

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: Bartholomew

Name of the College: Government College

Registration Number: 3003001566003

Period of Internship: From 2/1/2014 To 8/1/2014

Name & Address of the Intern Organization: Maple School, Baroda
Rajkot

Dr. J. K. Patel University
YEAR

An Internship Report on

Upps. Kairali College

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

BSc degree

Under the Faculty Guidance of

Sathyu V. Dhanu

(Name of the Faculty Guide)

Department of

Practical Chemistry

(Name of the College)

Submitted by:

Barini - Kairali

(Name of the Student)

Reg. No. 2020051003

Department of Practical Chemistry

BA degree 1st year, Srikantham,

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship posted on the website of AP State Council of Higher Education <http://apche.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.

15. Never be hesitant to ask questions or make sure you fully understand what you need to do your work and to contribute to the organization.
16. Be regular in filling up your Progress Book. It shall be filled up in your own handwriting. Add additional sheets whenever necessary.
17. At the end of internship, you shall be evaluated by your supervisor of the extern organization.
18. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
19. Do not meddle with the instruments/equipment you work with.
20. Ensure that you do not cause any disturbance to the regular activities of the extern organization.
21. Be cordial but not too intimate with the employees of the extern organization and your fellow interns.
22. 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.
23. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
24. Do not forget to keep up your healthy pride and prestige of your College.

Student's Declaration

I, Rocky Velazquez, a student at HS-1000
Program, hereby declare that I have completed the mandatory orientation
College for Nursing students that I have completed the mandatory orientation
from San Jose State University at San Jose State University and
the course requirements under the Nursing Curriculum at
San Jose State University (Name of the Nursing Center, Department of
Nursing Center) San Jose State University
(Name of the College)

Signature of Student

Official Certification

This is to certify that Prithvi Mahapatra (Name of the student) Reg. No. 2020056003 has completed his/her Internship at Prithvi Pumps (Name of the Intern Organization) as MPS Prithvi Pumps (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Industrial Chemistry in the Department of Chem. (HCU) (Name of the College).

This is accepted for evaluation.

(Signature with Date and Seal)

Endorsements

Faculty Guide

LBVS

[Signature]
Head of the Department

[Signature]
Date

Certificate from Intern Organization

This is to certify that Bishoi - Kalapri (Name of the intern)
Reg. No 309001566005 at GND (MBA) (Name of the
College) underwent internship in MPPS Bishoi Puttuga (Name of the
Intern Organization) from 24/12/2022 to 26/12/2022

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

Minu K. Nela

Authorized **HEADMASTER** and Seal
M.P.P. SCHOOL (B)
BADDAPUTTUGA
KAVITI (M), SRM (O)

Acknowledgements

This school internship report is the result of an end a way too far from nothing.

It could not have been possible without the participation assistance of numerous brave and courageous people along the way. This I have to thank them all.

First and foremost I would like to give special gratitude to my patients who gave me an opportunity to keep my step ahead.

I am indebted to my college teachers and the principle for their vision, encouragement and encouraging interest in the internship.

I extended my gratitude to my classmates and specially to our group members with whom.

I started our my dark days together we started our academic and social problems.

Special thank must be given to the teachers and students of MPMS School of Gaddalputhuga in their feed back, love and support with which i achieved skills and development. last and most importantly .i would like all those who made this stage possible and home a reality with their kind assistance.

Special thank must be given to the teachers,
and students of MP. HCS School of

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 education. I visited the place is HPOPS school @ Baddai puttuga street, Seelakulam. I chose education department to know the current status of the education and difference from past few years. I spent a day with iden and I learn & observed many things.

The introduction is very friendly and very suitable through this internship. I know that there are 16 other decided areas which has to be improved. I interacted with the children and let them to know their problems and what they are facing through. I thought some solutions to them and I gave few suggestions to improve them which should be clear by government.

CONTROL AND SUPERVISION OF THE ORGANIZATION

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

The Government of India has decided to set up a
 National Commission for the Backward Classes
 to look into the various problems of the
 backward classes and to make recommendations
 for their betterment. The Commission will
 be headed by a distinguished person and will
 consist of representatives of the Government,
 the backward classes, and the public.
 The Commission will be empowered to
 investigate all matters relating to the
 backward classes and to make such
 recommendations as it may think fit.
 The Government is confident that the
 Commission will be able to do its work
 effectively and to the satisfaction of all.
 The Government is also taking steps to
 improve the educational facilities for the
 backward classes and to provide them with
 other facilities which will help them to
 advance themselves.

depending upon their present & future
the person will take some advantage
of the administrative system in making
in their present and future life in general
the people will not have any

partiality between the students and merely provide the school uniform, school books and bag and supervise the education system in india it is a false plan/goal of educational organisation.

The human capital perspective suggest a that turnover negatively affects organisational performance because of a loss of organizational memory as well as a loss of the knowledge, skill and abilities that employees have developed through experience.

Education marketing is a type of marketing that promotes valuable educational content & help institution and individuals take advantage of it. our educational world has been reshaped in the after the pandemic. for so many there changes will see for a long time. many educators have continued to use apps to supplement in classroom learning as well increase the reach of apps to the students, teachers, and families looking for digital learning solutions.

CHAPTER 3 INTERNSHIP PART

Description of the activities/assignments in the intern experience during internship which shall include - details of working conditions, weekly work schedule, significant work and tasks performed. This part could end by reflecting on what kind of skills are most required.

An internship is a period of time spent working for an educational organization. It is a limited period of time, internship is used to provide an a wide range of developing skills. Internship for professional career are similar to some other similar to internship experience. Internship is similar to school in to the career field.

An internship consists of an exchange of service for experience between the intern and the organization. Internship is used to meet the experience. Internship provide career advice to students with the ability to participate in a field of their choice to receive hands on training about a particular future career. Internship then for full time work and the purpose of internship is to provide the student

with the knowledge and experience that will enable to teach and serve effectively in the public schools.

Students are expected to contribute to day to day work at the organization. Possible internship activities include attending departmental meetings, assisting a colleague with special tasks. Training is based on improving the skills and knowledge of the trainee where as internship is more focused on letting the person gain practical knowledge about the field.

practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills and often gain practical & technical knowledge.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
15/10 Day - 1	It was a good day because I was in my internship position not planned to begin for that day	develop work habits e.g. attendance regularly for job success	by
16/10 Day - 2	I explained the math subject in 5 th class students	develop strategies and thinking power.	by
17/10 Day - 3	I teach the math class in 3 rd class students and give some problem and solve it	understand why that knowledge and their skill will be useful to them.	by
18/10 Day - 4	I conduct dictation in 4 th class students	improving the pronunciation of the person who.	by
19/10 Day - 5	I assign the science workbook for 5 th class students	Think about and students should be able to know & do upon seeing	by
20/10 Day - 6	Holiday due to Health problem	Holiday	by

WEEKLY REPORT

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

Objective of the Activity/Theme

Detailed Report:

I started my long term internship on 1st April 2021. I had introduced myself all the students and staff. The staff & students were well received. It was a free day because of in my internship program not planned to begin yet that day.

The students are understand my way teaching and liked to my class very carefully and sincerely. and most of the students asked to continue the doubts. I explained the maths doubts in clearly. I conduct dictation in with class students and developing the words pronunciation and I wrote the science work books for 5th class students. Some students faced some problems for my handwriting.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Parent In-Charge Signature
22/12 Day - 1	I checked the work book and help to complete the work book	improving my students work, role to attend at school	huy
23/12 Day - 2	I explained the addition and subtraction for 2nd class students	describe the fun - general work of role	huy
24/12 Day - 3	to get the answers for the class with the come of over work over role of the letter	the teacher will be able to identify the frequency between letters	huy
25/12 Day - 4	I give teacher the assignment for 5th class students	stage for 1 year and improve my teaching skills	huy
26/12 Day - 5	I give some english home work to 4th class student	more good grades and lower fair - re roles	huy
27/12 Day - 6	I conducted an exam for students	Exam can energize students providing motivation to learn new things	huy

WEEKLY REPORT

WEEK - 2 (From Th. to Th.)

Objective of the Activity Done

Detailed Report:

During completion of my 2nd week
I improved my teaching skills and style.
After 1st year and doing work with staff I
check the work book and help to complete the
content. In last learning of culture and had
to work with children of after that day I cultural
activities and observation for 2nd class students and
reading more with fundamental concepts of maths
to get the students familiarized with
the concept of more case and operation. I
give some English home work to 1st class
students more good grades and lower failure
grades. I conduct exam for students and exam
can energize and motivating motivation to
learn new things.

WEEKLY REPORT

WEEK - 5 (From 1st _____ to 1st _____)

Objective of the Activity Done

Detailed Report

By the completion of 2nd week internship ship I wrote the stage workbook on the work book. Students complete the workbook and it was little hard I explained the numbers and and they solved the another sums I taught the English lesson on 2nd class students they understood the lesson and write the key points.

on the next day they are all released the newspaper. Early the students are engaged to job and I checked the stage workbook on 3rd class students. Students complete the work book on and I give some work on 1st and 2nd class students and the childrens are acquire the knowledge.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge Signature
SV Day - 1	I conduct the English dictation on the 2 nd class students	they write the words and develop the knowledge	by
SV Day - 2	summative assessment are started they are study for the exam	they are all clarify their doubts	by
SV Day - 3	conduct the exams on 3 rd class students	students success fully complete their test	by
SV Day - 4	conduct the exam on 4 th class students	I helped to clear by their doubts	by
SV Day - 5	conduct the exam on 5 th class student	students success fully complete their test	by
SV Day - 6	sonikruchi celebrations in school	students and staff enjoyed a lot	by

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
13 th Day - 1	government declare the Pongal holidays	holiday	hy
13 th Day - 2	Pongal holidays	holiday	hy
14 th Day - 3	Pongal holidays	holiday	hy
15 th Day - 4	Pongal holiday	holiday	hy
16 th Day - 5	Pongal holiday	holiday	hy
17 th Day - 6	Pongal holiday	holiday	hy

WEEKLY REPORT

WEEK - 5 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report:

Sankranti holidays (ranga)

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
1 st Day - 1	sengal holiday	holiday	huy
2 nd Day - 2	reopen the ofther sengal holidays I taught new lesson for 2 nd class	listened the class and clearing their doubts	huy
3 rd Day - 3	I give some work a science	completed their work	huy
4 th Day - 4	I explained the science workbook on 3 rd and 4 th class student	students complete their work book	huy
5 th Day - 5	I taught the long grasshoper lesson on 3 rd class student	students listened the lesson and ask some doubts	huy
6 th Day - 6	I wrote the 5 th class telugu class notes on black board	students find of telugu notes	huy

WEEKLY REPORT

WEEK - 0 (From Dt. to Dt.)

Objective of the Activity Done

Detailed Report:

completion of 1st week after completing
festival holidays on the first day I taught the
new lesson for 2nd class and the students
listened the lesson and clearing their doubts.
I give some home work on science next day the
the students completed their work I examined
the science workbook on 3rd and 4th class
students students complete their work book.
I taught day grasshopper lesson on 3rd class
student listened the lesson and ask some
doubts I wrote the telugu notes on black
board and the students found of telugu
notes

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
25 th Day - 1	I conduct the spec. the exam on 5 th class	They wrote the exam very well	huy
26 th Day - 2	on the occasion of Republic day	celebrate the Republic day	huy
27 th Day - 3	I taught the math's devices on 4 th class	students clarify their doubt	huy
28 th Day - 4	I write the learn a word on black board	students read the words and write down on your book	huy
29 th Day - 5	I give some english home work to 6 th class students	more good goods and do not swere notes	huy
30 th Day - 6	I taught the addition and subtraction on 1 st and 2 nd class	children given the sum and practice the problems	huy

WEEKLY REPORT

WEEK - 7 (From Dt. _____ to Dt. _____)

Objective of the Activity Done:

Detailed Report:

completion of 7th week internship
program I conduct the spot exam on 5th
class they wrote the exam very well on the
celebration of republic day celebrate the
republic day and I taught the maths doubts
on 7th class students clarify their doubts

And I wrote a learn a word on
black board students read the words and
written down the notes and I give the some
english home work on 6th class more good
grades and lower failure rates I taught
the addition and subtraction on 1st and 2nd
class children listen the sums and practice
more sums

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge Signature
1/2 Day - 1	verugupala satomi yp/ra	twidday	hy
2/2 Day - 2	I teach the maths fractions	students listen the maths class	hy
3/2 Day - 3	practice telugu vana math in 1st class	student learned the vana math	hy
4/2 Day - 4	I help teacher post the formative marks in record	mom and me complete that work	hy
5/2 Day - 5	I prepare a lesson plan for 8th class	Improving my knowledge	hy
6/2 Day - 6	I checked the maths workbook on 3rd class students	student finally completed the book	hy

WEEKLY REPORT

WEEK - 8 From Dt. _____ to Dt. _____

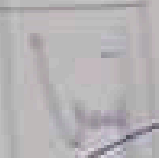
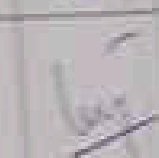
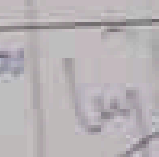
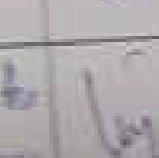
Objective of the Activity/Topic

Detailed Report:

On the occasion of 7th day
 program in this way 12 teaching staff is
 responsible to work and every day
 I work the whole day and give the
 students and teacher large information on
 it. Also children's children working in
 large work book.

I like the teacher and the
 teaching work in a better and modern
 and we completed the work and I prepare
 a lesson for plan for 2nd class and
 incorporating my knowledge and I checked
 math work book on 2nd class students
 and students finally completed the
 large work book.

ACTIVITY LOG FOR THE MONTH WORK

Day & Date	Brief Description of the Activity	Learning Outcomes	Parent/Teacher Signature
Day - 1	1st class for 1st class students in addition & subtraction	from addition, subtraction, multiplication	
Day - 2	2nd class for 2nd class students	they learn the multiplication	
Day - 3	3rd class for 3rd class students	Imposing for their reading	
Day - 4	4th class for 4th class students	Students papers check	
Day - 5	5th class for 5th class students	They learn to English grammar on the book	
Day - 6	6th class for 6th class students	They read the sentences and practice no. of times	

WEEKLY REPORT

WEEK - 7 (From Dt. _____ to Dt. _____)

Objective of the Activity Done:

Detailed Report:

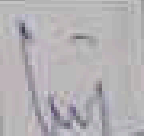
on the completion of 4th week program
and i give work for 2nd class students in all
class and subordination for childrens are all
middle some problems and i give materials
for 2nd class students they written the materials
on date i taught the telugu dialogue
on 6th class students and improving your knowledge

on big day they prepare a so things the
students prepare a charts and i explained
the english grammar on 3rd class they are
written the english grammar on the book i
give a english sentence for 4th class students
and they read the sentence and practice
no of times

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Parent In Charge Signature
14/2 Day - 1	preparing a syllabus for formative assigned	students develop their doubts & work on them	huy
15/2 Day - 2	conduct the exam for 4th class students	I helped the few students & corrected the one page	huy
16/2 Day - 3	Mahashivratri	holiday	huy
17/2 Day - 4	conduct the exam on 4th and 5th class	students develop their doubts	holiday
20/2 Day - 5	preparing a student for school quiz	Explained lesson and underlined the key points	huy
21/2 Day - 6	I give home work on 2nd class students	more good grades and less failure rate	huy

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
25/1 Day - 1	preparing a students for science quiz	I taught the some important facts in your text book	
26/2 Day - 2	preparing a experiment for science test	Improving my skills	
27/2 Day - 3	I post the marks and grades in record	I completed the work successfully	
28/2 Day - 4	I give the labo home work for 2nd class	childrens ample to the home work really	
28/2 Day - 5	prepare bits on science quiz	Successfully complete the work	
09/3 Day - 6	celebrate the conduct the quiz on all classes	students and staff celebrate the science day	

WEEKLY REPORT

WEEK - 11 (From 28/11/2020 to 04/12/2020)

Objective of the Activity Done:

Detailed Report:

on the completion on the 1st week program preparing a students for science quiz I taught the value important bits in their text books and I preparing a experiments for science test and improving my skills and try to level my best

I pass the marks and grade on main subject and I completed my work successfully and I give the mother tables on 2nd class students the students completed the home work readily and I prepared a bit paper on science quiz and conduct quiz on all classes and successfully completed my work and teachers and childrens celebrate science day and enjoy a lot

ACTIVITY LOG FOR THE TWELFETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature
1/3 Day - 1	I give sums to students and write the answers in their notes	some students solved correctly answering students like I was	Uy
2/3 Day - 2	I give english homework to prepare a speech	They find problem to speak english	Uy
3/3 Day - 3	They write english work book	They ask doubts to me	Uy
4/3 Day - 4	I conduct declamation for 4th & 5th class	They prepare very good and write very well	Uy
6/3 Day - 5	I give students they write	They practice dance separating the sentences	Uy
7/3 Day - 6	No - bag day they practice dance	They practice dance & songs	Uy

WEEKLY REPORT

WEEK - 12 (From 01/01/2020 to 07/01/2020)

Objective of the Activity Done

Detailed Report

By the completion of 1st week in class program and this week I did give some to students and made answer in their remaining time since then I give english home work to prepare a speech they found problem to speak english because communication problem they wrote english worksheet they asked table to me

and I conduct dictation for 4th and 5th class they prepared very good and wrote very well and I give sentence they wrote and they practiced no bag day they practice dance and songs

ACTIVITY LOG: How time was spent on work

Day & Date	Brief Description of the daily activity	Learning Outcome	Teacher Self-Image/Significant
013 Day - 1	Students could be asked to prepare 5th class students	in the first week they will	✓
013 Day - 2	conduct formative assessment on 5th class students	Students will be asked to do the test, as the test is a formative assessment	✓
013 Day - 3	I studied for exam and clearing their doubts.	Students will be asked to do the test, as the test is a formative assessment	✓
013 Day - 4	I taught the self-free lesson on 4th class	Students will be asked to do the test, as the test is a formative assessment	✓
013 Day - 5	conduct formative test on 5th class students	Students will be asked to do the test, as the test is a formative assessment	✓
013 Day - 6	conduct formative test on 4th and 5th class	Students will be asked to do the test, as the test is a formative assessment	✓

WEEKLY REPORT

WEEK - 13 (From 13/11/2023 to 19/11/2023)

Objective of the Activity Done:

Detailed Report:

By the completion of 13th week program - In this week first day conduct special exam on 3rd & 4th classes. All are they wrote very well and conduct a formative assessment on 3rd class students. written tests are designed to test the ability of student knowledge. I studied for exam clarify their doubts & to create awareness of assessment process & practice the students.

and I taught the science lesson on 5th class. measurable observable specific statements that clearly indicate & I conduct formative test on 2nd class. students require to know everything & understand every concept & I conduct formative test on 1st and 2nd class. Exam help convincing the person or institution on evaluating of all proficiency.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Teacher In-Charge Signature
14/5 Day - 1	prepared a TLM charts for students	TLM in the class open up to make learning oral, practical and fun	[Signature]
15/5 Day - 2	I have done projects with childrens	visualize the data and leave space open for your audience	[Signature]
16/5 Day - 3	prepared a TLM for primary classes	TO TLMs need to be attractive to the children size and colour	[Signature]
17/5 Day - 4	I taught the lesson on 5th class	Students understand way of my teaching	[Signature]
18/5 Day - 5	I have done projects with students	attitude and behaviour change	[Signature]
19/5 Day - 6	I give maths homework to 3rd class students	more good grades & less fail -ve grades	[Signature]

WEEKLY REPORT

WEEK - 14 (From 1st to 1st)

Objective of the Activity Done:

Detailed Report:

By the completion of 14th week program - I prepared a TLMs for students. TLM in the classroom are to make learning more practice and fun. and I have done project with children visualize the data and leave stage open for your audience and I prepare a TLM's for primary classes. The TLM's need to be attractive to the children.

I taught the lesson on 5th class. Students understand the way of my teaching. I have done project with students. and the students change the attitude and behaviour and I give some maths home work to 3rd class make good grades and less failure order.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

20/5 Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge Signature
20/5 Day - 1	In that day I keep not test for 2 class students	they already answer slowly	huy
21/5 Day - 2	I said class time for 4th class students	they understand very well	huy
22/5 Day - 3	I wrote last lesson work book on black board	finally complete the work book	huy
23/5 Day - 4	they complete all workbook they revise the total syllabus	revision	huy
24/5 Day - 5	I taught the multiplication and division on 5th class.	they practice more 2000	huy
25/5 Day - 6	finally complete & my internship program	develop communication, interpersonal & other cultural skills.	huy

WEEKLY REPORT

WEEK - 15 (From 15/01/2020 to 21/01/2020)

Objective of the Activity Done:

Detailed Report:

In this week last week of my internship program. In that day I keep and test for 2nd class students. They are all answer slowly and I said clock time for 4th class student. They understand very well. I wrote the last lesson grammar on black board, finally completed work book.

They complete all workbook they exercise the total syllabus. and I teach a multiplication & divisions on 2nd class. They are practice work sheets. finally completed my internship program. Develop my communication, interpersonal & other critical skills.

CHAPTER 5. OUTCOMES FROM CHAPTER 4

Describe the work environment you have experienced in terms of work conditions, facilities, available and appropriate, safety of job, work, processes, procedures, practices, discipline, time management, attendance, motivation, evaluation, reward system and incentive, promotion, discipline and evaluation, etc.

In my narrative I express concern with national efforts to globalization and progress theory and practice. Small business and abilities in these areas of study - learn to appreciate work and its function in the economy and it develops work habits and attitudes necessary for job success and develop the communication, interpersonal and develop the critical skills in the job interview process.

Build a network of work experience
Acquire employment contacts leading directly to full time job following graduation from college and develop work habits and attitudes necessary for job success people fully subject upon their experiences, identify goals, develop strategies and determine further actions for

Personal growth explore new possibilities - embrace new challenges and adopt new roles.

Internship help students master professional soft skills such as communication, punctuality and time management. These are skills that are key for success at a job and college and are highly sought after by. We focus on teaching not just specialist knowledge, but also the skills needed to embrace change and solve tomorrow's challenges. That's why practical experience like an internship is incorporated into every degree.

Internship offers students the chance to put what they are learning into action, in real world environment for students who are great! You will have a much clearer idea of your own strengths, weakness, likes and dislikes.

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

In the internship for three months in HPOP School baddai Pathaga of department education. there are a some technical skills which I have acquired from this internship.

I have know about how to put my knowledge and skills into practice such as mentoring I learned how to communicate and build the 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 enthusiastic and open to learning new skills. I learned that its is important to communicate with the teachers, head masters if I have any doubts.

giving and receiving the feedback is
very important it is essential to take
note of the both the positive & negative
points for future. I learned that sometimes
not asking for feedback is receiving
the feedback.

Describe the managerial skills you have acquired in terms of planning, budgeting, time management, teamwork, communication, problem solving, quality improvement or continuous improvement, cost cutting, decision making, performance analysis, etc.

Strategic and supervisory skills noted each individual can skills significantly higher at the end of the internship compared to the beginning of the internship. The largest differences between pre-internship and post-internship skills were related to communication.

Critical thinking and problem solving skills. Internship roles will help you think critically to provide creative solutions to work challenges. This is a skill that is highly valued and emphasized in the field of teacher education, the school internship program has an important place for the development of professional skills related to teaching work in prospective teachers. This provides a good opportunity for a trainee to get acquainted with the realities of the teaching area during teaching internship. Some communication skills will be tested and before you secure the internship.

Students interns are given a lot of tasks and goals, and information all at once and continue during the three to six months in the position. Organizational skills and team is actually an umbrella term for group of skills that lets you use time and resource efficiently and effectively, including time management, delegation, scheduling and setting goals. The decision making process identifies all or multiple possible courses of action, gather data and potential options. Known in everyday conversation as "social skills" people skills. Inter personal skills add upto the ability to interact with work with others.

Describe how you could improve your communication skills in areas of improvement in oral communication, written communication, interpersonal skills, confidence levels while communicating, anxiety management, understanding others, getting understood by others, recognizing speech ability to articulate the key points, timing the intervention, maintaining interest and providing, greeting, thanking and appreciating others etc.,

communication is an important skill in every modern student to master. Advances in digital media, changing career landscape, & global competition in college and make improving student communication skills a must. when it comes to acquiring this valuable communication skills, there's no time like the present. conversation is one of the most basic and essential communication skills. It enables people to share thoughts, opinions and ideas & motivate them in turn.

* body language

* eye contact

* summarizing

* paraphrasing

* responding.

you can teach students the foundational elements of conversation by coaching them on

video of the interactions taking place.

These can be done verbally or through written assignments that give students the chance to answer questions creatively using their own words and experiences volunteered to give a presentation.

Apply critical thinking and problem solving in constructing effective informative & persuasive message for various internal & external groups including but not limited to employee, clients & community members. Writing skills are utilized in email communication as well as professional report writing, both of which are common in the work place. Empathy is the ability to recognize emotions in others, and to understand other people's perspective on a situation. At its most developed, empathy enables you to use that insight to improve someone else's mood and to support them through challenging situations.

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

Not everyone is a fan of group discussions, but most would agree that group communication is an important form of communication in academic, professional and social contexts. Your contribution to the discussion and the way you communicate with others define your role in the group and affect how others perceive you. I need have a voice in those meetings - merely being myself to be confident and to speak up is not enough.

Don't often use qualifiers such as "I think" and "I feel" in your sentences because they imply your uncertainty about what you are suggesting. Respect the contribution of other speakers and listen well to the ideas of other speakers. Acknowledge what you find interesting. Respect differing views. Think about your contribution before you speak. Remember that a discussion is not a fight.

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 transformations at school.

The Nrup school Buddal putlaga who works in the procedure the head master updates the information of school through smart phone. They scan the faces of the students for checking every student teacher and head master of school make their attendance through QR 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 smart system followed by our school is very enhanced, upgraded and enriched in every standards. When students used to learn

It is also recorded under head master vision and is documented. Technological tools should be a seamless in-learning situations. Students would conduct a it at the school digital library or at a remote location. Tools are needed. School digital library or at a administrative records and cafeteria food management - it would be updated automatically from every - screening system or perhaps the attendance system on a teacher's personal digital assistant.

The guide also the term professional development - it to represent learning activities of all kinds for school staff that prepare them to use technology in the school setting. Professional development must include support for teachers and staff as they apply technology to their evolving practice - depending on whether they helped one to learn in that context. If research were required.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Buddhi Kalyani</u>	Registration No:
Term of Internship: From:	To:
Date of Evaluation:	
Organization Name & Address: <u>Buddhi Putkusa, Kuvillu Hill, Sri Lanka</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

B. Kalyani
Signature of the Student

Date:

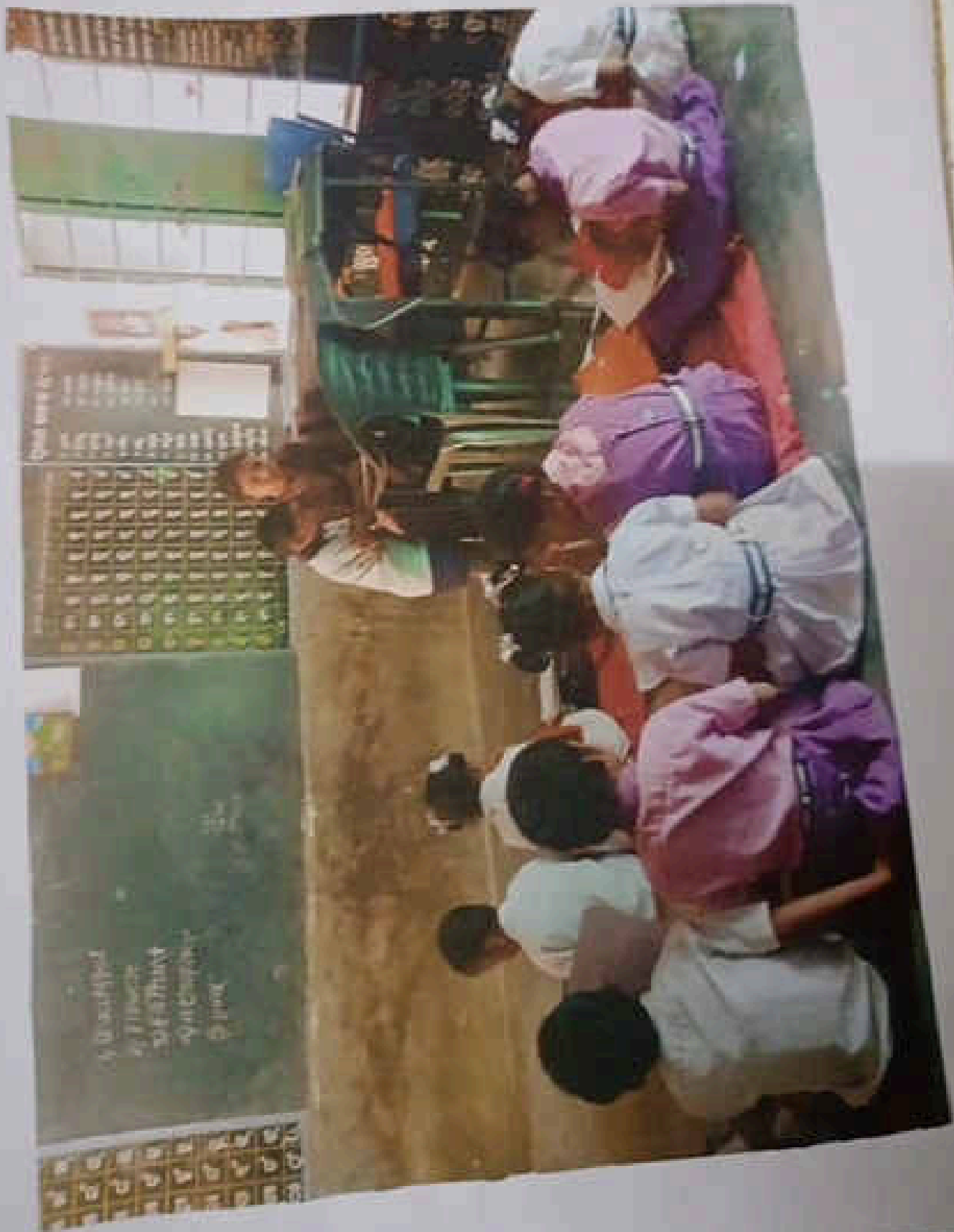
Evaluation by the Supervisor of the Intern Organization

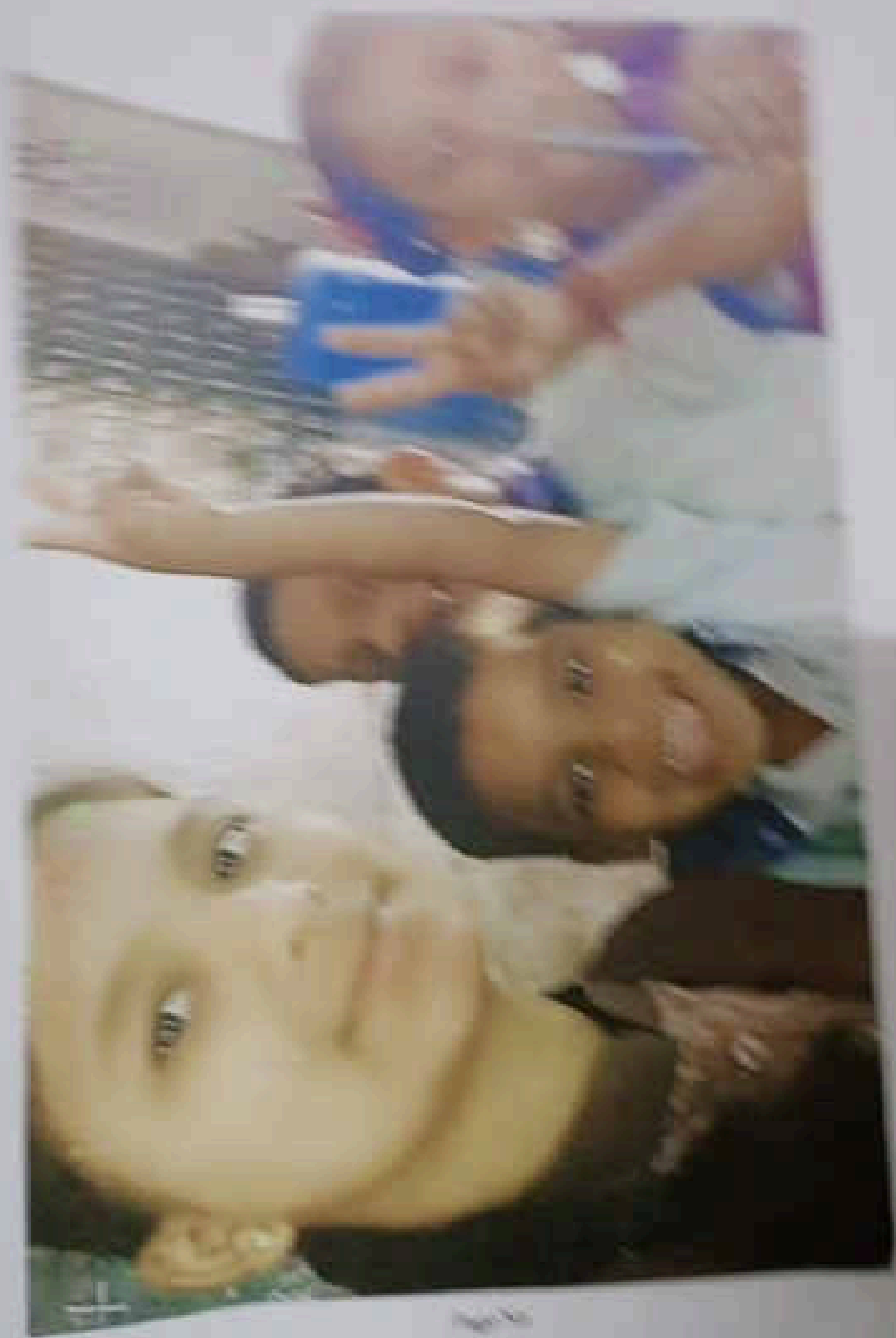
Page No

PHOTOS & VIDEO LINKS



PHOTOS & VIDEO LINKS





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:

i. Activity Log	10 marks
ii. Internship Evaluation	30 marks
iii. Oral Presentation	10 marks
- The weightings for External Evaluation shall be:

i. Internship Evaluation	100 marks
ii. 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)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Amal Karki

Programme of Study: BSc (Biol)

Year of Study: 2022-2023

Group: BSc degree (H11)

Register No./U.T. No: 202200156003

Name of the College: Government degree college (H11), Solukhumbu.

University: OR BR, Nepalguni University.

SENo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	8
2.	Internship Evaluation	30	28
3.	Oral Presentation	10	9
	GRAND TOTAL	50	45

Date:

V. K. Karki
Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Bethaj. Kishor

Programme of Study: BS (HON)

Year of Study: 2022-2023

Group: B2 Group (HON)

Register No/UT No: 202200154/003

Name of the College: Gandhinagar College Chennai, Sathankulam

University: DRBR. Acharya, University

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	49
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

V. S. V. K.

Signature of the Internal Expert

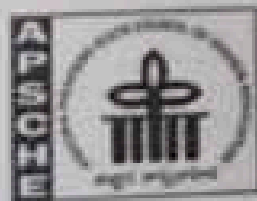
by

[Signature]

Signature of the External Expert

Signature of the Principal with Seal

[Signature]



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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