# Model Program Book

# SEMESTER INTERNSHIP

Designed & Developed by

APSCHE
ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

## ANDHRA PRADESH

PROGRAM BOOK FOR

# SEMESTER INTERNSHIP

Name of the Student: BANDILI RAVIKUMAR

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN)

Registration Number: 2022001053006

Period of Internship: 4 Months From: 12/12/2022 To: 15/2/2023

Name & Address of the Intern Organization

Andhra pradesh state ~~District~~
Srikakulam district
~~Rajaki~~ Muddada (village)
Etcherla (Manda)

Dr. B.R. Ambedkar University

YEAR

# An Internship Report on

Long Term Internship program in Education department

*(Title of the Semester Internship Program)*

*Submitted in accordance with the requirement for the degree of*

B.Sc(MPE)

*Under the Faculty Guideship of*

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*(Name of the Faculty Guide)*

*Department of* PHYSICS

GOVERNMENT DEGREE College (MEN)

*(Name of the College)*

**Submitted by:**

BANDILI RAVI KUMAR

*(Name of the Student)*

**Reg.No:** 202200105300b

*Department of* PHYSICS

GOVERNMENT DEGREE COLLEGE (MEN)

*(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.

# CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

I worked in the internship in the department of education. I visited the place is ~~ZPHS~~ HPPS school of Ragolu, Srikakulam. I chose education department to know the current status of the education difference from past few years. I spent a day with children and I learn and observed many things.

The introduction is very friendly and very unable through this internship. I know that there are other decided areas which has to be improved.

# CHAPTER 2: OVERVIEW OF THE ORGANIZATION

**Suggestive contents**

A. Introduction of the Organization
B. Vision, Mission, and Values of the Organization
C. Policy of the Organization, in relation to the intern role
D. Organizational Structure
E. Roles and responsibilities of the employees in which the intern is placed.
F. Performance of the Organization in terms of turnover, profits, market reach and market value.
G. Future Plans of the Organization.

I worked in the education department. I worked HPPS ~~I PHS~~ school in Pagalu. education department plays and important in every sector. I Improved many things in school that the children are beyond Lack of knowledge. my interaction with students very friendly and more valuable. I spent nearly ocuus with that children and I got to know that students performing was very poor.

## ACTIVITY LOG FOR THE FIRST WEEK

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

## WEEKLY REPORT

WEEK – 1 (From Dt..... to Dt.....)

**Objective of the Activity Done:**

**Detailed Report:**

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

And I also conducted some circular activities to interact with them. I have also taught them new lessons in their syllabus in understandable manner. So that they can understand easily and to know about new things. And I observed they are very curious to know more about our society And I noticed their educational performance and knowledge.

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

## ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | I went to 4th class and I have observed that some students needs to be decipline. | I came to know that how to contact students to be in decipline. | L.Ram |
| Day - 2 | I went to 5th class and asked them about their class which was well | I noticed about their life - styles, goals and their problems. | L.Ram |
| Day - 3 | I taught 3rd class, a telugu lesson in my own way of teaching | I have made them to read the lesson in their own mother tounge. | L.Ram |
| Day - 4 | I have sent to 2nd class and made to tell about rhymes and stories | I learned how to communicate and management with every student. | L.Ram |
| Day - 5 | I have taught the 5th class students about how to behave at particular phase | I come to know about mentoring on behaviour aspect | L.Ram |
| Day - 6 | I have conducted some activites to 1st class students regarding their subjects | I learned how to teach in a appropriate manner. | L.Ram |

## WEEKLY REPORT

WEEK – 2 (From Dt..... to Dt.....)

**Objective of the Activity Done:**

**Detailed Report:**

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

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

## ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | I have checked 5th class students about awareness on how to live in a society | I observed many things that how kids think about their. | L. Ra |
| Day - 2 | I have taught 4th class students about english basics like parts of speech. | I came to know about teaching new things to the students | L. Ra |
| Day – 3 | I have conducted a fun activity to the 3rd class where all the students have participated very well. | I have developed my communication skill through their program. | L. Ra |
| Day – 4 | I have helped the teacher and other staff members in their respective works | I learned team work with common problems. | L. Ra |
| Day – 5 | I have taught 3rd class about maths bricks which will then further | I noticed how they are dealing with common problems | L. Ra |
| Day –6 | I have taught EVS lesson for 4th class in a practical manner. | I come to know how to teach in easy way. | L. Ra |

## WEEKLY REPORT

WEEK – 3 (From Dt..... to Dt.....)

**Objective of the Activity Done:**

**Detailed Report:**

In this week. I have developed my teaching skills. while teaching them in a practical approach which my communication skill very well.

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

I have also worked with teachers and other staff members which made me to know about how things that happens behind shot / the screen.

# ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | I have taught maths lessons and problamatic sceucs to 4th & 5th class | I developed my teaching skill & the students are also good. | |
| Day - 2 | I have conducted games to know about their other talents for 4th the class | I have interacted with students & helped them in clearing their doubts | |
| Day - 3 | I have interacted with students regarding their problems in school. | I noticed few problems in schol. | |
| Day - 4 | I have checked about every class environment, sanitary and writter facilities | I tried to solve their problem by informing to the Management. | |
| Day - 5 | I have taught 1st class students about birds, animals, fruits & flowers | All the students are reacted very well. | |
| Day - 6 | I have tought 3rd class students about eating is etigattine. | I have increased all my skills. | |

## WEEKLY REPORT

**WEEK – 4 (From Dt..... to Dt.....)**

**Objective of the Activity Done:**

**Detailed Report:**

In this week I have developed my skills such as Teaching, mentoring, managing and team work, active participation when compared to the previous weeks.

I have also observed about the school environment, students performance and all the surroundings. And I also interacted with them and gave them advices and tried to stave them in other ways.

The students also have been performing very well in all activities.

## ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | I have taught 4th class about desiplie to be followed in class room. | I have interacted with the students abot disciplinary action. | |
| Day - 2 | I have taught the 5th class students abot way of expressing. | I have tried to teach the students abot the seminar skills. | |
| Day - 3 | I have interacted with 1st class students through digital way. | I have accessed the digital device in the school | |
| Day - 4 | I have taught the 2nd class abot english lessons. | The students have learned and doing good in studies | |
| Day - 5 | I have taught the 3rd class abot E.V.S lesson. | The students are doing well. | |
| Day - 6 | I have interacted with all students abot previous status and present status. | I have known many things in this journey. | |

## WEEKLY REPORT

**WEEK – 5 (From Dt..... to Dt.....)**

**Objective of the Activity Done:**

**Detailed Report:**

In this week I have developed my skill such as way of expressing my knowledge to others and also I lost my stage fear. In this journery I developed myself now I can give any seminars without fear and other skills which enhanced me very well.

I come to know few good things and also some problems which made me to think in different way to solve them. finally I got a better experiance as a teacher and it was a nice perfesion through which we can give knowledge to others.

## ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | As it is my first day, I have conducted self introduction for 1st and 3rd class | It was a great day as a teacher and it a better experience to me. | |
| Day - 2 | I went to 4th class and asked some basic questions. | I have been prepared & came to know about teaching in few ways | |
| Day – 3 | Again I was sent to 3rd class and about me | I noticed the curiosity in each and every students | |
| Day – 4 | I went to 2nd class and taught them common letters & spellings in English | This day I came to know how to deal with children | |
| Day – 5 | I was sent to 5th class and made them to study English questions & answers | I came to know about their educational standards | |
| Day –6 | I have interacted with 4th class students through some activities | I observed their mind-set and way of behaviour & active participation | |

## WEEKLY REPORT

WEEK – 6 (From Dt..... to Dt.....)

| |
|---|
| Objective of the Activity Done: |
| Detailed Report: |
| As it is the first week, I conducted self introduction in each and every class to know about them. |
| And I also conducted some circular activities to interact with them. I have also taught them new lessons in their syllabus in understandable manner. |
| finally, I noticed that some students are not active and they like the teaching in friendly manner. |

## ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | I went to 4th class and I have observed that some students needs to be discipline | I came to know that how to contact students to be in discipline | |
| Day - 2 | I went to 5th class and asked them about their likes which was well | Indicted about their life - styles and their problems | |
| Day - 3 | I thought 3rd class telegu lesson in my own way of teaching | I have made them to read the lesson in their own mother tounge | |
| Day - 4 | I have sent to 2nd class and made to tell about rhymes and stories | I have need how to communicate and mangement with every student | |
| Day - 5 | I have taught the 5th class students about how to behave at particular | I came to know about monitoring in behaviour correspect | |
| Day - 6 | I have conducted some activities to 1st class students regarding their subjects | I learned how to teach in a appriate manner | |

## WEEKLY REPORT

WEEK – 7 (From Dt..... to Dt.....)

**Objective of the Activity Done:**

**Detailed Report:**

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

## ACTIVITY LOG FOR THE EIGTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | Do the work book in students I guide you | work book neatly wrote students | |
| Day - 2 | Do the work book in 2nd class I guide you | work book neatly wrote students | |
| Day – 3 | students wrote the work book | work book neatly wrote student | |
| Day – 4 | students are using H/M and reading it | All students are explaining very well | |
| Day – 5 | Teachers give some work and some activities | Practical skills is improved | |
| Day –6 | conduct the Assessment of diction | students are well writing | |

## WEEKLY REPORT

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

**Objective of the Activity Done:**

**Detailed Report:**

In monday All students are Doing the work books subject is English. In afternoon mid day meal is biriyani, potato curry and chakki.

In Tuesday All students are doing the work book and teaching the lessons and In wednesday teach the lessons all students are good listeners raise the doubts in students clarify the doubts.

In three day teaching the lessons and all students are lesson is Interesting

In friday students are reading by using the materials.

## ACTIVITY LOG FOR THE NINETH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | Teach the lessons | Communication skills are improved | |
| Day - 2 | Teach the lessons | Communication skills are improved | |
| Day – 3 | Do the sums | All students doing sums are well | |
| Day – 4 | Do the work books | All students core good neat writing | |
| Day – 5 | Teaching the lessons | Technical skills & listening skills are improved | |
| Day –6 | Holiday | – | |

# WEEKLY REPORT

**WEEK – 9 (From Dt..... to Dt.....)**

**Objective of the Activity Done:**

**Detailed Report:**

In Monday teach the lesson to students All students are good response and good listeners raise the doubt. I clarity the doubts

In Tuesday to the work book in subject is English. I write the answers in black board All students are noted

In wednesday to the sums. I wrote the sums in black board. students are doing the sums in black board.

In thursday to the work book in subject is English I write the answers in black baard All students are noted.

In friday, teach skills are improved, techinal skills are improved speaking skills are improved

## ACTIVITY LOG FOR THE TENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | Teach the lesson in 5 class | All students are listen is good | |
| Day - 2 | sir, give some students are work | do the work | |
| Day – 3 | lesson plan notes + IM Explaining | All students are nice | |
| Day – 4 | Teach the alphabets eg: cat in dullers | dullers J teach eg: cat is note down | |
| Day – 5 | Teach the lesson in dullers | dullers J teach the Alphabets in cat | |
| Day –6 | conduct Assessment in dullers | dullers are Improved | |

## WEEKLY REPORT

**WEEK – 10 (From Dt..... to Dt.....)**

**Objective of the Activity Done:**

**Detailed Report:**

On monday teach. The lesson in 2nd class subject is E.V.S All students are good response and good listeners raise the doubt & clarity the doubts.

On tuesday, sir, some work is written with me.

On wednesday, maths work book.

doing the work book and students are monthly work book.

On thursday, teach the dullers and ~~spaces~~, Alphabets, ~~numbers~~.

On friday, teach the dullers and do the sums to students.

On saturday, conduct the assessment and All students are well writing.

## ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | Teach the lesson in 4th class | communication skills and writing skill improved | |
| Day - 2 | Teach the lesson in 4th class | Improve the communication the students and lowers & good students | |
| Day - 3 | DO the sums in 4th class | no. of students doing well & maths sums only some students are doing works | |
| Day - 4 | conduct the diction in 2nd class. | some students in dictiss in telugu only 2 or 3 students are not well | |
| Day - 5 | conduct the exam in 4th class | I.VS Exam some students are well writing | |
| Day - 6 | conduct the diction in 2nd class | In English diction some students are well writing | |

## WEEKLY REPORT

WEEK – 11 (From Dt..... to Dt.....)

**Objective of the Activity Done:**

**Detailed Report:**

On monday, teach the lesson in 4th class good response students. on lunch time mid day meal serving, potato curry served the two womens for students.

On Tuesday teach the lesson in 4the class subject :- E.V.S good response students only dullers not interesting lessons.

On wednesday doing the sums in 4th class only 2 or 3 dullers

On thursday conduct the dictation in 3rd class. 4th students are well-writing

## ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | Teach the lessons in V th class | All students are response | |
| Day - 2 | Teach the lessons in V th class | All students are good response | |
| Day – 3 | Do the sums in IV th class | DO the given sums | |
| Day – 4 | DO the sums in III rd class | DO the given sums | |
| Day – 5 | DO the sums in III rd class | DO the given sums | |
| Day –6 | DO the sums in IV the classes | All students are doing sums is nice | |

## WEEKLY REPORT

WEEK – 12 (From Dt..... to Dt.....)

**Objective of the Activity Done:**

**Detailed Report:**

In monday teach the lesson in dullers. In this school dullers are Improved

In Tuesday ~~teach the~~ lesson in 9th class and I participate science day, science tlm prepare make it explain the HM students are explain in science day.

In wednesday DO the sums in IV th class all students are well-writing.

In thursday DO the sums in IV th class dullers additions, subtractions and multiplications. only divisions are not well.

In friday, madam give the work. I finished the work

In saturday conduct the Assessment dullers telugu diction all students are well writing

only 2 students are not well. writing

## ACTIVITY LOG FOR THE THIRTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | All students prepare the FA – III Exams | students are prepare the exams | |
| Day - 2 | All students prepare the FA – III exams | students are prepared the exams | |
| Day – 3 | All students are prepare the FA – III exams | students are prepared the exams | |
| Day – 4 | Teach the dullers telugu words | students are telugu words well writing | |
| Day – 5 | All students prepare the FA – III Exams | students are well prepared the exams | |
| Day –6 | conduct the telugu exam | All students are well writing | |

## WEEKLY REPORT

WEEK – 13 (From Dt..... to Dt.....)

**Objective of the Activity Done:**

**Detailed Report:**

In Monday All students are prepared the exams and In tuesday. All students are prepared the exams. Dullers teach me dullers are well writing.

In wednesday All students are prepared the exams and Dullers teach me dullers are Improved.

In thursday Teach the dullers Telegu words. Improved the dullers some one better than perVous.

## ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | Holiday | — | |
| Day - 2 | conduct the English exam | I am invi lagor in 7th class | |
| Day - 3 | conduct the F.V.S Exam | I am invi lagor in 7th class | |
| Day - 4 | madam give some T/M activities | Teaching learn materials activities | |
| Day - 5 | TLM makes the card board and thermocol | very tasks for me | |
| Day - 6 | conduct the Assessment | communication skills and techinal skills | |

## WEEKLY REPORT

**WEEK – 14 (From Dt..... to Dt.....)**

**Objective of the Activity Done:**

**Detailed Report:**

In monday is Holiday is M/c elections Govt school is Holiday.

In Tuesday conduct the exam English

Iam Invilagor, All students are well writing

In wednesday, conduct the E.V.S Exam in V th class. All students are well-writing

In thursday Madam give some work like t/m Materials and by using items is formed (or) Card boards.

In friday, submit the programme and signature of H.M madam In Saturday conduct the cultural activities only reading purpose. And no dances and games.

## ACTIVITY LOG FOR THE FIFTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | On monday, correction the papers | correction the papers III rd class | |
| Day - 2 | On tuesday, these marks are exam Register | All marks are in Registes | |
| Day - 3 | On wednesday, teach the lessons in III rd class | teach the lesson in III rd class | |
| Day - 4 | On thursday, teach the lesson in dullers students | Improve the students | |
| Day - 5 | the HM give the readam | submit the HM | |
| Day - 6 | conduct the assessment | students are well-written. | |

WEEKLY REPORT

WEEK – 15 (From Dt..... to Dt.....)

**Objective of the Activity Done:**

**Detailed Report:**

In monday, corrections the papers and all students got the good marks

In Tuesday these marks in exam Registes.

sirs and madams are those marks in mobile phone.

In wednesday, teach the lessons in IIIrd class and teach the lesson in duller and Improve the students.

In thursday, teach the lesson in dullers

In friday madam give the project to Intern students

In saturday submit the program signature in HM madam

In this week is last week of Intern ship

first date is 12-12-22 and 18-3-22 in. Intern last date.

## 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.)*

1) In four months long internship programme. I have observed and experienced about the working conditions and relationships with employees in the school are harmonious and amicable.

2) I learned so much from the existed Employees in the school with great extent.

3) They have given wonderful support in discharging my duties and roles in efficient way.

4) I have followed protocal institutions produces process of tak classes and time management of the institution.

5) I observed that work place is very spacious and well venti to work freely and happily.

**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.*

1) In the age of information technology every school has been transformed into digital oriented schools. my schools has a smart class room to discriminate knowledge to the students.

2) No virtual classes in this school. The teacher only piece of chalk written the black board.

3) students are written the note books. no virtual classes.

some duller students are teach teacher by using teaching learning materials

4) Improve the duller How to Improve the duller?

5) In this Improve some dullers are one teaching. Improve the duller said by teaching (principal)

Result:- the teacher in future all talented in with no become a teacher.

**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 institutions (school) I took internship 4 months period. during this period I think have paved by various skills especially communication skills I would like to describe here about improvement in different components.

I communication skills from teachers - In the school. the internship experience given to me confidence to me to speak well and conversation with others.

I liked my self specific improvement and communication and written communication skills. I learned conversational skills like greeting others and leaving (thanking) and appreciating others with maintaining protocols of the instructions.

## 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.

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  c. Managerial Skills acquired.

  d. Improvement of Communication Skills.

  e. Team Dynamics

  f. Technological Developments recorded.

Student Name: BANDILI RAVIKUMAR Registration No: [illegible]

Term of Internship: 4th month From: 12/12/2022 To : 15/2/2023

Date of Evaluation:

Organization Name & Address: MPPS school Etcherla (mandal) Srikakulam (dist)
Muddada

Name & Address of the Supervisor with Mobile Number

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

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

**Student Name:** BANDILI RAVIKUMAR **Registration No:** 2022ad05300

**Term of Internship:** **From:** 12/12/2022 **To:** 15/2/2023

**Date of Evaluation:**

**Organization Name & Address:**

**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:**

B. Ravi Kumar
**Signature of the Student**

## *Evaluation by the Supervisor of the Intern Organization*

# EXTERNAL ASSESSMENT STATEMENT

**Name Of the Student:**
**Programme of Study:**
**Year of Study:**
**Group:**
**Register No/H.T. No:**
**Name of the College:**
**University:**

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

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

# INTERNAL ASSESSMENT STATEMENT

Name Of the Student: BANDILI RAVI KUMAR
Programme of Study:
Year of Study:
Group: B.SC (M.P.E)
Register No/H.T. No: 202200105300I
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 | |
| 2. | Internship Evaluation | 30 | |
| 3. | Oral Presentation | 10 | |
| | GRAND TOTAL | 50 | |

Date:

Signature of the Faculty Guide

# Student's Declaration

I, BANDELI RAVI KUMAR a student of long terms internship Program, Reg. No. 202200105301 of the Department of physics College do hereby declare that I have completed the mandatory internship from 12/12/2022 to 15/2/2023 in Education department (Name of the intern organization) under the Faculty Guideship of _____ (Name of the Faculty Guide), Department of physics, Goverment degree college (MEN) (Name of the College)

B. Ravi Kumar

D. V. Latha.

*(Signature and Date)*

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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M. P. P SCHOOL
AMBEDKAR NAGAR

# Official Certification

This is to certify that BANDARI RAVI Kumar *(Name of the student)* Reg. No. 2022005390I has completed his/her Internship in education department *(Name of the Intern Organization)* on Semester Internship *(Title of the Internship)* under my supervision as a part of partial fulfillment of the requirement for the Degree of Physics in the Department of Government Degree college *(Name of the College)*.

( MCA)

This is accepted for evaluation.

D. V. Lalith 16/2/2023

*(Signatory with Date and Seal)*

HEAD MASTER
M. P. Primary Schoo
AMBEDKARNAGAR
Bicherla Mandal

## Endorsements

*Faculty Guide*

D. V. Lalith. 16/2/2023

*Head of the Department*

HEAD MASTER
M. P. Primary Schoo
AMBEDKARNAGAR
Bicherla Mandal

*Principal*

# Certificate from Intern Organization

This is to certify that BANDILI RAVIKUMAR (Name of the intern)
Reg. No 20220053001 of GDC (MEN) (Name of the College) underwent internship in Education department (Name of the Intern Organization) from 12/12/2022 to 15/2/2023

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

M. P. P SCHOOL
Date 16/2/2023
AMBEDKAR NAGAR

D. V. Lakshmi 16/2/2023

*Authorized Signatory with Date and Seal*

HEAD MASTER
M. P. Primary School
AMBEDKARNAGAR
Richerla Mandal

## 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 MPPS school of Ragolu in Sarkaralam in the education department. I worked in Government school and I taught to the students. I also used black board and the piece. I also performed some thanks with the children so that to encourage that is participating.