

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: *Muddada Raju.*

Name of the College: *Govt. degree collage (Men), Srikakulam.*

Registration Number: *2022001566037*

Period of Internship: *4 months* From: *12-12-2022* To: *18-03-2023*

Name & Address of the Intern Organization

Education department.

*Tarajam village, Etcharla Mandal,
Srikakulam district, A.P.*

Dr. B. R. Ambedkar **University**

YEAR

An Internship Report on

Education Department.

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.SC (MCIC)

Under the Faculty Guideship of

A Venkat Rao

(Name of the Faculty Guide)

Department of

Education department.

(Name of the College)

Govt. degree collage (Men).

Submitted by:

Muddada Raju.

(Name of the Student)

Reg.No: 2022001566037.

Department of Industrial

Chemistry

(Name of the College)

Govt. degree collage (Men).

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

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

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Student's Declaration

I, Muddada Raju. a student of B.Sc
Program, Reg. No. 802200156637 of the Department of Chemistry
College do hereby declare that I have completed the mandatory internship
from 12/12/22 to 18/3/23. in Education department (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
_____, Govt. degree collage (men).
(Name of the College)

M. Raju.
(Signature and Date)

Official Certification

This is to certify that Muddada Raju. (Name of the student) Reg. No. 9022001566037 has completed his/her Internship in Govt School. (Name of the Intern Organization) on Education department. (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of chemistry in the Department of (GDC). (Men) (Name of the College).

This is accepted for evaluation.



Aratchu 4-7-23
(Signatory with Date and Seal)
HEAD MASTER
M.P.P. School
Varajam, Etchenra (Mol)
Srikakulam Dist

Endorsements

Aratchu
Faculty Guide

VSVK

Aratchu
Head of the Department

Bul
Principal

Certificate from Intern Organization

This is to certify that Muddada Raju. (Name of the intern)
Reg. No 9020001566037 of Govt degree collage (Name of the
College) underwent internship in Education department (Name of the
Intern Organization) from 12/12/22 to 18/03/23.

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



Authorised 4-7-23
Authorized Signatory with Date and Seal
HEAD MASTER
M.P.P. School
Gurajam, Etchena (Mor)
Srikakulam Dist

Acknowledgements

This school internship report is the result of an end away four months. It would not have been possible without the participation assistance of nuserous brave and courages people along the way. This I have to thank them all.

First and foreuast I would like to give special gratitude to my parents who gave me an oppawtunity to keep my step ahead.

I am indebled to my college teachers and the principle for their vision. encouragement and enduring togious interest in the internship.

I extended my gratitude to my elake class mates and specially. to our group members with where I started are my dark days together. we started our academican and social problems.

special thank meest be given to the teachers and students of srikakulam in their feed back , love and support with wich I

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 srīkakulam / I choose education department to know the current status of the education and difference froms past few years. I spent a day with children and I learn and observed many things.

The interuduction is very friendly and very sluble through this intern ship I know that there are we other decide areas which has to be improved I teracted with the children and let them to know their problems and what they are facing thraugh.

I thraugh some persons to them and I gave few suggestions to improve them which should be clear by government there are me other decided areas wīeh 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 education department. plays an important note in every sector. I served many things in school that the children are good lack of knowledge my interaction with students very friendly and more valuable I spent nearly 18 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 the role of teacher in a school and shared very few things planned to develop and improve the school environment with my knowledge to given the best.

CHAPTER 3: INTERNSHIP PART

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

I worked in school. Sriakulam in the education department. worked in Government school. and I taught also to the students. I also used black board and I also performed some tasks with the children so that to encourage them in participating. I also conducted weekly tasks like Games, Quiz, their activities to the children. This part of internship take 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 it is my first day. I have conducted self introduction for 1 st and 2 nd class students.	It was a great day as a teacher and it is a better experience to me.	
Day - 2	I went to 2 nd class and asked some basic questions regarding maths to the students.	I have been prepared & came to know about teaching few ways.	
Day - 3	Again, I was sent to 1 st class and they are very excited to know about me.	I noticed the curiosity in each and every student.	
Day - 4	I went to 2 nd class and taught them common English & spellings in English.	This day I came to know how to deal with children.	
Day - 5	I was sent to 2 nd class and made them to study English question & answers.	I came to know about their educational standards.	
Day - 6	I have interacted with 1 st class students some activities.	I do served their mind-set and way of behaviour & active participation.	

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 they can understand easily and to know about new things and I observed they are 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 1st class and I have observed that some students need to be discipline	I came to know that how to control students to be is discipline.	
Day - 2	I went to 2nd class and asked them about their goals which was all interactive	I noticed about their life styles, goals and their problems.	
Day - 3	I taught 2nd class a telugu lesson in my own way of teaching	I have made them to read the lesson in their own mother tongue.	
Day - 4	I have sent to 2nd class and made to tell about stories, rhymes	I learned how to communicate and management with every student.	
Day - 5	I have taught the 2nd class students about how to behave at particular place	I came to know about mentoring in behaviour aspect	
Day - 6	I have conducted some activities to 1st class students regarding their subjects.	I learned how to teach in a appropriate manner.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this write 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.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked 2nd class students of about awareness of how to live in a society.	I observed many things that how kids think about their home town	
Day - 2	I have taught 1st class students about English basics like Parts of speech.	I came to know about teaching new thing to the students.	
Day - 3	I have conducted a fun activity to the 2nd class where are the students.	I have developed my Communication skills through them.	
Day - 4	I have helped the teachers and other staff members in their respective works	I learned to work with other teachers	
Day - 5	I have taught 1st class about maths tricks which will help them	I noticed how they are dealing with common Problems	
Day - 6	I have taught 1st in a Practical manner.	I came to know how to teach in Easy way.	

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

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

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

I also worked with teachers and other staff which made me to know about how things that happen behind school / 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 lesson and problematic sum to 1st & 2nd class	I developed my teaching skill & the students are also good.	
Day -2	I have conducted games to know about their other talents for 1st class	I have interacted with students & helped them in clearing their doubts	
Day -3	I have checked about every class environment sanitation and water facilities.	I noticed few problems in school.	
Day -4	I have interacted with students regarding their problems in school & about government schemes.	I tried to solve their problem by informing to the management.	
Day -5	I have taught 1st class students about birds, animals, fruits and flowers.	All the students are reacted very well.	
Day -6	I have taught 1st class students about eating in- appropriate	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, communicating, 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 advice and tried to solve 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 2nd class about discipline to be followed in class room.	I have interacted with the students about disciplinary actions.	
Day - 2	I have taught the 7th class students about way of expressing.	I have tried to teach the students about 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 about english lesson.	the students have learned and doing good in studies.	
Day - 5	I have taught the 7th class about Telugu lesson.	the students are doing well.	
Day - 6	I have interacted with all students about previous states and present status.	I have know many things in this journey.	

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 2nd class and I have observed so one students who needs lab discipline.	I have know how to discipline the students as my standard.	
Day - 2	I went to 1st class and asked them about their goals which was well interactive.	I got to know about their life style, goals and problems.	
Day - 3	I taught 2nd class a tele-gu lesson and by then through sentences.	I have managed the students to read in their mother language.	
Day - 4	I have taught the 1st class students some rhymes and moral stories.	I come to know about communication and management with.	
Day - 5	I have taught the 2nd class about how to be have a particular place and situations.	I have to come to know about menfo-ring in behavior as peeps.	
Day - 6	I have conducted activities for 2nd class students on maths.	I have taught a subject in appropriate manner.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about the students, their performance in studies and their students capability. I have discussed about how to be good and become better in academic performance. conducted some new activities regarding

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

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about the 2nd class students awareness on how to live in a society.	I have know so many new things that kids thinks about their place, home.	
Day - 2	I have taught 1st class students about english basics like every day chores.	I got to know about teaching new things to the students	
Day - 3	I have conducted a fun activity to the 2nd class students. The students have participated very well.	I have developed communication making skills very well.	
Day - 4	I have helped the teachers and staff members in their respective works.	I come to know about the working of teacher and staff.	
Day - 5	I have taught 1st class students about maths basics and tricks to help them further.	I have learned to teach about how to solve arithmetic problems.	
Day - 6	I have taught english lesson for 1st class.	I have learned to teach in practical way.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

I have also worked with teachers and staffs work which made me know things that happens behind school.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught maths lesson to the 2nd class and 1st class.	I have developed my teaching skills the students too are good.	
Day - 2	I have conducted a game for exploring their talent for 2nd class.	I have interacted with students and helped them in their doubts.	
Day - 3	I have checked about every class environment, the sanitary facilities and water supply.	I have to come to know about few problems as a possible interest school.	
Day - 4	I have interacted with students regarding their problems in school and give some solutions.	I tried to solve students problems at a possible level.	
Day - 5	I have taught 1st class students about animals and birds.	I have dealt with 1st class students digital way.	
Day - 6	I have taught in class about coding etiquette.	I have increased my communication skills.	

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 teachings, 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 got tried to solve them in other ways.

The students also have been well performing with good rate.

ACTIVITY LOG FOR THE TWELVETH 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 2nd class students.	it was a great day as a teacher and it is a better experience to me.	
Day - 2	I went to 2nd class and asked some basic questions regarding maths to the students.	I have been prepared & came to know about teaching in few ways.	
Day - 3.	Again, I was sent to 2nd class and they are very excited to know about me.	I noticed the curiosity in each and every student.	
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 1st class and made them to study english questions answers.	I came to know about their educational standards.	
Day - 6	I have interacted with 2nd class students through some activities.	I observed their mind-set and way of behaviour & active.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As it is the 12th 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 per syllabus in understandable manner so that they can understand easily and to know about new things. And I observed they are very to know more about our society and I noticed their educational performance and knowledge.

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

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to 2nd class and I have observed that some students needs to be discipline.	I came to know that how to control students to be in discipline.	
Day - 2	I went to 1st class and asked them about their which way was intera-ctive.	I noticed about their life. storys, games and their pro-blms.	
Day - 3	I taught 2nd class a lesson in my way to teaching.	I have made the -m to read the lesson in their own mother tongue.	
Day - 4	I have said to 2nd class make to about yeus and moral stories with action.	I learned how to communicate and management with every student.	
Day - 5	I have taught the 1st class students about how I behave at particular cases and situations.	I came to know about monitoring in behaviour aspects.	
Day - 6	I have conducted some activities to 1st class to students regarding their subjects.	I learned how to teach in a appropriate manner.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this whole 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 FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught maths lesson -s and problematic series to 2nd & 1st class.	I developed my teaching skills & the students are also good.	
Day - 2	I have conducted game to know about their other talents for 2nd class.	I have interacted with students & helped them in learning their.	
Day - 3	I have checked about every class environment so -nitiny and water facilities.	I noticed few problems in school.	
Day - 4	I have interacted with students regarding their problems in school & about government.	I tried to solve their problem by informing to the management.	
Day - 5	I have taught 1st class students about birds, animals, fruits and flowers.	All the students are recoded very well.	
Day - 6	I have taught 2nd class students about eating in etiquette.	I have increased all my skills.	

WEEKLY REPORT

WEEK - 15 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week I have developed my skills such as teaching, mentoring, communicating, 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 solve them in other ways.

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

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 Government is one of the aspects of
Interns quality addressed in this report the people

are good and very not interested

We were given a desk for our work with basic things
like chalk pieces and dustbin etc. our role is to enhance
the students, observe them and any other negative Analyse
all activities by students and staffs our things are from
9:00 Am to 3:30 PM.

The Headmaster and the teachers are very polite
and humble to me the student are very friendly and intera-
-ctive with made me socialise with them very easily.
The other interns were also very co-operative in work.

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

there are many technical skills I have acquired from this "internship".

I have come to know about how to put my knowledge and skills in to practice. Such as mentoring I learned that every department or organisations has its own culture I quickly learned that every company has its own culture I quick its essential to be enthusiastic and open to learn new skills I learned that is very important to communicate with teachers and headmaster if all I have any doubt.

asking and receiving feed back is very
contact it is essential to take note of the positive
and negative points for them I learned that some
times asking feed back or receiving feed back isicult
to hear, but it will have a significant impact on our
career and success.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

there are also some managerial skills I have acquired from this "internship".

I learned how to deal with people effectively. Developing managerial skills is important to all professions. As a team, we planned about scheduling with respect to time and we all acted as a leader for every week. We arranged our work place culture for productive use of time.

We have kept notes for observing every improvement through about all pros and cons 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 for further

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Muddada Raju</u>	Registration No: <u>8022001566037</u>
Term of Internship: <u>4 months</u> From: <u>12/12/2022</u>	To: <u>18/03/23.</u>
Date of Evaluation:	
Organization Name & Address: <u>Education department & Jannajam village, Elchanla.</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:

M. Raju.
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Muddada Raju.

Registration No:

Term of Internship: 4 months From: 12-12-23

To: 18-3-23.

Date of Evaluation:

Organization Name & Address: Education department, Tanajam.

Name & Address of the Supervisor A.ventarao, Srikakulam
with Mobile Number 9440556617

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: 4-7-23

A.ventarao
Signature of the Supervisor

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.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Muddada Raju.*

Programme of Study:

Year of Study: *2020-2023*

Group: *MCIC*

Register No/H.T. No: *2022001566037*

Name of the College: *Govt degree collage (men), Sri Kakulam.*

University: *Dr. B.N.A University.*

SL.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	08
2.	Internship Evaluation	30	27
3.	Oral Presentation	10	08
	GRAND TOTAL	50	43

Date: *4-7-23*

Signature of the Faculty Guide

Amitabha

HEAD MASTER
M.P.P School
JaraJam, Etchena (Mol)
Srikakulam Dist

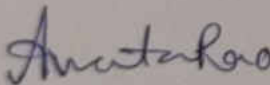


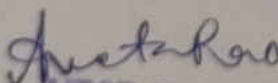
NSR

EXTERNAL ASSESSMENT STATEMENT

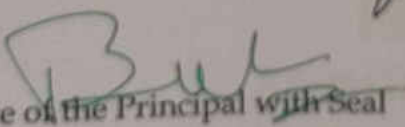
Name Of the Student: M. RAJU
 Programme of Study: 4 months Internship
 Year of Study: 2020-2023
 Group: BSC CMCI
 Register No/H.T. No: 2022001566037
 Name of the College: Chait Degree college (MEN) SKLM
 University: DY.BR. Ambedkar University

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	77
2.	For the grading giving by the Supervisor of the Intern Organization	20	19
3.	Viva-Voce	50	48
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	


 Signature of the Faculty Guide


 Signature of the Internal Expert
 M.P.P School
 JaraJam, Etchena (H)
 Srikakulam D.

Signature of the External Expert


 Signature of the Principal with Seal