

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)

Gruntamukkala. Eswararao

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

Name of the Student: GRUNTAMUKKALA, ESWARARAO

Name of the College: Government College of Engineering, Hyderabad

Registration Number: 2112001051005

Period of Internship: From: 18-05-2023 To: 20-05-2023

Name & Address of the Intern Organization: 12, Vithal, P.H.C.

Dr. B. P. Arundhan University
YEAR

An Internship Report on

Function of Medical department hospital

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

Govt. Degree college (Men) Srikakulam

(Name of the College)

Submitted by:

Guntamukhab. Eswarajao

(Name of the Student)

Reg.No: 2122 00 1053023

Department of

Govt. Degree college (Men) Srikakulam

(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.

————<<@>>————

Student's Declaration

I, Guntamurthy Eswarava a student of B.Sc. (M.P.E)
Program, Reg. No. 2122001053023 of the Department of Electronics
College do hereby declare that I have completed the mandatory internship
from 18/08/23 to 30/08/23 in Bentley P.H.C (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of

Govt Degree College (men) skln
(Name of the College)

G. Eswarava
(Signature and Date)

Official Certification

This is to certify that Quentin J. E. ... (Name of
the student) Reg. No. 20200000000000000000 has completed his/her internship in
Section 2.8.6 (Name of the Intern Organization) on
Function of credit department (Title of the Internship) under my
supervision as a part of partial fulfillment of the requirement for the
Degree of B.Sc. (Hons.) in the Department of
... (Name of the College).

This is accepted for evaluation.

(Signature with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Ganukamukkalu Edwarayar (Name of the intern)
Reg. No. 1122001053023 of Govt. degree college (men) (Name of the
College) underwent internship in Bonthu. P.H.C (Name of the
Intern Organization) from 19-09-2023 to 30-09-2023

The overall performance of the intern during his/her internship is found to be

Satisfactory (Satisfactory/Not Satisfactory).

D. Sudha.
07/11/23
Authorized Medical Officer with Date and Seal
P.H.C., BONTU
Srikakulam (Dist.)

Acknowledgements

- we are highly obligated to respected Dr. Shri P. B. Bhaskar Commissioner for providing a great opportunity for internship.
- we are grateful to our Dr. P. Suresha Principle. GDC(M) Srirakulam for her sincere elections towards internship.
- we are thankful to Sri R. Mohan Rao coordinator for internship for his continuous coordination and communication with students.

we are grateful to Dr. R. P. Indira lectures in Botany class mentor for his coordination and communication with students.

we are g.
RMO assist and professor, HOD and lab technicians of GbH thank you so much for giving the opportunity to complete my internship at GbH. I have learnt so much and appreciate the time you spent teaching my new skills and useful medical tests.

Contents

1. Title Page.
2. An internship report
3. Instructions to students.
4. student declaration
5. official certification
6. certificate from Intern organisation
7. Acknowledgements.
8. chapter 1; executive summary
9. chapter 2; overview of the organization
10. chapter 3; Internship Part.
11. chapter 4; Activity log book from 1st week to 24th week.
12. chapter 5; Internship ocdeamer description.
13. student self evaluation.
14. evaluation By the supervision
15. Internship photos and videos
16. Internal and external evaluation.

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 have allotted 4 months internship in the medical department by the Govt. of A.P.

After allotment I went to join at G.G.H. Srikakulam . .

After my joining I was assigned different works to different labs, by HOD. of microbiology for the duration of 4 months.

During my period I learned a lot. Dr. Ravindra Sam taught us about the staining techniques, incubation, etc. - It was a very great lecture and helpful for us. Theoretically. We acquired knowledge given by Dr.

I am very much impressed by the faculty and lab technicians of the hospital and the interaction with the patients taught me a lot.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

I worked in the medical department as a interns in Sri Sakulam. Medical department plays an important role in every sector. I observed many things in the hospital. Different qualified faculty are serving the patients very well. My work and wise experience as a intern in Hospital was very appreciable. I interacted with my senior faculty members with honorably.

In my point of view the organization I had worked was very good with full of patience with 100% well treatment and with well experience and workable doctors and nurses.

CHAPTER 3: INTERNSHIP PART

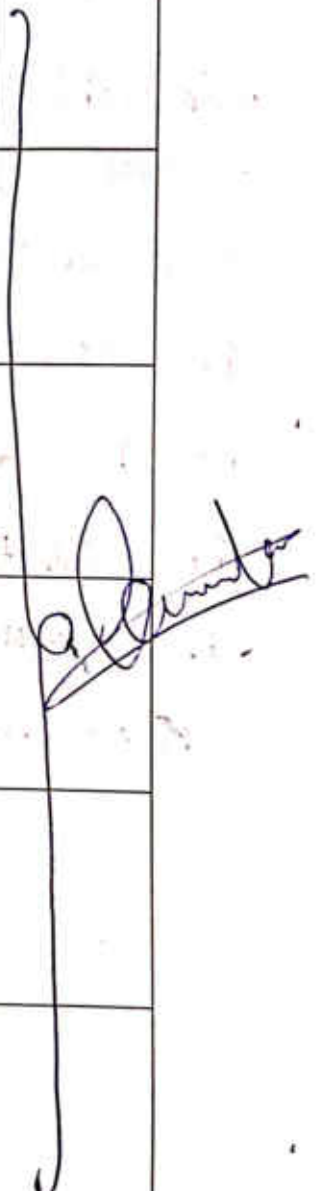
Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

I worked in Govt Hospital, Srikakulam. in the department of medical. I worked in the lab. I did many tests like PCR, electrolysis and total Blood count and Haemoglobin.

In the lab, they are two sectors of departments are held they are Biochemistry and culture. They were many machines, with highly satisfacted techniques and tools are there for conducting various tests for patients very accurately.

I conducted many tests like blood group determination etc under the supervision of my sir madams.

ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|--|
| Day -1 | I have joined in the given internship organisation | we observed the surroundings and Hospital inside. |  |
| Day -2 | Interaction with lab technician and staff disposal of different dust bins | Interaction with some madams disposal waste in different colour bins | |
| Day -3 | I was allotted in the microbiology lab | I observed the instruments in The lab | |
| Day -4 | on this week I learned the Gram stain procedure | I learned the Gram staining Procedure. | |
| Day -5 | I observed the test procedure. | I learned the staining test Procedure. | |
| Day -6 | I observed the Plate streaking in the Incubators. | I gain knowledge how the plates are Incubated. | |

WEEKLY REPORT







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

Objective of the Activity Done:

Detailed Report:

In this first week we are allotted in microbiology department. we observed the instruments present in lab and use of dust bin. By this I learned to put that lab materials in that particular coloured dust bin. As a part of internship many students joined in 6th H. so, the staff divided students joined in 6th H. so, the staff divided students into different departments.

ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person in-Charge Signature |
|------------|---|--|---|
| Day = 1 | First day of school we observed the phenomenon | learned the scientific method |  |
| Day = 2 | we observed the cells on a slide with tissues | learned about how things the skin is not |  |
| Day = 3 | we observed the organisms under microscope | observed the organisms under microscope |  |
| Day = 4 | on the fourth day learned about 2nd - 3rd skin | learned about 2nd - 3rd skin |  |
| Day = 5 | we observed the organisms & growth under microscope | observed the organisms under microscope |  |
| Day = 6 | on the 6th day we observed the cells under microscope | learned about the cells of the skin |  |

WEEKLY REPORT







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

Objective of the Activity Done:

Detailed Report:

In this week, I was allotted in VRDL (Virus Research and Diagnostic Laboratory). I observed some Instruments Present in the VRDL lab. I observed some instruments and their functions in the VRDL laboratory. In this lab I observed the VRDL laboratory. The centrifuge machine and how to work and separate the various components of a fluid of different densities (or) liquids from solids on the next day morning same knowledge.

ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|---|
| Day -1 | In first day of this week observed that how the media. prepared. | observed. the media. preparation. |  |
| Day -2 | on second day. learned about. nutrient agar. preparation. | understand the. nutrient agar. preparation. |  |
| Day -3 | on third day observed. the Maccon key. agar | understand the. Macconkey agar. media preparation. |  |
| Day -4 | On fourth. day learned about blood Agar Preparation. | understand the. Blood agar. preparation |  |
| Day -5 | on the fifth day observed the simmar-in's citrate preparation. | understand the. citrate agar. preparation. |  |
| Day -6 | on sixth day observed the Bile bath Preparation | learned about Bile broth preparation. |  |

WEEKLY REPORT


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

Objective of the Activity Done:

Detailed Report:

In first day of this week we observed how to prepare media for the microorganisms. Next day I learned about nutrient agar. Preparation. It is used for subculture for isolation organism, for maintenance purposes on to check the purity of subculture for isolation plates - for biochemical tests. on the next day how to prepare maceormey agar media preparation.

ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|---|
| Day -1 | when were allotted to the blood sample collection area. | I have learned the method to collect blood. |  |
| Day -2 | we where allotted to the blood sample collection area. | I have learned the collection blood from patient. | |
| Day -3 | we were allotted to the blood sample collection. | I learned about collection of blood from the patient | |
| Day -4 | we were allotted to the blood sample collection area. | I learned about collection of blood from the patient | |
| Day -5 | we were allotted to blood sample collection area. | I learned about collection of blood from patient. | |
| Day -6 | we were observed to the blood sample collection area | I learned about collection of blood from patient | |

WEEKLY REPORT


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

Objective of the Activity Done:

Detailed Report:

we have allotment in the blood sample collection. first day I observed test tubes. It is send to this different lab for the conduction of tests. Red blood collection tube normal hept serum tube used in Biochemistry. Green blood collection tube, Heparin anti coagulation tube, light green blood collection tube. Plasma separation tube.

ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|--|
| Day -1 | I was allotted in Ictc (Integrated counselling and testing centre) lab. | I have observed the counsellor and he counsels and patients |  |
| Day -2 | It observed the room and instruments present in the lab. | I observed instruments in lab | |
| Day -3 | on the third day I observed the tests & procedure. | I learned about the tests and procedure. | |
| Day -4 | In HIV lab the collection of patients sample been done. | I have observed and learned sample collection | |
| Day -5 | In HIV labs we observed sample tests | I observed the methods of HIV. | |
| Day -6 | In this lab they are 3 types of tests done. | I observed the methods of HIV. | |

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

I was allotted in ICTC (Integrated counselling and testing centre) laboratory

I observed the counsellor room and surroundings places. I observed the room and some instruments present in the lab. on the next day I observed the tests and their procedure done in the laboratory. counsellor is taken class to as. About how to effect HIV symptoms and preservation methods of HIV.

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 internship work environment is one of the aspects of interns quality addressed in the report. The people at GGH Hospital were welcomed me heartfully and with good interactive staff.

First and foremost I had trained and examined many times things like test and medical procedure. I had worked most of the time in lab, and my lab sir/madam explained and trained very well as are the interns as team. They were very active and focused in the work.

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

There are many technical skills that is have. learned from this medical internship. I have to know about how to put my knowledge and skills into the practice, such as an intern in medical field. I learned how to communicate and build relationship with the people; had been worked.

I learned that every department of organization has its own importance and role.

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 for this internship. I learned how to effectively deal with people. Developing management skills is important to all professions. As a team we planned about scheduling with respect to time and we all acted as a leader and trainee for every week. Enthusiastically we conveyed our workplace culture for productive use of time.

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 more about the lab and medical test and various disease etc., and many medical procedure in this internship at GGH Hospital in the department of medical

As we have been interacted with the faculty of the lab technicians and nurse etc. As we assigned to work and to learn more about every medical test.

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

our expirival team of specialisation.
and advanced health care. technology deliver
the best treatment outcomes. For each
Patient. Be able to live a healthy and happy
life.

- Patients with best health care.
- Inactive medicines
- Advanced technology
- Treatment for a healthy life style.

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 step in implementing technology in medical system to amplify digital and medical modern technological transformation for hospitals.

The GBH Hospital Srikakulam covs. will modern. Satisfied devices in the procedure..

In the lab where are well satisfied -ed. expensive. with modern technological device are these too concluded | investigate every report for the test accurately.

Student Self Evaluation of the Short-Term Internship

Student Name: Greuteru K. Ewatarau Registration No: 212201053 L3
Term of Internship: From: 18/08/2023 To: 30/09/2023
Date of Evaluation:
Organization Name & Address: Bonten P.H.C

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:

G. Ewatarau
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

| | |
|---|---------------------------------------|
| Student Name: <u>Gowdara Lakshmi</u> | Registration No: <u>2177681953023</u> |
| Term of Internship: From <u>08/08/2023</u> To <u>30/09/2023</u> | |
| Date of Evaluation: | |
| Organization Name & Address: <u>GOWDA R.S.C</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: 07/10/23


D. Sudha
 Medical Officer
 Srikakulam



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,

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Guntanukkala. Elwarao*

Programme of Study: *functioning of Medical department*

Year of Study: *2023*

Group: *B.Sc (M.P.E)*

Register No/H.T. No: *2122001053023*

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

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

| 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)

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