

Model Program Book



**SHORT-TERM
INTERNSHIP**
(On-Site/Virtual)

Digitized by Sathguru Gurbani



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

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SHORT-TERM INTERNSHIP

(Onsite / Virtual)

Name of the Intern:

Name of the College:

Field of Study:

Year of Internship:

Name & Address of the Intern Organization:

Address (Street)

City (District)

State

Zip Code

University

Year

An Internship Report on

Information Technology

Role of the Internship

Information technology has emerged as the most important area of study in recent years due to its significant impact on various fields.

Under the Faculty Guidance

Mr. Rakesh Kumar

Department of Computer Science

Department of IT

The Internship Report

Topic of the Internship

Software Testing

Computer Software

Testing of the Software

Software Testing

Department of

Computer Science

Department of Computer

Expectations for Students

Please read the following expectations for students based on the outcome of the Work
Council of the Whistler Leadership Program.

1. Be available for all the activities on offer for 2 months (the period during which the Whistler Leadership Program is offered).
2. Every student should identify the areas in which he or she would like to contribute to the Whistler College through the various projects undertaken by the program.
3. Students will be encouraged to get the schedule given to the College Board to make their own plans and to contribute to the organization to reach their objectives.
4. You should maintain punctuality throughout the training. This includes:
 - a. Workshops
 - b. Classes
 - c. Social events
 - d. Learning about the organization, policies, procedures, and processes by interacting with the people working in the organization and by attending all experiences offered to the group.
 - e. While you are attending the workshop, follow the rules and regulations of the organization.
5. Listen to the leader in the group where your College Whistler (CWL) is located.
6. If your College has a designated team member who is responsible for your assigned tasks.
7. You will be assigned a mentor Guide from your College. This person will be your role model & become Guide from your College. They will help you with your tasks and also assist you. But you don't always receive a Whistler peer group, who can also assist you. But your daily chores does not have to do with you, it's your own choice during the activities.
8. Make sure you have a notebook during the interaction with your faculty to identify new or more learning objectives in connection with your faculty.

Guidelines for learning process and outcomes:

1. Data and information you are exposed to relate about the organization and its industry.
2. JobSkills you are expected to acquire.
3. Development of personal competencies that lead to future career success.
4. Practical placement of students will help them connect to community, practical placement, and their supervisor. This will help improving their industry and your supervisor. This will help improving their communication and writing, listening, research and writing, and practical placement skills.
5. Be aware of the communication techniques you will experience in following programs and work with your supervisor to practice effective communication and communication techniques.

- 11) It is important to have a good understanding of the following:
a) The basic concepts of the project
b) The basic concepts of the system
c) The basic concepts of the organization
d) The basic concepts of the industry

12) The following are the main components of the system:
a) Data Sources
b) Data Processing
c) Data Storage
d) Data Retrieval

13) The following are the main components of the organization:
a) Management
b) Production
c) Marketing
d) Research and Development

14) The following are the main components of the industry:
a) Raw Materials
b) Manufacturing
c) Distribution
d) Retailing

15) The following are the main components of the system:
a) Data Sources
b) Data Processing
c) Data Storage
d) Data Retrieval

16) The following are the main components of the organization:
a) Management
b) Production
c) Marketing
d) Research and Development

17) The following are the main components of the industry:
a) Raw Materials
b) Manufacturing
c) Distribution
d) Retailing

18) The following are the main components of the system:
a) Data Sources
b) Data Processing
c) Data Storage
d) Data Retrieval

19) The following are the main components of the organization:
a) Management
b) Production
c) Marketing
d) Research and Development

20) The following are the main components of the industry:
a) Raw Materials
b) Manufacturing
c) Distribution
d) Retailing

Student's Declaration

I, John Doe, a student at Harvard University,
hereby declare that I have not been involved in
any illegal activities or violations of university
policy while attending Harvard University.
I am a member of the Harvard Crimson and
have not engaged in any illegal activities or
violations of university policy while attending
Harvard University.

J. Doe
(Signature)

Clinical Certification

This is to certify that John C. Dillman, a registered nurse, has been examined by Commissioner of Education and found qualified to practice as a registered nurse in the Commonwealth of Massachusetts.

John C. Dillman
(Signature)

This is my certificate.



John C. Dillman

John C. Dillman
R.N.

John C. Dillman
R.N.
Massachusetts
State Board of
Registration of Nurses
Boston, Massachusetts

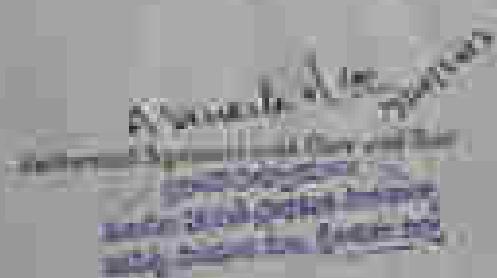


John C. Dillman

Certificate from Intern Organization

The Intern Name _____ Lindsey Elizabeth _____
The Intern Organization _____ WICU-TV Channel 12 _____
The Intern Address _____ 1000 University Avenue _____ (Name of
City) _____ Scranton _____ (State) _____ PENNSYLVANIA _____
(Zip Code) _____ 18509 _____

The Intern Position _____ Production Internship _____
2008 _____ Production Internship _____



Acknowledgements

I would like to thank my supervisor, Dr. Michael J. Lafferty, for his guidance and support throughout this research. I also thank the members of the Lafferty Research Group for their valuable feedback and encouragement. This work was partially funded by grants from the National Science Foundation (NSF) and the National Institutes of Health (NIH). I would like to thank the anonymous reviewers for their insightful comments and suggestions, which greatly improved this manuscript. I also thank the editor for their valuable guidance and support.

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Chapter - V : Weekly report and activity report

* Activity log for week - I and weekly report

* Activity log for week - II 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 - VI : Customer Interaction

* Describe the customer interaction objective

* Describe the customer interaction requirements

* Describe the customer interaction communication

* Describe how you could improve your communication

* Describe your own culture's communication

* Describe how your cultural communication is different

* Explain the technological development you have observed

* Explain the technological development you have observed
and what will be the subject area of technology

CHAPTER 1: EXECUTIVE SUMMARY

The Internship report shall have only a one-page executive summary. It shall include the main Learning Objectives and Outcomes achieved, a brief description of the scope of business and intern organization and summary of all the activities done by the intern during the period.

- I served as an intern under Mr. Organization of Accounting ~~and~~ ^{comptroller} government under His WISEST min Education Department Richard Kari, MSc
I visited Government office located at [min] ~~Ministry~~ ^{Ministry} of
in Kambwila.
I wrote education department to know the present way of teaching
I wrote education department to know the present way of teaching
method of organization of government school in Zambia
education quality.
I visited that this school used white washing facility from PSC.
I visited that this school used white washing facility from PSC.
government. My learning shifted me becoming trichotomy, millions
of school, preschool, students between and most importantly free
and other special case who increases attendance. I come to know that
My specialty come to teach poor children in that area.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggested 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 main offical primary school, Van Smella, which provide education to the poor people in that surroundings.

I observed some new traits hired in the school as it is in the developing condition.

I am personally able to measure the way of government School organization involving method.

The I joined one a lot to take classes for the students and advised me the way of teaching to a following select students either found of internship term.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship which shall include - details of working conditions, mostly field activities, 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 municipal primary school Kharagpur for 6 days of internship.

I worked as a teacher for first standard and 2nd class students.

I used working conditions are started from 8:00 am to 3:30 pm in the school.

In starting of 9:00 am Prayer and Namaz was taken and I discussed with my students how able to understand English and some of them are very interested in learning English activities and some of them are very interested in various teaching techniques and friendly atmosphere and positive to deal with the students.

ACTIVITY LOG FOR THE PAST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-charge Signature
Day - 1 21/08/23	I have joined in the school named MPP School Kanimedu. Took an <u>introduction</u> test. Started on schedule - 3. Explored Telugu, English, Maths, & Craft.	observed the environment of the classroom.	Mrs.
Day - 2 22/08/23	Completed modules - 1. Learned about the students by making time schedule.	making the students to make time schedule.	Mrs.
Day - 3 23/08/23	Completed modules - 2. Learned about the students by making time schedule.	Learned about the students by making time schedule.	Mrs.
Day - 4 24/08/23	Started modules - 2. Explored Telugu and English postures.	Explained the lessons with better way.	Mrs.
Day - 5 25/08/23	Continued modules - 2. Craft postures.	-	Mrs.
Day - 6 26/08/23	Continued modules - 2. Craft postures.	Learn something English with report.	Mrs.

WEEKLY REPORT

WEEK - 1 (From 12.01.2018 to 19.01.2018)

Distribution of the Austrian Dance

Final Report

ACTIVITY LOG FOR THE SECOND WEEK

Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature
Day - 1 26/8/23	on this day, I took a leave due to the fever		<i>[Signature]</i>
Day - 2 27/8/23	I took a leave for 2 days for suffering from fever.		<i>[Signature]</i>
Day - 3 28/8/23	on this day I attended morning class explained technique the things were easier than before.	Tried the experiment the things were easier than before.	<i>[Signature]</i>
Day - 4 29/8/23	I arrived from Ahmedabad yester completed the uncompleted work.	first class experiments	<i>[Signature]</i>
Day - 5 30/8/23	arrived at home yesterday	got some experiments	<i>[Signature]</i>
Day - 6 31/8/23	I continued my studies & Completed English, Telugu and English	Learned English activities	<i>[Signature]</i>

WEEKLY REPORT
WEEK - 2 (From Dt. 23/07/16 To 28/07/16) 2/2016

Objectives of the Activity Done:

Detailed Report:

On first day I started module "Introduction of Telugu" for students by showing a face mask and English clip for the minute animals by showing a face mask and English clip for the minute animals.

Works:

On second day I continued module 2 with another Counting with numbers and Grafts like of writing Cat-

On 3rd day I reviewed the module and by making them play a game and teach the modules-

On 4th day I started module 4 I helped the students to understand the Telugu story extension and English reading of two partners of Capital and small letter alphabets

On 5th day I continued module further Counting numbers in books for word and thank word, writing Craft of a Truck

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

Prayag

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-charge Signature
Day - 1 6/9/23	I planned grade for the students for improvement	Students have to complete module	
Day - 2 7/9/23	Module - 5 orientation Familiarization	Module orientation for students	
Day - 3 8/9/23	Online discussion Jammer train		
Day - 4 9/9/23	Module - 5 completed Quiz test	structured discussion for test preparation	
Day - 5 10/9/23	module - 5 completed grade students for improvement	calmness with structured	
Day - 6 11/9/23	Second Seminar		

Signature:

WEEKLY REPORT

WEEK - 9 (From Wed 10/9/2019 to Sat 10/13/2019)

Objectives of the Activity (Main)

Detailed Report

On first day I started the next module 5. ~~SC~~

On second day I completed module 5. Craft students enjoyed the

The Craft And

On the third day I introduced Transnational Hand Crafts
Sachet, Saree.

On fourth day module 5 completed subject area English

On the fifth day module 5 completed the game students

For Enjoy

On the sixth day students did activity due to the weather

Continued

ACTIVITY LOG FOR THE FOURTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 10/9/23	I have completed the module 3.	Learning building techniques	
Day -2 11/9/23	I can understand English and English	Learning teaching techniques	
Day -3 12/9/23	I studied about understanding fractions and completed module 3.	Learning building techniques	
Day -4 13/9/23	I understood module 3 and completed taught English, English Maths, and English	Learning teaching techniques	
Day -5 14/9/23	Completed the module 3. completed other fraction related module 3.	Learning teaching techniques	
Day -6 15/9/23	I conducted questions and answers of module 3 and play game from module 3.	Learning teaching techniques	

WEEKLY REPORT
WEEK - 4 (From Monday 23rd to Friday 27th)

Objective of the Activity Done:

Detailed Report:

On first day, I completed the module 6 of unit and completed

the learning and the game "Ride your grilla".

On second day, I started module 7 with "I like" "I like

"Know the English "Puffing the Bull" game.

On third day, I continued module 7 with module "Concurrent".

On fourth day, I completed module 7 with module "Optimal route".

On fifth day,

I started module 8 completed "Larger and

English "Simon says".

On fifth day, I continued the module 8 with module "I like" "I like"

"Craft" and "Craft of Romantic poems with "and Standard

module 9.

On sixth day, I continue another other portion of module 9

and Craft and players game "perimeter circumference",
matrix, and Craft and players game "perimeter circumference",
matrix, and completed module 9.

ACTIVITY LOG FOR THIS PAST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 16/9/23	Visyakar Classmate	-	
Day - 2 17/9/23	I started module 10. completed Telugu and English	(Learning teaching techniques)	
Day - 3 18/9/23	Continued teaching the module and completed and completed module 10.	(Learning student management)	
Day - 4 19/9/23	I started module 11 and completed Telugu and English maths, Draft	(Learning teaching techniques)	
Day - 5 20/9/23	Playing game with children from module 12.	Physical and mental relief	
Day - 6 21/9/23	I started module 13 and completed Telugu, English, Maths	Learning student Management	

WEEKLY REPORT

WEEK - 5 (From 11.11.2023 to 19.11.2023) 23/94

Objective of the Activity Done:

Detailed Report:

on first day school is closed due to the occasion of Vinayaka chavithi.

on second day - I started module 10 with completed Telugu and named "Vineerapaku" and English "day activities"

on third day, I continued teaching the module 10 and explained "How to spend money?" Art & Craft, "Sagam Sagam" and

played game and completed module 10

on fourth day, I started module 11 and complete Telugu

"Ardavandi - Varjanti" and English "word web" and started "module 12"

on fifth day,

I continued the other portions of module 12 English - learning positions and months "Tulu" and Art / Craft and completed module 12 by playing game "gant chali" with children.

On sixth day,

I started module 13 and completed the Telugu and English Positions.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Short description of the daily activity	Learning Outcomes	Person In Charge Signature
Day - 1 20/12/23	① Presented the module-14 ② Wrote down problem notes ③ Drafted the	Learned about String and its Knots	
Day - 2 21/12/23	① Practiced knotting and string surface Completed the project on English and English		
Day - 3 22/12/23	① Continued the module-14 and completed the project and taught and learned	Practiced and revised knots	
Day - 4 23/12/23	④ Day - 4 - Mixed		
Day - 5 24/12/23	⑤ Revision of the module-14 and introduction about whole environment.	Learned the field of interest of Students	
Day - 6 25/12/23	⑥ Played jenga game and engaged them on unpleasant situations	got from the players with some interesting experiences	

WEEKLY REPORT

WEEK 6 (From Oct 25) to (Nov 01, 2013)

Objective of the Activity Report:

Detailed Report:

On first day I continued the module 12 with class. per hour.

in this, I taught and completed the module 13.

on second day I started module 14 and completed it.

Particular and English had eye pain.

on third day I continued the module 14 and completed the

writing "Presentation", Craft, with students and playing some

"Hunt" with students and playing "game count 1 to 10" with

children and completed the module 14.

on fourth day School is closed due to the occasion of Eid - e-Milad.

on fifth day I continue the module 14 and completed

with students about the whole knowledge

on sixth day I arranged few things and completed them. On

a transporable container.

CHAPTER 3: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintained, clarity of job roles, protocols, procedures, processes, discipline, time management, hierarchical relationships, communication, working hours and break/work, machinery/equipment, safety and ventilation, etc.)

Interior's well informed views of the effect of various measures
enacted in 1863 support the people of 1865 in their present course.

and the upper part of the limestone is very friable and
the dissolution and the structures are very easily destroyed.
The limestone consists of rounded and irregular
fragments consisting of sandstone and dolomitic
limestone with fine silt and clayey soil. The older limestone
beds were deposited with silty clayey soil. The older limestone
beds were deposited with silty clayey soil. The older limestone
beds were deposited with silty clayey soil. The older limestone
beds were deposited with silty clayey soil.

Describe the real time technical skills you have required. By items of the job related skills and family or experience

There are some technical skills. I have developed from this industry.

I have come about know to put my knowledge and skills onto practice. While provided a vehicle to teach them. We had a website where it contained collage, English, science, art and Craft and a website where the children can have my communication skill in game for the children to work with me. Children and staff at my and my officially membership. Myistic children and staff at my working place I learned about every department that the other works. I take my role as the class teacher skills from several department. I take my role as the class teacher skills from several department of the school. I understand and the staff understanding each and every about the school.

Taking and writing feedback is very important. It is exemplified in lots of ways. The positive and negative points exemplified in lots of ways. But the positive and negative points for future. I can do better what adding & selecting feedback for future. I can do better what adding & selecting feedback for future.

Describe the managerial skills you have acquired. (In terms of planning, leading, controlling, managing behaviour, working in a team, solving problems, etc.)

I have acquired from this
team case some management skills. I have acquired from this
interview.

I learned how to effectively work with people and developing my
management skills. I am provided considerable by LTP programme
through which we can complete our project work complete with
thorough and appropriate base and relevant skills. I expect additional
experience before that we can live in our culture. I expect additional
experience that we can work with several departments of cultural
work and work that we can do.

We can kept under control down the organisation that we
made every day decisions. The feed that they provide, better and
faster understand. This makes our institution help something
to achieve. In other words, expect to enhance the social education
and social stability. We planned to implemented Indian academic
programmes by different institutions and schools to fit them to the different
context our performance in the school in teaching.

Describe how you would improve your communication skills in terms of improvement in own communication, written communication, assertive/defensive confidence levels within communication, active listening, understanding others, getting understood by others, exploring others' ability to articulate their key points, closing the conversation, maintaining rapport and protocols, greeting, thanking and appreciating others etc.

I have done improvement in communication skills in the leadership
in step 13 Maramal Chittishalam Panchayat Village.

We have been doing regular interaction with students and staff.
Our communication skills improved day by day. We feel comfortable
in discussing issues. Improved our communication skills. Building our
confidence level. I feel anxiety at initial stage but after first confident
in handling by the actives of the day the teaching staff

and students. And many discussions which improve many
of us which helps to improve my communication and
confidence. I have also developed of the
confidence, experiences and other besides, we have also developed of the
confidence in our relationship.

Describe how could you 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.

In the context of municipal elementary school our mutual effort of teachers form a team to enhance and implement better and efficient ways.

Finally all of us, don't have only education between each other but generally we become a team and work together to become the leader of that team. When we follow instructions in our work to complete that task, then it's efficiency plays a vital role in our performance at work place.

Working as a team member will lead to the following results which about how the work and working in the team. It would help to understand, and operational procedures to manage their works efficiently to give professional knowledge. Experience to me:

Describe the technological developments you have observed and relevant to the subject area of training (Explain digital technologies relevant to your field)

The Government has taken a big leap in implementing technology in the educational sector to simplify digital transformation of schools.

the municipal elementary school are now at the start of transformation

designed made in the stage of assistance project

The project includes the implementation of School Management System. This system facilitates the students and faculty members to day attendance through the biometric of the students and faculty members. It also takes photographs of the children during their class of study and maintains record.

Mrs. Harshavardhan addressed the teaching method in school. Mrs. Harshavardhan addressed the teaching method in school. She highlighted the importance of the academic year in English. She also said the United States follows the academic year in English. She mentioned that she has been doing research on Chester Charles Johnson. She compared to our English daily. She mentioned that Chester Charles Johnson is known for his writing and education along with development of literature. The teacher Mr. Anil Kumar is very good teacher to teach English.

Student Self Evaluation of the Student Thesis Defense

Student Name:	C. Universo	Registration Number:	20120000000000000000
Supervisor Name:	Prof. Dr. H. S. T. Y.	Date:	2012/07/10
Name of Institution:			
Degree/Specialization: Bachelor of Science in Mathematics			

Please rate your agreement to the following items:

Rating Scale: **1** Strongly Disagree **2** Disagree **3** Agree **4** Strongly Agree

Rating Scale:

Strongly Disagree Disagree Agree Strongly Agree

1. I have understood the thesis defense process.	1	2	3	4	5
2. I have understood the thesis defense process.	1	2	3	4	5
3. I have understood the thesis defense process.	1	2	3	4	5
4. I have understood the thesis defense process.	1	2	3	4	5
5. I have understood the thesis defense process.	1	2	3	4	5
6. I have understood the thesis defense process.	1	2	3	4	5
7. I have understood the thesis defense process.	1	2	3	4	5
8. I have understood the thesis defense process.	1	2	3	4	5
9. I have understood the thesis defense process.	1	2	3	4	5
10. I have understood the thesis defense process.	1	2	3	4	5
11. I have understood the thesis defense process.	1	2	3	4	5
12. I have understood the thesis defense process.	1	2	3	4	5
13. I have understood the thesis defense process.	1	2	3	4	5
14. I have understood the thesis defense process.	1	2	3	4	5
15. I have understood the thesis defense process.	1	2	3	4	5

Conclusion:
Signature of the student

Figure 10



Figure 10

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**

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