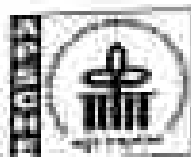


Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



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

INTERNATIONAL

SHORT TERM INTERNSHIP

(Onsite / Virtual)

CHANCE TO

WORK WITH

INTERNATIONAL

AN POSITIVE

INTERNATIONAL

Government Degree College of
(MUN) Sakalidana

INTERNATIONAL

2023 to 12/3/2024

CHANCE

INTERNATIONAL

2023 to 12/3/2024

INTERNATIONAL

Government Degree College of

Government (MUN) Sakalidana

Government Degree College of

(MUN)

Government Degree College of

Government Degree College of

Government Degree College of

Government Degree College of

An Internship Report on

Learning Improvement program
(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Government Degree College of Arts, Siliguri

Under the Faculty Guidance of

Hastha Hara

(Name of the Faculty Guide)

Department of

Sci (Electronics)

(Name of the College)

Submitted by

Ananya puja ha

(Name of the Student)

Roll No. 212200123001

Department of

Electronics

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship listed on the website of AP State Council of Higher Education <http://apche.ap.gov.in>

1. It is mandatory for all the students to complete Internship (100 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 at your own handwriting. Add additional sheets whenever 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 instrumenting/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 ~~school~~ 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, Abdullah Alif Huda a student of _____
Program, Reg. No. 212200313300 of the Department of Biotechnology, Zoology
College do hereby declare that I have completed the mandatory internship Chemistry
from 21/8/23 to 20/9/23 in Kashipur village (Name of
the intern organization) under the Faculty Guidance of
Hazrat Huda (Name of the Faculty Guide), Department of
Biotechnology, Government Degree College of HCU, Srikalahasti
(Name of the College)

A. Alif Huda
(Signature and Name)

Official Certification

This is to certify that Anoopu. puTha (Name of the student) Reg. No. 21220612301 has completed his/her Internship in MPP School (Kudiyathu) of the Learn Organisation and Learning Department. (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Biotchnology in the Department of Industrial Science of Anna College.

This is accepted for evaluation.


(Signature of the Supervisor)

Endorsements


Head of Institution


Head of Institution
Department of Biotchnology
Anna College
101/101/101/101/101

Signature



Certificate from Intern Organization

This is to certify that Ancelina Pujitha (Name of the intern)
Reg. No 212200123001 of Gurukulam (Name of the
College) underwent internship in Karvonneta (Name of the
Intern Organization) from 21/8/23 to 30/9/23

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

A. V. K. R. S. 7/10/23
Authorized Signatory
Code 2023 2023 2023
2023 2023 2023 2023

Acknowledgements

The successful completion of this internship report would not have been possible without the support and assistance of many individuals and organization. I feel immensely blessed to have gotten this during the course of my internship programme of two months. I would like to take this opportunity to offer my earnest administration to each and everyone of them thus I have to thank each and everyone of them involved in this programme.

I am indebted to my college teacher and principle for their vision encouragement and enduring interest in the internship.

And my special thanks must be given to the teachers and government teachers of MPP school Karimnagar for their feed back which able to achieve skills for develop.

My last and most important thanks due to all those made this report possible and become a reality with their kind assistance.

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Chapter - 2 : Overview of the Organization

Chapter - 3 : Internship part

Chapter - 4 : Weekly report and activity log

- * Activity log for Week - 1 and weekly report.

- * Activity log for Week - 2 and weekly report.

- * Activity log for Week - 3 and weekly report.

- * Activity log for Week - 4 and weekly report.

- * Activity log for Week - 5 and weekly report.

- * Activity log for Week - 6 and weekly report.

Chapter - 5 : Outcomes Description

- * Describe the real-time technical skills you have.

- * Describe the managerial skills you have acquired.

- * Describe how you could improve your communication skills.

- * Describe how you could enhance your abilities.

- * Describe the technological development you have observed and relevant to the subject areas of training.

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 joined as an intern under the organization of Learning Improvement Programme under the UNICEF in Education Department.

I visited Government School named as (MPP) Primary School Kantimatta, Sri Kantimatta.

I chose education department to know the current way of teaching method of organization of government school to help their education quality.

I noticed that this school need more teaching faculty from the government. My learning objectives are teaching technique, methods of school procedure students behaviour and most importantly food and other special care to enhance attendance.

I came to know that they specially care to teach poor children in that area.

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 joined in the Government primary school named Municipal primary school, Karamda, which provides education to the poor people in that surroundings.

I observed some new values exist in the school as it is in the developing condition.

I can personally able to recollect the way of government school Organization working method.

As I worked as Intern in that school, teachers had supported me a lot to take classes to the students and advised me the way of teaching to a primary school students in this period of internship time.

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 must end by reflecting on what kind of skills the intern acquired.

I have joined in the Government School named Municipal primary school, Kundamata for 45 days of Internship.

I worked as a teacher in that school and I took classes in 5th classes students.

In detail, working condition are started from 7:00 am to 3:30 pm in the school.

In starting at 7:00 am prayer and then classes are taken and I observed that few students were able to understand English and some of them are very active in many classroom activities.

This short term Internship provided me more teaching techniques and friendly behaviour and patience to deal with the students.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge Signature
Day-1 21/2/23	On first day, I visited MPP school, Karamatta Took an introduction class.	observed the surroundings and classrooms.	Ala
Day-2 22/2/23	Started module-1 Explained telugu story, English, Maths & Craft.	controlling the students & made them delightful.	Ala
Day-3 23/2/23	Completed module-1 Gave some homework Started Module-2	learned how to explain things.	Ala
Day-4 24/2/23	Explained telugu, Teaching english, and Maths.	Explained the lessons in a better way.	Ala
Day-5 25/2/23	Vorabakshu Vantam	-	Ala
Day-6 26/2/23	continued module-2 Craft portions completed module-2	Learning making crafts with papers	Ala

WEEKLY REPORT

WEEK - 1 (From Date: 8/23 to Date: 15/23)

Objective of the Activity Done

Detailed Report:

On the first day, I joined in the internship in MPP school, Konimolha, in Kandiastha. I observed the school surroundings. It took 15 students from class 5.

On the 2nd day, I started module 1. Explained telugu story "Simham - Adavi", English picture reading, Maths Counting 1-9 numbers, Dog Making crafts.

On 3rd day, I continued to and completed module - 1 and assigned homework of the students and started Module 2.

On 4th day, I started continued module 2 with craft projects in module 2 telugu, teaching english and Maths.

On 6th day, I continued module 2 craft projects craft or making masks as animals and by 7th I completed module - 2.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge signature
Day-1 28/8/23	On this day, I took a leave due to the fever.	-	Ave
Day-2 29/8/23	I took a leave for 2 days for suffering fever.	-	Ave
Day-3 30/8/23	I started module 3, Telugu, and English clap for words.	Tried to explain the telugu well.	Ave
Day-4 31/8/23	Continued module 3. Maths started and craft.	Learned teaching techniques.	Ave
Day-5 1/9/23	Module 3 game Kallak garthulu and completed Module 3.	Learned Making crafts and playing game.	Ave
Day-6 2/9/23	Module 4 started Telugu, English teaching.	Learned teaching techniques.	Ave

WEEKLY REPORT

WEEK - 1 FROM DATE / / TO DATE / /

Objective of the Activity / Class

Detailed Report:

on first day, I took a leave for suffering from fever.

on 2nd day, I started module 3, Telugu and English Clap for words.

on 4th day, continued module 3 Maths and Making new crafts.

on 5th day, Module 3 play a game with theme "game named" Kallaki garibulu".

on 6th day, I started module 4. I helped the students to understand the telugu "Story extension" and English "Blending your pastries" by Capital and small letter alphabets.

And I made the students play jumping and completed the module.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1 4/9/23	on this day, I continued module and completed- New Modules Started	Students showed Interaction on US	Alia
Day-2 5/9/23	Teachers day celebrations	celebration with students	Alia
Day-3 6/9/23	Jaykrishna Jannastami	-	Alia
Day-4 7/9/23	I completed the other portions of Module 5	Quick response from student - 4	Alia
Day-5 8/9/23	I started module 6 with telugu, English and Craft	Experienced students behaviour	Alia
Day-6 9/9/23	Second Saturday	-	Alia

WEEKLY REPORT

WEEK - 3 (From Dt. 6/11/23 to Dt. 11/11/23)

Objective of the Activity Done:

Detailed Report:

on first day, I continued Module 4 Maths And started Module 5 English "Rhyme time"

on second day, on the occasion of Teachers day I celebrated the event with the students and the other teachers.

on fourth day, I completed the other portions of Module 5 with Maths "ascending order" and Craft / Art of Flowers with Lady's fingers.

on fifth day, I started module 6 with telugu "Veranda" Mattadandi" and english "word artHyakshari" and ended up with maths portion of counting 1 - 99 numbers.

on six day, School has half day due to the second Saturday.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1 11/7/23	on this day, I completed the module 6.	learning teaching techniques	Aus
Day-2 12/7/23	I con. started module 7 with telugu and English	learning teaching techniques	Aus
Day-3 13/7/23	I taught other xarrulising postions and completed module 7.	learning teaching techniques	Aus
Day-4 14/7/23	I started module 8 and completed telugu, english, Maths and craft.	learning teaching techniques	Aus
Day-5 15/7/23	Continued the module 8 compled other postion. started Module 9.	learning teaching techniques	Aus
Day-6 16/7/23	I continue the other postions of module 9 and play game from module 9.	learning teaching techniques.	Aus

WEEKLY REPORT

WEEK - 1 (From Dt. 1/1/2023 to Dt. 7/1/23)

Objective of the Activity Done

Detailed Report

on first day, I completed the module 6 of Maths and completed by learning art and the game "koolugu gattu".

on second day, I started module 7 with telugu "Bhoosa Kreedalu" English "passing the ball" game.

on third day, I continued module 7 with maths "Egumavedham", Art & Craft "velli meeda bonna" and playing game "gutha media nadutlam".

on fourth day, I started module 8 completed telugu and english "asman saas".

on fifth day, I continued the module 8 with maths "Lakkala Cricket" and art / craft of "Rangula bonna velli". And started module 9.

on sixth day, I continue and the other portions of module 9 Maths, and craft. And played game "pattukonda chudlam" with the children and completed module 9.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Parent In Charge Signature
Day-1 18/9/23	Vinayaka chavithi	-	<i>[Signature]</i>
Day-2 19/9/23	I started module 9, completed telugu and english.	learning teaching techniques.	<i>[Signature]</i>
Day-3 20/9/23	continued teaching the module and completed module 10.	learning student Management.	<i>[Signature]</i>
Day-4 21/9/23	I started module 11 completed telugu and english Maths/craft.	learning teaching techniques.	<i>[Signature]</i>
Day-5 22/9/23	playing games with children from module 12.	physical and mental talent	<i>[Signature]</i>
Day-6 23/9/23	I started Module 13 and complete Telugu, English, positions.	learning student Management.	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 4 From 01.12.2020 to 07.12.20

Objective of the Activity Done

Detailed Report:

on first day, school is closed due to the occasion of 'vinayaga chavithi'.

on second day, I started module 10 with complete telugu and named 'ware chapter' and english 'say about me'.

on third day, I continued teaching the module 10 and explained with 'how to spend money?' Art & Craft, 'sagun sagun' and played game and completed module 10.

on fourth day, I started module 11 and complete telugu 'chadavandi - veyandi' and english 'wordleat' and started module 12.

on fifth day, I continued the other portions of module 12 English 'learning prepositions' and Maths 'Buzz' and Art/Craft and completed module 12 by playing game 'guess the ball with children'.

on sixth day, I started module 13 and complete the telugu and english portions.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge Signature
Day-1 26/7/23	I continued the module 13 with their performance in the unit / Act.	Learn a lot things and improve myself	Alia
Day-2 26/7/23	I started module 14 and completed Telugu and English.	good response in Telugu and English.	Alia
Day-3 27/7/23	I continued the module 14 and completed the 1st and 2nd part and some completed the module 14.	physical and mental relief.	Alia
Day-4 28/7/23	14 B1-c - Milan	-	Alia
Day-5 29/7/23	I give them the module 19 and interaction about school environment.	know the role of interest in students.	Alia
Day-6 30/7/23	I shared few things and motivated them as a responsible person.	one from the school with some teaching experience.	Alia

WEEKLY REPORT

WEEK: 8 From Date: 25/12/23 To Date: 31/12/23

Objective of the Activity/Work:

Detailed Report:

on first day, I continued the module 12 with other positions: maths, craft / Art. and completed the module 13.

on second day, I started module 14 and completed design "padhikola" and english "find you pair".

on third day, I continued the module 14 and completed the Maths "panchadam", craft / Art with students and playing games "kuntullata" with children and completed the module 14.

on fourth day, school is closed due to the suspension of Id - 6 - 12th.

on fifth day, I revision the module 14 and interaction with students about the whole intervention.

on sixth day, I shared this things and motivated them as a responsible interns.

CHAPTER 5 OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interaction, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, initial support and framework, institution, power and institution, etc.)

Intern's work environment is one of the aspects of intern's quality addressed in this report. The people at NPP school in pondum Hordal Sakthikulam District and Karimnagar Village. where I found a good interacting staff. As well as an intern under learning Improvement programme organised by UNICEF which aims to improve our teaching techniques. we was given a clock for our work and provided by minimal things like chalk. our role is to enhance the students and observe them. Analysing all activities by students and staff. our timings are from 9:30 am to 3:30 pm.

The Headmaster and the teachers are very polite and humble to me the students are very friendly and interactive which made me socialize with them very easily. The other interns were also cooperative in work. we as our inter team were very active & focused on 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 known about how to put my knowledge and skills into practice. As we provided a schedule to teach them which is a module where it contains Telugu, English, Maths, Art and Craft and a game for the children which enhances my communication skills and built a friendly relationship with the children and staff at my working place. I learned that every department has its own work. I was very curious to learn the new skills from school department of the school. Headmaster and the staff clarifies my each and every doubt about the school.

Asking and receiving feedback is very important. It is essential to take note of both the positive and negative points for future. I came to know that asking & receiving feedback may difficult at that time to hear but it has a huge impact in future.

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

Here are some managerial skills I have acquired from this internship.

I learned how to effectively deal with people and developing my managerial skills. As we provided a module by LTP programme through an app, we have our assigned work to complete with respect to time that we have. We, as an intern in that school I learned to manage time and work that engaged with several department of school.

We have kept notes to notedown the observations that we made everyday such as, the food that they provide, books and other essentials for their studies. Our intern team held a meeting session to discuss several aspects to enhance the child education & mental stability. We planned to improve their academic progress by several motivational and other activities. We discussed about our performances in the school in teaching.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, communication abilities, confidence level, while communicating, strategic management, understanding others, getting understood by others, extensive speech ability to articulate the key points, during the conversation, maintaining notes and progress, getting, thinking and appreciating others, etc.)

I have huge improvement in communication skills in this internship in MPA Handel Musiktheater am Leinhardt Village.

As we have been always interactive with students and staff. Our communication skills improved day by day. As we feel tense to talk with actively but later we feel comfortable to talk. we improved our communication skills working on blackboard. feels arising at initial stage later we feel confident in teaching by the activities given by the teaching staff.

Our Intern team had many discussions which improve my speech skills which able to improve my conversation and greeting, appreciates and other notes. we have also developed few teaching skills in our internship.

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 significant skills. I have learned in my work place.

As the interns at municipal elementary school in Montreal I got an opportunity formed as a team to enhance and improve our work in an efficient way.

Firstly, all of us, doesn't have any relation between each other, but gradually we become a team and each one became the leader of that team, where we conduct discussions on every week to enhance the children, which plays a vital role in our performance at work place.

Working as a team member and leader in the Internship made us know about how to work and manage the team. It makes me to interact, and cooperate each other to manage our work efficiently. It gives a practical knowledge & experience to me.

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 transformation of schools.

The municipal elementary school in mandal street of srikalahasti district made ES in this stage of academic year.

The Headmaster updates the information of school through smart phone. He scan faces of the students and verify their day to day attendance. And he also take photograph of the children during their lunch time of their menu and nutrient food.

The Headmaster observed the teaching method in every classroom and he asked us to practice the academic year in English medium. When compared to our school day. Government schools had a great development. Children of that school is always monitored by the teachers to their safety.

Student Self Evaluation of the Short-Term Internship

Student Name: A. pugitha Registration No. 2122001123001

Term of Internship: From 21/8/23 To 30/9/23

Date of Evaluation: _____

Organization Name & Address: _____

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	Productiveness	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: _____

A. pugitha
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: A. p. q. H. a Registration No: 2112001173001

Term of Internship: From: 21/8/23 To: 30/9/23

Date of Evaluation: _____

Organization Name & Address: _____

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.

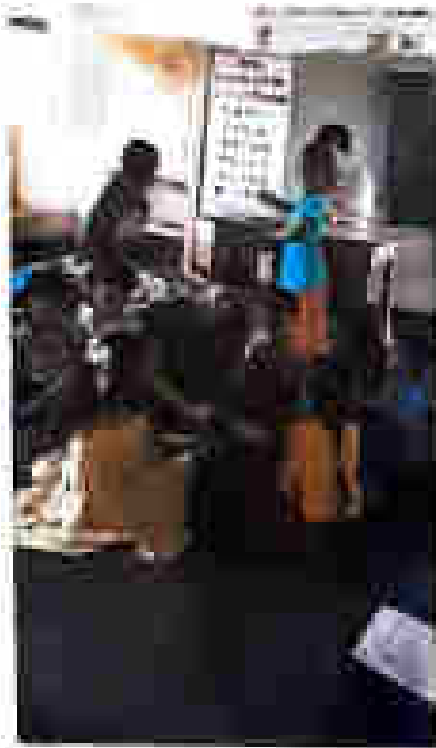
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Work ethics	1	2	3	4	5
4	Interactability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Cleanliness of work zone	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

Initial: _____

Page No: _____

A. Venkatesh
 Signature of the Supervisor
 Head of the Institution
 Date: _____

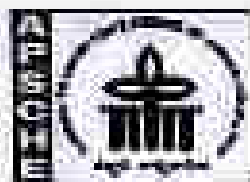
PHOTOS & VIDEO LINKS



EVALUATION

- 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)



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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