

# 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)



## SHORT-TERM INTERNSHIP

Name of the Student:

Name of the College:

Registration Number:

**Period of Internship:**

Name &amp; Address of the Intern Organization

Metturu - (village)

Kotturu. (mandal),

Srikakulam - (District),

Andrapradesh - (state).

pin code : 532459

# University

YEAR



## An Internship Report on

Learning Improvement programme

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

GIDC (men) Saikukulam

Under the Faculty Guideship of

Dr. R. Haritha Mam , Dr. Vamsi Kumar Sir

(Name of the Faculty Guide)

Department of

Bsc (Btzc)

(Name of the College)

Submitted by:

Barvi . Mounika

(Name of the Student)

Reg.No: 2122001123 005

Department of

Biotechnology

(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, Barri. Mounika a student of Btzc  
Program, Reg. No. 2122001123005 of the Department of Biotechnology  
College do hereby declare that I have completed the mandatory internship  
from 21/8/23 to 30/9/23 in M.P.P School, mettur (Name of  
the intern organization) under the Faculty Guideship of  
Haritha Mam (Name of the Faculty Guide), Department of  
Bsc Biotechnology Government Degree college (men) srirakulam  
(Name of the College)

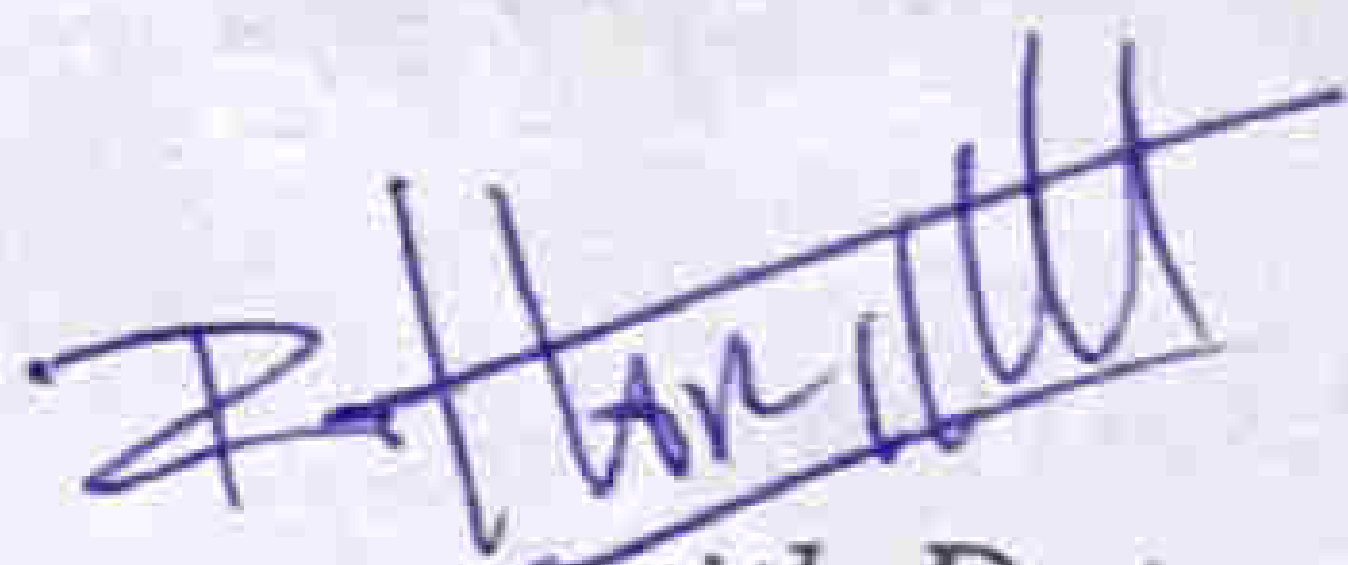
B. Mounika 30/9/23  
(Signature and Date)



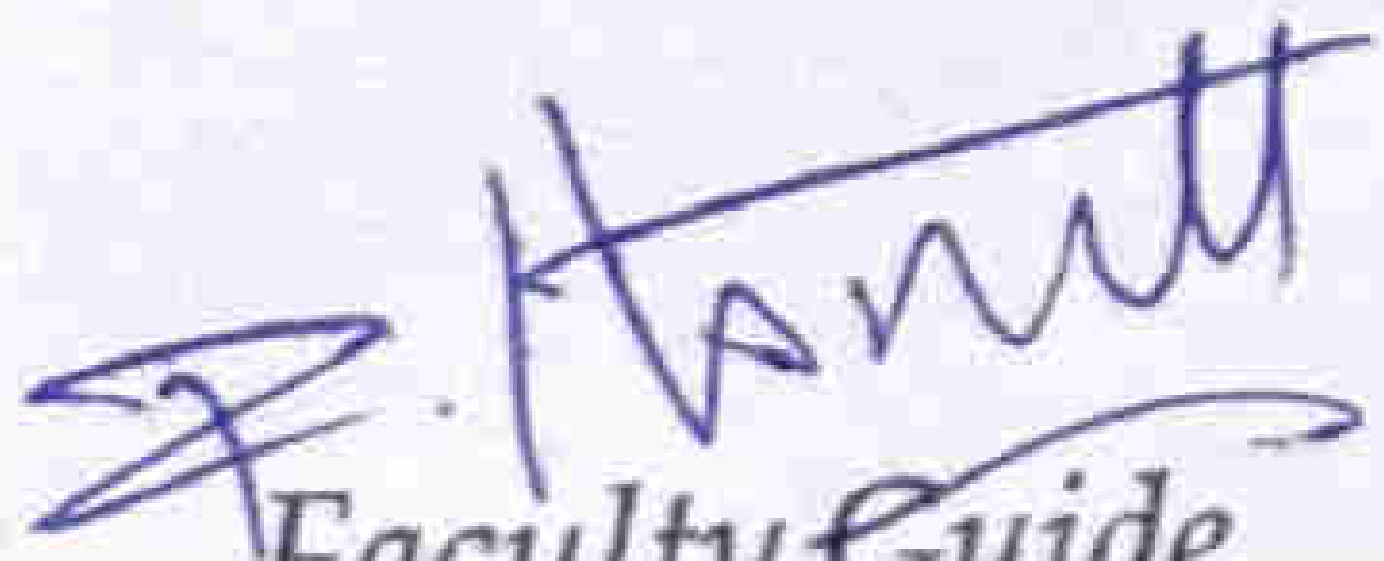
## Official Certification


This is to certify that Barri. Mounika (Name of the student) Reg. No. 2122001123 005 has completed his/her Internship in M.p.p school, metturu (Name of the Intern Organization) on Learning Improvement programme (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Bsc (Biotechnology) in the Department of GDC (men) Srikalakulam (Name of the College).

This is accepted for evaluation.

  
(Signatory with Date and Seal)

### Endorsements

  
Faculty Guide

  
Head of the Department  
Department of Biotechnology  
Govt. Degree College (Men)  
SRIKALAKULAM - 626 001

Principal





## Certificate from Intern Organization

This is to certify that BARRI. MIDUNIKA (Name of the intern)  
Reg. No 2122001123005 of Govt. Degree College (M (Name of the  
College) underwent internship in M.P.P. School, Metturu (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  
Satisfactory (Satisfactory/Not Satisfactory).

A. Ananta Rao 30/9/23

Authorized Signatory with Date and Seal

Head Master  
M.P.P. School, METTURU  
Kotturu (M), Sklm (Dist)



## 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 every one of them involved in this programme.

I am indebted to my college Teacher and principal 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 metturu for their feed back which ables to achieve skills & develop.

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



# Contents

chapter - 1 :- Executive Summary

chapter - 2 :- Overview of the organisation.

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 Realtime 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 area 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 mandal parishad primary school (m.p.ps) metturu.

I choose education department to know the current way of teaching method of organization of government school to notice that education quality.

I noticed that this school need more teaching faculty from the government. My learning objectives faculty from and teaching techniques, methods of school procedure, student's 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 mandal parishad primary school (m.p.p.s), metturu which provides education to the poor people in that surroundings.

I observed some issues rised in the school as it is in the developing condition.

I am personally able to recollect the way of government school organization working method.

As I joined 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 could end by reflecting on what kind of skills the intern acquired.*

I have joined in the government school named mandal parishad primary school (mpps) metturu for 45 days of Internship.

I worked as a Intern in that school and I took classes to 3rd class students.

In detail, working conditions are started from 9:00 am to 3:30 pm in the school.

In starting of 9:00 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 curricular 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	On the first day, I visited M.P.P school metturu. Took an Introduction class	observed the surroundings and classroom.	A. Ananta Rao
Day - 2	Started module - 1 and Explained the telugu story English, maths.	controlling the students & made them glad.	A. Ananta Rao
Day - 3	continued module - 1 in and started craft & game. gave some home work. completed the module - 1.	Learned how to explain things	A. Ananta Rao
Day - 4	Started module - 2 Explained telugu and English portions	Explained the lessons in a better way.	A. Ananta Rao
Day - 5	varalakshmi vratham	-	A. Ananta Rao
Day - 6	continued the maths and craft, game portions. completed module - 2.	Learn making crafts with papers.	A. Ananta Rao



## WEEKLY REPORT

WEEK - 1 (From Dt. 21/8/23.. to Dt. 26/8/23..)

Objective of the Activity Done:

Detailed Report:

On the first day, I joined in the internship in M. P. P school metturu. I observed the class rooms and school surroundings.

On 2nd day, I started module - 1. Explained telugu story 'Simham Adavi', English picture reading, maths counting 1 to 9 numbers and Dog making craft with paper.

On 3rd day, continued module 1 and took game class after that assigned some work for the students. And completed the module 1.

On 4th day, I started module 2 and explained telugu "picture discription". English "Do what I say" to the students.

On 6th day, I continued module 2 with maths "Kappagenthulu" and craft making masks as animal and by this I completed the module - 2.



## ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	On this day . I started module -3 . I explained telugu & english portions.	Tried to explain the things well.	A. Ananta Rao
Day - 2	Continued module 3. I started maths, craft and game classes . completed the module - 3	Learned teaching techniques.	A. Ananta Rao
Day - 3	I didn't attend school. Because Bank work.	—	A. Ananta Rao
Day - 4	Introduction class for module -4. completed the telugu and english classes.	Learned teaching techniques.	A. Ananta Rao
Day - 5	I continued module 4. completed maths and crafts.	Learned making new crafts.	A. Ananta Rao
Day - 6	I started games for the students for the enjoyment	Relief and completed module -4	A. Ananta Rao



## WEEKLY REPORT

WEEK - 2 (From Dt. 28/8/23... to Dt. 2/9/23...)

Objective of the Activity Done:

Detailed Report:

On first day, I started module 3. I explained telugu "to imitate animals by wearing a face mask and english "clap for the words".

On 2nd day, I continued module 3 with maths "counting with stones" and craft work making cat. And I making them play a game and completed the module 3.

On 4th day, I started module 4. I helped the students to understand the telugu "story extension" and english 'finding your partner' by capital and small letter alphabets.

On 5th day, continued maths portion "counting numbers in both forward and backward, making craft of a duck with colour paper.

On 6th day, I made the students play jumping and completed the module. 4.



### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	On this day, I started module 5. completed the Telugu and English	students showed interest on us.	A. Ananta Rao
Day - 2	continued module 5. complet maths and after celebrate teachers day.	celebrations with students.	A. Ananta Rao
Day - 3	Srikrishna Janmastami	-	A. Ananta Rao
Day - 4	I started the craft class.	Learn make the new crafts	A. Ananta Rao
Day - 5	Continued the module and conducted the game. completed the module - 5	Learned teaching techniques.	A. Ananta Rao
Day - 6	Second Saturday	-	A. Ananta Rao



## WEEKLY REPORT

WEEK - 3 (From Dt. 4/9/23... to Dt. 9/9/23...)

Objective of the Activity Done:

Detailed Report:

On first day, I started the new module 5. I completed telugu "Anithe cheptha" and english "Rhyme time".

On second day, continued module with maths portion and completed. After the occasion of Teacher's day, I celebrated the event with the students and the other teachers.

On the fourth day, I continued the module 5 with craft / Art of flower's with lady's finger.

On fifth day, I started the game 'kaki bura bura' and completed game and module - 5

On 6th day, school has holiday 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	On this day, I started the module 6 completed the telugu and english	Learning teaching techniques.	A. Ananta Rao
Day - 2	continued the module maths and Art / craft class completed.	Learning teaching Techniques.	A. Ananta Rao
Day - 3	gave some work and started the game. completed the module 6.	Learning teaching Techniques.	A. Ananta Rao
Day - 4	I started the module 7 with telugu and english portions	Learning teaching Techniques.	A. Ananta Rao
Day - 5	continued the module, completed the maths and craft / Art classes.	Learning teaching Techniques.	A. Ananta Rao
Day - 6	started the game completed the module - 7	Learning teaching Techniques.	A. Ananta Rao



## WEEKLY REPORT

WEEK - 4 (From Dt. 11/9/23 to Dt. 16/9/23.)

Objective of the Activity Done:

Detailed Report:

On first day . I started the module 6 - with telugu "vinandi matladandi" and english "word anthyakshari".

On second day , continued the module 6 with winded up with maths portion of counting 1-99 numbers. and art "Butta bomma - pottubomma".

On third day . Revised the maths class and start the game portion. Completed the module 6.

On fourth day . I started the module 7 and completed telugu "Bhasha kreedalu" . English "passing the ball game".

On fifth day , continued module with maths "Eguravedham" Art & craft veli meedha "bomma - katha cheppamma".

On sixth day . played the game "geeth medha nadubham" and completed the module -7.



# ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	vinayaka chavithi	-	A. Ananta Rao
Day -2	I started teaching module 8 and completed telugu and english.	Learning teaching techniques	A. Ananta Rao
Day -3	Continued the module 8 and completed the maths & craft portions.	Learning teaching techniques	A. Ananta Rao
Day -4	I played games with children completed module -8. I started the module -9 completed telugu portion.	Learning teaching techniques	A. Ananta Rao
Day -5	Continued the module -9 English and maths portions completed.	Learning teaching techniques	A. Ananta Rao
Day -6	Continued the other craft and game portions. completed the module -9	Learning teaching techniques.	A. Ananta Rao



## WEEKLY REPORT

WEEK - 5 (From Dt. 18/9/23 to Dt. 23/9/23.)

Objective of the Activity Done:

Detailed Report:

On first day, school is closed due to holiday on the occasion of "Vinayaka chavithi".

On second day, I started module 8. I completed telugu and english 'simon says'.

On third day, I continued module 8 with maths 'Lekkala cricket' and art/craft of "Rangula bommarillu".

On fourth day, I played game 'pattukondi chudham' with the children and completed module-8. And next I started the module -9. I completed the telugu.

On fifth day, continued module -9 with english "colour clour which colour?" to students and completed the maths "ganitha kanyakalapalu".

On sixth day, I continued craft "Bommala chesethanoch" and game "kagithapu aata" from module 9 and completed module -9.



# ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I didn't attend school due to college work	-	A. Ananta Rao
Day - 2	On this day, I started module -10 completed Telugu class.	Learning teaching techniques.	A. Ananta Rao
Day - 3	Continued module with start the English class and completed.	Learning teaching techniques.	A. Ananta Rao
Day - 4	gave some work and start the maths portion.	quick response in maths.	A. Ananta Rao
Day - 5	Continued the module complete the craft / Art class.	Learning student management.	A. Ananta Rao
Day - 6	start the game in module. completed the module -10.	off from the school with some teaching Experience.	A. Ananta Rao.



## WEEKLY REPORT

WEEK - 6 (From Dt. 25/9/23 to Dt. 30/9/23)

Objective of the Activity Done:

Detailed Report:

On first day, I didn't attend to school due to the college work.

On second day, I started module 10. I explained telugu "Nene cheptha".

On third day, I continued module and explained english portion "Say about me".

On fourth day, continued module, gave some work to students. And completed the maths "How to spend money?".

On fifth day, start Art & craft "Sagam sagam" and completed.

On sixth day continued module played game "chudandi and aadandi" with the students and completed module - 10

I interacted with every student and known their field of Interest and future goals.



## 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. The people at mpp school, metturu, kotturu, srirakulam. In the school where I found a good interacting staff. As I went as an Intern under Learning Improvement programme organized by UNICEF which ables to improve our teaching techniques. I was given a desk for our work and provided by minimal things like chalk & duster. Our role is to enhance activities by students and staff. Our timings are from 9:00 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 socialite with them very easily. The other Interns were also cooperative in work. We as our Intern team were very active & focused 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)**

There 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 enhance my communication skills and build 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 to new skills from several department of the school. Headmaster and the staff clarified my each and every doubt about the school.

Asking and receiving feedback is very important 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 here 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, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

There 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 LIP programme through an application. we have our assigned work to complete with respective time that we have. we as interns in that school I learned to manage time and work that engaged with several departments of school.

we have kept notes to notedown the observations that they provide and 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 motivations 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, 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.,)

I have huge improvement in communication skills in this internship in mpps, mettur.

As we have been always interactive with students and staff. our communication skills improved day by day. as we feel tense to talk with them initially but later we feel comfortable to talk as we improved our communication skills writing on blackboard feels anxiety at initial stage later we felt confident in teaching by advices given by the teaching staff.

Our intern team had many discussions which improve my speech skills which ables to improve my conversation and greeting appreciates and other wishes. 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 workplace.

We, the interns of ~~municipal~~ Mandal parishad primary school in metturu 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 become 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 Intern team made me know about how to work and manage the team. It makes me to interact, and cooperate each other to manage our work efficiently. It gave 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 mandal parishad primary school in metturu, kotturu, srirakulam district needs it in this stage of academic year.

The Headmaster updates the information of school through smart phone. He took attendance of the children everyday. He verifies their day to day attendance and he also takes 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: <u>Barri. Mounika</u>	Registration No: <u>2122001123005</u>
Term of Internship: From: <u>21/8/23</u> To: <u>30/9/23</u>	
Date of Evaluation:	
Organization Name & Address: <u>M.p.p school , metturu.</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✓	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:

B. Mounika  
Signature of the Student





## Evaluation by the Supervisor of the Intern Organization

Student Name: **Barri Mounika**

Registration No: **2122001/23005**

Term of Internship: From: **21-8-23** To: **30-09-23**

Date of Evaluation:

Organization Name & Address: **M.P.P School, Metturu**

Name & Address of the Supervisor  
with Mobile Number **A. Anantharao**  
**9441283025**

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: **30/9/23**

**A. Anantharao**  
Signature of the Supervisor

Head Master  
M.P.P. School, METTURU  
Kotturu (M), Sklm (Dist)

Page No:



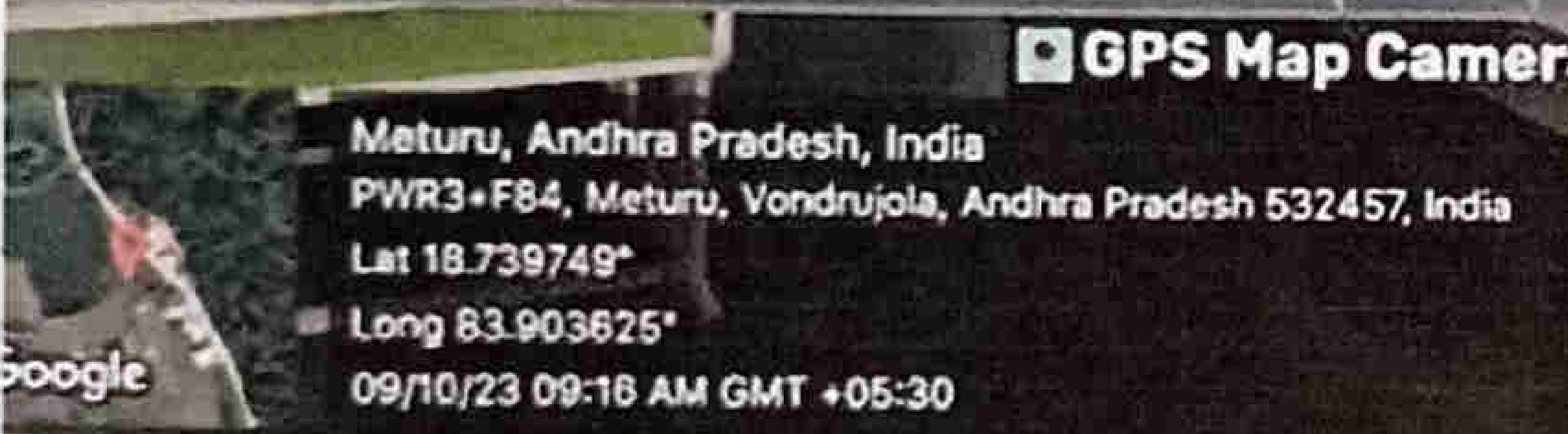
# PHOTOS AND VIDEO



GPS Map Camera

Meturu, Andhra Pradesh, India  
PWR3+FB4, Meturu, Vondrujola, Andhra Pradesh 532457, India  
Lat 18.739749°  
Long 83.903625°  
09/10/23 09:16 AM GMT +05:30

Google



GPS Map Camera

Meturu, Andhra Pradesh, India  
PWR3+FB4, Meturu, Vondrujola, Andhra Pradesh 532457, India  
Lat 18.739749°  
Long 83.903625°  
09/10/23 09:16 AM GMT +05:30

Google



GPS Map Camera

Meturu, Andhra Pradesh, India  
PWR3+FB4, Meturu, Vondrujola, Andhra Pradesh 532457, India  
Lat 18.739749°  
Long 83.903625°  
09/10/23 09:16 AM GMT +05:30

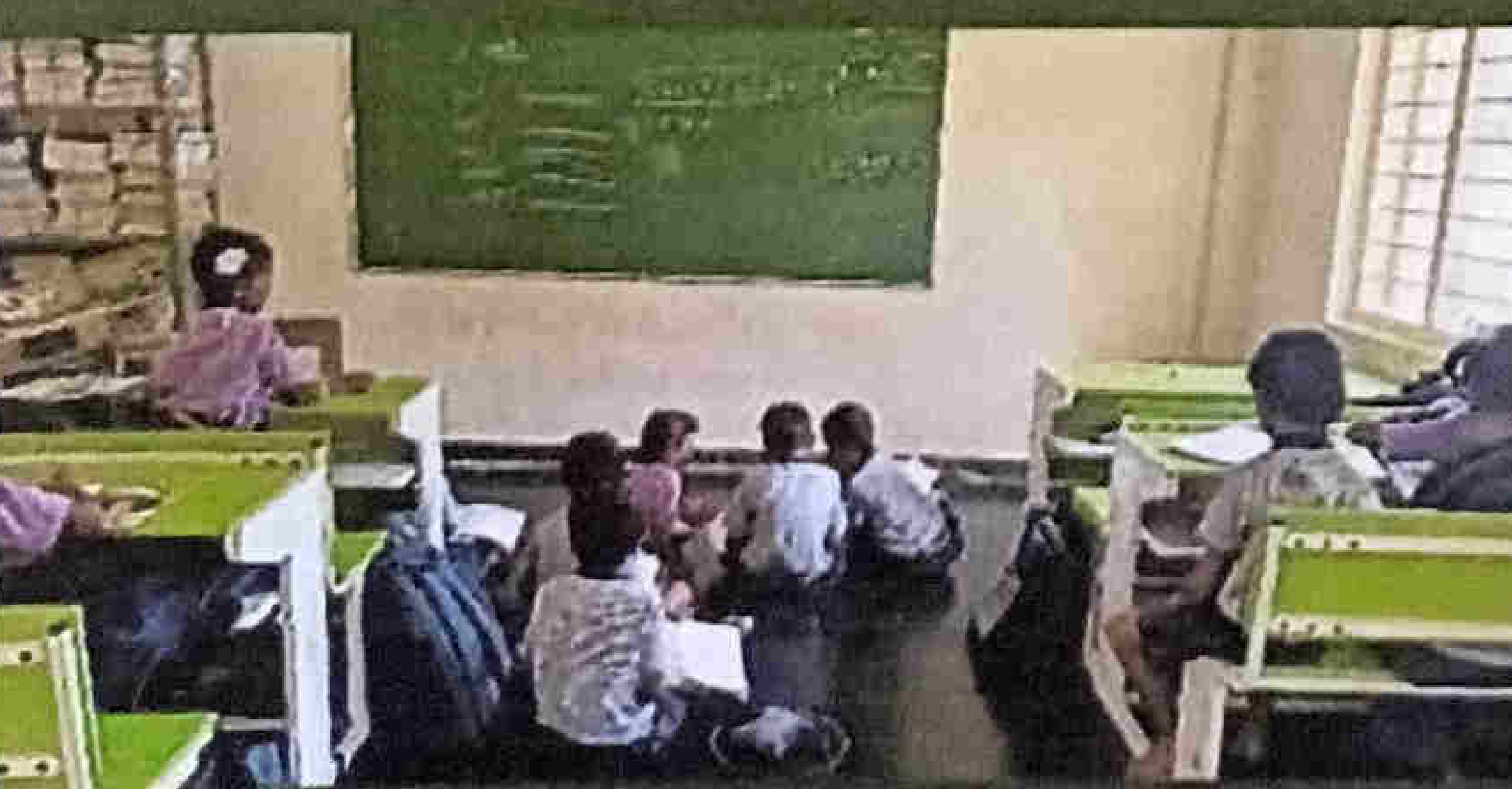
Google



GPS Map Camera

Meturu, Andhra Pradesh, India  
PWR3+FB4, Meturu, Vondrujola, Andhra Pradesh 532457, India  
Lat 18.739749°  
Long 83.903625°  
09/10/23 09:16 AM GMT +05:30

Google



GPS Map Camera

Meturu, Andhra Pradesh, India  
PWR3+FB4, Meturu, Vondrujola, Andhra Pradesh 532457, India  
Lat 18.739749°  
Long 83.903625°  
09/10/23 09:16 AM GMT +05:30

Google



GPS Map Camera

Meturu, Andhra Pradesh, India  
PWR3+FB4, Meturu, Vondrujola, Andhra Pradesh 532457, India  
Lat 18.739749°  
Long 83.903625°  
09/10/23 09:16 AM GMT +05:30

Google



## 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 OBTAINED  
(To be marked by the assessor)



**MARKS STATEMENT**  
**(To be used by the Examiners)**

Page No:





# **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)