

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



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

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student

V. Durga Rao

Name of the College

Govt men govt college

Registration Number

21 22 DR 1052056

Period of Internship

21st From 18/08/23 To 30/9/23

Name & Address of the Intern Organization

education department
m.p.p school
A. Agraharam village

Dr B.R. Ambedkar

University

YEAR

An Internship Report on

Short Term Internship

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc

Under the Faculty Guideship of

Sri R. Ravi Shankar

(Name of the Faculty Guide)

Department of

Mathematics, GDC (M), Srikalakulam

(Name of the College)

Submitted by:

Vandana. Durga rao

(Name of the Student)

Reg.No: 2122001052056

Department of

Science, GDC (M), Srikalakulam

(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 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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Student's Declaration

I, V. Divya Ravi a student of GDC (M), SKLM
Program, Reg. No. 2122001052056 of the Department of B.Sc. M.P.C. Govt. Degree College.
College do hereby declare that I have completed the mandatory internship
from 18.08.2022 to 30.09.2022 in MPP School, P. A. Agharham (Name of
the intern organization) under the Faculty Guidship of
Sri. R. Ravishankar (Name of the Faculty Guide), Department of
B.Sc. (M.P.C.), Govt. Degree College
(Name of the College)

V. Divya Ravi
(Signature and Date)

Certificate from Intern Organization

This is to certify that V. Sriga Rao (Name of the intern)
Reg. No 2122001052056 of Govt of Degree (men) (Name of the
College) underwent internship in MPPS, Agraharam (Name of the
Intern Organization) from 18.08.2023 to 30.09.2023

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



T. Kulkarni
Head Master
Authorized Signatory with Date and Seal
A. Agraharam, Etcherla (A)
Srikakulam-Dist. A.P.

Official Certification

This is to certify that Vandana. Durga rao (Name of the student) Reg. No. 2122001052256 has completed his/her Internship in MPPS, Agraharam. (Name of the Intern Organization) on Short term Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc in the Department of GDC (M), SKLM (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department

Lecturer in charge
Dept. of Mathematics
Govt. Degree College (Men)
SKIKAKJLAM

Principal



Acknowledgements

9:00 Am to 9:30 (prayer)

* National song, waa telugu thobisongi, xlogam.

9:30 to 10:30 Am

Subject: Telugu

Lesson: chapter - 1

6 boys & 2 girls are attend in my class.

Report:- 4th class students are good response in my class.

But 1 girl members are absent. active my class reading students are respond very well.

maths:- 5 boys and 4 girls attend in my class - 5 explain addition of multiple numbers. in 5 class in my class all students are respond very well.

Report:- whole class is good response some problems are Homework: give to students.

12:00 to 1:00 lunch break

Afternoon:-

Solo:- Science, EVS, chapter: 3

Boys & three girls attend in my class

In this class str students. I am asked questions
respond immediately in my class.

next period:-

All students are read the tables, maths table

→ 4:00 pm all students are stand to pledge;
national anthem; after school dispers.

Contents

1. Introduction
2. Overview on organization.
3. Activity log
4. working process.
5. observation
6. conclusion
7. photos
8. improvements

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 lesson all students in my class.
- I teach the lesson and how to write with book.
- I explain all students.
- The headmaster is how to explain lesson and how to interact with students. to explain to me.
- In my internship training I explain & conduct classes. and many spend with childrens.

Outcomes:-

- * All classes students are good response in m.p.p school in Agraharam. Total strength is 20 students
- * I myself explain lessons are good and also students are good response.
- * How to execute the lesson discipline and communication skills.

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.

1. Introduction:-

In mpps Agraharam staff 1 Headmaster and also 1 teacher and the lunch. the 2 women serve the food all the students

2. Vision & mission:-

This mission is only 2 months.
How to teach by communication skills, doing activities.

3. Role & Personality:-

Teach the lesson, writing that work book notes in the school & many school students.

* I teach the lesson. all students are silent.
in my class room.

* Both profit & loss of students joining a school.

* now a days parents are, can't joining his children in govt school.

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.

- ⇒ In m.p.p.s syraharam on first day going to school prayer - national anthem pledge in prayer time all students are very discipline - the school headmaster doing the activities with me and other intern students also attend the activities.
- In classroom I teach the lesson all students are listen silent and very discipline & carefully I conduct the exam with all students and students are silently writing, quiet conduct. the games in papers & corruption the papsy childrens teachers day celebration (Sep 5th),
- * musical chair, dance, essay writing, quiz conduct. these games in teachers day celebrations, (kabaddi), kho-kho.
 - * All games are playing are pto studying very well.
 - * some teams are win games 1st & 3rd respectively some losing - one doesn't win games but well played
 - * sir Give the prizes Mall with the student and other cultural activities are conducted in my intern school.
 - * In September 5th 2023. It very good day in my life.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teaching the lesson to students in class room.	I teach the lesson students are silently, listen my & responding.	T. Kulu
Day - 2	Teaching the lesson to students in class room	I teach the lesson students are silently listening	T. Kulu
Day - 3	Teaching the lesson to students in class room.	adding multiple numbers and all students are good respond.	T. Kulu
Day - 4	I am writing the work book of students students & 3rd class	3rd/4th class students work book are clear & good writing	T. Kulu
Day - 5	prepare the all students for examination. I am invigilator of 3rd class.	All students are write the exams by well.	T. Kulu
Day - 6	prepare the all students for examination. conduct the examination	All students are write exams normal	T. Kulu

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- 1) preparing the examination of all students in first day prepare the telugu exam of students in 4th class all students are attend in the class. all students are attend in the class, all students are form a line & silently exam is writing.
- 2) in second day I conduct the examination of 3rd class from the invigilation of 3rd class. All students are form a line and silently writing in exam & exam is finished all students papers are collect by me. Similarly remaining 3 days conducted the exam as well as students are sitting the examination. placed and silently writing.
- 3) 3 days conducted the exam as well as students are sitting the examination placed and silently writing.
- finish the exam in class room & teach the lesson with the students.

Report:-

All students good writing the exam well the learning outcome control the student and H.M. Sir some activities and correction the question paper all students are gain good marks and next day. I explain highest wrong answer of the class, that question explain two students in my class.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teaching the lessons to students in the 4th class	In the class I teach the lesson at the same time. student range double	T. K. K.
Day - 2	Teaching the lessons to students in 3rd class	In the class all students are good suppose 2 seats very well	T. K. K.
Day - 3	Teaching the lessons to students in 2nd class	All students are ready average	T. K. K.
Day - 4	Teaching the numbers 2, A, B, C, D, . . . 2	All students are ready average	T. K. K.
Day - 5	Conduct the natural dictation of 3rd class students	All students are ready average	T. K. K.
Day - 6	Teaching the small notes in the class.	From teaching the lesson to students all students Hw	T. K. K.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Teaching lessons in this week (I, II, III, IV, V) classes.

- ① I teach the lesson in 3rd class. In the morning three girls are explain to the all students. of 3rd class. the students are respond well.
- ② In second day I teach the lesson in 4th class in morning (10:30 to 11:30) all students are good response to the class attend my class.
- ③ In third day I explain how to conduct interact with other person game communication skills explain with us.
- ④ In fourth day I teach lesson in 4th class for 2 students are active & other students are envious.
- ⑤ In fifth day, Saturday morning teaching the matter multiplication of two 10 members students are listening carefully.
- ⑥ In sixth day I explain party rotation in 4th class of 10th class students.
- ⑦ In seventh day I teach lesson in 5th class.

Report:— The headmaster gives exam paper I Correction that Answer papers.

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 8th class students awareness on how to live in society.	I have known many new things that kids think about their place.	T. Kulkarni
Day - 2	I have taught 4th class students about English basics like every day classes.	I got know about teaching new things to the students	T. Kulkarni
Day - 3	I have conducted a new activity for the 2nd class where all the students very well.	I have developed my communication mentoring skills very well	T. Kulkarni
Day - 4	I have helped the mother in their respective works.	I come to know about the working of teachers	T. Kulkarni
Day - 5	I have taught 3rd class students about maths basics and try to help them further.	I have learnt to teach about how to solve arithmetic problems.	T. Kulkarni
Day - 6	I have taught E.V.S lesson for class 4th in a practical way.	I have learnt to teach in practical way.	T. Kulkarni

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 based to a practical approach which enhanced my communication skills very well. And I have also interacted with the respected government teachers, parents about the situations, 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 staff, work which made to me know things 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 notes chapters the 1st & 2nd class.	I have developed my teaching skills for students too are good.	P. K. K.
Day - 2	I have conducted a game for experts than talent for 5th class.	I have interacted with students & helped in their doubts.	P. K. K.
Day - 3	I have checked about every class environment for so many facilities water supply.	I have to care to know about few problems in school.	P. K. K.
Day - 4	I have interacted with students regarding their problems in school & gave some solutions.	I tried to solve some student problems at possible level.	P. K. K.
Day - 5	I have taught 1st class students about animals and birds.	I have dealt with 1st class student digital way.	P. K. K.
Day - 6	I have taught 2nd class about editing etymology.	I have improved my communication skills.	P. K. K.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

I have disciplined my staff schools
such as teaching, mentoring, communication
managing and other communication
participation way when compared to the
previous. These weeks

There are observed about the school environ-
ment in class performance and I have push
them give activities and get tired to solve
them.

The students also have been well performance.
with good results.

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 4th class about discipline followed in cubs room.	I have interacted with the students about discipline	T. K. K.
Day - 2	Vinayak Naviti holiday.		—
Day - 3	I have interacted with 1st class students through digital way.	I have accessed the digital device in the school.	T. K. K.
Day - 4	I have taught the 2nd class about english lesson.	The students have learned P. doing good in students	T. K. K.
Day - 5	I have taught the 3rd class about E.V. & lesson	The students are doing well	T. K. K.
Day - 6	I have interacted students about previous status	I have known so many things in this journey.	T. K. K.

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 in this journey I have developed my communication skills, managerial skills, interactive skills reading skills & other skills which enhanced me very well.

I came to know few good things and also some problems which I have tried to solve & made better out of it. I learnt about being a teacher worker & easily as an intern in the work space.

CHAPTER 5: OUTCOMES DESCRIPTION

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

The work environment is one of the aspects of interning quality addressed. In this report, the people at Agraharam school were, good interactive staff we were given a desk for our work & with basic things. Like chalk piece our role is to enhance the students observing them & stop our things are from 9:00 am to 3:30 pm. (Morning to afternoon).

The headmaster & the workers are very positive & humble to me. The students are very friendly and interactive which made me socialize with them very easily. The other interns were also very co-operative in work. We the interns of Ateron very well very active & focused in the work we always also given space for space our process which made our internship very valuable to us.

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 mpps Agraharam school. etcherale. As we have been interacting with each other; students we have improved our oral communication, written communication. as we are assigned to class. success, not first day we many these but now. we are confident while communication, conversation, understanding. others. we also come to getting understood by others we improved. we improved our speech skills from prepared. level to compare level we have also developed for teach- ing skills. in any way which made student 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 sought after skills in the work place.

We the interns at MYP Agraharam etcherale formed as a team to enhance & improve our work in an efficient way.

Initially as we have no similarity with each other gradually it took time & we have also become a supportive team. Every week, one of us will lead the team at to take leadership if we have discussed with each other about work performance.

Working as a team member and also as a leader made me known about how to work as a team member its role in the team & responsibilities as a leader. I have lead the team in my way to interact co-operative & manage them as a unit. In every activity it gave me experience & knowledge about team work.

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

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

I have known what now is put my knowledge and skills to provide the sum as monitoring

I learning how so correspondence some have seasonally with the people. worked I learned. the way department of organization.

Asking and receiving feedback is very important it is essential to take more of both the positive and negative points for further. I maintain some that something. asking. for feedback. of receiving. Feedback is difficult. the in case but I will have a significant impact on your future cases and overall

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 non-material skills - I have acquired from this internship.

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

We have kept notes for observing everyone improve ment weekly while we will discuss about all plots & cont in our working stage. we all have kept our goals for this journey we also have developed our decision making skills which are very essential in further on for the final day. we have discussed about our performance.

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 completely digital transfer. Nations of school the Abrahamam npp school at etcherla etcherla uses devices in the procedure.

There is a smart TV which can be used for teaching protecting, practicing, of the primary students more than Academic syllabus in English medium when compared to previous system that are followed in Government school now the present system introduced very enhanced upgraded & enriched in every start. We have also used the technological devices for our tasks related to internship.

Even when the students are leaving from school it is also recorded under head master vision and is documented.

Student Self Evaluation of the Short-Term Internship

Student Name: Vandana George Rao

Registration No: 2122001032056

Term of Internship: short From: 18/08/2023 To: 30/09/23

Date of Evaluation:

Organization Name & Address: MPPA School, Ayarachavan, Etcherla.

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:

V. George Rao
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>V. Divyashree</u>	Registration No. <u>2122001052058</u>
Term of Internship: Short From: <u>18/08/23</u> To: <u>30/09/23</u>	
Date of Evaluation: _____	
Organization Name & Address: <u>Ed Education department Mysore</u>	
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

EVALUATION

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.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Nandana Dwivedi*
Programme of Study:
Year of Study: *2022-2023*
Group: *B.Y M.P.C*
Register No/H.T. No: *2122001052056*
Name of the College: *Govt. men degree college - Jitkaulam,*
University: *Ambedkar.*

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

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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