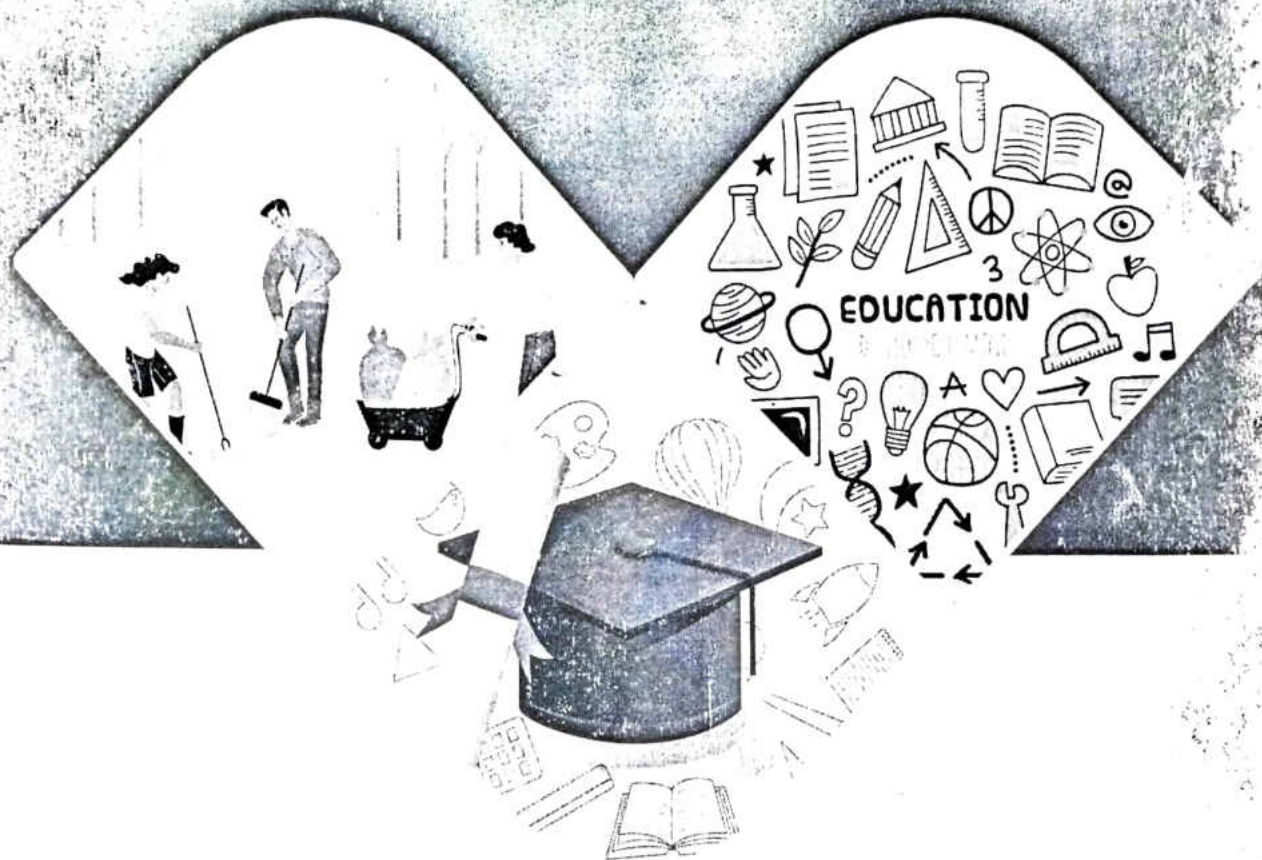


Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student:

P. Ananthan

Name of the College:

Govt. College of Arts, Science & Commerce, Tirunelveli

Registration Number:

201200105000000

Period of Internship:

From: 12-12-99 To: 12-12-00

Name & Address of the Intern Organization

University

YEAR

An Internship Report on

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
B.Sc [MPCS], 3rd year, VI SEM

Under the Faculty Guideship of

R. Ravi kumar

(Name of the Faculty Guide)

Department of

Government degree college (Men), Srikakulam

(Name of the College)

Submitted by:

p. Ansuutha

(Name of the Student)

Reg.No: 2022001050038

Department of physics

Govt. degree college (Men), Srikakulam

(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 Semester internship either in V Semester or in VI Semester.
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, P. Amrutha a student of Internship
Program, Reg. No. 2022001050038 of the Department of physics
College do hereby declare that I have completed the mandatory internship
from 29-12-2022 to 30-03-2023 in School department (Name of
the intern organization) under the Faculty Guideship of
R. Ravi kumar (Name of the Faculty Guide), Department of
physics, Government degree college (men),
(Name of the College) srikakulam

B. Varalakshmi
(Signature and Date) 12/7/23

Certificate from Intern Organization

This is to certify that P. Amrutha (Name of the intern)
Reg. No. 2022001050038 of Government degree college (men) Srikaku-
College) underwent internship in School department (Name of the lam
Intern Organization) from 29-12-2022 to 30-03-2023

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

B. Varalakshmi 12/7/23
Authorized Signatory with Date and Seal
Head Master
M.P.P. School, Vakalavalasa
Srikakulam Mandal
Srikakulam Dist.

Acknowledgements

This school internship report is the result of an end of a way of four months. It would not have been possible without the participation assistance of numerous brave and courageous people along the way. Thus, I have to thank them all.

First and foremost, I would like to give special gratitude to my parents who give me every opportunity to keep my step ahead.

I am indebted to my college teachers and the principal to my parents who give me every opportunity to encouragement and enduring contagious interest in the internship.

Our sincere thanks to our principal Sureka marn, Government degree college [MEN], Soikakulam for providing us an opportunity to take up this internship.

We greatly indebted to our guide Mr. Ravi Kumar sir, Department of physics, Government degree college [MEN], Soikakulam.

Special thanks must be given to the teachers and students of Vakalavalasa, MPPS school, Soikakulam Mandal, for their feedback and support.

Contents

Monday:→ Vandemataram Song, Maa telugu talli, pledge in telugu, learn a word, National Anthem.

Mid day meals:→ Biryani and tomato pokadi, chakki

Tuesday:→ Vandemataram Song, Maa telugu talli, pledge in telugu, learn a word, National Anthem.

Mid day meals:→ pulihora and tomato chatney.

Wednesday:→ Vandemataram Song, Maa telugu talli, Telugu pledge, learn a word, National Anthem.

Mid day meals:→ Biryani, potato curry and chakki

Thursday:→ Vandemataram Song, Maa telugu talli, pledge in english, learn a word, National Anthem.

Mid day meals:→ Rice, chakki, dal, Sambar

Friday:→ Vandemataram Song, Maa telugu talli, pledge in english, learn a word, National Anthem.

Mid day meals:→ pulihora, chakki, tomato chatney.

Saturday:→ Vandemataram song

Maa telugu talli

Pledge in english

Learn a word.

National Anthem

Mid day meals:→ Rice, dal with chakki

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief 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 worked in the internship in the department of education. I visited the place in MPP school, Valavala. I choose education department to know the current status of the education and difference from past few years. I spent a day with children and I learn and observed many things.

The introduction is very friendly and very valuable through this internship. I got to know the there are some other decided areas which has to improved. I interaction with the children and let them to know their problems and what they are facing through I gave a friendly interaction and I taught some lessons to them and I gave few suggestions to improve them, which should be clear by government. There are some other decided areas which has to improved them.

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 worked in the education department. I worked in Vakalavalasa, MPP school education department plays an important role in every sector. I served many things in school that the children are beyond lack of knowledge. My interaction with students is very friendly and more valuable. I spent nearly 8 hours with that children and I got to know that students performing was very poor. The students are about to understand the basic things.

I played a few role in school. I planned to develop and improve the education system with my knowledge to give the best students.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

I worked in my school, vakalavalasa in the department of education. I worked in the government school and I taught lessons to the students. I used the black board and chalkpiece and taught the basic lessons.

I performed some tasks with the children, so that to encourage their capability. I performed weekly tasks to the children. This part of internship more knowledge as I learned more knowledge and I learned few things to change in school.

This internship takes me to learn more knowledge about education system especially in school.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it is my first day I have conducted self introduction for 5th class students.	It was a great day as a teacher and it is a better experience to me.	B. Varalakshmi
Day - 2	I went to 4th class and asked some basic questions regarding maths to the students.	I have been prepared and came to know about teaching few ways.	B. Varalakshmi
Day - 3	Again, I went to 5th class and they are very excited to know about me.	I noticed the curiosity in each and every student.	B. Varalakshmi
Day - 4	I went to 4th class and taught them common english and denses.	This day I came to know how to deal with children.	B. Varalakshmi
Day - 5	I was sent to 5th class and made them to study english question and answers.	I came to know about their educational standards.	B. Varalakshmi
Day - 6	I have interacted with 4th class students some activities	I do served their mind set and way of behaviour and active participation	B. Varalakshmi

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As it is the first week. I conducted self introduction in each and every class to know about them.

I also conducted some circular activities to interact with them. I have also taught them. New lessons in their syllabus in understandable manner. so they can understand easily and to know about new things and I observed their performance and knowledge.

Finally, I noticed that some students are not active and they like the teaching in friendly manner.

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 4th class and I have observed that at some students needs to be discipline.	I came to know that how to control students to be in discipline.	B. Varalakshmi
Day - 2	I went to 3rd class and asked them about their goals which was well interactive.	I noticed about their life styles, goals and their problems.	
Day - 3	I taught 5th class, a dialogue lesson in my own way of teaching.	I have made them to need the lesson in their own mother tongue.	
Day - 4	I have sent to 4th class and made to tell about poems and stanzas.	I learned new to communicate and management with every student.	
Day - 5	I have taught the 5th class class students about how to behave at particular places.	I came to know about mentoring in behaviour aspects.	
Day - 6	I have conducted some activities to 4th class students regarding these subjects.	I learned how to teach in a appropriate manner.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this write week, I have observed the students about their performance in studies and their capabilities too. I have discussed with them about how to study and manage their academic performance.

I have conducted some new activities regarding their syllabus and created an environment in which they are very active in group discussions and in class too.

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 2nd class students awareness on how to live in a society.	I have to know many things that kids thinks about their home & society.	B. Varadachari
Day - 2	I have taught 1st class students about alphabets and spellings.	I got to know about teaching new things to the students.	
Day - 3	I have conducted a fun activity to 3rd class where all the students have participated very well.	I have developed any communication skill very well.	
Day - 4	I have helped the teachers and staff members in their respective works.	I come to know about the working of teachers and staff.	
Day - 5	I have taught 5th class students about maths problems.	I have learned to teach about how to solve arithmetic problems.	
Day - 6	I have taught science lesson for 4th class in practical way.	I have learned 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, while teaching them in a particular approach which enhanced my intra communication skills very well.

And I have also interacted with the respected government teachers, parents about the situations, problems, environment etc. I have also tried to teach the students so that they feel like they are in a open space.

I have also worked with teachers and staffs works which made me know things that happens behind school.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught maths chapters to 4th class students.	I have developed my teaching skills the students too are good.	B. Varadachari
Day -2	I have conducted a game for exploring their talent for 1st class.	I have interacted with students and helped them in their doubts.	
Day -3	I have checked about every class environment, the sanitary facilities and water supply.	I have to some to know about few problems in school.	
Day -4	I have interacted with students regarding their problems in school and gave some solutions.	I tried to solve student problems at a possible level.	
Day -5	I have taught 5th class students about cell system.	I have deal with 5th class students digital way.	
Day -6	I have taught 4th class about LSRW skills.	I have increased my communication skills.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teachings, mentoring, communication, managing and team participation skills when compared to the previous three weeks.

I have also observed about the school environment, students performance and I have also interacted with them and gave advice and got tried to solve them, in other ways.

The students also have been well performing with good rate.

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 4th class about discipline followed in classroom	I have interacted with the student about disciplinary.	B. Varadachari
Day - 2	I have taught the 5th class students about seminar skills.	I have tried to teach the students about seminar classes.	
Day - 3	I have interacted with 4th class students through digital way.	I have accessed learned the digital device in the school.	
Day - 4	Sankranti Holidays		
Day - 5	Sankranti Holidays		
Day - 6	Sankranti Holidays		

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching skills. I have come to know that I have learnt so many things in this journey. I have developed my communication skills, managing skills, interactive skills, teaching skills and other skills and enhanced me very well.

I came to know few good things and also some problems which, I have tried to solve and made better out of it.

I learn about things as a teacher, writer and mostly as an internal in the work place.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Sankranti holidays.	—	
Day - 2	Sankranti holidays.	—	
Day - 3	Sankranti holidays.	—	
Day - 4	I taught the 6th class students about english lessons.	The students have learned and doing good in studies	B. V. Vasanthini
Day - 5	I have taught the 5th class about general science.	The students are doing well.	
Day - 6	I have interacted with all students about previous status and present status.	I have known so many things in this week.	

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, the students are very happy for enjoying sankranti holidays. And after holidays they are very active and showing interest towards learning new things.

I have also observed about the teachers caring and interest towards the students. And knowing how they celebrated pongal and how they enjoyed in pongal holidays.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 5th and asked them about basic grammar in Telugu.	I have managed the students to read their mother language.	B. Varadachari
Day - 2	I taught 4th class Telugu lessons and poems.	I just know them how they read the poems of Telugu.	
Day - 3	I went to 3rd class and did an activity for the students based on communication.	I come to know about communication and management with students.	
Day - 4	I have taught 2nd class about good touch and bad touch.	I have to teach them about the incidents that happened in society.	
Day - 5	I have conducted an activity for 5th class like a competition based on month names & spellings.	I have taught the subjects in an appropriate manner.	
Day - 6	I went to 4th class and taught them about self confidence and self esteem.	I have taught how important our confidence in society.	

WEEKLY REPORT

WEEK - 7 (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 I know the capability of students.

I have discussed about how to be good and become better in academic performance. I taught about self confidence and self esteem and their importance in everyone's life.

I have conducted some new activities regarding their syllabus and created an environment in which they are very active in group activities and in class too.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught hindi lesson for 5th class in a creative way.	I got to know about teaching new things to the students.	B. V. Lakshmi
Day - 2	I have taught 9th class about wars and history.	I have learned to teach in a particular way.	
Day - 3	I have checked about the awareness for 4th class to live in society.	I came to know about their huge participation to know about agriculture.	
Day - 4	I have taught 3rd class science lesson about Rabi Kharif crops.	I came to know about their mind sets and knowledge.	
Day - 5	I have conducted a fun activity to the 2nd class where all the students were participated well.	I have developed any communication mentoring skills very well.	
Day - 6	I have participated in some physical games like tennis, Badminton, etc.,	I came to enjoy their active participation in games.	

WEEKLY REPORT

WEEK - 8 (From Dt..... to Dt: Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my teaching skills from syllabus in a practical approach which enhanced my communication skills very well.

And I have also interacted with the students very close and very well. I have also tried to teach the students so that they feel like they are in a open space.

I have also worked with games teacher which made me know things that happen in school ground.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught maths lesson for 5th class and ask them formulas.	I have developed my teaching skills and the students are too good.	B. Vasanthini
Day - 2	I have conducted a game for exploring their talent for 4th class.	I have interacted with students and helped them in their doubts.	
Day - 3	I have checked about every class environment, the sanitary facilities and water supply.	I have to come to know about few problems in school.	
Day - 4	I have interacted with students regarding their problems in school and gave some solution.	I tried to solve students problems at a possible level.	
Day - 5	I have taught 5th class students about disaster management.	I have deal with 5th class students in a digital way.	
Day - 6	I have taught 4th class about first & second world wars.	I have increased my communication skills.	

WEEKLY REPORT

WEEK - 9 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teachings, mentoring, communication, managing and team, participation skills when compared to the previous three weeks.

I have also observed about the school environment, students performance and I have also interacted with them and gave advice and get tried to solve them, in other ways.

The students also have been well performing with good rate.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have helped the teachers and staff members in their respective works.	I come to know about the working of teachers and non-teaching staff.	B. Venkatesh
Day - 2	I have helped 4th class students for doing their crafts.	I come to enjoy such little things while doing crafts.	
Day - 3	I have helped 2nd class students for painting their drawing.	It was a great day for experience such cute things with them.	
Day - 4	I conducted an exam for 3rd class based on arithmetic problems.	The students are doing well with their own preparation.	
Day - 5	I have taught 5th class for poems in Telugu and English.	The students have learned and doing good in studies.	
Day - 6	I have interacted with all students about previous status and present status.	I have known so many things in their journey.	

WEEKLY REPORT

WEEK - 10 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching skills, I have come to know that I have learnt so many things in this journey. I have developed my, communication skills, managing skills, interactive skills, teaching skills and other skills which enhanced me very well.

I come to know few good things and also some problems which I have tried to solve and made better out of it.

I learn about things a teacher, writer and mostly as an internal in the work place.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I helped the maths teacher for conducting a test for 5th class	I have a great work with the teacher and really helpful.	B. K. Lalitha
Day -2	I helped the teacher for doing some few things.	Working with teacher is really blessed and great experience with him	
Day -3	I have checked the notes of telugu, hindi for 4th class.	I came to know they are really doing well with neat handwriting.	
Day -4	I have taught general science for 5th class in a practical way.	I have learned to teach in practical way.	
Day -5	I have conducted some new activities for 3rd class students.	I have learned some more fun gives joy to students.	
Day -6	Again, I was sent to 4th class and conducted a meeting for science day.	By going lectures gives me a great experience.	

WEEKLY REPORT

WEEK - 11 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted some exams with the help of subjected teachers. And also knowing some of my doubts.

I came to know to taught some languages like telugu, hindi, english to the students and knowing their skills and their capability.

— And also conducted a meeting about to design a project for science day. I have developed my skills through this meeting.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I went to 5th class and taught about science and its important in our life.	Knowing about some facts and also importance.	B. Vasudevan
Day -2	It was a science day. celebrating the day for Dr. Raman and presenting some projects.	I came to know the talent of the student life presenting projects.	
Day -3	I have taught 4th class about how to behave with the elders and youngers.	I have to come to know about mentoring in behaviour aspects.	
Day -4	I have taught 3rd class about subtraction & multiplication.	I have taught subject in appropriate manner.	
Day -5	It was world wildlife day. knowing and giving seminars to 3rd & 2nd class.	I have to come to know about wildlife and its life cycle.	
Day -6	I have conducted an activity for 5th class students on social studies.	I have to come to know about great history.	

WEEKLY REPORT

WEEK - 12 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have participated in National science day event and also world life day. It was a great experience to me. And it was a great opportunity to me by sharing my thoughts in that special events.

Totally, I learn that some students are very active and thirst of knowledge. They grab the points while doing seminars.

I taught about our behaviour and menstruation cycle. It helps them how to behave with others.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have helped the drawing teacher for project work.	I have to know about the colours and shades of painting.	B. Varalakshmi
Day - 2	I have taught the greatness of women in everyone's life.	I have to know the anxiety of knowing the greatness of women.	
Day - 3	—	—	
Day - 4	I have taught 5th class students about maths tricks to help them in public examination.	I have learned to teach about how to solve arithmetic problems.	
Day - 5	I have taught 4th class students for english grammar and prose.	I got to know about teaching new things to the students.	
Day - 6	I have taught science for 3rd class students.	I have learned to teach them by attractive way.	

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have helped the drawing teachers for project work.	I have to know about the colours and shades of painting.	B. Varalakshmi
Day - 2	I have taught the greatness of women in everyone's life.	I have to know the anxiety of knowing the greatness of women.	
Day - 3	—	—	
Day - 4	I have taught 5th class students about maths tricks to help them in public examination.	I have learned to teach about how to solve arithmetic problems.	
Day - 5	I have taught 4th class students for english grammar and phrases.	I got to know about teaching new things to the students.	
Day - 6	I have taught science for 3rd class students.	I have learned to teach them by attractive way.	

WEEKLY REPORT

WEEK - 13 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my ability and knowledge and also participated in drawing work and painting.

I came to know few great things that the power of a women in our life in society. Mostly attractive speech given by telugu teacher about motherhood, it gives a big motivation to us.

I have learned to teach in a new way and trying to attract the students by my skills.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I went to study hours for the preparation of formative assessment, Telugu.	I came to clarify by their doubts on Telugu.	B. Vasu Babu
Day -2	I went to study hours for the preparation of formative assessment Hindi.	I came to clarify by their doubts on Hindi.	
Day -3	I went to study hours for the preparation of formative assessment, maths.	I came to clarify by their doubts in english, maths.	
Day -4	I went to study hours for the preparation of formative assessment maths.	I came to clarify by their doubts on maths.	
Day -5	I went to study hours for the preparation of formative assessment science (P.S, N.S)	I came to clarify by their doubts on science.	
Day -6	I went to study hours for the preparation of formative assessment social studies.	I came to clarify by their doubts on social.	

WEEKLY REPORT

WEEK - 14 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, the students are fully busy by the preparation of formative assessment and also they performed in their examination very.

I am very pleased that I am trying to clarify their doubts. I try to solve their doubts much better. I try myself very well.

Especially this week satisfies myself. I am also learned many things while clarifying their doubts.

During this period, I just know myself more and how to develop my personality and how to mingle with students.

I learnt about being a teacher and mostly as an internal in the work place.

CHAPTER 5: OUTCOMES DESCRIPTION

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

Intern's work environment is one of the aspects of intern's quality addressed in this report. The people of MPP school, Vakalavalasa were a good interactive staff. We were given a desk for our work and with basic things like chalk pieces. Our role is to enhance the students. Observe them and any other negative, Analyse all activities by students and staffs. Our timings are from 9:00AM to 3:30PM [Morning to Evening].

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. The other interns were also very cooperative in work. We are the interns as a team were very active and focused in the work. We were also given space for our process which made our internship very useful for us.

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

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

I have know about how to put my knowledge and skills into practice such as mentoring. I learned how to communicate and built relationships with the people I worked. I learned that every department & organisation has its own culture. As a intern, I discovered its essential to the enthusiastic and open to learning new skills. I learned that its important to communicate with teachers, Headmaster if I have any doubts.

Asking and reading feedback is very important. It is essential to take note of both the positive and negative points for future. I learned that sometimes asking for feedback & receiving feedback is difficult to hear, but it will have a significant impact on your future career and success.

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 also some managerial skills. I have acquired from this internship.

I learned how to effectively deal with people. Developing managerial skills is important to all professionals. As a team, we planned about scheduling with respect to time and we all acted as teachers for every week. We arranged our workplace culture for productive use of time.

We have kept notes for observing everyone's improvement weekly wise. We will always discuss about all pros in our working style. We all have kept our goals for this journey. We also have developed our decision making skills which are very essential in future. As per the final day we have discovered about our performance is upgraded.

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 MPP school, Vakalavala, mandal, stikakulam.

As we have been interacting with each other students we have interacting with improvement of our oral communications written communication as we are assigned to class rooms. At first day, we may feel tense, but now we are confident while communication as we conversing, understanding others.

We also come to getting understand by others we improved our speech skills from prepared level to extempore level. we have developed from a students to an intern. we also developed few teaching skills in our way which made students better.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Teamwork is one of the most taught after skills in the workplace. we, the interns of MPP school, vakalavalasa formed as a team to enhance and improve our work in a efficient way.

Firstly as we have no familiarity with each other gradually it took time and we have also become a supportive team.

Everyweek one of us will lead the team to took leadership. we have discussed with each other about work, performance.

working as a team members and also as a leader made me known about how to work as a team member, its role in the team in my way to interact, co-operate and manage them as a unity in every activity. It gave me experience and knowledge about teamwork.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

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

The mpp school, Vakalavalasa of sikakulam uses devices in the procedure. The headmaster updates the information of school through smart phone. They scan faces of the students for checking every teacher and headmaster of school make their attendance through face scan method.

There is a smart TV which can be used for teaching practically for students more than academic syllabus in both telugu and english medium. When compared to previous systems that are followed in government school, Now the present system followed by our school is very enhanced, upgraded and enriched in every standards we have also used the technological devices for our tasks related to internship. Even, when the students are learning from school it is also recorded under head master vision and is documented.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>P. Amrutha</u>	Registration No: <u>2022001050038</u>
Term of Internship: <u>1 mon</u> From: <u>thu</u>	To: _____
Date of Evaluation: _____	
Organization Name & Address: <u>MPP school, Vakalavalasa, Srikaku- lam (mandal & district).</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date: _____

P. Amrutha

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: P. Amrutha

Registration No: 2022001050038

Term of Internship: 4 mon From: 12-12-22
thu

To: 17-03-23

Date of Evaluation:

Organization Name & Address: Mpp school, Vakatavalasa, Srikakulam
Mandal & District

Name & Address of the Supervisor
with Mobile Number: Sridevi mam, [9491931939]

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:

B. Varalakshmi:
Signature of the Supervisor



Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external 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 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- 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)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: P Amutha

Programme of Study: Internship

Year of Study: 3rd year

Group: MPCS (VI) Sem, 3rd year

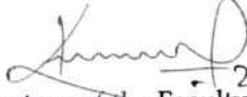
Register No/H.T. No: 2022001050038

Name of the College: Government degree college (men), Srirangapatnam

University: Dr. B.R. Ambedkar University.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:


Signature of the Faculty Guide 20/04/2023