
Day - 4	In the fourth day. I went to 3 rd class and I told the maths work book	The students silently work book written.	
Day - 5	In the fifth day. I went to 5 th class and I did it yoga	students did yoga very well.	
Day - 6	In the last day this week I went to 8 th class I told the English work book	students listend well.	

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WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

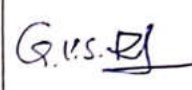
Detailed Report:

In this week first day I went to 10th class and I told the maths sums the students silently notes were written in second day I take over the 6th class and conduct the same games for the students the students was enjoy the game

In third day I take over the 4th class and conduct the dictation students wrote very well in fourth day I went to 3rd class I help to write the work books for the student they gave good response in fifth day I went to 5th class I did it yoga.

Report: In this students listened very well, they gave good response

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	In the third week first day I was take over the 3 rd class to Explain the maths problems	they learned and they did some sums.	
Day - 2	I was teach to the 8 th class English me lesson Explained	they did very well and know about it very well	
Day - 3	I conducted the Some game -s for 2 nd class	they participated and Enjoyed very well	
Day - 4	I went to the 5 th class and I was help to wrote the work books	They did their work books	
Day - 5	I went to 4 th class and I was help the study English lessons one by one	They read very well.	
Day - 6	I was take over some classes to Explain additions, Substra-ctions, problems	They gave very good response	

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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 to a practical approach which enhanced my communication skills very well. And I have also interacted with the faculty of Zp It school Rapaka. I have also tried to teach the students so they learn and ask doubts on my teaching.

I have also worked with teachers and staff's which made me know many things that happens behind school.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	In the fourth week first day I was take over the 4 th class explain maths problems	The students very silently notes was written.	
Day - 2	I was take over the 6 th class to Explain to the physics elements.	The students very good response	
Day - 3	I went to the 5 th class and I did it craft work	Students did craft work very well	D. Sankar
Day - 4	I was take over the 5 th class I was help to the wrote the maths work book	The students sil ently work book were written	
Day - 5	I was take over the 3 rd class and I told the Telugu name dictation	Students wrote very well	M. Ganesan
Day - 6	I went to the 7 th class and I was help the read the social lessons	Some students read very well	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills such as -leading communication managing and -team participation skills when compared to the previous -these weeks

-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	In the 5th week first day I went to the 3rd and 4th class and to explain the multiplication and divisions	They learned and they did some sums.	
Day - 2	I conducted the same games for 2nd class	They participate and enjoyed very well	G.V.S. Prasad
Day - 3	I went to the 8th class and I told the English Tenses	They gave good response	
Day - 4	I went to the 7th class and I was to teach the maths lines and angles	The students listened very well and good response	
Day - 5	I take over 9th class and conduct the quiz on physical science	This student's very sharply response	
Day - 6	I take over the 6th class to explain the some maths problems	The students listened very well.	 HEAD MASTER Z.P. High School RAPAKA Ponduru (Mandal) Srikakulam Dist.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As per the week I have come to know that I have learnt so many things I have developed my communication also, and developed my interactive skills and for get my fearness and freely moved with students and also teachers.

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

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 work Environment is one of the aspects of interns quality addressed in this report the people at ZPHS Kapaka were a good interactive staff.
- * we were given a desk for our work and with basic things like chalk pieces.
- * The Head master and the workers are very polite and humble to me.
- * The students are very friendly and interactive.
- * The other interns were also very cooperative in work, we were focused in the work.
- * we were also given spaces 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 in to practice such as mentoring

* I learned how to communicative and build relationship with the people I wanted

* I learned that its important to commucative with teachers Head master if have any doubt.

* Asking and receiving feed back is very important it is Essential to take note of the both the positive.

* 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 the internship
- I learned how to effectively deal with people developing managerial skill is important to all professionals
- we planned about scheduling with respect to time and we all acted as leaders
- For Every week we arranged our work place culture for productive use of time
- we have kept notes for observing Everyone's improvement weekly wise
- we all have kept our goals to this journey
- we also have developed our decision making skills
- finally 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 ZPHS Rapaka, ponduru
- * As we have been interacting our oral communication
improved with each other students
- * we have improved written communication as we are
assigned to class rooms
- * we are confident while communication conversation
understanding others
- * we also come to getting understood by others
we improved our speech skills from prepared
level to Ex-tempore level.
- * 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 after skills in the work place
- * we the interns of Zp11s Rapaka, ponduru from 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 take leadership we have discussed with Each other about work performance
- * Every activity it gave me Experience and knowledge about team work

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 lead in implementing technology in Education system to amplify digital transformation of schools.
- * The ZPHS Rapaka, ponduru uses devices in the procedure
- * The Head master updates the information of school through smart phone.
- * They scan face of the students for checking. Every teacher and Head master of school make their attendance through face scan method.
- * There is a smart TVs which can be used to teaching practising the primary students more than Academic.
- * The syllabus in English medium in Every standards we have also used the technological devices.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Thendela. Suresh - 2122001052053

Term of Internship: From 21/8/2023 To 30/9/2023

Date of Evaluation:

Organization Name & Address: 2pt school, Rapaka, ponduru (m)

Name & Address of the Supervisor
with Mobile Number:

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

	1	2	3	4	5
1) Oral communication					✓
2) Written communication				✓	5
3) Initiative					✓
4) Interaction with staff					✓
5) Attitude				✓	5
6) Dependability					✓
7) Ability to learn					✓
8) Planning and organization					✓
9) Professionalism					✓
10) Creativity					✓
11) Quality of work					✓
12) Productivity					✓
13) Progress of learning					✓
14) Adaptability to organization's culture/policies					✓
15) OVERALL PERFORMANCE					✓

T. Suresh
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Thendela. Suresh - 2122001052053

Term of Internship: From 21/8/2023 To 30/9/2023

Date of Evaluation:

Organization Name & Address: ZPH School, Rapaka, Ponduru (m)

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	2	3	4	5
1) Oral communication					✓
2) Written communication				✓	5
3) Initiative				4	✓
4) Interaction with staff				4	✓
5) Attitude				4	✓
6) Dependability				4	✓
7) Ability to learn				4	✓
8) Planning and organization				4	✓
9) Professionalism				4	✓
10) Creativity				4	✓
11) Quality of work				4	✓
12) Productivity				4	✓
13) Progress of learning				4	✓
14) Adaptability to organization's culture/policies				4	✓
15) OVERALL PERFORMANCE				4	✓

Signature of the Supervisor ✓

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