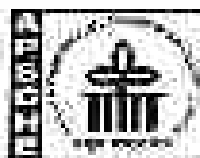


# Model Program Book



## 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 LOGS FOR

# SHORT-TERM INTERNSHIP

(Onsite / Virtual)

Name of the Student: DIVAKALA SATHI

Name of the College: Government Degree College (MEN)

Srikakulam

Registration Number: 2107001123007

Period of Internship: From 21/8/2020 to 01/9/20

Name & Address of the Intern Organization:

Anganwadi Peta (Srikakulam)

Srikakulam (District)

Srikakulam - (Mandal)

Andhra Pradesh (State)

Pin Code - 532001

Ambedkar University

YEAR



## An Internship Report on

Learning Improvement Programme

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

GIX (MEN) SRIKAYULAM

Under the Faculty Guidance of

Harsha Mani, Dr. Vimala Subramanian

(Name of the Faculty Guide)

Department of

BSc (BT2C)

(Name of the College)

Submitted by:

D. Swathi

(Name of the Student)

Reg. No. 2122001123009

Department of

Biotechnology

(Name of the College)

Government Degree College (men), Srikalayam

Page No.

## Instructions to Students

Please read the detailed Guidelines on Internship posted on the website of All India Council of Higher Education <http://aiche.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, programmes, 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 code uniform, wear the uniform daily, as you are used 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 to more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
  - a. Role 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, residents, 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 for guidance in the organization.
14. Be regular in filling up your Program Book. It should be filled up by 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 messle with the instruments/equipment you were 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 program, 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 removed from the internship programme immediately and disciplinary action will 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 DIVAKALA SWATHI a student of BHSC  
Program Reg. No 202200123009 of the Department of Biotechnology, Zoology,  
College do hereby declare that I have completed the mandatory internship chemistry  
from 21/8/23 to 30/9/23 in Gujarat Sahakar (Name of  
the Intern organization) under the Faculty Guidance of  
P. Haritha man (Name of the Faculty Guide, Department of  
Biotechnology, Government Degree college B. [MEX] Saketwam  
(Name of the College)

D. Swathi - 30/9/23  
(Signature and Date)

## Official Certification

This is to certify that DIVAKULA SWATHI Student of  
(the student) Reg. No. 2023B13009 has completed his/her internship in  
MCN School of Health Sciences of the MCN Department as  
Research Internship Programme (Title of the Internship) under my  
supervision as a part of partial fulfillment of the requirement for the  
Degree of Bachelor of Science in the Department of  
MCN School of Health Sciences (Name of the College).

This is accepted for evaluation.

  
(Signature and Name of Faculty Supervisor)

Endorsements

  
Faculty Supervisor

  
Head of Institution  
Department of Biochemistry  
Govt. Degree College (Women)  
SRIKAKULAM-535 001

Principal



## Certificate from Intern Organization

This is to certify that SAVANNA SETHI (Name of the Student)  
Reg. No. 202300023001 (of Gujarat Sahitya Akademi, Ahmedabad)  
College/Institution/Instructor Infant Mathur, Sahitya Akademi, Mumbai  
Intern Organization (from 21/8/23 to 26/9/23)

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

  
Authorised Signatory with Date and Place  
26/09/2023  
MUMBAI  
SAHITYA AKADEMI  
MUMBAI  
26/09/2023

## 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 spent this during the course of my internship programme. In two words I would like to take this opportunity of offering my earnest appreciation 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 A.V.M.H.H.C school organization for their hard work which enables to achieve skills and develop.

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

## Contents

Chapter - 1 : Executive summary

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 routine 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 chosen and relevant to the subject areas & training

## CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. I shall outline five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and its core organization and summary of all the activities carried 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 A.V.N.M.E.H. Primary School, Ajjandhpet in Sakinaka.

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

I noticed that this school need more teaching faculty from the government. My learning objectives are teaching techniques, methods & school procedures, 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.

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## 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, Illustration of the Income rate
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the team is placed.
- F. Performance of the Organization in terms of turnover, profits, market share and market value
- G. Future Plans of the Organization

I joined in the Government primary school named A.V.N.M.C.H. school Rajgurunpeta, Srirangapatna, which provides education.

I observed some new issues arose in the school as it in the developing condition.

I am personally able to recollect the way in 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, assignment work 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 A.V.N. H. CH. Gopasathipeta, Srikakulam for 60 days & internship.

I worked as a intern in that school and I took classes to 5th class students.

In detail, working conditions are started from 9:00am to 3.

In starting at 9:00am 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<br>Signature |
|------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------|
| Day-1<br>8/8/23  | On first day, I visited observation of<br>A.V.N.M.C. I school & gave<br>models of models that | observing the<br>surroundings<br>and classroom      | Signature                     |
| Day-2<br>9/8/23  | started module-1<br>Expounded topics and<br>Explain                                           | controlling the<br>students & make<br>them so happy | Signature                     |
| Day-3<br>10/8/23 | continued module-1<br>making crafts and<br>started module-2                                   | Learners how to<br>explain things                   | Signature                     |
| Day-4<br>11/8/23 | Explained lesson<br>and make English<br>& second module                                       | Explained the<br>lessons in a<br>better way         | Signature                     |
| Day-5<br>12/8/23 | Unconventional version                                                                        | -                                                   | Signature                     |
| Day-6<br>13/8/23 | continued module-1<br>arts and crafts<br>completed module-2                                   | learn making<br>crafts with<br>papers               | Signature                     |

## WEEKLY REPORT

WEEK - 1 (From 15/12/20 to 20/12/20)

Department of the Activity Based

### Detailed Report

on the first day I joined in the internship in A.V. N. W. M. C. H. School Ojagathipeta Solatukam. I observed the school surroundings. I took 15 students from class 3 and class 4.

on 2<sup>nd</sup> day I started module 1. Explained Telugu story 'Sankham Adavu' and English picture reading.

on 3<sup>rd</sup> day, I continued module 1 and maths 1-9 numbers. continued the arts and crafts and complete the module 1.

on 4<sup>th</sup> day, I started module 2 Telugu 'picture description' English 'do what I say' to the students.

on 5<sup>th</sup> day, I continued module 2 with maths 'koppagathulu' and craft & making masks as animals and by this I completed module 2.

# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date         | Brief description of the daily activity                           | Learning Outcome                          | Parent In-Charge Signature |
|--------------------|-------------------------------------------------------------------|-------------------------------------------|----------------------------|
| Day - 1<br>18/8/23 | On this day, I started module 3. I explained telugu               | Tried to explain the things well.         | <i>[Signature]</i>         |
| Day - 2<br>20/8/23 | I continued module 3. english                                     | learned teaching techniques.              | <i>[Signature]</i>         |
| Day - 3<br>30/8/23 | I continued the module 3 with some stories and maths.             | Got some relation                         | <i>[Signature]</i>         |
| Day - 4<br>31/8/23 | I started games & module 3. completed arts and crafts.            | Stress free & completed module - 3        | <i>[Signature]</i>         |
| Day - 5<br>1/9/23  | Introduced & modules 4. complete telugu. English                  | Learned teaching techniques               | <i>[Signature]</i>         |
| Day - 6<br>2/9/23  | continued the module 4. maths and art's crafts. module 4 complete | the learned new crafts module 4 completed | <i>[Signature]</i>         |

## WEEKLY REPORT

WEEK - 1 (From 12.12.2020 to 19.12.2020)

Objective of the Activity Done:

Detailed Report:

on 1<sup>st</sup> day I started module 3. I explained telugu 'to imitate animals by wearing a face mask'.

on the 2<sup>nd</sup> day I started English the 'clap for the words'.

on 3<sup>rd</sup> day continued module 3 with maths

'counting with stones'

on 4<sup>th</sup> day I revised some stories and arts and crafts complete the module 3.

on 5<sup>th</sup> day I started module 4 telugu 'story exercise' and English 'finding your pictures' by capital and small letter alphabets.

on 6<sup>th</sup> day continued maths portion 'counting numbers in both forward and backward' and making craft of a duck and module 4 completed.

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# ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date        | Brief Description of the daily activity                                             | Learning Outcome                                               | Parental Change Initiative |
|-------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------|
| Day - 1<br>4/9/23 | On this day, I start students on case 5 module 5 completed interaction on 25. 10/30 | students on case 5 module 5 completed interaction on 25. 10/30 | response                   |
| Day - 2<br>5/9/23 | Teaching day celebrating                                                            | celebrations with students                                     | response                   |
| Day - 3<br>6/9/23 | Emphasizing Zammakum                                                                | =                                                              | response                   |
| Day - 4<br>7/9/23 | I completed the other portions of modules marks and English                         | quick responses from students                                  | response                   |
| Day - 5<br>8/9/23 | continued the module 5 case files and start module 6 10/30                          | Experienced students behaviour                                 | response                   |
| Day - 6           | second Saturday                                                                     | =                                                              | response                   |

## WEEKLY REPORT

WEEK - 1 From DL 11/11/23 to DL 17/11/23

Objective of the Activity / Time

Detailed Report

On First day I started the next module 5. I completed telugu "Anthe chetha"

On 2nd day, continued the module and on the occasion of Teacher's day I celebrate the event with the students and the other teachers.

On 3rd day school has holiday due to the "Sankranti Jannasanti"

On 4th day I continued module 5 English "Myne time maths" as counting number and other stories.

On 5th day module 5 Arts / crafts & flower with lady's finger and started module 6. I complete the telugu

On 6th day school has holiday due to the second Saturday

Teacher

# ACTIVITY LOG FOR THE FOURTH WEEK

| Day & Date       | Brief description of the daily activity                           | Learning Outcome             | Parent In-Charge Signature |
|------------------|-------------------------------------------------------------------|------------------------------|----------------------------|
| Day-1<br>11/9/23 | on this day I continued module 6 english arts and crafts complete | Learning teaching techniques | <i>[Signature]</i>         |
| Day-2<br>12/9/23 | I continued module 6 maths module 6 completed                     | Learning teaching techniques | <i>[Signature]</i>         |
| Day-3<br>13/9/23 | I started teaching module 7 Teaching Telugu English               | Learning teaching techniques | <i>[Signature]</i>         |
| Day-4<br>14/9/23 | Continued module 7 maths and crafts completed                     | Learning teaching techniques | <i>[Signature]</i>         |
| Day-5<br>15/9/23 | I started teaching module 8 Telugu and English                    | Learning teaching techniques | <i>[Signature]</i>         |
| Day-6<br>16/9/23 | Continued module 8 maths and crafts completed                     | Learning teaching techniques | <i>[Signature]</i>         |

## WEEKLY REPORT

WEEK - 4 From 11/11/2020 to 17/11/2020

### Objective of the Activity/Theme

### Detailed Report

On first day I continued the previous incomplete module 6 and completed it by teaching English "wood antlyakastu" and craft "billa bonna pattu bonna".

On second day I continued module 6 with maths portion 2 "counting 1-99 numbers".

On third day I continued with module 7 Telugu "Buddha kaidola" and English "PASSION FOR BILL GAME".

On fourth day, I continued the remaining portion of module 7 with maths "Gyusawadham" and crafts "vel" maddha bonna- kaba cheppanna.

On fifth day I started module 8 and completed Telugu and English "Simon says".

On sixth day I continued the module 8 with maths "Lekkala cricket" & craft 8 "Ragula bonna-billa" games "pattucendi chuchon" & module completed.

Signature

# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date        | Brief description of the daily activity                  | Learning Outcomes            | Teacher in Charge Signature |
|-------------------|----------------------------------------------------------|------------------------------|-----------------------------|
| Day -1<br>18/9/23 | Vinayaka chavithi                                        | -                            | Signature                   |
| Day-2<br>19/9/23  | I started teaching module 9 Telugu                       | Learning teaching techniques | Signature                   |
| Day-3<br>20/9/23  | I continued the module 9 maths                           | Learning teaching techniques | Signature                   |
| Day-4<br>21/9/23  | I continued module 9 English and crafts module completed | Learning teaching techniques | Signature                   |
| Day-5<br>22/9/23  | I started some stories and started the module 10.        | Learning teaching techniques | Signature                   |
| Day-6<br>23/9/23  | I continued the module 10 Telugu completed.              | Learning teaching techniques | Signature                   |

## WEEKLY REPORT

WEEK - 5 From 10/11/2020 to 16/11/2020

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 9 I complete telugu "chaduvandi - Rajandi", padharu Bhupendranandi."

on third day I continued module 9 maths "garitha kashtakalapetu"

on fourth day I continued module 9 English "colour colour which colour?" and craft "Bommala chesestha - rach" of module 9 is completed.

on fifth day I started with some stories and games with children and start module 10.

on sixth day I started module 10 telugu "nene cheptha"

Page No.

# ACTIVITY LOG FOR THE SIXTY WORK

| Day & Date         | Brief description of the daily activity                      | Learning Outcome                                  | Form of Charge |
|--------------------|--------------------------------------------------------------|---------------------------------------------------|----------------|
| Day - 1<br>25/9/23 | I started the module to English                              | Learning teaching techniques                      | Regular        |
| Day - 2<br>26/9/23 | I continued the module to maths                              | Learning teaching techniques                      | Regular        |
| Day - 3<br>27/9/23 | I continued the module to Telugu and crafts                  | Learning teaching techniques                      | Regular        |
| Day - 4<br>28/9/23 | In a - mid                                                   |                                                   | Regular        |
| Day - 5<br>29/9/23 | I started the module to teaching Telugu and English          | Learning teaching techniques                      | Regular        |
| Day - 6<br>30/9/23 | continued the module to maths and crafts module is completed | all from the school with some teaching experience | Regular        |

## WEEKLY REPORT

WEEK - 0 (Date 1) ..... to Date .....

Objective of the Activity Done

Detailed Report

on first day : started module 10 with english

\* SAY ABOUT ME

on second day I continued module 10 with

\* HOW TO SPEND MONEY

on third day continued module 10 with "begin exam" and played game "chudand" and exercise!

on fourth day school is closed as it is today on the occasion of Eid-e milad

on fifth day I started module 11 I continued 1st stage  
\* chudandi sagandi English "good web"

on sixth day I complete the module 11 with "senate and leader" and "Pallada jil" I complete module 11 and I shared my few experiences with the I enjoy with students on the last day

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## CHAPTER 5 OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people, resources, facilities, security and environment, clarity of job roles, policies, procedures, processes, discipline, time management, human relations, motivation, social norms and behaviour, materials, space and conditions, etc.)

Intern's work environment is one of the aspects of Intern's quality addressed in this report. The people of A.U.N.W.I.T.C.H school in Gogjoroti petu, Sakalolom in Sakalolom mandal Sakalolom District where I found a good interesting staff. As well as an intern under Learning Improvement programme organized by UNICEF which aims to improve our teaching techniques. We was given a desk for our work and provided by minimal things like chair. 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 4:00 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.

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

There are some technical skills I have acquired from this internship

I have learnt 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, Arts and craft and a game for the children which enhance 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 to new skills from several 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 here but it has a huge impact in future.

Describe the managerial skills you have acquired (in terms of planning, organising, leading, motivating, performance, productivity, cost of time, quality improvement, innovation, and setting, decision making, performance analysis etc).

These are some managerial skills : Have acquired from this internship

I learned how to effectively deal with people and developing my managerial skills. As we received a mobile by LP programme through an op we had our assigned work to complete with respective to time that we have got, it on system in that school I learned to manage time and work that engaged with overall development of school.

We have kept notes to remember the classroom and that we read every day such as the book that they provide, books and other essentials to their studies. Our internship held a meeting session to discuss several aspects to enhance the child education & mental stability.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, communication styles, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, clarity in communication, maintaining notes and records, greeting, thanking and appreciating others, etc.)

I have huge improvement in communication skills in this internship in Harpal Sahitashala, Ouganpeta 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 initially but later we feel comfortable to talk as we improved our communication skills. Writing on blackboard feels confident in teaching as the teachers guide by the teaching staff.

Our intern team had my discussions which improve my speech skills which helps to improve my conversation and greeting, opportunities and other wishes. We have 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.

We the interns @ municipal elementary school in mandak street @ sokodulani 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 work to enhance the children which plays a vital role in our performance at work place.

Working as a team member and leader in the internterna mode we 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 subjects)

The Government has taken a big leap in implementing technology in Education system to amplify digital transformation of schools.

The digital transformation which in manual sheet to electronic digital needs to in this stage of economic growth.

The headmaster updates the information of school through what group he says about the students and verify their day to day attendance and he also take photograph of the children during their lunch time & their menu and nutrient food.

The headmaster oversees the leading member in every classroom and monitor to to provide the academic year in English medium when compared to our school day. Government schools not a great development status of that school is always satisfied by the teachers to their duty.

### Student Self-Evaluation of the Short-Term Internship

|                                                                |                                 |
|----------------------------------------------------------------|---------------------------------|
| Student Name: <u>Shivam</u>                                    | Registration No: <u>2120076</u> |
| Term of Internship: From <u>21/8/23</u> To <u>30/9/23</u>      |                                 |
| Date of Evaluation:                                            |                                 |
| Organization Name & Address: <u>P. V. K. C. M. C. Hospital</u> |                                 |

Please rate your performance in the following areas:

Rating Scale: (The grade of UGPA evaluation is provided)

|    |                                    |   |   |   |   |   |
|----|------------------------------------|---|---|---|---|---|
| 1  | Did I am myself?                   | 1 | 2 | 3 | 4 | 5 |
| 2  | Whether can you make it            | 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  | Self-Management                    | 1 | 2 | 3 | 4 | 5 |
| 8  | Work Place Organization            | 1 | 2 | 3 | 4 | 5 |
| 9  | Performance                        | 1 | 2 | 3 | 4 | 5 |
| 10 | Creativity                         | 1 | 2 | 3 | 4 | 5 |
| 11 | Quality of work (rate)             | 1 | 2 | 3 | 4 | 5 |
| 12 | Time Management                    | 1 | 2 | 3 | 4 | 5 |
| 13 | Communication & Intercommunity     | 1 | 2 | 3 | 4 | 5 |
| 14 | Achievement of Desired Outcome     | 1 | 2 | 3 | 4 | 5 |
| 15 | OVERALL PERFORMANCE                | 1 | 2 | 3 | 4 | 5 |

Date:

  
Signature of the Student

### Evaluation by the Supervisor of the Intern Organization

Student Name: IVANKA SANTI Registration No: 2122001250007  
 Term of Internship: From 21/2/23 To 10/4/23  
 Date of Evaluation: \_\_\_\_\_  
 Organization Name & Address: A. S. (P) Private Ltd.  
 Name & Address of the Supervisor: K. S. D. S. S.  
 with Mobile Number: \_\_\_\_\_

Please fill the student's performance in the following areas

Please rate last year with a check off box, if you are satisfied of the student's evaluation.

Rating Scale: 1= lowest and 5= highest mark

|                                       |   |   |   |   |   |
|---------------------------------------|---|---|---|---|---|
| 1. Oral Communication                 | 1 | 2 | 3 | 4 | 5 |
| 2. Written Communication              | 1 | 2 | 3 | 4 | 5 |
| 3. Creativity                         | 1 | 2 | 3 | 4 | 5 |
| 4. Interaction ability with community | 1 | 2 | 3 | 4 | 5 |
| 5. Initiative attitude                | 1 | 2 | 3 | 4 | 5 |
| 6. Self-confidence                    | 1 | 2 | 3 | 4 | 5 |
| 7. Adaptability                       | 1 | 2 | 3 | 4 | 5 |
| 8. Work Plan and Implementation       | 1 | 2 | 3 | 4 | 5 |
| 9. Problem Solving                    | 1 | 2 | 3 | 4 | 5 |
| 10. Creativity                        | 1 | 2 | 3 | 4 | 5 |
| 11. Quality of work                   | 1 | 2 | 3 | 4 | 5 |
| 12. Time Management                   | 1 | 2 | 3 | 4 | 5 |
| 13. Understanding the Community       | 1 | 2 | 3 | 4 | 5 |
| 14. Achievement of Desired Outcomes   | 1 | 2 | 3 | 4 | 5 |
| 15. OVERALL PERFORMANCE               | 1 | 2 | 3 | 4 | 5 |

Date: 07/04/23

Page No: \_\_\_\_\_

Signature of the Supervisor: K. S. D. S. S.

HEAD MASTER  
 A. S. (P) Private Ltd.  
 Telangana  
 Phone: 090000 123 000



## PHOTOS & VIDEO LINKS



## EVALUATION

## Internal Evaluation for Short Term Internship (On-site/Virtual)

### Objectives:

- To integrate theory and practice.
- To learn to approach 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 for the future job.
- To acquire additional skills required for the year 2 of work.

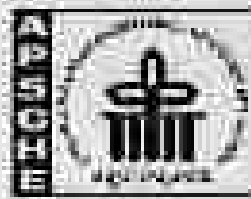
### Assessment Model:

- 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 weeks assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SUPA or LCPA.
- The weightings shall be:

|                         |          |
|-------------------------|----------|
| o Activity Log          | 25 marks |
| o Internship Evaluation | 50 marks |
| o 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 the individual members of a group to be assessed this way. The assessment will take into due account 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

- ii. Real Time Technical Skills acquired.
- iii. Managerial Skills acquired
- iv. Improvement of Communication Skills
- v. Team Dynamics
- vi. Technological Development Acquired.

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



## **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

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