

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



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 2 months (180 hours) of short-term internship either physically or virtually.
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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PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student:

1. G. M. C. Venkatesh

Name of the College:

Govt. Degree College, Chennarayana, SKM

Registration Number:

2122001562011

Period of Internship:

From:

15/05/2022

To:

20/05/2022

Name & Address of the Intern Organization

MPPPL, School, K. J. Somaiya

Ambalkey

University

YEAR

An Internship Report on
school Education

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of
school Education

(Name of the College)

Submitted by:

(Name of the Student) Kornu. Venkatesh

Reg.No: 2122001562011

Department of
B. Sc

(Name of the College) Govt. Degree collage
(MEN), SKM

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Student's Declaration

I, Kornu. Venkatesh a student of _____
Program, Reg. No. 2122001562011 of the Department of B-SC
College do hereby declare that I have completed the mandatory internship
from _____ to _____ in school Education (Name of
the intern organization) under the Faculty Guideship of
Srinivas Rao (Name of the Faculty Guide), Department of
Chemistry, Govt. Degree College (M.E).
(Name of the College)

K. Venkatesh
(Signature and Date)

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Certificate from Intern Organization

This is to certify that Kornu. Venkatesh (Name of the intern)
Reg. No. 2122001562011 of Govt. Degree College (MGN) (Name of the
College) underwent internship in School Education (Name of the
Intern Organization) from 18/08/2023 to 30/09/2023

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

G. Appalanaidu

Authorized Signatory with Date and Seal

HEAD MASTER
M. P. Primary School
Amadalevalasa, unnapalli
KUDDIRAM

Acknowledgements

This school internship report is the result of an way of two months. It would not have been possible without the participation assistance of numerous brave and courage people along the way. Thus I have to thank them all.

First and foremost I would like to give special gratitude to my parents who give me every opportunity to keep my step ahead. I am indebted to my courage teachers and the principal for their vision encouragement and ending contiguous interest in the internship.

I extended my gratitude to my classmates and especially to our group members with whom I shared my dark days & together we sort out academic & social problems. Special thanks must be given to the teachers & students of Kuddiran NPEP school, Anadavala for their feedback, love & support with which I achieved skill & developments.

Most importantly I would like to all three who made this report possible & become a reality with their kind assistance.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page 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.

The internship programme aims to provide our students the opportunity to consolidate through practical experiment. It provided a direct learning experience to the intern on various roles of including teaching the subject.

School Internship is designed to lead to the development of a repertoire of proper disposition, responsibilities, and selves students, teacher diverse need of leaves in school.

I am second year BSC-graduated of Govt. Degree College (Men) SKM. is the B.Sc 2nd year students for internship in different departments. The name has sent to MPPPI School rocks. Srikanth for the internship of two months. It commenced to August 18 & continued till September 30, 2023.

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.

The Organisation I have worked in the educational department in said's mpppl school. It's vision is to empower children system and to prepare bright students for future. The policy of the school with interns us is to that the solution should follow the period correctly & follow the instruction of H.M.

Our notes is to obey the respective instruction of H.M & know as a substitute teacher to observe the environment save the solution of a possible level. The performance of mpppl school, Kuddisan, was going very well. The students of the school was good.

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.

School internship requires interns to do a variety of activities, we have responsible for assistive class activities, teaching students with various learning methodology under a read instructions.

We, the interns should reach the school of 9:00AM we have to the class that one assigned us and help the students in academic stuff we can also use the smart P.V for digital learning. we have to give & observe the students environment of the problems. we also have to make the students understand about new system like the OMR sheet exams.

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ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	As it my first day, I have conducted self introduction for 5th class & 4th class studied.	It was a great day as a teacher & come to know about some students.	G. Appiah
Day -2	I went to third class & taught them maths in a fun and learning way.	I have been prepared & come to know how about teachers.	G. Appiah
Day -3	again. I was spend with 4th class & I have noticed some problems in them.	I came to know about their education status.	G. Appiah
Day -4	I went to 2nd class & taught them everyday though in proper months meetings.	I came to know how to take care children status.	G. Appiah
Day -5	I taught the 5th class & English lesson & played an activity.	I observed about their below in English.	G. Appiah
Day -6	I have interacted with 1st class through activity.	I came to know about their mind set & knowledge.	G. Appiah

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about the students, their performance in studies and their capability. I have disclosed about how to be good & become better in academic performance.

I have conducted some new activities regarding their syllabus & created an environment in which they are very active & calm.

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WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted extra activities like self introduced, games & their mind to connect with them.

I have also taught them few lessons from their syllabus in understanding manner so that they have come to know about some new things found I have observed their educational performance knowledge.

To tally, I learn that some students are not very well in studies & they like the teaching in fun & learning.

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ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I went to 4th class & I have observed some student who needs to be disciplined.	I have to know how to discipline the students at my strand level.	G. Appa
Day -2	I went to 5th class & asked them about their goals.	I got to know about their life style goals.	G. Appa
Day -3	I taught 3rd class, a English lesson by using their own sentences.	I have managed the students to read in their mother language.	G. Appa
Day -4	I have conducted activities for 2nd class students on maths.	I have taught a subject in appropriate manner.	G. Appa
Day -5	I have taught the 1st class students some rhymes & moral stories.	I came to know about communication & encouragement.	G. Appa
Day -6	I have taught the 2nd class about how to behave at participation places.	I have to come to know about what is going on behind.	G. Appa

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 5th class students awareness on how to live in a society.	I have known as many things that kids are playing well.	G. Appu
Day - 2	I have taught 4th class students about English basics	I got to know about teaching new things to the students.	G. Appu
Day - 3	I have conducted a few activity for 2nd class where all the students have helped me a way.	I have developed my communication making signs.	G. Appu
Day - 4	I have helped the teachers in their works	I came to know about the working of staff.	G. Appu
Day - 5	I have taught 5th class students about maths.	I have learned to teach about to solve problems	G. Appu
Day - 6	I have taught E.V.S lesson for 4th class	I have learnt to teach in practical way.	G. Appu

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WEEKLY REPORT

WEEK - 3 (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 etc. I have also tried to teach the students in a free manner.

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ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about everyday class of the 5th class.	I have to come to know about the problem in school.	G. Apple
Day - 2	I have conducted a game for explaining their talent.	I have interacted with students & helped them in their doubts.	G. Apple
Day - 3	I have taught maths chapter to 3rd & 4th class.	I have developed my teachers skills from M.H.M.	G. Apple
Day - 4	I have interacted with students regarding their problems.	I tried to solve students problems at all levels.	G. Apple
Day - 5	I have taught 1st class students about animals & birds.	I have dealt with 1st class students digital way.	G. Apple
Day - 6	I have taught 3rd class about eating rule.	I have increased my communication skills.	G. Apple

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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.,)

we have improved our communication skills in this internship at MPPCL Kuddiram.

As we have been interaction with each other students, we have improved our oral communication written communications we assigned to class to rooms we are confident while communication, conversation understanding each others.

we also come to getting understand by others we improved our speech skills from prepared knew for entranced level.

WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed skills such as teaching, mentoring, communication managing and team participation skills when compared to previous 3 weeks.

I have also observed the school environment students performance & I have also tried to solve them.

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ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught 4th class discipline followed in class room.	I have interacted with students about discipline.	G. Apple
Day -2	I have taught the 5th class about seminar or skit.	I have tried to teach the seminar skits.	G. Apple
Day -3	I have interacted with 1st class with digital way	I have accessed the digital device in school.	G. Apple
Day -4	I have taught the 2nd class about English lesson.	The students have learned doing good in students	G. Apple
Day -5	I have taught the 3rd week class about E.V.S lesson.	The students are doing well	G. Apple
Day -6	I have interacted with all students about previous matters.	I have known many things in this journey	G. Apple

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WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As per the week, I have come to know that I have learnt so many things in this journey. I have developed my communication interactive, teaching & other skills which enhanced me very well.

I have come to know that few good things & also some problems which I have tried to solve & made better out for it.

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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 MPPPI Kuddiram were a good interactive staff, we are given a desk for our work with basic things like chair pieces, our role is to enhance the students observe them and any other negative, one eyes the activities of students & staff our timings are from 9:00 AM to 3:30 PM

The H.M & teachers are very polite & humble. The students are very friendly & internal which made me socialize with them very easily & other interns as a team were very active & focused in work.

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.

These are some managerial skills I have acquired from this internship.

I learned how to effectively deal with people. Developing managerial skills it's important to an professional. As a team we planned about scheduling with respect in time & deal as a leader everytime we have kept notes for ourselves & everyone improvement weekly wise we discuss about all pro's & cons of the working skills & journey we also have developed our decision making skills.

Student Self Evaluation of the Short-Term Internship

Student Name: Korno Venkatesh Registration No: _____
 Term of Internship: short term From: 18/08/2023 To: 30/09/2023
 Date of Evaluation: _____
 Organization Name & Address: MDPS School, Kuddiram

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. Venkatesh
 Signature of the Student

Page No: _____

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Kornu Venkatesh</u>	Registration No: <u>2122001562011</u>
Term of Internship: ^{short term} From: <u>18-08-2023</u> To: <u>30-09-2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>MPPPS school, Kuddiram, Amadalavalasa.</u>	
Name & Address of the Supervisor with Mobile Number	

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

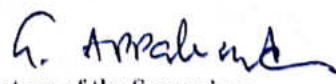
Please note that your evaluation shall be done independent of the Student's self-evaluation

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:

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 Signature of the Supervisor
HEAD MASTER
M. P. Primary School
Amadalavalasa Municipality
KUDDIRAM