

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student:

Vallabha Sai Kiran

Name of the College:

SPS College Sri Kalahasti

Registration Number:

20212001123037

Period of Internship:

From:

18

To:

31

Name & Address of the Intern Organization:

Channarayana (V)

Srikalahasti (Dist)

Etcherla (Mandla)

Pincode - 532403

Dr. Anand Kumar

University

YEAR

An Internship Report on

Learning improvement programme

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Government Degree College (Mans) Sri Kakulam

Under the Faculty Guideship of

Haritha Ram - Vamsi Sir.

(Name of the Faculty Guide)

Department of

B.sc. Biotechnology

(Name of the College)

Submitted by:

Yellala Sai Kiran

(Name of the Student)

Reg.No: 2122001123037

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 whenever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the 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, Yeshalashikhan a student of _____
Program Reg. No 212200123037 of the Department of Biototechnology (GDC) mm
College do hereby declare that I have completed the mandatory internship
from 18-08-23 to 30-9-23 in _____ (Name of
the intern organization) under the Faculty Guideship of
R Haritha man (Name of the Faculty Guide), Department of
Biototechnology GDC (Mens) Srikalai
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that Yelala Sai Kiran (Name of the student) Reg. No. 222001123032 has completed his/her Internship in M.P.F. School, Dwampana (Name of the Intern Organization) on Learning & improvement program (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc. Biotechnology in the Department of GDC, Mene, Srikalahasti (Name of the College).

This is accepted for evaluation.

(Signature with Date and Seal)

Endorsements

Faculty Chair

COLLEGE OF BUSINESS
Department of Industrial Engineering
Gust. Magnus College (Main)
SRIKAILASH, Tamil Nadu

Principal

Re:

Certificate from Intern Organization

This is to certify that Yedimla Sai Kiran (Name of the intern)
Reg. No. 2122001123084 of GPRJES SRI LPS (Name of the
College) underwent internship in _____ (Name of the
Intern Organization) from 12-02-23 to 30-04-2023

Time: 9:30 AM To 3:30 PM

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

J. Raghuram
Authorized Signatory
పాఠశాల ప్రధాని
గౌరవం
జిల్లా పరిషత్ కార్యాలయం

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 every one of them involved in this programme.

I am indebted to my college teachers, 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 MES H.P.P. school in Chhatrapurvanipeta for their feedback which helps to achieve skills & develop.

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 Relative 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.

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 M.P.P School dwarapuvanipeta.

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 care from the Government to improve infrastructure to the school. and my learning objectives are Teaching techniques, methods, school's procedure, student behaviour and most importantly food and other special care to enhance attendance.

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 name of M.P.P. School in Dwarapuranipeta village. which provides education to the poor people in that surroundings.

I observed many new 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 methods.

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 to Teaching to a primary school students in this period of time.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organisation 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 M.P.P. School in Chennarayanaipeta for 45 days internship.

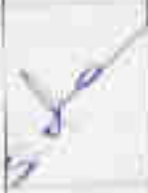
I worked as a intern in that school and I take classes to 1 and 2 class students.

In detail working condition are start from 9:30 to 3:30 PM in the school.

In starting of 9:30 prayers and then classes are taken and i observe that few students were able to understand English and some of them are active in many circular activities.

This short term internship provides me more teaching Techniques and friendly behaviour & patience.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	I have joined in the school named M.P.P. School Owarra - Puvani Peta 21-8-23	observation of surroundings	
Day-2	Interaction with students from 1 st & 2 nd Class 22-8-23	Students show interest on us	
Day-3	Explanation of telugu lesson, English & Art & Craft, Maths 23-8-23	quick response in telugu and learned to teach	
Day-4	Revision of module-1 & started module-2 Telugu & Maths 24-8-23	experiencing of students behaviour	
Day-5	Holiday. Varadarath Vratam 25-8-23	-	-
Day-6	- 26-8-23	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

I have joined in the M.P.P. School Chwarapuvanipeta School - where it contains to students studying land 2 classes. I had an interaction session with students & Teachers.

I started teaching Module - 1 Telugu lesson lion & forest story, English - picture reading Maths 1-9 numbers counting and art & Craft work of dog using paper and a small game.

After III started Telugu lesson which is picture based lesson and Maths lesson jumping with numbers. Children enjoyed the session and then holiday on the eve of Varalakshmi Vratam.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Revision of module-2 and Telugu & English lesson from module-3 25-8-23	learning of teaching Techniques	S.D.
Day-2	Maths & art and craft from module-3 29-8-23	learning Teaching Techniques	S.D.
Day-3	Games for their Interaction 30-8-23	Physical & Mental relief	S.D.
Day-4	Module-4 Telugu lesson & English lesson 31-8-23	learning Teaching Techniques	S.D.
Day-5	Module-4 Maths & Art and Craft 1-9-23	learning Teaching Techniques	S.D.
Day-6	Revision of module 4 & game. 2-9-23	learning Teaching Techniques	S.D.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

It is the 2nd week started from 28-8-23 to 2-9-23.

I started 3rd Module telugu lesson which is Mask elimination of different animals and they show huge interest in it. English lesson Clap for words for our instructions on 1st day.

In second day it english lesson counting with Stones one of the students helped me to complete it and art & Craft work of doing Cat and game on the third day frog jumping Mostly boys are active in doing this.

Fourth day Module 4. Telugu lesson which is a story of extension I used lion as my starting line and English lesson which is a finding your partner Capital to a small letter.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Module - 3 - Telugu, English 4-9-2023	learning Teaching Techniques.	
Day - 2	Teachers day 5-9-2023	-	
Day - 3	Holiday - Sankranti 6-9-2023	-	
Day - 4	Revision - module - 3 07-9-23	learning Teaching Techniques.	
Day - 5	Reading lesson Telugu, English 08-9-23	learning Teaching Techniques.	
Day - 6	Second Saturday 9-9-2023	-	

WEEKLY REPORT

WEEK - 1 (From DL 4-9-23 to DL 9-9-23)

Objective of the Activity Done:

Detailed Report:

- * On first day I had started Module-3 Telugu, English lesson.
- * On the second day celebrating Teachers day.
- * On the third day given holiday on the eve of Srikrishnanastami.
- * fourth day on division Module-3.
- * 5th day division Module-3 Telugu lesson.
- * 6th day is 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	Module-5 Telugu lesson & Maths lesson 11-9-23	learning Teaching Techniques	S. [Signature]
Day-2	Module-5 English lesson 12-9-23	learning Teaching Techniques	S. [Signature]
Day-3	Module-5 English art & Craft work 13-9-23	learning Teaching Techniques	S. [Signature]
Day-4	Module-5 Revision. 14-9-23	learning Teaching Techniques	S. [Signature]
Day-5	Module-6 Telugu lesson 15-9-23	learning Teaching Techniques	S. [Signature]
Day-6	Module 6- English lesson 16-9-23	learning Teaching Techniques	S. [Signature]

WEEKLY REPORT

WEEK - 4 (From DL 11.9.23 to DL 16.9.23)

Objective of the Activity Done:

Detailed Report:

- * On the first day I had started module 5 Telugu lesson which is a shouting like a animal by a child is guessing by others and maths lesson which is Ascending order counting chalk pieces.
- * On the second day English lesson which is Rhyme time.
- * On the Third day game from the module 5
- * On the fifth day Module 5 telugu lesson listen & speak.
- * On the sixth day module 6 English lesson word Anthyakshari.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Vinayaka Chavithi 18-9-23	-	
Day-2	Module -6- Maths lesson.	learning Teaching Techniques.	
Day-3	Module-6 art & Craft work 20-9-23	learning Teaching Techniques.	
Day-4	Revision of module-6 21-9-23	learning Teaching Techniques.	
Day-5	Module-7 - Telugu lesson 22-9-23	learning Teaching Technique.	
Day-6	Module-7 English lesson 23-9-23	learning Teaching Techniques.	

WEEKLY REPORT

WEEK - 5 (From Dt. 1.8.23 to Dt. 2.3.23)

Objective of the Activity Done:

Detailed Report:

- * In the fourth week first day is declared as holiday on the eve of Vinayaka Chavithi.
- * On the second day Module 6 Maths lesson from 1-99 numbers counting.
- * On the third day Art & Craft work of Botta Bamma. Mostly girls show interest in it.
- * On the fourth day game from Module 6 four fingers.
- * On the fifth day Module - 7 Telugu lesson have given some letters and ask them to join to get new word.
- * On the sixth day Module - 7 English lesson which is passing the ball game.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Module - 7 Maths lesson 25-9-23	learning Teaching Techniques	
Day -2	Module - 7 Art & Craft work 26-9-23	learning Teaching Techniques	
Day -3	Module - 8 Telugu & English lesson 27-9-23	-	
Day -4	Module - holiday Eid - e - Milad 28-9-23		
Day -5	Module 8 Maths & Art & Craft work 29-9-23	learning Teaching Techniques	
Day -6	Revision & module 8 and farewell party	learning Teaching Techniques	

WEEKLY REPORT

WEEK - 9 (From Dt 25-9-23 to Dt 30-9-23)

Objective of the Activity Done

Detailed Report:

- * On the 6 week first day I had taught them Maths lesson which is jumping of stones.
- * On the Second day. Module 7 Art & Craft work of fingers of boy and girl and game of walking on line.
- * On the third day Module 8 Telugu lesson guessing of words by indicating numbers and English lesson Simon Says which is instructions.
- * On the fourth day Module 8. Maths lesson which is a Cricket Counting Counting Art & Craft work of house.
- * On the Sixth day game of Catching the Kancher given from farewell party.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interaction, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, workplace time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Intern's work environment is one of the aspects of intrinsic quality addressed in this report. The people at MPP School in Etchesla Mandal in Anantapur District, where I found a good interacting staff as well as an intern under learning improvement to improve our teaching techniques. We were given a desk for our work and provided by minimal things like chalk. Our role is to enhance the students and observe them. Analyzing all activities by students and staff. Our timings are from 9:30 AM to 3:30 PM.

The headmasters and the teachers are very polite and humble to me. The students are very friendly and interactive which made me socialize with them very easily. The other interns were also cooperative in work. We are also given space for process is very useful.

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

Where 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 module where it contains Telugu, English, Maths Art and craft and a game for skills 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. headmasters and the staff classifies 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.

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

We have kept notes to notetdown the observations that we made everyday such as the food that they provide books and other essential for their studies. Our intern team held a meeting session to discuss several.

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 topics and protocols, greeting, thanking and appreciating others, etc.)

I have huge improvement in communication skills ^{etcetera} in this internship in M.P.P. Mandal Street in Srikanthapuram Dwarapuranipeta 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 anxiety at initial stage later we feel confident in teaching by the advices gives by the teaching staff. 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 Elementary School in Mandal Street of Sitakuliy 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 became a team and each one became the leader of that team where the 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 to manage the team.

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 school.

The Municipal Elementary School in Mandal Street of Srikalayan district needs in this stage of academic year.

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

The headmasters observed the teaching method in every classroom and he asked us to practice the Academic year in English medium.

Student Self Evaluation of the Short-Term Internship

Student Name: Y. Sai Kiran Registration No: _____
Term of Internship: 45 From: 18-03-23 To: 30-9-2023
Date of Evaluation: _____
Organization Name & Address: M.P.P.S. Dwarapurnakurpetta.

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: _____

Y. Sai Kiran
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Y. Saikhan Registration No: 2122001123037
 Term of Internship: From 18-8-23 To: 30-9-23
 Date of Evaluation:
 Organization Name & Address: M.P.P. School Dwarapuvanipola
 Name & Address of the Supervisor
 with Mobile Number

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

S. R. Gnanam
 Signature of the Supervisor

Page No:

பெரியசாலை
 மருத்துவப் பி.பி.பி. பி.பி.பி.
 மருத்துவப்பி.பி.பி.
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PHOTOS & VIDEO LINKS



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:

o Activity Log	25 marks
o Internship Evaluation	30marks
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 for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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