

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: Yedla. vijaya

Name of the College: Govt Degree college [MEN]

Registration Number: 2122001052060

Period of Internship: From: 21/08/2023 To: 30/09/2023

Name & Address of the Intern Organization ZPH School Kesavarao Peta
Etcherla(m), 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 21/06/2021 To 30/09/2023

Name of the Student: Yedla Vijaya

Programme of Study Education department (short term Internship)

Year of Study: 2021 - 2024

Register Number: 2122001052060

Date of Submission:



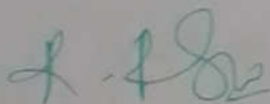
Student's Declaration

I, Yedla vijaya, a student of Thiruvananthapuram Program, Reg. No. 2122001052060 of the Department of Education, GDC [MEN] College do hereby declare that I have completed the mandatory internship from to in 2 PWS KESAVARAO PETTA (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)

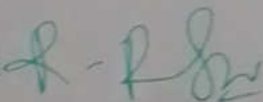
Y. vijaya
(Signature and Date)

Endorsements

Faculty Guide

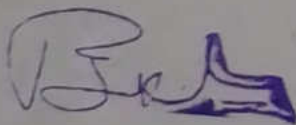


Head of the Department



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

Principal





Certificate from Intern Organization

This is to certify that Vedra.Vijaya.... (Name of the intern) Reg. No 2122001057060 of GIDC [M.E.M]... Name of the College) underwent internship in Z.P.H.S. KESAVARAO PETA. (Name of the Intern Organization) from 21/08/2023 to 30/09/2023....

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

C. K. K. K. 13-10-2023
Authorized Signatory with Date and Seal

HEADMISTRESS
Z.P.H. SCHOOL
KESAVARAO PETA
TCHERLA (Mandla)
SRIKAKULAM

ACKNOWLEDGEMENTS

9:00 to 9:15 AM (Prayer)

1) National Song (2) Mairuguthali (3) slogan All students are prayer well.

9:30 to 10:30 AM

Subject :- English

Lesson :- Grammar

Report :- 5th class students are good response in my class but 3 to 4 members are doesn't active in my class. remaining students are respond in my class.

10:30 to 10:40 AM (Break)

11:00 to 12:00 AM

Maths :- 3rd class students did sums very well and they do many sums.

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 to all students in my class
- ⇒ I teach the lessons and how to write work book of the given subjects and explain all students.
- ⇒ The Head Master 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. And also we conduct so many games and yoga classes.

Out comes :-

- ⇒ I get good response from the students and they understand what a I teach very well.
- ⇒ They are very diciplain and they perform in games very well.
- ⇒ 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.

1. Introduction :-

⇒ In ZPHS Kesavaraopeta, they have 18 members of staff and one members of non-teaching staff.

⇒ In lunch the government provide food to the children. Four members of servants to serve food.

2. vision, mission & values of organisation :-

⇒ The mission only for two months.

⇒ How to teach communication skills, doing activities.

For choosing this school department because to improve my skills and remove my fearness.

3. Role & personality :-

I was help to the students to write their work books and I teach problems for 3rd, 4th, 5th class students, For 8th 9th and 10th I was take the maths classes and Explained them.

4. Future plans of the organisation :-

In ZPH school Kesavaraopeta, have a good faculty to teach the children and they have spoken english classes. The children play games very well. 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 ZPIH school, Kesavadasapeta, Etcherla. The first day I know that about the class room and their classes. The school was very clean and maintain very discipline. The school start from 9:00 AM and from 4:00 PM. At 12:15 PM to 1:05 PM lunch break.

They have master drill periods and I take over the classes of 3, 4 & 5. And also they have yoga classes. For yoga classes they allotted one madam and I am also for her.

For every class there is one digital TV. For 3, 4 & 5 classes we show Rymes, stories, Games in that TV. We also conduct 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 sain and I told about my self.	Kyoo
Day - 2	In the second day, I went to 5 th class and 4 th class I made work books for the student.	This students very sharply wrote the work books.	Kyoo
Day - 3	In the third day, I went to 7 th class and conduct the quiz.	The students are very talented in classroom.	Julie
Day - 4	In the Fourth day, I went to 9 th class and conduct the quiz.	The students were very good response.	Kyoo
Day - 5	In the Fifth day, I went to 8 th class and I told the maths lesson.	This students very silently Notes were written.	Julie
Day - 6	In this week last day, I went to 3 rd class and I told the dictation.	Some students wrote very well.	Kyoo



WEEKLY REPORT

WEEK - 1 (From Dt. 21/08/2023. to Dt. 26/08/2023)

Objective of the Activity Done:

Detailed Report:

Teaching lessons in this week (4th, 5th, 7th, 8th, 9th, 3rd) classes

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

In second day I teach 4th & 5th class made the work books. This students very sharply wrote the work books.

In third day I went to 7th class and conduct the quiz, the students very talented in classroom.

In Fourth day I went to 9th class and conduct the quiz, they gave good response.

In Fifth day I went to 8th class and I told the maths lesson (games) this very silently notes were written. In this last day I take over the 3rd class and conduct the dictation, some students very wrote very well.

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 10 th class and I told the maths lesson.	The students very silently notes were written.	<i>K. S. S.</i>
Day - 2	In the second day, I went to the 6 th class and I played the a game for the students.	The student was enjoy the game.	<i>K. S. S.</i>
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.	<i>K. S. S.</i>
Day - 4	In the fourth day, I went to 3 rd class and I told the maths work book.	The students silently work book were written.	<i>K. S. S.</i>
Day - 5	In the fifth day, I went to 5 th class and I did it yoga.	Students did yoga very well.	<i>K. S. S.</i>
Day - 6	In the last day this week, I went to 8 th class, I told the english tenses.	Students listened well.	<i>K. S. S.</i>



WEEKLY REPORT

WEEK - 2 (From Dt 28/05/2023 to Dt 02/09/2023)

Objective of the Activity Done:

Detailed Report:

In this week I told the III, IV, V, VI, VIII classes and also 10th class.

In this week first day I went to 10th class and I told the maths sumes. The students Silently Notes were written.

In second day I take over the 6th class and conduct the some 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 had to write the work books for the student. They gave good response. In fifth day I went to 5th class I did it yoga, students did yoga very well.

In the last day this week, I take over the 8th class and I teach was english tenses students listened very well.

Report:- In this students I 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 Addition problems.	They learned and they did some sums.	Kuro
Day - 2	I was teach to the 8 th class maths Graph representation.	They did very well and know about it very well.	Qare
Day - 3	I conducted the some Games for 6 th class.	They participate and enjoyed very well.	Kuro
Day - 4	I went to the 5 th class and I was help to write the work books.	They did their work books.	Kuro
Day - 5	I went to 7 th class and I was help the study English lessons one by one.	They read very well.	Qare
Day - 6	I was take over some classes to explain Additions, subtraction problem.	They gave very good response	Kuro



WEEKLY REPORT

WEEK - 3 (From Dt. 04/01/2023 to Dt. 09/01/2023.)

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 ZPH School, Kesavaraopeta. I have also tried to teach the students so they learn and ask doubts on my teaching.

I have also worked with teachers and staffs 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 10 th class to explain the maths trigonometry.	The students very silently notes was write -n.	K. S. S. S.
Day - 2	I was take over the 9 th class to explain to the physics (chemistry) elements.	The students very good response.	Phy
Day - 3	I went to the 8 th class and I did it craft work.	Students did craft work very well.	K. S. S. S.
Day - 4	I was take over the 5 th class I was help to the wrote the maths work books.	The students silently work book were written.	Phy
Day - 5	I was take over the 3 rd class and I told the Telugu words names dictatio -n.	Students wrote very well.	K. S. S. S.
Day - 6	I went to the 7 th class and I was help the read the social lessons.	Some students read very well.	K. S. S. S.



WEEKLY REPORT

WEEK - 4 (From Dt. 11/09/2023. to Dt. 16/09/2023..)

Objective of the Activity Done:

Detailed Report:

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

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

The students also have been well performing with good rate.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	In the Fifth week first day, I went to the 3 rd and 4 th class and to explain the multiplication and divisions.	They learned and they did some sums.	Kuro
Day - 2	I conducted the some Games for 5 th class.	They participate and enjo enjoyed very well.	Phly
Day - 3	I went to the 8 th class and I told the english tenses.	They gave good response.	Kuro
Day - 4	I went to the 7 th class and I was teach the mathe lines and angles.	The students listehed very well and good response.	Phly
Day - 5	I take over the 9 th class and conduct the Quiz on Physical science.	This students very sharply response.	Kuro
Day - 6	I take over the 6 th class to explain the some maths problems.	The students listehed very well.	Kuro



WEEKLY REPORT

WEEK - 5 (From Dt.18/09/2023 to Dt.24/09/2023.)

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 also I developed my interactive skills and forget 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. I learn about being a teacher, worker and mostly 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.)

Interns work environment is one of the aspects of interns quality addressed in this report. The people at ZPH School Kesavapur Peta were a good interactive staff. We were given a desk for our work and with basic things like chalk pieces. Our role is to enhance the students - observe them and any other negative. Analyse all activities by students and staff. Our things are from 9:00 AM to 4:00 PM (Morning to afternoon)

The headmaster and the workers are very polite and humble to me. The students are very friendly and interactive which made me socialize with them very easily.

Then other interns were also very cooperative in work. We the focused in the work. We the interns as a team were very active and 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)

These 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 build relation-ship with the people I wanted. I learned that every department or organisation has its own culture. As a intern, I discovered its essential to be enthusiastic and open to learning new skills.

I learned that its important to communicate with teachers. Head master if have any doubts.

Asking and receiving feedback is very important. it is essential to take note of both the positive and negative. Points for future I learned that some times asking for feedback or receiving feedback is difficult to hear but it will have a significant impact on your future career and success.

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

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

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

We have kept notes for observing everyone's improvement weekly. We will discuss about all pros and cons in our working style.

We all have kept our goals for this journey. We also have developed our decision-making skills, which are very essential in further. As per the final day, we have discovered about our performance is upgraded.

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

We have improved our communication skills in this internship at ZPHS Kesavaraopeta, Elthuru.

As we have been interacting with each other students, we have improved our oral communication written communication as we are assigned to class rooms at first day we may feel these but now we are confident while communication conversation understanding others.

We also come to getting understand by others we improved our speech skills from prepared level to extempore 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 sought after skills in the work place.

We the interns of ZPH School, Kesavaraopeta, Elcherala form 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.

Working as a team member and also as a leader made me known about to work as a team member. Its role in the team and responsibilities as a leader. I have lead the team in my way to interact cooperative and manage them as a unity in 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 transformations of schools. The ZPH School Kesavapeta, Gtchexla 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 for teaching practising the primary students more than Academic syllabus in English medium when compared to previous systems that are followed in government school now the present system followed by our school is very enhanced. Upgraded and enriched in every standards we have also used the technological devices for our tasks related to internship.

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

Student Self Evaluation of the Short-Term Internship

Student Name & Registration No: Yedia. Vijaya - 2122001052060

Term of Internship: From 21/08/2023 To 30/09/2023

Date of Evaluation: _____

Organization Name & Address: ZPH School, Kesava Rao Petta, Etcherla (M)

Name & Address of the Supervisor CH. Bharati, ZPH School, Kesava Rao Petta
with Mobile Number: 9491809789

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Y. Vijaya
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Yedla. vijaya - 2122001052060

Term of Internship: From: 21/08/2023 To 30/09/2023

Date of Evaluation:

Organization Name & Address: ZPH School, Kesavarao Peta, Etcherla (M)

Name & Address of the Supervisor: CH. Bharati, Kesavarao Peta
with Mobile Number: 9491809789

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

CH. Bharati 13.10.2023
Signature of the Supervisor

HEADMISTRESS
Z.P.H. SCHOOL
KESAVARAO PETA
ETCHERLA (Mandal)
SRIKAKULAM



