

# 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 Intern: Nethinti, Manikanta

Name of the Institution: GINC (M)

Registration Number: 2122061052040

Period of Internship: From: \_\_\_\_\_ To: \_\_\_\_\_

Name & Address of the Intern Organization: Rings - Hospital  
Sankalanti

Dr. B. D. Ambedkar **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

III rd B.Sc [M.P.E]

(Name of the College)

Submitted by:

(Name of the Student)

Reg.No: 2122001053040

Department of

III rd B.Sc [M.P.E]

(Name of the College)

Govt. Degree College [men], Srikakulam

## 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.

-----<<@>>-----

### Acknowledgements

- We are highly obligated to respected Dr. Sharipola Bhaskar Commissioner for providing a great opportunity for internship.
- We are grateful to our Dr. P. Swiekha principle EDC (M) Srirakulam for her sincerely encouragement towards internship.
- We are thankful to Sri B. Mohan Rao Coordinator for internship for his continuous co-ordinator and Communication with Students.

We are grateful to Dr. Rabindra lecturer in Maths class, Mentor for his continuous monitoring for the entire internship.

RMO Assistant professor, HOD and Lab technician of GGH thank you so much for giving the opportunity to complete my internship at GGH. I have learnt so much and appreciate the time you spent leading my new skills and useful medical tests.

## Student's Declaration

I, Nelcanti. N. Vikrama a student of B.Sc (NPE)  
Program, Reg. No. 2122 001053010 of the Department of Electronics  
College do hereby declare that I have completed the mandatory internship  
from 18/08/2023 to 30/10/2023 in Sri Kakulam Govt. Hospital (Name of  
the intern organization) under the Faculty Guideship of  
\_\_\_\_\_ (Name of the Faculty Guide), Department of  
\_\_\_\_\_  
\_\_\_\_\_  
(Name of the College)

  
08/11/2023  
(Signature of Student)  
Department of Bio Medical Engineering  
Govt. General Hospital  
Srikakulam-532 001 (A.P)

## Official Certification

This is to certify that Nethinli. Hanikanta (Name of the student) Reg. No. 2122001053040 has completed his/her Internship in Srikakulam RIMS Hospital (Name of the Intern Organization) on function of medical department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (MLP) in the Department of Govt. degree college (Men) (Name of the College).

This is accepted for evaluation.

  
9.11.2023

**Dr. C. SHANU PRAKASH**  
Regd.No. 18177  
Civil Surgeon R.M.O  
Govt. General Hospital  
SRIKAKULAM


Endorsements

  
06/11/2023  
(Signature of Department of Bio Medical Engineering)  
Govt. General Hospital  
Srikakulam-532 001 (A.P)

Faculty Guide



Head of the Department

  
Coordinator in Charge  
Dept. of Mathematics  
Govt. Degree College (Men)  
SRIKAKULAM

Principal

## Certificate from Intern Organization

This is to certify that Nethinti. Narikanta (Name of the intern)  
Reg. No 1122001053040 of Govt. Degree College (RMS) (Name of the  
College) underwent internship in Srikakulam RMS Hospital (Name of the  
Intern Organization) from \_\_\_\_\_ to \_\_\_\_\_

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

  
Dr. C. SHARU PRAKASH  
Regd.No. 18177  
Civil Surgeon R.M.O  
Govt. General Hospital  
SRIKAKULAM

  
06/11/2023  
Authorized Signatory of Bio-Medical Engineering  
Department with Date and Seal  
Govt. General Hospital  
Srikakulam-532 001 (A.P)

## 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 Organization
10. Chapter-3 : Internship part
11. Chapter-4 : Activity log book from 1<sup>st</sup> week to 12<sup>th</sup> week
12. Chapter-5 : Internship outcomes descriptions
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 at different labs, by HOD of microbiology for the duration of 4 months.

practical knowledge we again from lab technician. They showed us demonstration. I spent most of the time in labs. We involved in conducting tests. I had conducted test in labs.

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 an intern in GGH Srikalakulam. Medical department plays an important role in every sector. I observed many things in the hospital, different configured faculty are serving the patients very well. My work and experience as an intern in hospital was very appreciable. I interacted with my scenario faculty members with honourable.

In my point of view the organisation I had worked was very good with full of patience with 100% well treatment and with well experienced 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 GGH Hospital, Srikkulam. 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 satisfied 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 Sr 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 Sir & Madam's 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 stain 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 dust materials in that particular coloured dust bin. As a part of internship many students joined in GGH. So, the staff divided students joined in GGH. 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 on second week, we observed & learnt smear preparation	Learnt the Smear preparation	B. Vals
Day - 2	We observed the slides are cleaned with tissues.	Learnt about how damage the skinning part.	B. Vals
Day - 3	We observed the organism under microscope.	Observed GPC organisms under microscope.	B. Vals
Day - 4	On the fourth day learnt about Ziehl-Neelsen staining	Learnt about Zn staining	B. Vals
Day - 5	We observed the procedure & smear under microscope	Observed the organisms under microscope.	B. Vals
Day - 6	On this day I was allotted the glassware washing room.	Learnt about to clean the glassware.	B. Vals

## WEEKLY REPORT






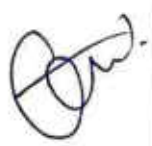
WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this Second week first day we learnt about Smear preparation. By this method I learned about how to prepare Smear - Next day morning to clean the sliders with tissue and place in rack and viewed under microscope. Next day we observed the organism under microscope. In this method Gram positive organism stains with crystal violet and appears violet colour.

### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	On the first day of this week learnt about clean glassware.	learnt about how to clean the glassware.	
Day - 2	I was allotted in VRDL Lab.	I observed the instruments in the lab.	
Day - 3	I observed the same instruments and their work in lab.	I observed the instruments & procedure in lab	
Day - 4	I observed the Centrifuge machine & how to work.	I learned about Centrifuge Machine & their function.	
Day - 5	I observed Hi-Media machine and operating procedure.	I learned about how to operate the Hi-Media, & function.	
Day - 6	I observed the GEN fast machine operating.	I learned about how to work the GEN.	

## 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	On first day of this week observed that how the media prepared.	Observed the media preparation.	<u>Yash</u>
Day - 2	On second day learned about Nutrient agar preparation.	understand the nutrient agar preparation.	<u>Yash</u>
Day - 3	On third day observed the macconkey agar.	understand the macconkey agar media preparation.	<u>Yash</u>
Day - 4	On fourth day learned about blood Agar preparation.	understand the blood agar preparation.	<u>Yash</u>
Day - 5	On the fifth day observed the Simmar-Ins citrate preparation.	understand the citrate agar preparation.	<u>Yash</u>
Day - 6	On sixth day observed the Bile broth preparation.	learned about Bile broth preparation.	<u>Yash</u>

## WEEKLY REPORT







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

Objective of the Activity Done:

Detailed Report:

On 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 MacConkey 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	We were allotted to the blood sample collection area,	I have learned the method to collect blood.	
Day - 2	We were 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 area,	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 / Left serum tube used in Biochemistry. Green blood collection tube. Heparin anticoagulation 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 Counselor and he counsels and patients.	
Day - 2	I observed the room and instruments pressure 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 same been done.	I was observed and learned the sample collection	
Day - 5	In HIV Lab he observed same tests.	I observed the methods of HIV	
Day - 6	In this lab they are 2 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 us. 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 intern quality addressed in this 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 we are the interns as team 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 required 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 professionals. As a team we planned about scheduling with respect to time and we all acted as a leader and trainer for every week enthusiastically. We converged our work place 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 nurses 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 Exphial team of Specialisation and  
advauced 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
- Advauced 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 GGH Hospital Srirangulam was with modern satisfied devices in the procedure.

In the lab where are well satisfied expensive with modern technological devices are these for concluded / investigate every report for the test accurately.

## Student Self Evaluation of the Short-Term Internship

<b>Student Name:</b> Nethinti. Manikanta	<b>Registration No:</b> 2122001053040
<b>Term of Internship:</b>	<b>From:</b>
<b>To :</b>	
<b>Date of Evaluation:</b>	
<b>Organization Name &amp; Address:</b> Sriakakulam RIMS Hospital Bangalore	

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

  
 Signature of the Student

**Date:**

### Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Nelkinki R. Gururaula</u>	Registration No: <u>2122-0010510110</u>
Term of Internship: From: _____ To: _____	
Date of Evaluation: _____	
Organization Name & Address: <u>Srikakulam R.M. Hospital Balaga</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:

9.11.2023

**Dr. C. BHANU PRAKASH**  
Regd.No. 18177  
Civil Surgeon R.M.O  
Govt. General Hospital  
SRIKAKULAM

Signature  
Department of Biomedical Engineering  
Govt. General Hospital  
Srikakulam-532 001 (A.P.)

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: *Nethinti. Manikanta*  
Programme of Study: *functioning of medical department*  
Year of Study: *2023*  
Group: *B.Sc (H.P.E)*  
Register No/H.T. No: *2122001053040*  
Name of the College: *Govt degree College (men), Srikulam*  
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)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road  
Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503  
[www.apsche.ap.gov.in](http://www.apsche.ap.gov.in)