

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
SEMESTER INTERNSHIP

Name of the Student : Baggu. Tarun

Name of the College : Govt. Degree College (MEN) - SKM

Registration Number : 21220015602003

Period of Internship: From: 17/08/2023 To: 30/09/2023

Name & Address of the Intern Organization

M.P.U.P School, Desavanipeta - Narasannapeta

University

YEAR

N. S. Reddy
HEAD MASTER
M.P.U.P. SCHOOL
DESAVANIPETA
Narasannapeta Mandal
Narasannapeta Dt. (A.P.)

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.

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Student's Declaration

I, Baggu, Tarun a student of Internship
Program, Reg. No. 2122001562003 of the Department of MCA
College do hereby declare that I have completed the mandatory internship
from 17/08/2023 to 30/09/2023 in Education Dept (Name of
the intern organization) under the Faculty Guideship of
Government Degree College (MEN) - Srikakulam
(Name of the College)

(Signature and Date)

N. S. S. S. S.
HEAD MASTER
M.P.U.P. SCHOOL
JANPETA
Varadachari Mandala
Srikakulam - Dt. (A.P.)

Official Certification

This is to certify that Baggu, Tarun (Name of the student) Reg. No. 2122001562003 has completed his/her Internship in Education Dept (Name of the Intern Organization) on Education Department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc in the Department of Govt. Degree College (M) (Name of the College).

This is accepted for evaluation.

HEAD MASTER
M.P.U.P. SCHOOL
DESAVANIPETA

Narasannapeta Mandal

Srikakula Dt. 12/11/2023
N.S. av

(Signatory with Date and Seal)

Endorsements


Faculty Guide

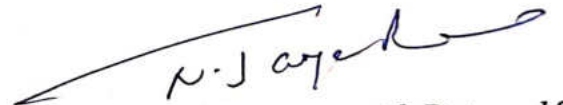

Head of the Department

Principal
✓ PRINCIPAL
Govt. Degree College (Men),
SRIKAKULAM

Certificate from Intern Organization

This is to certify that Baggu. Tarun (Name of the intern)
Reg. No 2122001562003 of Govt. Degree College (M) (Name of the
College) underwent internship in Education Dept. (Name of the
Intern Organization) from 17/08/2023 to 30/09/2023

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



Authorized Signatory with Date and Seal

HEAD MASTER
M.P.U.P. SCHOOL
DESAVANIPETA
Narasannapeta Mandal
Sri. K. Kula - Dt. (A. P.)

Acknowledgements

This school inter ship is the result on way of two months of would not have been possible with the participation assistance of numerous brave and courageous people also the way in which have to that then all.

First and foremost would like to give special goad to my parents who given me every opportunity to been my peraded college then and the principal then when encouragement and ending continue interest in the and excecuty to on group members with them should social special thanks must be given to PRATHAPA TNAM for their feedback love in support with which achieved shic and developments.

last and most importantly I would like to all them who made this report possible and become a reality with their kind assistance.

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.

The internship programme aims to provide our students the opportunity to consolidate through experience it provided a direct learning including teaching the subject.

School internship is designed to meet the development to a support of proper pro computer touched over needs of some in school.

Our school year B.Sc group started at Govt Degree college our college in the B.Sc 1st/2nd students form internship in different ment the we been to MPP school Pathe partned for the intership at for two months it comes of October and continued till November 30, 2022

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.

The organization I have worked in the education department in Sodda MPP school. It's mission is to empower children in education system and policy of the school with respect to interns as is to train the students with respect to intern as is to them should follow the period correctly and follow the instructions of HM.

Our role is to the respective instruction of HM about as a substitute teaching to level the performance of MPP school. Sodda MPP cross given very well the work of the school was good.

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.

school internship segriner interns to do a variety of activities we are versble for assistive realer activities teaching students with various learning metholo given under a lined in streratings.

we, the interns should seach inter etions 9:00 AM we have to go to the class that and assing us and uke the student T.V for distal launing we have to give and obser the student envion ment at the pro blem. we also have to make the students under tand a about new system like the DMR sheet exams.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it my first day I have conductor self introduction for 5 th class and 4 th class started.	It was a given day as teacher and come to know about some students.	Rajan
Day - 2	I went to third class and taught them maths in a fun and learning way.	I have been perase and came to know about teaching	Rajan
Day - 3	Again I was spend with 4 th class and I have noticed some problems in them.	I come to know about three edved stather.	Rajan
Day - 4	I with to 2 nd class and taught them every day proper months seeking.	I come to know to them children neatly.	Rajan
Day - 5	I taught the 5 th class and english lesson and played an activity.	I observed about their know in English.	Rajan
Day - 6	I have interacted with 4 th class students through activities.	I come to know about their mind set and knowledge.	Rajan

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this entire week I have conducted extra active self introduction games and this kind to connect with them.

I have also taught them few less from this syllabus in interesting manner new things found have observed this educational performance knowledge.

To tally I found that some students are not very well in studies and they like the teaching in fun and learning.

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this entire week I have observed about the students their performance in studies and their capability I have discussed about how to be good and become better in academic performance.

I have conducted some new activities regarding this syllabus and created an environment in which they are very active children.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 4 th class and I have observed some student who needs to be disciplined.	I have to know how to discipling the student my standard.	Laxmi
Day - 2	I went to 5 th class and asked them about their souls.	I got to know about them like a type souls.	Laxmi
Day - 3	I taught 3 rd class, a very lesson and by their two sentences.	I have managed the students to need in mother language.	Laxmi
Day - 4	I have conducted acting for 2 nd class students on Maths.	I have taught a subject in APP manner.	Laxmi
Day - 5	I have taught the 1 st class student some rights and wrong stories.	I came to know about communication and among them.	Laxmi
Day - 6	I have talking to the 5 th class about how to behave at participating P.L. activity.	I have to come to know about my to sing between.	Laxmi

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about the 5 th class student awangging on how to live in a society.	I have know as may things that kind as playing may well.	
Day - 2	I have taught 4 th class students about english basics.	I put to know about test may thing to the students.	
Day - 3	I have conducted a few activity to 2 nd class when all the helped me all way.	I. have developed my communication most skills.	
Day - 4	I have helped the teacher in their works.	I come to know about the working of staff	
Day - 5	I have taught 5 th class students about maths.	I have lained to test about to solve problems.	
Day - 6	I have teach E.V.S lesson for 4 th class.	I have learnt to teach in practical way.	

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my teaching skills from syllabus based to a practical approach which enhanced my communicating skills very well.

And, I have also interacted with the selected government teachers parents about the situations promotes have also tried to teach the students in a free manner.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about out day class of the 5 th class	I have to come to know about the problem in school.	
Day - 2	I have conducted a grade form explaining Thin tabala	I have intereded with students and helped them in thin doubled.	
Day - 3	I have taught maths chapters to 3 rd and 4 th class.	I have developing my teaching skills from H.M	
Day - 4	I have interacted with students their problems.	I tried to solve students problem at a level.	
Day - 5	I have taught 1 st class students about animals and birds.	I have deal with 1 st class students diff. way.	
Day - 6	I have taught 3 rd class about catigule.	I have increased my communication skills.	

WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

we have improved on communication skills in this intership at MPPs society.

As we have been interacting with each other students, we have improved ourselves assigned to class we are confident while communicating with understanding each other.

We also we to setting understood by others we improved our speech skills from persons before for law.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught 4 th class about disciplining following in class work.	I have interacted with students about disciplining.	
Day - 2	I have taught the 5 th class about sewing skills.	I have tried to teach the sewing skill.	
Day - 3	I have interacted with 1 st class with singing song.	I have accessed the digital device in school.	
Day - 4	I have taught the 2 nd class about English lesson.	The students have started doing good in studies.	
Day - 5	I have taught the 3 rd class about R.V.S class.	The students are doing well.	
Day - 6	I have interacted with all students about sewing machines.	I have known so many things in this journey.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As per the week I have come to know that I have learnt as many things in this journey I have developed my communication enhanced my very well.

I have come to know that how good this and also some problems which I have tried to solve and made being out for it.

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.)

Interns work environment is one of the aspects of interns quality addressed in this report. The people of M.P.U.P. Desavani Peta were a good interactive staff. We are thing like chalk pieces. One goal is to enhance the other negative one eyes the activities of student and staff timings are from 9:00 AM to 4:00 PM.

The H.M and teachers are very polite and inter which made me sociali others interns as a few were very active and focused in work.

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

There were some technical skills. I have acquired from this internship.

I have known about how to put my knowledge skillfully into practice that every department has his own culture & quality lined that every company has essential to learn new skills.

Asking and receiving feedback is very important it is essential to note future. I learned that same time asking for feedback.

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 developing managerial skills is important to our professionals.

we have kept notes for observing events important weekly wise. we all discuss about all of the working skills discussing making skills.

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.,)

we have improved our communication skills in this internship at M.P.U.P school. Desavani Petu.

As we have been interactions with each other studied, we have improved our assigning to class rooms we are confident while communication, class interaction each other.

we also come to getting understand by others. we improved our speech skills from prepared level to extempore level.

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.,)

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As we have been interacting
with each other students, we have improved
our communications, written communications, we
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while communication, conversation understanding
each other.

we also come to getting understood
by others. we improved our speech skills
from prepared level to extempore level.

Student Self Evaluation of the Short-Term Internship

Student Name: Baggu. Tarun	Registration No:
Term of Internship:	From: 17/08/2023 To: 30/09/2023
Date of Evaluation:	
Organization Name & Address: M.P.U.P School, Desavani peta.	

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

Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: BAGGU TARUN

Registration No: 2122001566009

Term of Internship: From: 17/08/2023 To: 30/09/2023

Date of Evaluation:

Organization Name & Address: MPUP School, desavanipeta,

Name & Address of the Supervisor with Mobile Number narasannapeta.

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✓

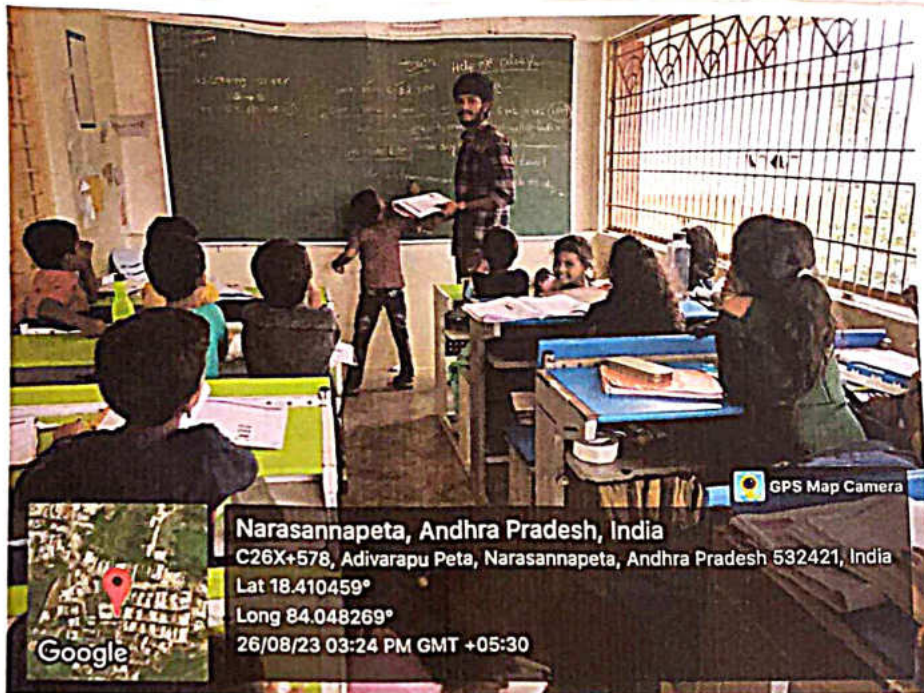

 Signature of the Supervisor

Date:

Page No:

HEAD MASTER
M.P.U.P. SCHOOL
DESAVANIPETA
 narasannapeta Manda

PHOTOS & VIDEO LINKS



EVALUATION

INTERNAL ASSESSMENT STATEMENT

Name of the Student: BAGGU. TARUN

Programmer of Study: IIIrd. B.Sc (MCAC)

Year of Study: 2021 - 2024

Group: B.Sc [MCAC]

Register No/H.T.No: 212200156 2003

Name of the college: Government Degree College (MEN), Srikakulam

University: Dr. B.R. Ambedkar University

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	18
2	Internship Evaluation	30	26
3	Report	25	23
4	Oral presentation	25	23
5	GRAD TOTAL	100	88

Date: 27-10-2023


Signature of the Faculty Guide

Date: 27-10-2023.

Seal:

Certified by

Signature of the Head of the Department/Principal

PRINCIPAL
Govt. Degree College (Men),
SRIKAKULAM