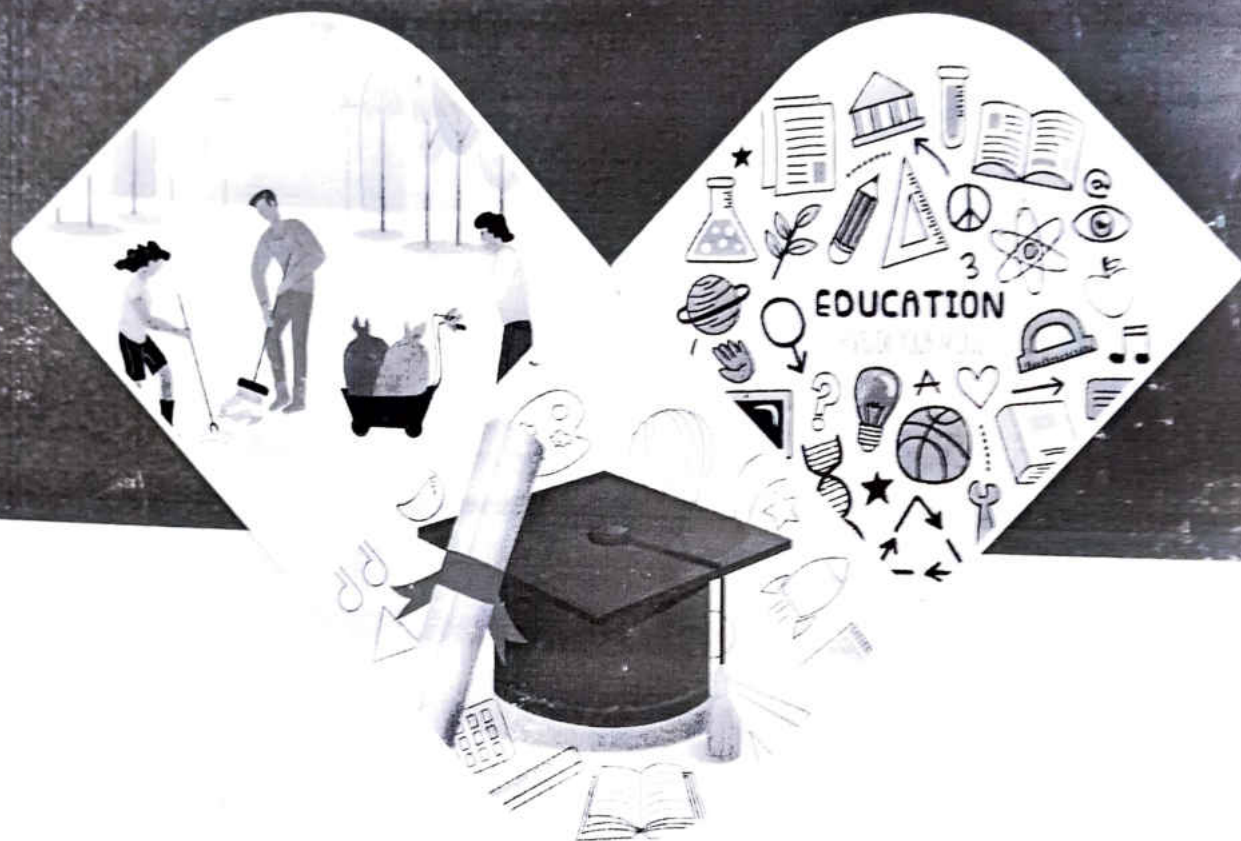


Model Program Book



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: Raghupathi. Likhithamma

Name of the College: Govt. Degree college for (Men's), Srikakulam

Registration Number: 2022001052036

Period of Internship: From: 07/12/2022 To: 18/03/2023

Name & Address of the Intern Organization M.P. School, Vanjanga.

Dr. B.R. Ambedkar **University**
2020 - 2023 YEAR

An Internship Report on

Education Department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.Sc (H.P.C)

Under the Faculty Guideship of

R. chandria shekar sir

(Name of the Faculty Guide)

Department of

chemistry [Govt. Degree college (Men), Srikakulam]

(Name of the College)

Submitted by:

Raghupathi . Likhithamma

(Name of the Student)

Reg.No: 2022001052036

Department of chemistry

Govt. Degree college (Men), Srikakulam

(Name of the College)

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: R. Likhithamma

Programme of Study: 4 Months Internship

Year of Study: IIIrd year

Group: M.P.C

Register No/H.T. No: 2022001052036

Name of the College: Govt. Degree college for (Men's) Srikakulam

University: D.B.R. Ambedkar university Elchurda, Srikakulam

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	78
2.	For the grading giving by the Supervisor of the Intern Organization	20	19
3.	Viva-Voce	50	46
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

PSA

Signature of the Internal Expert



M.P.P. Srinivasulu Reddy
AMADALAYALASA MANDAL, SKM Dist

Signature of the External Expert

A. Parvathi
19/10/23

Signature of the Principal with Seal

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: R. Likhithamma

Programme of Study: 4 Monthy internship

Year of Study: IIIrd year

Group: H.P.C

Register No/H.T. No: 2022001052036

Name of the College: Govt. Degree college for men's

University: Dr. B.R. Ambedkar university Etcherla, Srikakulam

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	08
2.	Internship Evaluation	30	29
3.	Oral Presentation	10	08
	GRAND TOTAL	50	45

Date:


Signature of the Faculty Guide

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.

-----<<@>>-----

Student's Declaration

I, R. Likhithamma a student of B.Sc (M.P.C)
Program, Reg. No. 2022001052036 of the Department of chemistry
College do hereby declare that I have completed the mandatory internship
from 07/12/2022 to 18/03/2023 in Education Department (Name of
the intern organization) under the Faculty Guideship of
R. chandira shekar sir (Name of the Faculty Guide), Department of
chemistry, Govt. Degree college (Men), Srikakulam
(Name of the College)

R. Likhithamma
(Signature and Date)

Official Certification

This is to certify that Raghupathi. Likhithamma (Name of the student) Reg. No. 2022001052036 has completed his/her Internship in M.P.P. School vanjangi (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 (Men) SKM (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)

HEAD MASTER
M.P.P.SCHOOL, VANJANGI
AMADALAVASA MANDAL, SKM Dist

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Raghupathi, Likhittamma (Name of the intern)
Reg. No 2022001052036 of Govt. Degree college (Men) SKM (Name of the
College) underwent internship in M.P.P School vanjangi (Name of the
Intern Organization) from 07/12/2022 to 18/03/2023

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.P.SCHOOL, VANJANGI
AMADALAVALASA MANDAL, SKM Dist

Acknowledgements

The school internship report is the result of an end of the way of 4 months. It would not have possible without the participation of assistance of the brave and courageous. Thus is have thank to all.

First and foremost. I would like to give special grats to my montor 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 contageneous intrest in the internship.

special thanks must given to the teachers and the students of ~~NPPS~~ ~~Rego~~ varjangi, for their feed back, love, support. help with which I achieve skills and developments.

I extended my gratitude to my friends. classmates and especially my internship friends with whom, I started this internship

Most important, I would like to all those who made this report and my friends (3rd 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

Log Book : First week to Fifteenth week

chapter - 5 : out comes Description.

Describe the real time technical skills you have acquired.

Describe the acquired knowledge

Describe how you could Important your communication skills

Describe the technological developments you have observed and relevant to the subject area of training.

Student SEIF 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 internship for period of four months in the department of education in M.P.P School Varjanga, is choose. the Education department to know the status of current education and made a difference with present times and I noted the changes.

Learning objectives:-

- * I would like to know about education area and their work. so I choose the education department.
- * The teachers are maintained
 - wrote the diary
 - prepared the concept before to teach the class to students.
 - prepared a class plan.
 - take the notes on their concepts.
 - prepare a list of students based on their knowledge.
 - Improve the dull students on their respective subject.

Out comes :-

- 1] Teaching , learning materials by using paper chalk pieces etc...
- 2] wrote the diary day to day .
- 3] Prepared the lesson plan.
- 4] Note down the meaning of difficult words.

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

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

I played a teacher role for four months to teachers classes to the students and also clarify their doubts and conduct the different activities to increase their level of intrest and knowledge. I played to planned to development the education system with my knowledge to give the best students.

Introduction:-

Myself R. Likhitha. ~~I~~ worked the internship for four months in the department of Education. I worked in M.P.P school vanjangi, for four months. My H.M (Rajulu) sir and staf.

values of organisation:-

In this organisation , the value of teacher and valuable of students life is very important to teacher.

The teacher teach lessons to students.

CHAPTER 3: INTERNSHIP PART

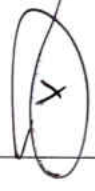
Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

I worked in the M.P.P school vanjangi. 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 and English subjects. I used the board to teach the class to the subjects and I helped some of the students of English classes and clarified their doubts. I am also performed some tasks to the students is that to encourage their capability and increase their level of interest and knowledge.

I performed weekly tasks 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. Me rectified them to teach to learn and made him/her to participate in some activities to gain knowledge.

Some students are liking my way of teaching, and some students are not liking because, lack of interest is the reason. ~~that~~ I collected that type of students and arrange a group. The group of students not interested to study, so I decided to do, increase the students interest. And I can teach the lesson in the form of story. The students like this story type teaching. And students listen the story type lessons carefully & try to understand the lesson. poor students also understand the lessons. In this type of development in students I feel very happy. certainly students improve their 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 My self	Know about Me	
Day - 3	About teachers	they are well teaching sir's.	
Day - 4	know about students of primary	students are intrested to know about me	
Day - 5	students introduction	they participate to tell about their details	
Day - 6	About students	Enquire who are well studied students & who who are poor students in study.	

WEEKLY REPORT

WEEK - 1 (From Dt. 07/12/2022 to Dt. 13/12/2022)

Objective of the Activity Done: self - introductions

Detailed Report:

on the first day, I introduce myself. Second day students know about me. Third day I know about teachers. The next day students are interested to deeply about me and I will satisfy the students interest. The next day I ask students introduction and students are participate to tell about their details. Like their names, Family details, hobbies, and their goals (Ambitions). And the last day of school week I enquire the students knowledge. who are studied well and who are not interested to study, I know about all students.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	teaching Addition problems for 2nd class students	I can understand who can do it and who doesn't do it.	
Day - 2	Give work to write tables	to know how many tables they know.	
Day - 3	Learning tables	they learned	
Day - 4	writing tables	students are written the work	
Day - 5	Explain how to solved addition problems	They learned	
Day - 6	conduct exam on Maths tables	They participate to write the tables.	

WEEKLY REPORT

WEEK - 2 (From Dt. 14/12/2022 to Dt. 20/12/2022.)

Objective of the Activity Done: Taught 2nd class

Detailed Report:

In this week I taught 2nd class students on Maths subject on the topic Addition by giving sum problems. 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. I can teach how to solve addition problems, the students learned. conduct Exam on tables, They participate to write the tables. Some students are well students They wrote 20 tables.

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	Intrested to participate	
Day - 3	clean school	Intrested to participate	
Day - 4	Teach Telugu class to 3rd class students	Intrest to listen	
Day - 5	Teach Alphabets to 1 st class students	They are very intrested	
Day - 6	Alphabets	they learn and wrote the alphabets	

WEEKLY REPORT

WEEK - 3 (From Dt 21/12/2022, to Dt 27/12/2022)

Objective of the Activity Done: New year celebrations

Detailed Report:

In this week conducting New year celebrations by conducting some singing and dancing competitions. All students are like to participate. Decorate the class rooms. And write "Happy New Year" on black Board. The students participate to clean the surroundings of the school. Next day I teach Telugu class to 3rd class students. They are listen the class. Next day Teach Alphabets for 1st class students. They are very interested to know the alphabets, and they learn and write the alphabets.

ACTIVITY LOG FOR THE MONTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Conducting short test essay (Telugu)	they participate	
Day - 2	Dictation (Telugu)	know about students knowledge	
Day - 3	Dictation (English)	know about students knowledge	
Day - 4	Teaching 3rd class students	interacted with them	
Day - 5	Reading poems	Students are interested	
Day - 6	Explaining poems	They are interested	

WEEKLY REPORT

WEEK - 4 (From 11/09/2023 to 17/09/23)

Objective of the Activity Done: conducting tests

Detailed Report:

In this week I will conducting step test's in telugu subject. Dictation will be conducted for 5th class students in both telugu and English subjects. Students are participate in this dictation. I know about students knowledge, who are the class topper, who are the average students and who are the poor students. And Next I am Teaching 3rd class students in English subject. Reading some Rhyming poems and explain the poems meaning. Students are interested to listen the poems. Read the poems and know about the poems meaning.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	conducting bubbling Exams (Telugu & English)	write their Exam	↓
Day - 2	conducting bubbling Exams (Maths & science)	write their Exam	
Day - 3	conducting bubbling Exams (social)	write their Exam	↓
Day - 4	Exam papers correction	know the Students knowledge	↓
Day - 5	Exam papers correction	know their knowledge	↓
Day - 6	work on exam papers	listed the Students Marks	

WEEKLY REPORT

WEEK - 5 (From Dt. 04/01/2023 to Dt. 10/01/2023.)

Objective of the Activity Done: conducting Exams

Detailed Report:

In this week conducted bubling Exams in the Subject Telugu & English for 3rd class students. The students write their exam in the type of bubling system. Next day I conducted Exam in the subjects of Maths & science for 5th class students. They are written their Exam. 3rd day I conducting Exam for 4th and 5th class students in the subject of social. They write their exams. The students are know about how to bubling their exam papers. Next I corrected the students exam papers and I know about their knowledge. In this week last day My work is listed the students marks in a book.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Announcing marks for 3 rd class students	they are interested to know their marks	
Day - 2	Teaching semester-II book for 5 th class students	Asking some doubts	
Day - 3	write some problems on the blackboard.	students solve the problems	
Day - 4	Explain some problem and given home work	know how to solve problems	
Day - 5	check home work	students did their home work	
Day - 6	Teaching English class for 2 nd class students	listened.	

WEEKLY REPORT

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

Objective of the Activity Done: Teaching 3rd class students

Detailed Report:

In this week teaching Maths class's for 5th class students. And Announced their Exam (bubbling) Marks for 3rd class students. They know their result. Explain some problems, write some problems on the blackboard. Students are involved to try to solve the problems. And They knowing how to solve the problems. Giving some home work problems. Students did their home work. And students are carefully listened by English class.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Teaching English lesson for 5 th class students	They understood	
Day -2	Students Explain English lesson	I know about the students knowledge	
Day -3	Group discussion	students know the lesson importance	
Day -4	How to talk in English	start with self - introduction	
Day -5	Give a topic and create a story	All students are participated	
Day -6	Draw some Animals	They participates well.	

WEEKLY REPORT

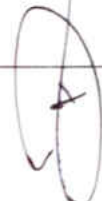
WEEK - 7 (From Dt. 21/01/2023 to Dt. 28/01/2023.)

Objective of the Activity Done: Teaching 5th class students.

Detailed Report:

In this week teaching English lesson for 5th class students. They are interested to listen. The students listen my lesson and understand. Next the students explain the lesson. I know about the students knowledge. conduct Group discussion. students know the lesson totally. My next idea is How to talk in english. students are slowly taking in english and they start their english with their self-Introduction. Next day Give a topic and create a story. All students participated well. Draw some Animals, they are draw diagrams well.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	1 st class students	Alphabets	
Day -2	1 st class students	Numbers	
Day -3	Teaching 4 th class students	clarified their doubts	
Day -4	1 st class students	they study Alphabets	
Day -5	1 st class students	they study Numbers	
Day -6	1 st class students	They write Alphabets and Numbers in their own.	

WEEKLY REPORT

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

Objective of the Activity Done: 1st class students

Detailed Report:

In this total week I can teach for 1st class students. Explain how to pronounce alphabets. AND teach Numbers (like one-1, two-2...). The students are study Alphabets and Numbers. Next they write Alphabets and Numbers on their books in their own. Teaching 4th class students. they ask some doubts and I clarified their doubts.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	conducting FA Exams	Participated well	
Day -2	conducting FA Exams	Participated well	
Day -3	conducting FA Exams	Participated well	
Day -4	Exam paper discussion	clarify their doubts	
Day -5	Teaching about addition problems	They are Intrested to know	
Day -6	addition problems	Intrested	

WEEKLY REPORT

WEEK - 9 (From Dt. 05/02/2023 to Dt. 11/02/2023.)

Objective of the Activity Done: FA EXAMS

Detailed Report:

In this week conducted FA Exams for 1st, 2nd, 3rd, 4th and 5th classes. First day conduct Exams for 5th class students, They write exams well. Second day conduct exams for 3rd class students, they write exams well. Next day also conduct exams for 3rd class students, they participated well. Next day I discussed about Exam question paper, Students asks some doubts and clarify their doubts. I went 1st class students and teaching about addition problems, they are interested to know about addition problems. In this week last day Explain How to solve addition problems for 1st and 2nd class students. They solve some easy addition sums.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Discussed about animal names for 1 st class	know about animals names	
Day -2	About animals	knowing Animals Activities	
Day -3	Draw some Geometric shapes (like: circle, Triangle) for 5 th class	Drawing	
Day -4	Geometric shapes	Drawing	
Day -5	Draw & Discussed about Geometric shapes	know about shapes	
Day -6	Draw some animals 2 nd class	Drawing	

WEEKLY REPORT

WEEK - 10 (From Dt. 13/02/2023 to Dt. 18/02/2023.)

Objective of the Activity Done: Drawing

Detailed Report:

In this week 1st day Discussed about animals names for 1st class students, know about animals names. 2nd day A I will teach about animals (Like: How to behave animals, animal characters, animal body shapes and their activities...), students know about animals activities. Next day Draw some Geometric shapes (circle, triangle, rectangle, cube, square...), students draw the shapes. Next day draw Geometric shapes for 5th class students, They draw shapes in their note books. Next day Discussed about Geometric shapes. students know about shapes. Last day Draw some animals for 2nd class students. studenty draw well.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	paper work (1 st class) (paper flowers)	Intrested	
Day - 2	paper work (1 st & 2 nd class)	Exited	
Day - 3	Paper work	know how to prepare	
Day - 4	Teached 3 rd class studenty telling telugu words	all core told Telugu words	
Day - 5	Teached 3 rd class studenty to learn words	learned words well	
Day - 6	science day	Ask some doubts for science day	

WEEKLY REPORT

WEEK - 11 (From Dt ¹⁸10/12/2023 to Dt 25/12/2023)

Objective of the Activity Done: Paper work

Detailed Report:

In this 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 to prepare the paper works. Next day taught 3rd class students telling Telugu words, all students are told Telugu words. Next day taught 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	work books 5th class	writing	
Day - 2	celebrating women's day	celebrated	
Day - 3	work books 3rd class	writing	ly
Day - 4	work books 5th class	writing	(2)
Day - 5	work books 4th class	writing	
Day - 6	taught 5th class English	read english lessons	

WEEKLY REPORT

WEEK - 12 (From Dt: 27/12/2022 to Dt: 03/01/2023)

Objective of the Activity Done: work books

Detailed Report:

In this week students write their work books. In this week 2nd day celebrating women's day, students and srs wish me. Next day's students write their work books and clarify their small doubts. In this week the last day reached 5th class students English lesson. Students are read english books.

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	!
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. 05/03/2023 to Dt. 11/03/2023)

Objective of the Activity Done: Indoor Games

Detailed Report:

In this 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 They 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 blackboard	All students are participated	
Day - 4	tell some Telugu words, they write words on blackboard	students are participated	
Day - 5	conducting dictation (20 Telugu, 20 English words) 5 th class	write the dictation words	
Day - 6	announce results (dictation)	know their Marks	

WEEKLY REPORT

WEEK - 14 (From Dt. 12/03/2023 to Dt. 14/03/2023)

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 day 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	
Day - 2	pre-final exams	write their Exams	
Day - 3	pre-final exams	write their Exams	
Day - 4	exam paper correction	know what mistakes they did	
Day - 5	paper correction & result announcement	know their Marks	
Day - 6	say to bye (all students and sir's)	Feel some Emotion	

WEEKLY REPORT

WEEK - 15 (From Dt. 15/03/2023 to Dt. 18/03/2023)

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 they did. Announce their results, students know their results. In this Internship this is the last day. I say bye, ~~to~~ ~~and~~ to all students and say Thanks for sir's ~~for~~ giving this opportunity to me. In this day I feel 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.)

Intern's work environment is one of the aspects of intern qualities addressed in this aspect. The students and the people of M.P.P school varjangi, Amadalavalaya, school were a good to interactive with sir's They give basic teaching materials like board and chalk piece. our role is to enhance the students and observe them and any other negatives analyse all the students, staff. did some activities.

The head Master 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 Lahare, charishma, Nikhil, syamala, Amrutha, Akshaya, harish, Jagath surya, Sravya and also other students which made me socialize and very close to them and also helped in work, very active and close and focussed in the work.

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 months in M.P.P school, vanjangi of department of education. There are some technical skills which is 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 communicated and build the relationships with the people where I worked. I learned that every department or organization has it own culture. I quickly learned that every company has its own culture. As a intern, I discovered its essential to be enthusiasitic and open to learning new skills. I learned that it is important to communicate with the teachers. head Mayter if I have any doubts Asking and recering the feed back.

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 leadership and leadership quality by the teachers. team work is very important for any situation. In this school I aquired some know from the head master. He explains each and every thing about life (goals) How to reach goals. and tells about how to face challngs and How to improve your behaviour, body language like that.

we how keeps a notes for observe the every improvement throughout the week we are discussed the thoughts in our working. we are all says their goals for this 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 four months period of time. During this period, I think have to proved my various skills especially communication skills. I would like to describe about improvement in the different components.

I used to communicate skills from the teachers in M.P.P school varjangi. The part of internship is experience given tremendous confidence to me to speak well and also easily conversation to others.

I liked myself in specific improvement and communication skills. I also learned how to behave with others and also learn what I use to communicate with teachers and appreciate their with maintaining protocols of the instructions and maintaining meeties.

→ Roles and Responsibilities :

1. In this school, HM Sir give some work and note down the work.
2. The teacher main role is to teach the lessons and conduct the Assignments.
3. Explain the lessons to students.

→ performance :

In doing the work, prepare the students for exams, clarify their 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.P school, Varanasi. I usually interst to conduct the group discussion. and various activities to the students because on creating these activities it could increase our knowledge and interst and also know the things of unknown from others. By conducting these activities on students are interst to participate.

On the occassion of science day. I took up some of the students from 5th 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 huge projects on the biology subjects on the concept of Heart functioning and they are happy and also make me happy for doing that.

Or. before this occassion of science day a quiz competition conduct for the class students dividing them into groups and the questions are asked on their syllabus and the basic concepts of all subjects. All students are

participate well in the compition.

And I conducted an activity on basic thing "Introduction" ourself to the 5th class studenty. They learned well and also conducted english activities to speak out and conversation.

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 M.P.P school varjangi, the students are interested to learn the subject. Technology for the school is becoming the main part for the school 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 projectors, smart boards in our school. Through the means of technology of schools, teachers can create and teach the lessons in the projectors. A projector is an optical device used to project images and videos on the projector screen. It makes the notes - easier of 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 and it also helps the teachers to provide instant feed back.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>R. Likhithamma</u>	Registration No: <u>2022001052036</u>
Term of Internship: From: <u>07/12/2022</u> To: <u>18/03/2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>M.P.P school vanjangi, Amadavalasa</u>	

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:

R. Likhithamma
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: R. Likhithamma

Registration No: 2022001052036

Term of Internship: From: 07/12/2022 To: 18/03/2023

Date of Evaluation:

Organization Name & Address: M.P.P school vanjengi, Amadala valasa

Name & Address of the Supervisor with Mobile Number B. Rajulu

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

PHOTOS & VIDEO LINKS



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.

MARKS STATEMENT
(To be used by the Examiners)



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