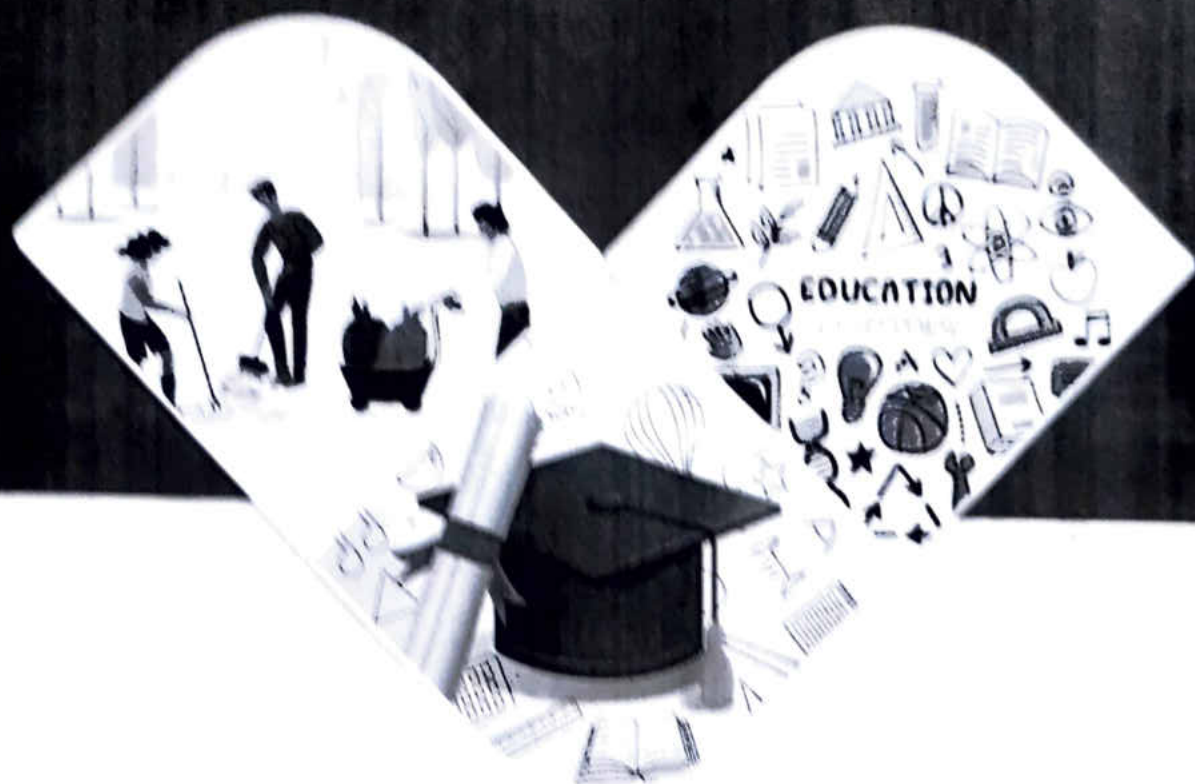


Model Program Book



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:

PONDURU KOTESWARAO

Name of the College:

GOVERNMENT ENGINEERING COLLEGE

Registration Number:

2022001053038

Period of Internship:

4 months

From:

12/12/2022

To:

04/04/2023

Name & Address of the Intern Organization

ANANDA PHARMACEUTICALS
PONDURU (V.V.N.G.O.)

DR. B. R. AMBEGAONKAR **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.S.(C.M.P.E)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of physics

Government degree college (MEN)

(Name of the College)

Submitted by:

PUNDRU Kotejwaras

(Name of the Student)

Reg.No: 2022001053038

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.

- 
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, PUNDIR Koteswararao a student of long term internship
Program, Reg. No. 2022001053038 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, Government degree college (MEN)
(Name of the College)

P. Koteswararao,
(Signature and Date)

Official Certification

This is to certify that PUNDIRU Koteswararao (Name of the student) Reg. No. 2002001053038 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 Governing degree college (MCA) (Name of the College).

This is accepted for evaluation.


HEAD MASTER
(Signature with Date and Seal)
Krishnapuram
Ponduru (Nidhi)
Srikakulam Dist.

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that PUNDDU KOLEWARAS (Name of the intern)
Reg. No 2022001053038 of GDX CMEN (Name of the
College) underwent internship in education department (Name of the
Intern Organization) from 12/12/2022 to 15/12/2023

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



L. Kesh

HEAD MASTER
M.P.U.P. School
Krishnapuram
Ponduru (Mdl)
Srikakulam Dist.

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 started in the internship in the department of education
I visited the place in 1993. I chose education department
to know the current status of education and difference from
my few years. I spent a day with children and I learn and
observed many things:-

The introduction is very friendly and very valuable through the internship. I got to know these are some other decided areas which has to improved. I interacted with the children areas which has to improved. I interacted children to know their problems and what they are facing through i gave a friendly interaction and i thought some lessons to them and i gave few suggestion to improve them.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

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

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

CHAPTER 3: INTERNSHIP PART

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

I worked in IPUP school Krishnapuram in the department of education. I worked in the government school and I taught lessons to the students. I used the black board and chalk piece and taught the basic lessons.

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

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

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As is my first day. I have conducted self introduction to students.	It was a great day as a teacher and it is better experience.	L. Reul
Day - 2	I went to 7th class and asked some basic questions regarding maths to students.	I have been proposed and come to know about teaching.	L. Reul
Day - 3	Again, I was went to 6th class and they are very excited to know about me.	I noticed the curiosity in each and every student.	L. Reul
Day - 4	I went to 7th class and taught them common English and tenses.	This day I came to know how to deal with children.	L. Reul
Day - 5	I was spent to 6th class and made them to say English question and answers.	I came to know about their education standard.	L. Reul
Day - 6	I have interacted with 7th class students some activities.	I do served their mind set and way of behavior and active participation.	L. Reul

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

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

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I went to 6th class and I observed that some students needs to discipline	I came to know that how to correct student in discipline	S. Reul
Day -2	I went to 7th class and asked them about their class which was interactive.	I noticed about their life style, goals and their problems.	S. Reul
Day -3	I taught 6th class, a Telugu lesson in my own way of teaching.	I have made them to read the lesson in their own mother language.	S. Reul
Day -4	I have went to 7th class and made to tell about poems and stanzas	I learned how to communicate and management with every student.	S. Reul
Day -5	I have taught 7th class students about how to behave at particular place	I came to know about mentoring in behaviour aspects.	S. Reul
Day -6	I have conducted some activities to 6th class students regarding their students	I learned how to teach in a appropriate manner.	S. Reul

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about the 8th class students activity on how to live in a society.	I have known so many new things that kids think about their place.	L. Reul
Day - 2	I have taught 9th class students about english Grammar and tenses.	I got to know about teaching new things to the students.	L. Reul
Day - 3	I have conducted a film activity to 8th class where all the subjects very well.	I have developed any communication mentoring skills very well.	L. Reul
Day - 4	I have helped the teachers and staff members. in their respective work.	I come to know about the working of teachers and staff	L. Reul
Day - 5	I have taught 10th class students about maths theorems.	I have learned to teach about how to solve arithmetic problem.	L. Reul
Day - 6	I have taught biology lesson for 9th class in particular.	I have learned to teach in particular way.	L. Reul

WEEKLY REPORT

WEEK - 1 From 10/10/2020 to 10/10/2020

Objective of the Activity Done:

Detailed Report:

For this week, I have attended to the
positive and negative aspects of the
project which includes the communication
with the client.

Also, I have been to the client's
office to discuss the project. During
the meeting, I have discussed the
project with the client and I have
also been to the client's office to
discuss the project.

I have also worked with the
client to discuss the project and
the client's requirements.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught maths chapters to 8th and 9th class students	I have developed my teaching skills the students too are good.	L. Reul
Day - 2	I have conducted a game for exploring their talent for 10th class	I have interacted with students and helped them their doubts.	L. Reul
Day - 3	I have checked about every class environment, sanitary facility in water supply.	I have to come to know about few problems in school.	L. Reul
Day - 4	I have interacted with students regarding their problems in school.	I tried to solve students problems at a possible level.	L. Reul
Day - 5	I have taught 8th class students about cell system.	I have deal with 8th class students digital war.	L. Reul
Day - 6	I have taught 9th class about LSRA skills.	I have increased my communication skills.	L. Reul

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, communication managing and team participation skills when compared to the previous three weeks.

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

The students also have been well performing with good rate.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught 7th class about discipline followed in classroom.	I have interacted with the student about disciplinary	L. Renu
Day - 2	I have taught the 9th class students about seminar skills	I have tried to teach the students about seminar class.	L. Renu
Day - 3	I have interacted with 10th class students through digital way.	I have accessed learned the digital device in the school.	L. Renu
Day - 4	Sankranti holidays.	-	
Day - 5	"	-	
Day - 6	"	-	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

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

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	sankranti holidays	-	
Day - 2	-	-	
Day - 3	-	-	
Day - 4	I taught the 9th class students about english lessons.	The students have learned doing good in studies.	L. Renu
Day - 5	I have taught the 7th class about General science.	The students are doing well.	L. Renu
Day - 6	I have interacted with all students about previous status and project status	I have known so many things in this week week.	L. Renu

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 9th asked them about basic grammar in Telugu	I have managed the students to read their mother	J. Reul
Day - 2	I taught 8th class Telugu lessons and poems.	I just know them how they read poems in Telugu.	J. Reul
Day - 3	I went to 10th class and did an activity for the students based on communication.	I came to know about communication and management with students.	J. Reul
Day - 4	I have taught 7th class about good touch and bad touch.	I have to teach them about the incidents happen in society.	J. Reul
Day - 5	I have conducted an activity for 6th class like a competition based on month names.	I have taught the subjects in an appropriate manner.	J. Reul
Day - 6	I went to 10th class and taught them about self confidence and self system.	I have taught how important our confidence in society.	J. Reul

Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about students, their performance in studies, and I know the capability of students.

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

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

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught hindi lesson for 7th class in a creative way.	I got to know about teaching new things to the students	L. Reul
Day - 2	I have taught 8th class about works and history	I have learned to teach in a particular way.	L. Reul
Day - 3	I have checked about the awareness for 10th class to live in society.	I came to know about their mind sets and knowledge	L. Reul
Day - 4	I have taught 9th class social lesson about Rabi, Kharif crops.	I came to know about their huge participation to know about agriculture	L. Reul
Day - 5	I have conducted a fun activity to 6th class where all students are participated well.	I have developed my communication mentoring skill very well.	L. Reul
Day - 6	I have participated in some physical games, table tennis, volleyball, cricket	I came to enjoy their active participation in games	L. Reul

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

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

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught maths lesson for 10th class and ask them formulas	I have developed my teaching skills and students too good.	L. Reul
Day - 2	I have conducted a game for exploring their talent for 9th class.	I have interacted with students and helped them in their doubts.	L. Reul
Day - 3	I have checked about every class environment, the sanitary facility and water supply.	I have to come to know about few problem in school.	L. Reul
Day - 4	I have interacted with students regarding their Problems in school and gave some solutions.	I tried to solve students Problems at possible level	L. Reul
Day - 5	I have taught 10th class students about disaster management.	I have deal with 10th class students in digital way.	L. Reul
Day - 6	I have taught 9th class about first and second world wars.	I have increased my communication skills.	L. Reul

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

The students also have been well performing with good rate.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have helped the teachers and staff members with their respective works.	I came to know about the working of teachers and non-teaching staff.	L. Reul
Day - 2	I have helped 6th class students for doing their crafts.	I came to enjoy such little things while doing crafts.	L. Reul
Day - 3	I have helped 7th class students for painting their drawing.	It was a great day for experience such cute things with them.	L. Reul
Day - 4	I conducted an exam for 8th class based on arithmetic problems.	The students are doing well with their own preparation.	L. Reul
Day - 5	I have taught 6th class for poems in Telugu and English.	The students have learned and doing good in study.	L. Reul
Day - 6	I have interacted with all students about previous status and present status.	I have known so many things in this journey.	L. Reul

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

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

In this week, I participated in craft class and drawing class also it gives a beautiful experience.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I helped the maths teacher for conducting a test for 10th class.	I have a great work with the teacher and really helped.	L. Reul
Day - 2	I helped the yoga teacher for doing some new Asanas for 6th class.	Working with yoga sir is really blessed and great experience.	L. Reul
Day - 3	I have checked the notes of Telugu, Hindi for 6th class.	I came to know they are really doing well with neat handwriting.	L. Reul
Day - 4	I have taught General Science for 7th class in a practical way.	I have learned to teach in practical way.	L. Reul
Day - 5	I have conducted some new activities for 8th class students.	I have learned some fun gives joy to students.	L. Reul
Day - 6	Again, I was spent to 8th class and conducted a meeting for science day.	By giving lectures gives me a great experience.	L. Reul

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

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

ACTIVITY LOG FOR THE TWELFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 9th class and taught about science and its importance in our life.	Knowing about some facts and also importance.	L. Reul
Day - 2	It was a science day celebrating the day of CV Raman and Presenting some Project by Students.	I come to know the talent of student by Presenting Project.	L. Reul
Day - 3	I have taught 7th class about how to behave with elders and youngsters.	I have to come to know about mentoring & n behaviour aspects.	L. Reul
Day - 4	I have taught 8th class about menstruation cycle and pain behind it.	I have taught a subject in appropriate manner.	L. Reul
Day - 5	It was world wide lifeday knowing and giving remains to 6th and 7th students.	I have to come to know about wild life and its life cycle.	L. Reul
Day - 6	I have conducted an activity for 10th class students on social studies.	I have to come to know about great history.	L. Reul

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

Today, I learnt that some students are very active and thirst of knowledge. They grab the points which doing seminars.

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

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have helped the drawing teacher for project work.	I have to know about the colours and shades of painting.	L. Reul
Day - 2	I have taught the greatness of women in every one's life.	I have to know the anxiety of knowing the greatness of women.	L. Reul
Day - 3			
Day - 4	I have taught 10th class students about maths trick to help them in Public examination.	I have learned to teach about how to solve arithmetic problem.	L. Reul
Day - 5	I have taught 9th class students for english grammar and paper.	I got to know about teacher new things to students.	L. Reul
Day - 6	I have taught hindi for 8th class students.	I have learned to teach them by attractive way.	L. Reul

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

I come to know few great things that the power of a woman in our life. Society mostly attractive speech given by Telugu teacher about motherhood, it gives a big motivation to us.

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

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to study hours for the preparation of formative assessment, TELUGU	I come to clarify their doubts in TELUGU	L. Reul
Day - 2	I went to study hours for the preparation of formative assessment english.	I can clarify their doubts in hindi.	L. Reul
Day - 3	I went to study hours for preparation of formative assignment english.	I can clarify their doubts in english.	L. Reul
Day - 4	I went to study hours for the preparation of formative assignment maths.	I can clarify their doubts in maths.	L. Reul
Day - 5	I went to study hours for preparation of formative assignment science.	I can clarify their doubts in science.	L. Reul
Day - 6	I went to study hours for preparation of formative assignment social study	I can clarify their doubts in social studies.	L. Reul

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

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

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

I learned about being a teacher and mostly as an intern in the work place.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught 6th class students and tell about the telugu lessons.	I know to know more knowledge to better mind.	J. Red
Day - 2	I have taught the 6th class students about seminar skills.	I have to tried to teach the students about seminar class.	J. Red
Day - 3	I have interacted with 5th class students and tell some poems in telugu.	I observed that students are to fast learning.	J. Red
Day - 4	I have taught 2nd class about some english poems.	The students have learned and doing good in studies.	J. Red
Day - 5	I have taught the 3rd class E.V.S lessons.	The students are doing well.	J. Red
Day - 6	I write record work given by the principal and participate school cultural program.	I can observe the record work in school.	J. Red

WEEKLY REPORT

WEEK - 15 (From 1st to 1st)

Objective of the Activity Done:

Detailed Report:

As per the work, I have come to know that I have learnt so many things in this journey. I have developed my communication skills, medical skills, interactive skills, teaching skills and other skills which observed me as well.

I come to know few good things and also some problems which I have tried to solve and made better out of it. I learnt about a team worker and mostly as an intern in work place.

CHAPTER 5: OUTCOMES DESCRIPTION

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

Interns work environment is one of the aspects of interns quality addressed in this report. The people of MPPS school, Krishnapuram were a good interactive staff. we were given a desk for our work and with basic things like chalk pieces. Our role is to enhance the students. Observe them and any other negative, analyse all activities by students and staff. our timings are from 9:00 AM to 4:00 PM (morning to evening)

The headmaster and teachers are very polite and humble to me. The students are very friendly and interactive which made me socialise with them very easily. The other interns were also very cooperative in work. we are in interns as a team were very active and focused in the work. we were also given space for our process which made our internship very useful for us.

Describe 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.,)

These are also some managerial skills; have acquired from this internship

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

we have kept notes for observing every one improvement weekly wise. we will always discuss about our pros in our working style. we all have kept our goals for this journey, we also have developed our decision making skills which are very essential in future. As per the final day we have discovered about our performance in BP graded.

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

we have improved our communication skills in this internship at after high school graduation.

As we have been interacting with each other students we have interaction with improvement of our own communications within communication as we are assigned in class rooms. At first day, we many felt tense, but after we are confident while communication as we connect, understanding others.

we also come to getting understood by others as improved our speech skills being preferred level in a professional level - we have developed how a student in an intern we have also developed few teaching skills in our way which make students better.

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

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

The HPPS krishnapuram of sirakulam uses device in the procedure. The headmaster uploads the information of school through smart phone. They scan faces of the students for checking every teacher and headmaster of school make their attendance through face scan method.

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

Student Self Evaluation of the Short-Term Internship

Student Name: PONDURU Koteswara Rao Registration No: 2022001053036

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

Date of Evaluation:

Organization Name & Address: MPUP School Krishnapuram, Sivakamudi.

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:

P. Koteswara Rao,
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: PUNDRU KOTYWARAO

Registration No: 2022.001052038

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

Date of Evaluation:

Organization Name & Address: MAPS School, KRISHNAPURAM, SRIKAKULAM DIST.

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

Date:


Signature of the Supervisor
M.P.U.P. School
Krishnapuram
Ponduru (Mdl)
Srikakulam Dist.

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:
 - o Activity Log 10 marks
 - o Internship Evaluation 30 marks
 - o Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - o Internship Evaluation 100 marks
 - o 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.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: R Kotechwarorao

Programme of Study:

Year of Study:

Group: B.S.-I (MPE)

Register No/H.T. No: 2022001053086

Name of the College: Government Degree College (MPE)

University: Dr. B.V. Ambedkar University

SLNo	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

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: P. Kotywarao

Programme of Study:

Year of Study:

Group: BSC (M.AE)

Register No/H.T. No: 2022001053038

Name of the College:

University: DR. B. R. Ambedkar 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



**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