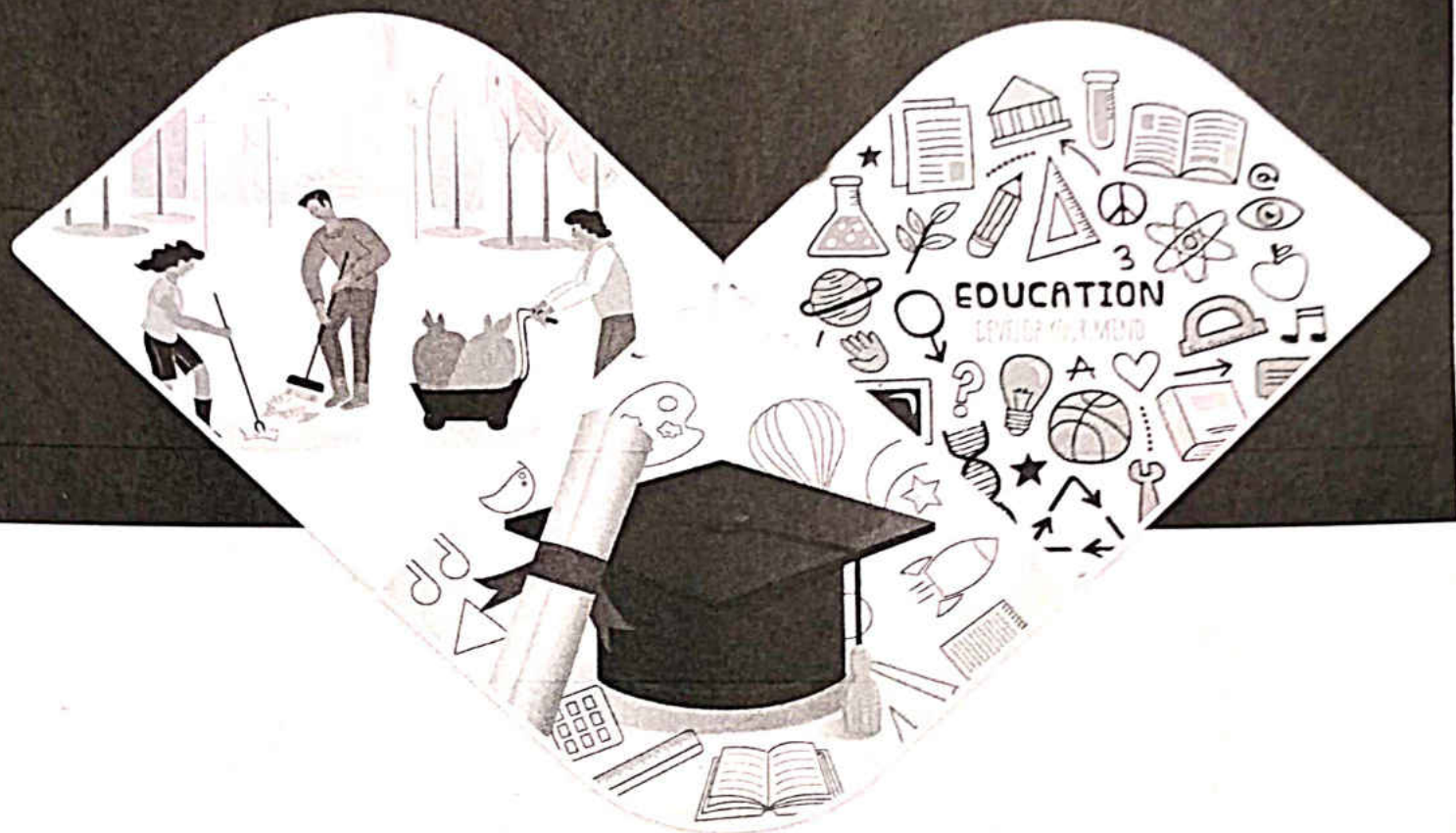


Program Book



SEMESTER INTERNSHIP

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: *Ms. Hernandez*

Name of the College:

Govt. Degree Collg. (Mian)

Registration Number:

2022001058030

Period of Internship:

From:

1/1/2022

To:

12/31/2022

Name & Address of the Intern Organization

Education

Department

University
YEAR

An Internship Report on

Education department college

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.S.C [M.P.C]

Under the Faculty Guideship of

Srinu Vasa Rao (Sir), R. Chandra Shakar (Sir)

(Name of the Faculty Guide)

Department of

Govt. Degree College [Men], SKM

(Name of the College)

Submitted by:

Mantireddi. Hemani

(Name of the Student)

Reg.No: 2022001052030

Department of Govt. Degree College [Men]

Chemistry, department, Srikakulam.

(Name of the College)

MARKS STATEMENT
(To be used by the Examiners)

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: M. Hemani

Programme of Study:

Year of Study: IIIrd year

Group: B.S.C [M.P.C]

Register No/II.T. No: 2022001052030

Name of the College: Government degree College [men]

University: Dr. B. Ambedhkar university

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	79
2.	For the grading giving by the Supervisor of the Intern Organization	20	29
3.	Viva-Voce	50	47.
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

RSh

Signature of the Internal Expert

A. I. Con

Head Master
M.P.U.P. School
BURIDIKANCHARAM
Ponduru (M), Srikakulam Dt.

Signature of the External Expert

A. Panit 19/07/23.

Signature of the Principal with Seal

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *M. Hemani*
Programme of Study:
Year of Study: *IIIrd year*
Group: *B.S.C [M.P.C]*
Register No/H.T. No: *2022001062030*
Name of the College: *Government degree college [Men]*
University: *Dr. B.R. Ambedkar university.*

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	09
2.	Internship Evaluation	30	28
3.	Oral Presentation	10	09
	GRAND TOTAL	50	46

Date:

RSK
Signature of the Faculty Guide

Student's Declaration

I, Mamtireddi Hemani a student of 4 months internship
Program, Reg. No. 2022001052030 of the Department of B.S.C [M.P.C]
College do hereby declare that I have completed the mandatory internship
from 11/12/2022 to 14/2/2023 in education department (Name of
the intern organization) under the Faculty Guideship of
Srinivas Rao (Sir) (Name of the Faculty Guide), Department of
Chemistry, Govt. Degree College [Men].
(Name of the College)

M. Hemani
(Signature and Date)

Official Certification

This is to certify that M. Hemani (Name of the student) Reg. No. 2022001052030 has completed his/her Internship in education, M.P.U.P. School, B.K.M. (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 B.S.C [M.P.C.] in the Department of govt. Degree college (Name of the College).

This is accepted for evaluation.

A. / Cw
Head Master
M.P.U.P. School
BURIDIKANCHARAM
Puduru (M), Srikakulam Dt.
(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that M. Hemani (Name of the intern)
Reg. No 2022001052030 of Govt Degree College [Men], (Name of the
College) underwent internship in M.P.U.P. School, B.Kancharam (Name of the
Intern Organization) from 7-12-2022 to 18-3-2023

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

A. Kow
Head Master
M.P.U.P. School
B.KANCHARAM
Authorized Signatory with Date and Seal.
Ponduru (M), Srikakulam.

Acknowledgements

This school internship report is the result of an end of the way of 41 months. It would not have been possible without the participation of assistance of the brave and courageous. This I have thank to all.

First and foremost I would like to give special thanks to my monitor and our computer Madam to support us more and I also thank to my Parents who give me every opportunity to keep my step ahead.

I am indebted to my college teachers and the principal for their vision, encouragement and enduring contagious interest in the internship.

Special thanks must be given to the teachers and the students of M.P.O.P school B.K.M for their feedback, love, support. help with which I achieve skills and developments

Most important I would like to all those who made this report and my besties (ID th class students) possible and become a reality with their kind of assistance.

Contents

- Chapter - 1 : Executive Summary
- Chapter - 2 : Overview of the organization
- Chapter - 3 : Internship part
- Long Book : First week to fifteenth week
- Chapter - 5 : Outcomes description
- Describe the real time technical skills you have acquired
- Describe the acquired knowledge
- Describe how you could improve your communication skills
- Describe the technological developments you have observed and relevant to the subject area also training
- Student self evaluation of the internship
- Evaluation by the supervision of the Internship organization
- Photos and videos links.

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 education department for the internship. I choose the department of education to do the internship for four months. I worked in M.P.U.P School B. Kancharan. The education sector plays a key role in every sector.

I observed many things in M.P.U.P school that hour times and 5 noted changes.

Learning objections :-

1. I would like to know about education area and their work. So I choose the education department
2. The teachers are maintained
 - a. wrote the diary
 - b. prepared the concept before to teach the class to students
 - c. prepared a class plan
 - d. Take the notes on their concept
 - e. prepare a list of student based on their student knowledge.
 - f. improve the subject.

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 for the internship. I chose the department of education to do the internship for four months. I worked in MPUP school B Kancharam. The education sector plays a key role in every sector.

I observed many things in MPUP school that how the children are beyond the lack of knowledge. My introduction with the students were very friendly and valuable. I spent a lot of time in the school with the students.

I played a teacher role for four months to teach classes to the students and also clarify their doubts and conduct the different activities to increase their level of interest and knowledge. I played to planned to development 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 the NPUS B.Kanchanuram, Ponduru. in the department of education. I worked in the government school and I taught lessons to the students and I conducted activities quiz on science day, drawing competition. I used the board to teach the class to the subjects and I helped some of the students of NMMS class and clarified their doubts. I also performed some tasks to the students is that to encourage their capability and increase their level of interest and knowledge.

I performed weekly task to the students this part of the internship make to the students this part of the internship make me more knowledge I learned more knowledge. and few changes of things some students are not interest to study, I motivated them to teach to learn and made him to participation in some activities to gain knowledge.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction to students	know about my self	
Day - 2	About myself	know about me	
Day - 3	know about students of primary	students are intersted to know about me	
Day - 4	Students introduction	They participate to tell details	A.K.G.
Day - 5	Applying student marks online	know about the website	
Day - 6	Entering student marks of FA3 online	know to marks	

WEEKLY REPORT

WEEK - 1 (From Dt...12/2020 to Dt...18/12/2020)

Objective of the Activity Done: self - Introductions

Detailed Report:

on the first day. I introduce myself and also know the about the students and also know their knowledge by asking questions in their subjects and also posted the FA3 marks online of some of the subjects Telugu, english, Social and Biology of 8th class, 7th class and 9th class students and I know the website and the options how to posted online and also noted the Grade points of their marks and it is done based on given grade list

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teaching Additions problems	TO know they are doing or not	
Day - 2	give work to write tables	to know how many tables they know	
Day - 3	learning tables	learned	
Day - 4	writing tables	students are written the work	
Day - 5	explain how to add two numbers	learned	
Day - 6	exam on maths tables	They participate to write	

WEEKLY REPORT

WEEK - 2 (From Dt. 19/02/2023 to Dt. 25/02/2023)

Objective of the Activity Done: Taached 3rd class

Detailed Report:

Taached 3rd class students on maths subject on topic Addition by giving some problems to add and also the students do the sums on blackboard one by one and also given a work to write tables and one or two students to read tables to learn and also teach 5th class students on maths subject on topic Geometry.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Asking questions to students	to know their doubts	
Day - 2	New year celebrations start	interested to participate	
Day - 3	Rangoli competition	interest to participate	
Day - 4	Teach biology class to 9th class students	interested to listen	A. G. S.
Day - 5	school work	list out the students who did not get books	
Day - 6	school work	list the students who did not get books	

WEEKLY REPORT

WEEK - 3 (From Dt. 21/12/2021 to Dt. 27/12/2021)

Objective of the Activity Done: New year celebrations

Detailed Report:

on conducting New year celebrations by conducting Rangoli competition and all the girls are instructed to participate and win the prize and the classes are decorated doing some craft items and presented to their teachers. and after that taught biology class to 9th class students and also done the school work noted the list of students who did not get textbooks of different subjects of all classes and posted to head master and taught E.V.S class to 3th class students.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	conducting ship text exam (telequ)	conducted	
Day - 2	school work	posting FA3 Marks online	
Day - 3	school work	posting FA3 marks online	C.D./A
Day - 4	teaching 3rd class students	interested to listen	
Day - 5	school work	Grade work	
Day - 6	school work	list out the failed students	

WEEKLY REPORT

WEEK - 4 (From Dt. 28/12/2022 to Dt. 3/1/2023)

Objective of the Activity Done:

School work

Detailed Report:

On the fourth week of Internship conducting ship test exams of the 6th class and 7th class students on the subject Telugu and Social students and also posted FA3 marks on online of the subjects Telugu, English and Social marks and also noted the grade for their marks and teach E.V.S to the 3rd and 5th class students.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	conducting DOT exams (English) 10th class	writing the exam	
Day - 2	conducting DOT exam (Telugu)	writing the exam	
Day - 3	DOT exams papers correction	know their knowledge	A. K. S.
Day - 4	DOT exam papers correction	know that they waited	
Day - 5	work on exam papers	listed the failed students	
Day - 6	explaining the our exam paper	Asking doubts	

WEEKLY REPORT

WEEK - 5 (From Dt. 9/1/2023 to Dt. 15/1/2023)

Objective of the Activity Done:

conducting DOT exam

Detailed Report:

on the fifth week . conducting a DOT exam to the 10th class students on the english subject. The students are prepared for half an hour for the exam and attempt the exam after preparation and after conducting Telugu DOT exam and also students discuss their papers and they clarify the doubts to their subject teachers.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teaching Maths class to 8th class	Asking questions and solve the textbook sums	/
Day - 2	school work	NOM work entered into the system	
Day - 3	Teaching English grammar to 3rd class	Interested to listen and asking questions	3/3/21
Day - 4	Teaching Maths class to 7th class	clarified their doubts	
Day - 5	conducting 10th class DOT exam	10th class students are written their exam	/
Day - 6	Teaching class to 9th class on physics	Asking doubts on physics topic	

WEEKLY REPORT

WEEK - 6 (From Dt. 11/01/2023 to Dt. 20/01/2023)

Objective of the Activity Done: Teaching 8th class

Detailed Report:

Teaching Maths class to the 8th class students on the topic Areas.

firstly I asked some questions to some of the students how much they know about that topic and I also teach physics class on the concept of kinetic energy and potential energy and also some derivation part and conducting 10th class DOT exam on the subject physics and also do some school work of mid day meal and entered the details of MDM to the website and also noted in the Register and also entered the students attendance on online website and also taught English classes to 3rd and 4th class students like reading writing difficult words and dictation also.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teached 3 rd , 4 th classes English subject	Responded well	/
Day - 2	school work	counting the students monthly attendance	
Day - 3	conducting an activity to 9 th class students	self introduction activity all are participated	/
Day - 4	story narrating of 4 th class students	students narrate story well	
Day - 5	conducting 10 th class students group discussion	students know the lesson on social subject	/
Day - 6	celebrating 7 th class students occupation day	all are participated well	

WEEKLY REPORT

WEEK - 7 (From DL 21/01/2023 to DL 28/01/2023)

Objective of the Activity Done: celebrating occupation day

Detailed Report:

Teaching English and EVS classes to the 3rd and 4th class students and they learned grammar and also conducted an activity to the 9th class students are participated in this activity. They also know how to introduce ourself to others and the 7th class students are celebrate the occupation day. The students are taken the job persons duty like doctor, police, tailor etc and the HM visited as a chief guest. It was celebrated happily and the 10th class students conducted group decision to discuss the topic of social studies of concepts of sustainable development. people and migration.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	School work	posting SA2 Telugu Marks online	A. B. S.
Day - 2	School work	posting SA2 English Marks online	
Day - 3	School work	posting SA2 Social Marks online	
Day - 4	10th class preparation (maths)	clarified their doubts	A. B. S.
Day - 5	School work	Doing school work in system	
Day - 6	School work	preparing school details	

WEEKLY REPORT

WEEK - 8 (From Dt: 29/01/2023 to Dt: 04/02/2023)

Objective of the Activity Done:

School work

Detailed Report:

on the 8th week of internship program, posting the SA 2 Marks on online of 6th, 7th, 9th class students on the English Social and Telugu Marks and also conduct the preparation for the 10th class students on Maths subject and also prepared a data of the school on the details of teachers and students of boys and girls.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	SA2 EXAM preparation	Asking doubts on their studied topic	
Day - 2	SA2 EXAM preparation	prepared well	
Day - 3	conducting telugu exam (Room-6)	Writing Telugu exam	20/11/19
Day - 4	exam paper discussion	clarify their doubts	
Day - 5	Teaching Maths class to 9th class on topic areas	Interested to listen	
Day - 6	Asking doubts of their doubt studied subjects	clarified their doubts	

WEEKLY REPORT

WEEK - 9 (From DL 5/12/2022 to DL 11/12/2022)

Objective of the Activity Done: FA Exam preparation

Detailed Report:

On the 9th week of internship conducting SA2 exam preparation and the students attend the exams and conducting SA2 Telugu exam and teach the Maths class to the class A students and clarify their doubts on the concept of Areas and also conduct the discussion on the exam paper on the Maths subject.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teaching Addition of two numbers (3rd class)	know how to add numbers	
Day - 2	Teaching Addition of three numbers (3rd class)	know to how to add numbers	
Day - 3	10th class preparation (English)	prepared well	A. J. A.
Day - 4	10th class preparation	Ask doubts to clarify	
Day - 5	conduction of exam (8th class) Social?	working	
Day - 6	clarifying the doubts on social paper	Asking doubts to clarify	

WEEKLY REPORT

WEEK - 10 (From Dt 13/2/2023 to Dt 18/2/2023)

Objective of the Activity Done:

Teaching

Detailed Report:

on the 10th week of the Internship program, conducting exam to 8th class students on the subject Social and Telugu on the given syllabus and also taught the physics class to the 9th class students on the concept gravitation and momentum and conducting the quiz program to the 10th class students which is useful to the students to get interest and most of the students are participated on that and the questions are asked on their particular subject and also teach the maths class to 4th class subject to adding the numbers.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teached 1 st class students telling telugu words	all are told telugu words	
Day - 2	Teached 1 st class students to learn words	learned words well	
Day - 3	all the students are prepared for science day	10th class students conducted quiz	A. K. S. /
Day - 4	Doing New projects Models for science day	all are worked well	
Day - 5	Students (9th class) are prepared of science day	preparing science day	
Day - 6	celebrating science day	A no of projects done by the students	

WEEKLY REPORT

WEEK - 11 (From Dt. 18/02/2023 to Dt. 24/02/2023)

Objective of the Activity Done:

Paper work

Detailed Report:

In the week 1st day I prepare some paper works (paper flowers) students are interested, 2nd day prepare some paper works, students are excited to see the paper works next day paper work, students are know about how the prepare to paper works. Next day Teached 3rd class students telling Telugu words. Next day Teached 3rd class students to learn words the students learned words well. In this week last day is science day. Students ask some doubts for science day and knowing about their doubts.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	school work	Noted maid work in detail report	
Day - 2	celebrating womens day	celebrated	
Day - 3	Noted height and weight of 6th, 7th class students	posted on online	C.S.D.
Day - 4	school work	prepared institutional plan	
Day - 5	school work	prepared institutional plan	
Day - 6	Teached 5th class English	read English lessons	

WEEKLY REPORT

WEEK - 12 (From Dt ~~21/4/2023~~ to Dt ~~27/4/2023~~)

Objective of the Activity Done:

work books

Detailed Report:

In this week students write their work books. In this week 2nd day celebrating womens day. students and sirs wish me. Next day's students write their work books and clarify their small doubts. In this week the last day taught 5th class students English lesson. students are read English lessons.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	conducting exam on telugu words (3 rd class)	write well	
Day - 2	Indoor games (2 nd class)	participated	
Day - 3	Indoor games (2 nd , 3 rd class)	participated	A. S. H.
Day - 4	Indoor games (5 th class)	participated	
Day - 5	check general knowledge for 5 th class students	participated well	
Day - 6	general knowledge	participated well	

WEEKLY REPORT

WEEK - 13 (From Dt. 5/12/2022 to Dt. 11/12/2022)

Objective of the Activity Done:

Indoor Games

Detailed Report:

In the week I will conduct exam for 3rd class students on telugu words. The students write the exam well. 2nd day I will conduct Indoor games for 2nd class students. This participated well. Next day's conducting Indoor Games for 2nd, 3rd, 5th class students (sit-stand songs). Next I divided two groups of 5th class students boys group and girls group and ask some general knowledge questions, students participated well.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teach some Telugu Poems for 3 rd class	listen well	
Day - 2	conduct dictation for 4 th & 5 th class	participated	
Day - 3	Tell some English words, student write the word on black board	students are participated	A/CO
Day - 4	Tell some Telugu words, They write words on black board	students are participated	
Day - 5	conducting dictation (20 Telugu, 20 English words) 5 th class	write dictation words	
Day - 6	announce results (dictation)	know their Marks	

WEEKLY REPORT

WEEK - 14 (From Dt...12/3/2023 to Dt...16/3/2023)

Objective of the Activity Done:

Dictation

Detailed Report:

In this week 1st day I teach some telugu poems for 3rd class students. They listen well. 2nd class conduct dictation for 4th & 5th class students, they all are participated well. Next day I tell some english words and students write the word on black board, All students are participated. 4th day I tell some telugu words, they write words on black board, All students are participated well. Next day conducting 20 Telugu words, 20 english words dictation for 5th class students. Students write dictation words. In this week last day dictation Announced dictation results, students are know their results.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	conducting pre-final exams	write their exams	A/100
Day - 2	pre-final exams	write their exams	
Day - 3	pre-final exams	write their exams	
Day - 4	exam paper correction	know that mistakes they	
Day - 5	Paper correction & result announcement	know their marks	
Day - 6	Say to bye (all students and sirs)	feel some emotion	

WEEKLY REPORT

WEEK - 15 (From Dt. 15/2/2023 to Dt. 22/2/2023)

Objective of the Activity Done:

pre - Final exams

Detailed Report:

In this week conducting pre-final exams for all classes. All students are write their exams properly. Next I corrected the exam papers, students know about their mistakes what this did. Announce their results, students know their results. In this Internship this is the last day. I say bye, to all students and say Thanks for Sir's giving this opportunity to me. In this day I fell some emotion (Missing my students and their naughty things).

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 respect. This students and the people of MPUP school and Buridi Kauchariam school were a good to Interactive staff members we given a desk for our work and with the basic teaching materials like board, chalk pieces. Our role is to enhance the students and observe and then are and other negative analyse and the activates by the staff members. and students. The headmaster and the staff are very polite and so friendly with us and humble also. The students are very interactive and also close to us like Uday, Priyanka, Meghana, Yamuna, Geetha. and also other students which made me social quiz and very close to them and also helped in work. We are the interns like Pavani, Kiran as a team were very active and close and focused in the work we are also give space for our process which made our internship very useful to us.

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

In the internship for four month in MP UP school, BKM of department of education there are some technical skills which 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 build the relationship with the people where I worked. I learned that every department or organisation has it own culture. I quickly learned that every company has it's own culture. As a intern that I discovered its essential to be enthusiastic and open to communication with the teachers, head Master if I have any doubts.

Asking and receiving the feed back is very important. It is essential to take note of both the positive and negative points for future. I learned that sometimes asking for feed back or receiving the feed back 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.

In this internship I know about intern
ship and leadership quality big the teachers.
team work is very important for any sit
uation. In this school I aquired some know
from the head master. The explains each
and every thing about life (goals) How the reach
goals and tells about how to face challenges and
How to improve your behaviour, body language
like that.

We how keeps a notes for absoere the
every improvement throughout the week we are
discussed the thought. In our working. we are
all says their goals for their journey we
also have to required our decision speaking
skills which are very usefull for further
As per the final day found that over
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.,)

In this school I took a Internship for the four months of time during this period. I think have to proved my various skills copectively communication skills. I would like to describe here about improvement in the different components.

I used to communicate skills from the teachers in mpur school, BKM. The part of Intenship is experience given towards confidence to me to well and also easily conversation to others.

I liked myself in specefic improvement and communication skills I also learned how to behave with teachers and opperacate other with maintaining protocols of the instructions and maintaning niceties.

→ Roles and Responsibites :-

1. In this school, HM Madam give some work and note down the work
2. explain the tim equipment in students.

→ performance :-

In doing the work, prepare the students for exams, clarify therey doubts and guide them.

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

on doing the internship in M.P.U.P school, BKM. I usually interest to conduct the group discussion, and various activities to the students because on creating these activities it could increase our knowledge and interest and also know the things of unknown from others by conducting these activities on students either individual or group most the students are interest to participate.

on the occasion of science day I took up some of the students from 9th class to participate in science fair. I boost up the students and encourage them to participate for my hard trying some students are participate I support them to do some live projects on the biology subject on the concept of Heart functioning, liver, kidney, digestion and also irrigation, concept, respiration and brain water storage. The students are prepared for the above projects and also explained what they did and every staff member appreciate them and also received prizes for their participation and they are happy and also make me happy for doing that on before the occasion of day.

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

On doing the internship in MPUP school, BKN, we are interested to learn the subject. Technology for the schools is becoming the main part for the schools is administration there is a lot of the technologies in our school to increase the level of interest in students to learn the concepts and increase their knowledge.

There is a projector, smart boards. In our school, through the means of technology of schools, teachers can create and teach the lessons in the projector. A projector is an optical device in the projector images and videos on the projector screen. It makes the notes easier for the students.

The students can also manage a lot of assignments in a record period of time with the help of iPads, projectors etc. It creates a easier process to learn lessons for the students it makes students more engaged and learn and it helps them retain information it encourages collaboration and it also helps the teachers to provide instant feedback.

Student Self Evaluation of the Short-Term Internship

Student Name: M. Hemani

Registration No: 2022061052030

Term of Internship: From: 01/12/2022 To: 18/03/2023

Date of Evaluation:

Organization Name & Address: M.P.U.P School, Buridi Kancharam.

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:

M. Hemani
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	M. H. Monu	Registration No:	2022001052030
Term of Internship:	From: 07.12.2022 To: 18.03.2023		
Date of Evaluation:			
Organization Name & Address:	NPUPS, B. Kancharam, Ponduru Mandal		
Name & Address of the Supervisor with Mobile Number	A. Kishore Head Master NPUPS, B. Kancharam 798122179		

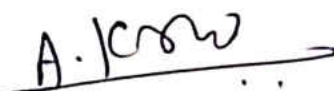
Please rate the student's performance in the following areas:

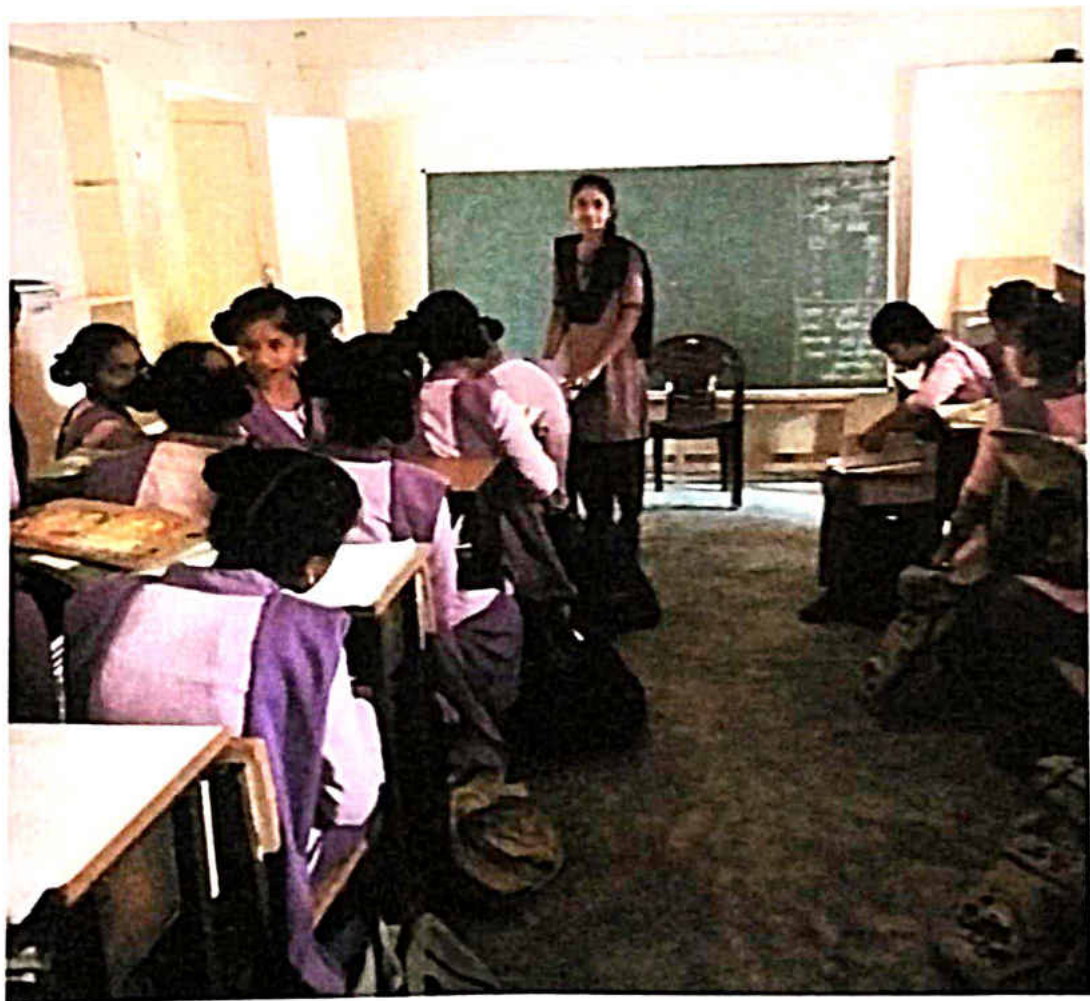
Please note that your evaluation shall be done independent of the Student's self-evaluation

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
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14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:


Signature of the Supervisor
Head Master
M.P.U.P. School
BURIDIKANCHARAM
Ponduru (M), Srikakulam Dt.



EVALUATION

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.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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