

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: LOBINTHE DILLI SWAR RAO

Name of the College: Government Degree College (Autonomous)

Registration Number: 2122001053036

Period of Internship: From: 15-08-23 To: 31-09-23

Name & Address of the Intern Organization

Chaitanya Mahaswami MPP School, Sakinaka

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
V.V Ravi Kumar

(Name of the Faculty Guide)

Department of
Mathematics

(Name of the College)

Submitted by:
LOPINTI DILLISWAR RAO

(Name of the Student)

Reg.No: 2122001053036

Department of
mathematics

(Name of the College)

Government degree college (MEN)

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, LOPINTI DILLISWAR RAO a student of Short-term internship
Program, Reg. No. 2122001053036 of the Department of mathematics
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in Educational department (Name of
the intern organization) under the Faculty Guideship of
V.V Ravi Kumar (Name of the Faculty Guide), Department of
mathematics, Goverment degree college (MEN), SKM.
(Name of the College)

L. Dilliswar Rao

(Signature and Date)

Official Certification

This is to certify that LOPINTI DILLISWAR RAO (Name of the student) Reg. No. 2122001053036 has completed his/her Internship in Education department (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 V.V Ravi kumar in the Department of Govt. Degree college (men) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

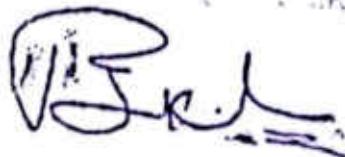


Head of the Department



Lecturer in charge
Dept. of Mathematics
Govt. Degree College (men)
V.V RAOULAM

Principal



Certificate from Intern Organization

This is to certify that L. Dilliswar Rao (Name of the intern)
Reg. No 2122001053036 of Govt Degree college (men) (Name of the
College) underwent internship in Educational department (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 (Satisfactory/Not Satisfactory).

G. Pavani
Authorized Signatory with Date and Seal

HEAD MASTER
M. P. E. SCHOOL
CHINTHULYALASA
Gara Mandal Sklm Dt

Acknowledgements

This school internship report is the result of an end of a way of two months. It would not have been possible without the participation assistance of numerous brave and courageous people along the way. Thus I have to thank them all.

First and foremost I would like to give special gratitude to my parents who give me every opportunity to keep my step ahead. I am indebted to my college teachers and the Principal for their vision, encouragement and enduring contagious interest in the internship.

I extended my gratitude to my classmates and especially to our group members with whom I shared my dark days and together we sort out academic and social problems.

Special thanks must be given to the teachers and students of Chinthuvakasa MPP School, Srikulam for their feedback, love & support with which I achieved skills and development.

Contents

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.

The internship programme aims to provide our students like opportunity to consolidate through practical experience to the intern on various roles of including teaching the subject

school internship is designed to lead of the development of a broad repertoire of perspectives, professional capacities, teacher dispositions sensibilities and skills student teachers shall be equipped to cater to the diverse needs to learners in school.

I am a second year BSC graduated of Government Degree college for men. our college sends the BSC 2nd year students for internship in different department I have been sent to MPP school Chinthuvilasa, srikakulam for the internship for two months it commenced from October August 18 and continued till September 30, 2023

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.

The organization i have worked in the education Dept. in chinthuvolasa mpp school. its vision is to empower children in education. system and to prepare bright students for future the policy of the school with respect to interns. us to that the students should follow time period correctly and follow the instructions of head masters.

our role is to obey the respective instructions of headmasters and work as a substitute teachers, to observe the environment, solve the situations of a possible level.

The performance of mpp chinthuvolasa . saikakulam was going very well. The students of the school were also doing good at academic performance. it also encourage extra - Curricular activities such as outdoor games, yoga etc. it's goal is to enhance the rural children into excellent 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.

School Internship requires interns to do a variety of activities, we are responsible for assisting class activities, teaching students with various learning methodologies under a head instruction supervision.

we, the interns should reach the school at 9:00 AM, we have to go to the classes that are assigned to us and help the students in a academic performance, disciplinary etc. we can also use the smart T.V for digital learning. we have to observe the students premisses, the environment and have to give some make the students understand about new system like the OMR sheet exams.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it is my first day, I have conducted self-introduction for 1 st & 2 nd class students	it was a great day as a teacher and come to know about some students	Gr. Pavani
Day - 2	I went to 1 st std class in taught them maths in a fun and learning way	I have been prepared and come to know about teaching in fun and learning way	Gr. Pavani
Day - 3	Again, I was spend to 4 th class and I have noticed some problems in them	I came to know about their educational status.	Gr. Pavani
Day - 4	I went to 2 nd class and taught them every day things in proper manner like greetings	I come to know how to teach the children neatly	Gr. Pavani
Day - 5	I taught 1 st class students, an english lesson and played an activity	I observed about their knowledge on english	Gr. Pavani
Day - 6	I have interacted with the 1 st class students through activities	I come to know about their mindset & knowledge	Gr. Pavani

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In the entire week, I have conducted extra circular curriculum activities like self introduction. Games to interact with them to know about their states of mind and connect with them.

I have also taught them few lessons from their syllabus in understandable manner so new things and I have observed that they have felt that they came to know about some new things, and I have observed their educational performance knowledge.

Totally, I learnt that some students are not very well in studies and they like the teaching in fun and learning way.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 2 nd class and I have observed some students who need to be disciplined.	I have known how to discipline the students at my standard.	Gr. Patani
Day - 2	I went to 1 st class and asked them about their goals which was well interactive	I got to know about their life style goals and problems.	Gr. Patani
Day - 3	I taught 2 nd class, a english lesson and by them through sentences	I have managed the students to read their mother language	Gr. Patani
Day - 4	I have taught the 1 st class students some rhymes and moral stories	I came to know about communication and management with students.	Gr. Patani
Day - 5	I have taught the 5 th class about how to behave at particular places and situations	I have to come to know about mentions in behaviours aspects	Gr. Patani
Day - 6	I have conducted activity for 2 nd class students on maths.	I have taught a subject in approachable manner	Gr. Patani

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week. I have observed about the students, their performance in studies, and their capability. I have discussed about how to be good and become better in academic performance

I have conducted some new activities regarding their syllabus and created an environment in which they are very active in group activities and in class too

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 2nd class students awareness on how to live in a society.	I have known so many new things that kids think about their situations.	Gr. Pavani
Day - 2	I have taught 1st class students about English basics like everyday chores.	I got to know about teaching new things to the students.	Gr. Pavani
Day - 3	I have conducted a few activities to the 2nd class where all the students have very well.	I have developed my communication skills.	Gr. Pavani
Day - 4	I have helped the teachers and staff members in their respective works.	I came to know about the working of teacher and staff.	Gr. Pavani
Day - 5	I have taught 5th class students about Maths basics and tricks to help them further.	I have learnt to teach about how to solve arithmetic problems.	Gr. Pavani
Day - 6	I have taught E.V.S lesson for 4th class in a particular way.	I have learnt to teach in a particular way.	Gr. Pavani

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 lessons to a particular approach which enhanced my communication skills very well.

And I have also interacted with the repeated governments teachers. Parents about the situation problems, environment etc. I have to also to teach the students so that they feel like they are in a open space.

I have also worked with teacher and staffs work which made me know things 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 maths chapters to the 2nd class and 1st class	I have developed my teaching skills the students too are good	Gr. Pavani
Day - 2	I have conducted a game for exploring their talent for the 2nd class	I have interacted with students and helped them in their doubts	Gr. Pavani
Day - 3	I have checked about every class environment, sanitary facilities and water supply	I have to come to know about few problems in school	Gr. Pavani
Day - 4	I have interacted with students regarding their problems in school and gave some solution	I tried to solve students problems at a possible level	Gr. Pavani
Day - 5	I have taught 1st class students about animals and birds	I have deal with 1st class students digital way	Gr. Pavani
Day - 6	I have taught 3rd class about eating etiquette	I have increased my communication skills	Gr. Pavani

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 teaching mentoring communication managing and team participation skills when compared to the previous three weeks.

I have also observed about the school environment students performance and i have also interacted with them and gave advice and 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	I have taught 2nd class about discipline followed in class room.	I have interacted with the students about disciplining	Gr. Pawan
Day - 2	I have taught the 1st class students about seminar skills	I have tried to teach the students about their seminar skills	Gr. Pawan
Day - 3	I have interacted with 1st class students through digital way.	I have accessed the digital device in the school	Gr. Pawan
Day - 4	I have taught the 2nd class about english lessons.	The students have learned and doing well	Gr. Pawan
Day - 5	I have taught the 3rd class about EVS lesson.	The students are doing well	Gr. Pawan
Day - 6	I have interacted with all students about personal status and personal skills	I have known so many things in this session	Gr. Pawan

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, teaching skills which enhanced me very well.

I come to know few good things and also some problems which I have tried to solve and made better out of it. I learn about being workers and mostly as an intern in the work place.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1			
Day - 2			
Day - 3			
Day - 4			
Day - 5			
Day - 6			

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

CHAPTER 5: OUTCOMES DESCRIPTION

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

intern's work environment is one of the aspects of intern's quality addressed in this report of intern. The people at MPPS Chinthuvallasu were a good interactive staff we were given a desk for our work and with basic things like chalk pieces. our role to enhance the students observe them and any other negatives, Analyse all activities by students and staff. our timings are from 9:00 AM to 3:30pm [morning to afternoon]

The headmaster and the teachers are very polite and humble to me. the students are very friendly and interactive which made me socialize very easily. the other interns were also very co-operative in work. we are the interns as a team were very active and focussed in the work. we were also given space 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 built relationships with the people I worked. 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 I 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 sometimes 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 the 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 for every week we arranged our workplace culture for productive use of time

we have kept notes for observing everyone improvement weekly wise, we will discuss about all pros and cons in our working styles we all 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 MPPS Chinthuvallasa, Srikakulam

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

we also come to getting understood by others we improve our speech skills from prepared level to extempore level we have developed from a student to an intern. we have also developed few teaching sessions 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 workplace
- we, the intons of mpps chinthuvalsa, saikukulam formed as a team to enhance and improve our work in an efficient way.
- Firstly as we have no familiarity with each other. Gradually in tools 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 how to work as a team members its role in the team and responsibilities. As a leader I have lead the team in my way to interact, co-operate and manage them as a unity in every activities. it gave me experiences 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 leap in implementing technology in education system to amplify digital technology of school.

The Chinthuvalsa MPP school of Srikakulam uses devices in the procedure

The head master updates the information of school through smart phone they scan faces of the students for checking. Every teacher and headmaster of school make their attendance through face scan method

There is a smart TV which can be used for teaching practicing students more than academic syllabus in English medium when compared to previous systems that are 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 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: <u>LOPINTI DILLISWAR RAO</u>		Registration No: <u>2122001053036</u>
Term of Internship:	From:	To :
Date of Evaluation:		
Organization Name & Address: <u>Chinthuvulasa MPP School, Srikokulam</u>		

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:

L. Dilliswar Rao

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Lopinti Diliswas Rao</u>	Registration No: <u>21220076026</u>
Term of Internship: From: _____ To: _____	
Date of Evaluation: _____	
Organization Name & Address: <u>MPP school, Chinthavalasa, Srikakulam</u>	
Name & Address of the Supervisor with Mobile Number _____	

Please rate the student's performance in the following areas:

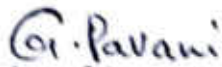
Please note that your evaluation shall be done independent of the Student's self-evaluation

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: _____

Page No: _____


 Signature of the Supervisor
 MPP MANAGER
 M. P. F. SCHOOL
 CHINTHALASA
 SRIKAKULAM DIST.

PHOTOS & VIDEO LINKS

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)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

<i>Sl.No</i>	<i>Evaluation Criterion</i>	<i>Maximum Marks</i>	<i>Marks Awarded</i>
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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Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503
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