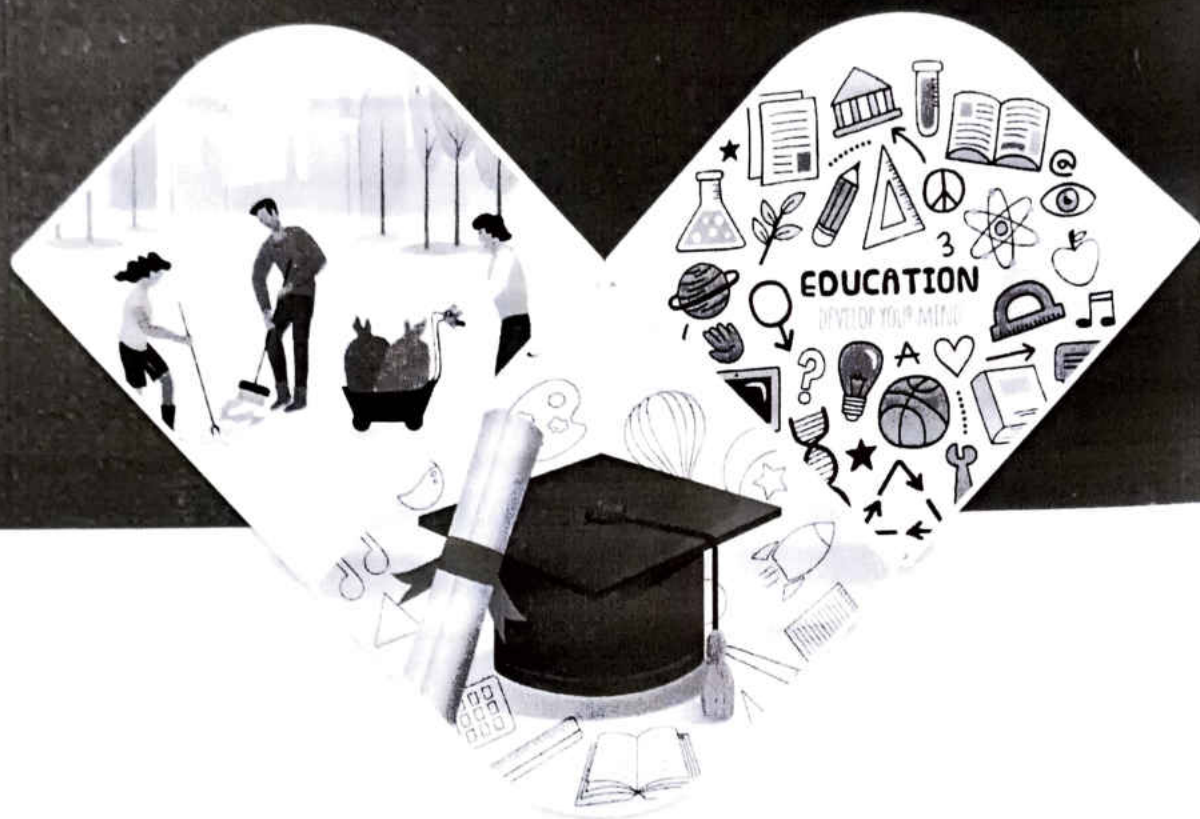


# Model Program Book



## 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: *Yadla. Usharani*

Name of the College: *Government Degree College [Men], Srikakulam*

Registration Number: *2022001052049*

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

Name & Address of the Intern Organization *Education Department*  
*MPUP School, Gudem*  
*Srikakulam*

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

## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Y. Utharani

Programme of Study: 4 Months Internship

Year of Study: II<sup>nd</sup> year

Group: M.P.C

Register No/H.T. No: 2022001052049

Name of the College: Govt. Degree College for Men, Srikakulam

University: Dr. B. R. Ambedkar University, Eluru, Srikakulam

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	29
3.	Oral Presentation	10	10
	GRAND TOTAL	50	49

Date:

  
Signature of the Faculty Guide



## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Y. Lisharani

Programme of Study: 4 Months Internship

Year of Study: III<sup>rd</sup> year

Group: M.P.C

Register No/H.T. No: 2022001052049

Name of the College: Cent. Degree College for Men, Srirakulam,

University: Dr. B.R. Ambedkar University Ettimola, Srirakulam

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	79
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

RPO

G. Lakshminarayana

Signature of the Internal Expert

சென்ட்ரல் (மெட்). கீர்த்திசென்ட்ரல் (மெட்)

Signature of the External Expert

A. Panik  
19/07/23

Signature of the Principal with Seal

## An Internship Report on

Education Department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

BSC - MPC

Under the Faculty Guideship of

R. Chandrashekar Sir

(Name of the Faculty Guide)

Department of

Chemistry, Grant Degree College (Men), Srikakulam

(Name of the College)

Submitted by:

Yadla Lisharani

(Name of the Student)

Reg.No: 2022001052049

Department of Chemistry

Grant 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, Y. Usharani a student of BSC - M.P.C  
Program, Reg. No. 2022001052049 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. Chandra Shekar Sir (Name of the Faculty Guide), Department of  
Chemistry, Govt. Degree college (Men), Surakulam  
(Name of the College)

Y. Usharani  
(Signature and Date)



## Official Certification

This is to certify that Yadla Usharani (Name of the student) Reg. No. 2022001052049 has completed his/her Internship in MPVP School, Gudum (Name of the Intern Organization) on Education Department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC (M.P.C) in the Department of Cont. Degree college (Mun) (Name of the College).

This is accepted for evaluation.

G. Lakshmaneswari  
(Signatory with Date and Seal)  
ಮಂಡಲವಿರವಳು ಪ್ರಾಧಿಕಾರಿ ಸಾರ್ವಕಾಲಿಕ  
ಗುಡುಂ  
ಶಿಕ್ಷಕರು (ಬೋಧಕ), ಶಿಕ್ಷಕರು (ಜಿಲ್ಲಾ)

Endorsements

Faculty Guide

Head of the Department

Principal

## Certificate from Intern Organization

This is to certify that Yadla - Usharani (Name of the intern)  
Reg. No 2022001052049 of Grant Degree College (Mendur) (Name of the  
College) underwent internship in MPDP School Gudem (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).

G. Lakshminarayana

Authorized Signatory with Date and Seal

07/12/2022

18/03/2023

MPDP School Gudem

### Acknowledgements

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

First and foremost, I would like to give special grats to my mentor 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 given to the teachers and the students of ZPHS Ragolu, Srikakulam for their feedback, have support help with which I achieve skills and developments.

Most important, I would like to all those who made this report and my besties (10th class students) possible and become a reality with their kind of assistance.

## Contents

Chapter-1 : Executive Summary

Chapter-2 : overview of the Organisation

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 Self Evaluation of the internship organisation.

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 ZPHS Ragolu. I choose the education department to know the statues of current of education and makes a difference with present times and I noted the changes.

### Learning objective :

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 dairy
  - b. prepared the concept before to the teach the class to students.
  - c. prepare a class plan
  - d. Take the notes on their concept.
  - e. prepare a list of students based on their student knowledge.
  - f. Improve the dull students on their respective 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 choose the department of education to do the internship for four months. I worked in ZPHS Ragolu. The education sector plays a key role in every sector.

I observed many things in ZPHS 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 teaches 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.

### 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 Gudern, SriKakulam. In the department of education, I worked in the government school and I taught lessons to the student 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 me more knowledge. I learned more knowledge and few changes of things some students are not interest to study. I rectified them to teach to learn and made him to participate in some activities to gain knowledge.



### → Introduction :

Myself Y. Usha. I worked the internship for four months in the department of education. I worked in Gudern for four months. My H.M ( ) and 20 teacher staff.

### → Values of organisation :

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

\* The teacher teach lessons to students.



# 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 myself	Mus
Day -2	About myself	know about me	Mus
Day -3	know about students of primary	Students are interested to know about me	Mus
Day -4	Students Introduction	They participate to tell details.	Mus
Day -5	Applying student marks online	know about the website	Mus
Day -6	Entering student marks of FA3 online.	know to enter marks.	Mus

## WEEKLY REPORT

WEEK - 1 (From Dt. 07/12/22 to Dt. 13/12/22)

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 FA2 marks online of some of the subjects Telugu, English, Social and Biology of 8<sup>th</sup> class, 7<sup>th</sup> class, and 9<sup>th</sup> 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.	<i>Maul</i>
Day - 2	give work to write Tables	To know how many Tables they know	<i>Maul</i>
Day - 3	learning Tables	learned	<i>Maul</i>
Day - 4	writing Tables	students are written the work.	<i>Maul</i>
Day - 5	explain how to add two numbers	learned	<i>Maul</i>
Day - 6	Exam on maths Tables	They partici-pate to write	<i>Maul</i>

## WEEKLY REPORT

WEEK - 2 (From Dt. 19-12-22 to Dt. 24-12-22)

Objective of the Activity Done: Taught 3<sup>rd</sup> class

Detailed Report:

Taught 3<sup>rd</sup> 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 5<sup>th</sup> 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	<i>me</i>
Day -2	New year celebration start.	Interested to participate	<i>me</i>
Day -3	Rangoli competition	Interested to participate	<i>me</i>
Day -4	Teach biology class to 8th class students.	Interested to listen	<i>me</i>
Day -5	School work	list out the students who didn't get books.	<i>me</i>
Day -6	School work.	list the student did not get books.	<i>me</i>

## WEEKLY REPORT

WEEK - 3 (From Dt. 26-12-22 to Dt. 31-12-22)

Objective of the Activity Done: New Year celebration

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 well by their students and some of the students doing some craft items and presented to their teachers and after that taught biology class to 8th class students and also done the school work i.e. Noted the list of students who didnot get text books of different subjects of all classes and posted to head master and taught Evs class to 5th 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 slip Test exams (Telugu)	conducted	<i>mau</i>
Day - 2	School work	posting FA3 marks online	<i>mau</i>
Day - 3	School work	posting FA3 marks online	<i>mau</i>
Day - 4	Teaching 3 <sup>rd</sup> class students	Interested to listen	<i>mau</i>
Day - 5	School work	Grade work	<i>mau</i>
Day - 6	School work	list out the failed students	<i>mau</i>

## WEEKLY REPORT

WEEK - 4 (From Dt. 2-1-23 to Dt. 7-01-23)







Objective of the Activity Done: School work

Detailed Report:

on the fourth week of internship conducting slip Test exams of the 6<sup>th</sup> class and 7<sup>th</sup> class students on the subject Telugu and social studies 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 3<sup>rd</sup> and 5<sup>th</sup> 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) (8th class)	writing the exam.	
Day - 2	conducting DOT Exams (Telugu)	writing the exam	
Day - 3	DOT Exams Papers correction	know their knowledge	
Day - 4	DOT Exam papers correction	know what they writted	
Day - 5	work on exam papers	listed the failed students	
Day - 6	Explains the Exam paper	Asking doubts	

## WEEKLY REPORT

WEEK - 5 (From Dt. 09-01-23 to Dt. 18-01-23)

Objective of the Activity Done: conducting DOT Exam

Detailed Report:

on the fifth week conducting a DOT exam to the 8th 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.	<i>me</i>
Day -2	School work	MDM work entered into the system	<i>me</i>
Day -3	Teaching english Grammar to 3rd class	Interested to listen and asking questions.	<i>me</i>
Day -4	Teaching maths class to 7th class.	clarified their doubts.	<i>me</i>
Day -5	conducting 8th class DOT Exam.	8th class student are written their exam	<i>me</i>
Day -6	Teaching class to 8th class on physics	Asking doubts on physics topic.	<i>me</i>

## WEEKLY REPORT

WEEK - 6 (From Dt. 16-01-23 to Dt. 21-01-23)

Objective of the Activity Done: Teaching 8<sup>th</sup> class

Detailed Report:

Teaching maths class to the 8<sup>th</sup> class students on the topic Areas. firstly I asked some question 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 derivations part and conducting 8<sup>th</sup> 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 3<sup>rd</sup> and 4<sup>th</sup> 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 <sup>rd</sup> , 4 <sup>th</sup> classed English subject	Responded well	<i>[Signature]</i>
Day - 2	school work	counting the students monthly attendance.	<i>[Signature]</i>
Day - 3	conducting on activity to 9 <sup>th</sup> class students	self-introduction activity, all are participated	<i>[Signature]</i>
Day - 4	story narrating of 4 <sup>th</sup> class students	students narrate story well	<i>[Signature]</i>
Day - 5	conducting 8 <sup>th</sup> class students group decession	Students know the lesson on social subject	<i>[Signature]</i>
Day - 6	celebrating 7 <sup>th</sup> class students occupation day	All are Participated well.	<i>[Signature]</i>

## WEEKLY REPORT

WEEK - 7 (From Dt...23-01-23...to Dt...28-01-23...)

Objective of the Activity Done: Celebrating occupation Day

Detailed Report:

Teaching English and EVS classes to the 3<sup>rd</sup> and 4<sup>th</sup> class students and they learned grammar and also conducted an activity to the 8<sup>th</sup> class students of self-introduction and most of the students are participated in this activity. They also know how to introduce ourself to others and the 7<sup>th</sup> 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 cheif guest. It was cele-brated happily and the 8<sup>th</sup> class stud-ents 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	Mae
Day -2	School work	Posting SA2 English marks online	Mae
Day -3	School work	Posting SA2 Social marks online	Mae
Day -4	8th class preparation (Maths)	Clarified their doubts	Mae
Day -5	School work	Doing school work in system	Mae
Day -6	School work	Preparing school details	Mae

## WEEKLY REPORT

WEEK - 8 (From Dt. 30-01-23 to Dt. 4-02-23)

Objective of the Activity Done: School work

Detailed Report:

on the 8<sup>th</sup> week of internship program, posting the SA2 marks on online of 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> class students on the English, Social and Telugu marks and also conduct the preparation for the 8<sup>th</sup> 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	<i>Mue</i>
Day - 2	SA2 Exam preparation	prepared well.	<i>Mue</i>
Day - 3	conducting Telugu exam (Room - 6)	writing Telugu Exam.	<i>Mue</i>
Day - 4	Exam paper Discussion	clarify their doubts	<i>Mue</i>
Day - 5	Telugu . Teaching class to 8th class	Interested to listen	<i>Mue</i>
Day - 6	Asking doubts of their doubt studied subject.	clarified their doubts.	<i>Mue</i>

## WEEKLY REPORT

WEEK - 9 (From Dt. 6-02-23 to Dt. 11-02-23.)

Objective of the Activity Done: Exam preparation

Detailed Report:

on the 9<sup>th</sup> week of Internship conducting SA3 exam preparation and the students attend the exams and conducting Telugu exam and teach the maths class to the class a students and clarified their doubts on the concept of Areas and volumes 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 (3 <sup>rd</sup> class)	know how to add numbers	Mae
Day -2	Teaching Addition of three numbers. (3 <sup>rd</sup> class)	know how to add numbers	Mae
Day -3	8 <sup>th</sup> class preparation (English)	prepared well	Mae
Day -4	8 <sup>th</sup> class preparation	Ask doubts to clarify	Mae
Day -5	conducting LIP Exam (8 <sup>th</sup> class) (social)	writing	Mae
Day -6	clarifying the doubts on social paper	Asking doubts to clarify	Mae

## WEEKLY REPORT

WEEK - 10 (From Dt. 13-02-23. to Dt. 18-02-23.)

Objective of the Activity Done: Teaching

Detailed Report:

on the 10<sup>th</sup> week of internship program, conducting LIP exam to 8<sup>th</sup> class students on the subject social and telugu on the given syllabus and also taught the physics class to the 8<sup>th</sup> class students on the concept gravitation and momentum and conducting the quiz program to the 8<sup>th</sup> 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 4<sup>th</sup> class subject to adding the members.



# ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teached 1 <sup>st</sup> class students telling Telugu words.	All are told Telugu words	<i>Mur</i>
Day - 2	Teached 1 <sup>st</sup> class students to learn words.	learned words well.	<i>Mur</i>
Day - 3	All the students are 8 <sup>th</sup> class prepared for science Day	8 <sup>th</sup> class students conducted quiz	<i>Mur</i>
Day - 4	Doing new projects models for science Day	All are worked well	<i>Mur</i>
Day - 5	students (8 <sup>th</sup> class) are prepared of Science Day.	preparing science Day.	<i>Mur</i>
Day - 6	celebrating science Day.	A no. of projects done by the students	<i>Mur</i>

## WEEKLY REPORT

WEEK - 11 (From Dt. ~~22-02-23~~ to Dt. ~~25-02-23~~)

Objective of the Activity Done: celebrated science day

Detailed Report:

on the science day all the students are interest to participate and who make more effort and knowledge to about their projects. Different project makes their different students to knowledge and ability and our H.M visited all the projects and appreciate well and also presented the gifts for first 3 prizes students are taught the 1<sup>st</sup> class students to learn the words days, months, parts of the body etc and also teach to learn telugu words.

# 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	<i>Mae</i>
Day - 2	celebrating womens day	celebrated.	<i>Mae</i>
Day - 3	Noted Height and weight of 6 <sup>th</sup> , 7 <sup>th</sup> class students.	posted on online	<i>Mae</i>
Day - 4	School work	prepared Institutional Plan	<i>Mae</i>
Day - 5	School work	prepared Institutional Plan	<i>Mae</i>
Day - 6	Teached 5 <sup>th</sup> class English	Read English lessons.	<i>Mae</i>

## WEEKLY REPORT

WEEK - 12 (From Dt. 27-02-23 to Dt. 4-03-23)

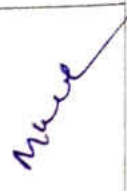





Objective of the Activity Done: celebrating womens Day

Detailed Report:

On the twelfth week of Internship we celebrate the womens day grandly by increasing the year guest as female and also noted the maid work. and also conduct the games to participate School students and also calculate the height and weight of all the students and posted online website khelo india and also prepared the institutional plan of our school and content of ground area, building, washroom students result of SSC school details staff members and also noted the other details of the school and teach english and maths class for 5th class students.



### ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	conducting sports like running and jumping	Noted the students result	
Day - 2	conducting sports Activity	Noted the sports activity result	
Day - 3	School work	posted the results online in khelo india	
Day - 4	Teached 3 <sup>rd</sup> , 4 <sup>th</sup> classes	Teached maths class	
Day - 5	conducting DOT Exam (social)	written their exam	
Day - 6	DOT exam paper correction	know what mistakes they did.	

## WEEKLY REPORT

WEEK - 13 (From Dt. 10-03-23 to Dt. 15-03-23.)

Objective of the Activity Done: conducting sports

Detailed Report:

on the week-13 conducting the sports, games activities like running, jumping of all the students and the details are noted on the Register and teach maths class to the 3<sup>rd</sup> and 4<sup>th</sup> class students and given work to do sums on the topic Additions and also other topics and also teach 5<sup>th</sup> class students maths class on the concept of data handling tally marks and conducting DOT exam to the 8<sup>th</sup> class students on Social Studies.

# ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Teached to read Days to 1 <sup>st</sup> class	learned	<i>Maul</i>
Day - 2	Teached multiplication sums to 5 <sup>th</sup> class	Asking Questions on maths concept	<i>Maul</i>
Day - 3	Teached Addition to 4 <sup>th</sup> class	Interested to listen	<i>Maul</i>
Day - 4	Teached Biology class to 8 <sup>th</sup> class students	Explaining 8 <sup>th</sup> class Biology class	<i>Maul</i>
Day - 5	conducting DOT exam (Biology)	conducted DOT exam	<i>Maul</i>
Day - 6	Teached 8 <sup>th</sup> class english Grammar	learned and interested it.	<i>Maul</i>

## WEEKLY REPORT

WEEK - 14 (From Dt. ~~16-03-23~~ to Dt. ~~18-03-23~~)

Objective of the Activity Done: Teaching 8<sup>th</sup> class

Detailed Report:

Conducting DOT Exams to 8<sup>th</sup> class students of Biology subject. They are learned on Exams syllabus and written the exam and they know the mistakes done in writing the exam and after completing the DOT exam and they are discussed the question paper and also clarify their doubts by asking to their teachers and also **Teached** 'English Grammar' to 8<sup>th</sup> class students on the Topic voice i.e Active voice and passive voice they are interested to listen and noted them and also asking doubts to clarify on the topic and asking questions to do that.



# ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	conducting 8 <sup>th</sup> students pre-final exams	prepared well for the exam	<i>Mud</i>
Day - 2	Teached 6 <sup>th</sup> class maths subject	doubts are clarified	<i>Mud</i>
Day - 3	conducting pre-final exams of 8 <sup>th</sup> students	Students are attempt their exam	<i>Mud</i>
Day - 4	Teached 8 <sup>th</sup> class Biology class	Asking doubts	<i>Mud</i>
Day - 5	Explaining Biology class to 8 <sup>th</sup> class students	Questions are asked	<i>Mud</i>
Day - 6	Teached 7 <sup>th</sup> class Telugu	learned the non-detailed lesson.	<i>Mud</i>

## WEEKLY REPORT

WEEK - 15 (From Dt. 07-12-22 to Dt. 11-12-22)

Objective of the Activity Done: conducting DOT Exams.

Detailed Report:

conducting DOT exam to the 8<sup>th</sup> class students on biology subject on the given government schedule on 8<sup>th</sup> class students and continued classes of dual period on every day. conducting pre-final exams to the 8<sup>th</sup> class students on English, on the English exam day. In morning the students prepared for the exam individually and also clarified their doubts by asking to teachers and I was conducted the exam in afternoon. Strictly, they written the exam well and I taught biology class to 7<sup>th</sup> class students on Topic Tissue and I also taught 7<sup>th</sup> class students to the read telugu Non-detailed lesson.

## CHAPTER 5: OUTCOMES DESCRIPTION

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

Interns work environment is one of the aspects of interns quality addressed in this report. The students and the people of MPUP and interactive staff members we given a desk for our work and with the basic teaching materials take board and chalk pieces. Our role is to exchange the students and observe them and any other negative analysis as the activities by the staff members and students.

The headmaster and the staff are very polite and so freely with us and humble also. The students are very interactive and also close to us like Uday, Vijay, Jagan, Naidu, Praveen, Bhargav and other students which made me socialize and very close to them and also helped in work. We are the interns like Chandu, Paru, Sun as a team were very active and closed and focussed in the work. We were 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 M.P.U.P School of department of education. There are some technical skills which I have acquired from internship.

I have know about how to put my knowledge and skills into prattice such as mentoring. I learned how to communicated and build the relationships with the people where I worked. I learned that every department or organisation has it own culture. I quickly learned that every company has its own culture. As a intern, I discovered its essential to be enthushastic and open to learning now skills. I learned that its is important to communication with the teachers, head masters if I have any doubts.

Asking and receiving the 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 or receiving the 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.)

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 acquired 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 challenges and how to improve your behaviour, body language like that.

We know 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 useful for further. As per the final day found that 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.,)

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

I used to communicate skills from the teachers in M.P.U.P Gudem. This part of internship is experience given trendous confidence to me to improve well and also easily conversation to others.

I liked myself in specific improvment and communication skills I also learned how to behave with others and also learn what I usually communicate with teachers and appreciate with maintaining protocols of the instructions and maintaining meerties.

→ Rules 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 Assissments.
3. Explain the tim equipment in 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 MPUP Gudem, 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 occassion of science day. I took up some of the students from 8<sup>th</sup> 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 students live projects on the biology subject on the concept of Heart functioning, liver, kidney, digestion and also irrigation concept, respiration and rain 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 science day a quiz competition conduct for 8<sup>th</sup> class students during them into groups and the questions are asked on their syllabus and of the basic concepts of physics All the students are participate in the competition.

And I conducted an activity on based thing "introduction" ourself to the 8<sup>th</sup> class students and 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 MPUP Gudern, the students are interested to learn the subject. Technology for the schools 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. It encourages collaboration and it also helps the teachers to provide instant feedback.

→ Outcomes :

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

### Student Self Evaluation of the Short-Term Internship

Student Name: <u>Y. Usharani</u>	Registration No: <u>202200105209</u>
Term of Internship: From: <u>07/12/2022</u> To: <u>18/03/2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>MPUP School, Gudern, Sukakulam</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:

Y. Usharani  
Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*



Student Name: Y. Usharani

Registration No:

Term of Internship:

From: 07/12/2022

To: 18/03/2023

Date of Evaluation:

Organization Name & Address: MPUP School Gudern, Srikakulam

Name & Address of the Supervisor  
with Mobile Number

G. Lakshman Rao

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
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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:

G. Lakshman Rao  
Signature of the Supervisor

## 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)**

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