

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)

PROGRAM BOOK FOR SHORT-TERM INTERNSHIP (Onsite/Vitural)

Name of the Students: K. GANESH

Name of the College: Gout. Degree college (m) SKIM

Registation Numbe 21220015620/3

Period Of Internship: 2m From 18-08-23

TO: 30-09-23

Name & Address of the Intern Organization

Ambedkar UNIVERISTY
YEAR

An Internship Report on

School education

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
(Bsc) Analytical chemistry

Under the Faculty Guideship of

ZPHS URLAM

(Name of the Faculty Guide)

Department of

Analytical chemistry

(Name of the College) GDC (men) sklm

Submitted by:

Kotturu. Ganesh

(Name of the Student)

Reg.No: 2122 001562013

Department of

GDC (men) sklm

(Name of the College)

Page No:

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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Student's Declaration

I, Kotturu Ganesh a student of _____
Program, Reg. No. 212200151201 of the Department of Analytical Chemistry
College do hereby declare that I have completed the mandatory internship
from 18-2-2023 to 30-9-2023 in _____ (Name of
the intern organization) under the Faculty Guideship of

(Name of the Faculty Guide), Department of
Government Degree College (men), Srikakulam.
(Name of the College)

K. Ganesh
(Signature and Date)

Official Certification

This is to certify that kotturu Granesh (Name of the student) Reg. No. 2122001562013 has completed his/~~her~~ Internship in Z.P.H.S Uralam (Name of the Intern Organization) on School Education (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc in the Department of GIDC[MEN], Srikakulam (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)

Gr. II Headmaster
Z.P. High School
URALAM - 532 445
Narasannapeta
Srikakulam Dist

Endorsements


Faculty Guide


Head of the Department

Principal
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

Certificate from Intern Organization

This is to certify that Kotturu Ganesh (Name of the intern)
Reg. No 2122001562013 of Government Degree College (Name of the
College) underwent internship in School education (Name of the
Intern Organization) from 18-09-2023 to 30-09-2023

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

Authorized Signatory

[Signature]
G.A. Headmaster
Z.P. High School
URLAM - 532 425
K. R. W. N. P. P. P.

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 to³ thank them all .

First and foremost I would like to give special
gratitude to my parents who give me every opportunity
to keep my steps ahead . I am indebted to my college teachers
and the principal for their vision encouragement and enduring
confidentious interest in the internship . I extended my
gratitude to my classmates specific to our group members
with them I shared my dark days and together we sort
out academic and social problems . Special thanks must be
given to the teachers and students of Z.P.H School, Waran .
their feed back love and support with which I achieved
skills and developments .

Last and most importantly I would like to all those
who made this report possible and 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 one student 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 perspective; professional capabilities, teacher disposition responsibilities and skills student teacher diverse needs of learn in school.

I am second year B.Sc graduated of Govt. Degree College our college is the B.Sc 2nd year students for internship in different department. There has sent to Z.P.H school, Waram for the internship of two months. It began in August and ~~it~~ continued till September 29, 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 organization I have worked on the education department in Z.P.H School. Its vision is to empower children in education system and to prepare bright students for future. The policy of the school with respect to interns is that the student should follow time period correctly and follow the instructions of Head master.

Our notes is to obey the respective instruction of I.M and substitute teachers to observe the environment, save the solutions at a possible level. The performance of Z.P.H school within ppm 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 intern to do a variety of activities, we are responsible for assisting calm activities teaching students with various learning methodology under a need instruction.

We, the interns should reach the school at 9:00 AM. We have to go to the classes that are assigned us and help the students in a academic. We can also use the smart TV for digital learning. We have to give and observe the student environment at the problems. We also have to make the students understand about new system like the online Exam.

ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity | Learning Outcomes | Remarks / Issues / Observations |
|------------|--|---|---------------------------------|
| Day - 1 | As it was my first day, I have introduced all the students to the class and the class members. | It was a good day for the students to know the class members. | |
| Day - 2 | I went to the class, students and I had some types of smaller tasks. | I have been prepared to teach the class, very short tasks. | |
| Day - 3 | Again I was helped with the class members, I have noticed some problems in the class. | I have been able to solve the problems of the class. | |
| Day - 4 | I went to the class, students taught them everything they need to know. | I have been able to teach the class everything they need to know. | |
| Day - 5 | I taught the students how to use the class members. | I have been able to teach the class members how to use the class members. | |
| Day - 6 | I have taught the students how to use the class members. | I have been able to teach the class members how to use the class members. | |

WEEKLY REPORT

WEEK - 1 (From Dt...18-8-2023...to Dt...23-8-2023...)







Objective of the Activity Done:

Detailed Report:

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

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

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 8th class. Students who needs to be disciplined I observed | I have to know how to discipline the students at my standard. |  |
| Day - 2 | I went to 7th class and asked them about their goals. | I got know about their goals and life style. |  |
| Day - 3 | I taught a physics lesson for the 8th class student | I have managed the students to understand in their own way |  |
| Day - 4 | I have conducted a test for 7th class students in maths | I observed some students are poor in maths. |  |
| Day - 5 | I taught a religion poem for the 6th class student | I came to know the communication with students |  |
| Day - 6 | I taught a lesson for 8th class student how to behave with elders | I have to come to know about meant to their behavior |  |

WEEKLY REPORT

WEEK - 2 (From Dt. ²⁵⁻⁸⁻²⁰²³ to Dt. ³⁰⁻⁸⁻²⁰²³)

Objective of the Activity Done:







Detailed Report:

In this entire week, I have conducted extra activities like self introduction and how to behave with elders and their mind 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 observed their educational performance knowledge.

Totally, I learn that some students are not very well in studies and they like the teachers in their learning.

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 7 th class students awareness on how to live in a society | I have known as many thing that kids are playing very well. |  |
| Day - 2 | I have taught 8 th class students about english Grammar | I got to know about teaching new things to the students. |  |
| Day - 3 | I have conducted a few activities to 7 th class where all the students have helped me all way | I have developed my Communication mentoring skills. |  |
| Day - 4 | I have helped the teachers in their work | I came to know about the working of table |  |
| Day - 5 | I have taught 6 th class students about maths | I have learned to teach about to solve problems. |  |
| Day - 6 | I have taught environment education to 7 th class students | I have learnt to teach in practical way. |  |

WEEKLY REPORT

WEEK - 3 (From Dt. 1-9-2023 to Dt. 6-9-2023)




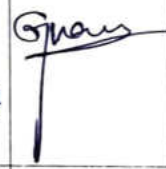

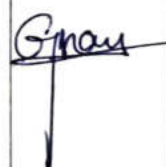
Objective of the Activity Done:

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 interact with the respective Government teachers and parents about situation problems etc. I have also tried to the students in a free manner.

ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|---|
| Day - 1 | I have meet 9th class students and interact them. | I know their names in the class. |  |
| Day - 2 | I have conducted a quiz programme for 7th class student | I know that some students are answered well. |  |
| Day - 3 | I have conducted a game for explaining their talent | I have interact with students & helped them |  |
| Day - 4 | I have taught natural science for the 9th class student. | I know the I can improve my teaching talent |  |
| Day - 5 | I have taught a lesson in social studies for 8th class student. | I have tell my lesson in digital way. |  |
| Day - 6 | I have taught a voices in english for 7th class students. | I know that they are understand and my words. |  |

WEEKLY REPORT

WEEK - 4 (From Dt. 8-9-2023 to Dt. 13-9-2023)







Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as coaching, 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.

ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|---|
| Day -1 | I have taught 7th class about discipline followed in class room | I have interacted with students about discipline |  |
| Day -2 | I have meet 10th class students and interact with them | I have hear a good response for them. |  |
| Day -3 | I have taught the 10th class students about seminar skills. | I have tried to teach the seminar skills. |  |
| Day -4 | I have taught 9th class about english lesson | The students have learned and doing good in studies. |  |
| Day -5 | I have taught 10th class students a maths story model sum | The stud students are doing well. |  |
| Day -6 | I have do some office work in school. | I know about the computer operating |  |

WEEKLY REPORT

WEEK - 5 (From Dt. 15-9-2023 to Dt. 20-9-2023) - 5







Objective of the Activity Done:

Detailed Report:

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

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

ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|---|
| Day - 1 | I taught a Telugu poem for 10th class students | I observed all students are understand my teaching |  |
| Day - 2 | I do some office work in school | I know the office strategies |  |
| Day - 3 | I taught environment education for 7th class students | I know all students are awareness on environment |  |
| Day - 4 | I taught some type Ethics and human values about for 8th class | I know they all are have a good knowledge on H.V. |  |
| Day - 5 | I taught maths problems for 6th class students | I know. Some students are poor in maths. |  |
| Day - 6 | I taught English lesson for 10th class students. | I know. they all are understand my voice. |  |

WEEKLY REPORT

WEEK - 6 (From Dt. 22-9-2023 to Dt. 27-9-2023)

Objective of the Activity Done:

Detailed Report:

As per the week, I have come to know that I have learnt so many things. And I also know some type of office work and computer operating. I have developed my communication, interactive, reaction and other skills which enhanced me very well.

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

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 at Z-PHS whom were a good interactive staff, we are given a desk for our work with basic things like chalk pieces our role is to enhance the students observe them and any other negatives, one eye the activities of student and staff our things are from 9:00 AM to 4:00 PM.

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

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

There were some technical skills. I have acquired from this internship.

I have known about how to put my knowledge and skills into practice such as mentoring. I learned how to communicate and build relationship with the people. I worked, I learned that every department has his own culture. I quickly learned that every company has after learning new skills I learned that important to communicate with teachers and H.M's.

Asking and reviewing feed back is very important. It is essential to take note on both the positive and negative point of future. I learned that sometimes asking for feed back.

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 Z.P.H.S. Walam.

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

we also come to getting understood by others we improved our speech skills. from prepared level. to extempore level.

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

I have improved my communication with the team and our group mainly I know the possessiveness and we majely know the speaking and explaining skills in the group discussion. In this group discussion we are take with others very ~~into~~ good in manner. when iam a team member I will know more things from my team leader. And I also lead a team in group discussion. I also know a large amount moral values from them.

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

I know a lot of things in the technological developments from the digital operator.

I have helped the office staff in like sending files and share p.d.f. And I also know the how to on a digital Black Board. In my training area a lot of digital things I have ~~be~~ learned. In our group we all are know about the digital technologies from the teachers. And I also tell the students lesson in the digital class rooms. majorly I have completed my job in digital technologies..

Student Self Evaluation of the Short-Term Internship

Student Name: Kotturu Granesh.

Registration No: 2122001562013

Term of Internship: From: 18-8-2023 To: 30-9-2023

Date of Evaluation:

Organization Name & Address: Z.P.H. School, Udam.

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:

Kotturu Granesh
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Kotturu Granerah.

Registration No: 2122001562013

Term of Internship: From: 18-8-2023 To: 30-9-2023

Date of Evaluation:

Organization Name & Address: Z.P.H, school, urlam.

Name & Address of the Supervisor
with Mobile Number


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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:


Signature of the Supervisor

PHOTOS & VIDEO LINKS

EVALUATION

Page No:

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal 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 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

| | | |
|-------------------------|----------|---|
| ○ Activity Log | 25 marks | |
| ○ Internship Evaluation | 50marks | 3 |
| ○ Oral Presentation | 25 marks | - |
- 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. Total Time Technical Skills acquired
- Managerial Skills acquired
- c. Improvement of Communications Skills
- d. Team Dynamics
- e. Technological Developments recorded

MARKS STATEMENT ⑤
(To be used by the Examiners) -

INTERNAL ASSESSMENT STATEMENT

Name of the Student: Kotturu. Ganesh.

Programmer of Study: IIIrd B.Sc [MCAC]

Year of Study: ~~2021-2022~~ 2021-2024

Group: B.Sc [MCAC]

Register No/H.T.No: 2122001562013

Name of the college: Government Degree College (Men), Sri Kakulam.

University: Dr. B.R. Ambedkar University

| Sl.NO | Evaluation Criterion | Maximum marks | Marks Awarded |
|-------|-----------------------|---------------|---------------|
| 1 | Project log | 20 | 14 |
| 2 | Internship Evaluation | 30 | 23 |
| 3 | Report | 25 | 22 |
| 4 | Oral presentation | 25 | 21 |
| 5 | GRAD TOTAL | 100 | 80 |

Date: 27-10-2023


Signature of the Faculty Guide

Certified by

Date: 27-10-2023

Seal:

Signature of the Head of the Department/Principal

✓ PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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