

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 have to do your work and to contribute to the organization.
14. Be specific in filling up your Chargeout Book. It shall be filled up in your own handwriting. No additional sheets whenever 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 Clerk and the Principal.
17. Do not mixle 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 social 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.

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

Name of the Student: KUNA KIRAN KUMAR

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN), SKLM

Registration Number: 2122001562015

Period of Internship: From: 18/08/2023 To: 30/08/2023

Name & Address of the Intern Organization

MTP School, YAN AVANIPETA, TALUMORU (MD)

Head Master
MTP School
YAN AVANIPETA
TALUMORU (MD)

University

YEAR

An Internship Report on

School / Education department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

BSC

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

School / Education department

(Name of the College)

Submitted by:

K. Kishan Kumar
(Name of the Student)

Reg.No: 2122001562015

Department of

Government Degree College (Women)
(Name of the College)

M. Prabhakara Rao
Head Master 9/10/23
M. P. E. School
YEDLAVANIPETA
Jajamurthy Mandal

Student's Declaration

I, Kunal Kumar a student of _____
Program, Reg. No. 21220012202 of the Department of Government Law
College do hereby declare that I have completed the mandatory internship
from 1.12.2022 to 30/09/2023 in School Education Dept. (Name of
the intern organization) under the Faculty Guideship of
(Name of the Faculty Guide), Department of
Government Law College (Men)
(Name of the College)

K Kiran Kumar
(Signature and Date)

Handwritten notes:

1. $\frac{1}{2}$ of the population is $\frac{1}{2}$ of the population

2. $\frac{1}{2}$ of the population is $\frac{1}{2}$ of the population

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10. $\frac{1}{2}$ of the population is $\frac{1}{2}$ of the population

Certificate from Intern Organization

This is to certify that KUNHA KIRAN KUMAR (Name of the intern)
Reg. No 2122001562015 of Government degree college (Name of the
College) underwent internship in Education department (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).

M. Prabhakara Rao 9/10/2023
Authorized Signatory with Date and Seal

Head Master
M P E School
YEDLAVANIPETA
Jalumuru Mandal

Official Certification

This is to certify that KUNA KIRAN KUMAR (Name of the student) Reg. No. 2122001562615 has completed his/her Internship in School department (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of _____ in the Department of Government degree (Name of the College).

This is accepted for evaluation.

M. Prabhakar Rao 9/10/2023
(Signatory with Date and Seal)

Head Master
M.P.E. School
YEDLAVANIPETA
Jalumuru Mandal

Endorsements


Faculty Guide


Head of the Department

Principal
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

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 Courageous people along the way. Thus I have to thank to all.

First and Foremost I would like to give special gratitude to my step ahead. I am indebted to opportunity to keep my step ahead. I am indebted to my College teachers and the principal for their vision, encouragement & enduring Continuous 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 & student of Yedewanipeta, Mpp school, Telurwaru. For their feedback, love & support with which I achieved skills & developments.

Cost & most importantly I would like to all those who made this report possible & become with a reality of 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 sides of including teaching the subject. School internship is designed to lead to the development of a repertoire, disposition, sensibilities and skills student, teacher diverse needs of learners in school.

I am second year BSC graduated of government degree college. our college is the BSC 2nd year students for internship in different departments. They have sent to mpp school, yadlavanipeta, Telangana. For the internship for two months. It commenced for August & 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 organization I have worked in the Education department of in Yadlavanipeta, mpp 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 income is to that the student should follow have the properly & correctly follow the instruction of H.M.

Our roles is to obey the respective instruction of H.M. both as substitute teacher to observe the environment, save the solutions of a possible level. The performance of mpp school, Yadlavanipeta, Salunuru was going very well. The students of the school were 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 are responsible for assisting with activities, teaching students with various learning methodologies under a head instruction.

We, the interns should reach the school at 9:00 AM. We have to go to the class that are assigned us and help the students in academic performance. We can also use the smart TV for digital learning. We have to give and observe the student environment of the problems. We also have to make the students understand about new systems like the OMR sheet exams.

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 & 4th class students	It was a great day as a teacher & Come to know about some students	MPRan
Day -2	I went to 1st class and taught them math in a fun and learning way	I have been prepare & Come to know how about teaching	MPRan
Day -3	Again, I will spend with 4th class & I have noticed some problems in them.	I came to know about their education status.	MPRan
Day -4	I went to 2nd class & taught them everyday things in proper manner & greeting.	I came to know about how to the childrens reality	MPRan
Day -5	I taught the 5th class student & English lesson & played on activity.	I observed about their know in english.	MPRan
Day -6	I have interacted with 1st class students through activities.	I came to know their mind sets & knowledge.	MPRan

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 discussed about how to be good, & become better in academic performance.

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

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: In the 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.

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 observed in some students who needs to be disciplined.	I have to know how to discipline the students at my standards.	<u>MPRan</u>
Day - 2	I went to 5th to 5th class and asked them about their goals.	I got to know about their life style goals.	<u>MPRan</u>
Day - 3	I taught 3rd class, an english lesson, by their thorough sentences.	I have managed the students to read their mother language.	<u>MPRan</u>
Day - 4	I have conducted activities for 2nd class students on maths.	I have taught a subject in appropriate manner.	<u>MPRan</u>
Day - 5	I have taught the first class student, some rhymes & animal stories.	I came to know about Communication & management.	<u>MPRan</u>
Day - 6	I have taught the 5th class about how to behave at participation places.	I have to come to know about mentoring behaviour.	<u>MPRan</u>

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 on a society	I have known as many things that kids are playing very well.	MPRan
Day -2	I have taught 4th class students about english basics.	I got to know about teaching new things to the students	MPRan
Day -3	I have Conducted a few activity to 2nd class where all the students have helped me	I have developed my communication mentoring skills.	MPRan
Day -4	I have helped the teachers in their works.	I came to know about the working of staff.	MPRan
Day -5	I have taught 5th class students about maths.	I have learned to teach about to solve problem	MPRan
Day -6	I have taught E.V.S lesson for 4th class.	I have to learnt to teach in practical way.	MPRan

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 situation, problems etc.. I have also tried to teach 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 checked about everyday class of the 5th class	I have to come to know about the the problems in school.	<u>MPRau</u>
Day -2	I have Conducted a game for explaining thing talent	I have interacted with students & helped them in their doubts.	<u>MPRau</u>
Day -3	I have taught math class class chapter to 3rd & 4th class.	I have developed my teaching skills from them	<u>MPRau</u>
Day -4	I have interacted with students regarding thing problem.	I tried to solve students problems at the level.	<u>MPRau</u>
Day -5	I taught 1st class students about animal & birds.	I have deal with 1st class students digital way	<u>MPRau</u>
Day -6	I have taught 3rd class about eating elephants.	I have increased my Communication skill.	<u>MPRau</u>

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 mpp school, Yadlaxanipeta.

As we have been interacting with each other students, we have improved our oral Communications, written Communications. we assigned to class rooms. We are confident to while Communication, understanding each other.

We also come to getting understood by others. We improved our speeches skills from prepared to extempore level.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

I have also observed the school environment students performance and 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 4th class about discipline followed in class room	I have interacted with students about discipline.	<u>MP Rao</u>
Day - 2	I have taught the 5th class about sewing skills.	I have tried to teach the sewing skills.	<u>MP Rao</u>
Day - 3	I have interacted with 1st class with digital way	I have accessed the digital device in school.	<u>MP Rao</u>
Day - 4	I have taught the 2nd class about english lesson.	The students have learned and doing good in studies.	<u>MP Rao</u>
Day - 5	I have taught the 3rd class about E.V.S lesson.	The students are doing well.	<u>MP Rao</u>
Day - 6	I have interacted with all students about previous marks.	I have know so many things in this journey	<u>MP Rao</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

As per the week, I have to come 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.

CHAPTER 5: OUTCOMES DESCRIPTION

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

Interns work environment is one of the aspects of interns quality addressed in this report, the people of mpps, yadabankipeta were a good interactive staff, we are given a desk for our work & with basic things with like Chalk pieces, our role is to enhance the students, staff, observe them and only negatives, one eyes the activities of student & staff our timings are from 9:00 AM to 3:30 PM.

The HOD & teachers are very polite & humble. The students are very friendly & interacted with made me socialize with them very easily the 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.

- There are some managerial skills I have acquired from this internship.

I learned how to effectively deal with people. Developing managerial skills, if important to an professional as a team. We planned about scheduling with respect in time & we all as a leader of every time.

We have kept notes for observing everyone improvement to weekly wise. We all discuss about to all pros & cons of the learning skills & journey we also have developed to our decision making skills.

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 & 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 its own culture. I quickly learned that every company has essential of learning new skills. I learned that it is important to communicate with teachers & this

Asking & receiving feedback is very important. It is essential to take note on both the positive & negative part of future. I learned that sometimes, asking for feedback.

Student Self Evaluation of the Short-Term Internship

Student Name: KUNJA KIRAN KUMAR Registration No: 2122001562015
Term of Internship: From: 18/08/2023 To: 30/09/2023
Date of Evaluation:
Organization Name & Address: mpp School, Yadavanipeta, Talurua (nd)

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:

K. Kiran Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: KUNTA KIRAN KUMAR Registration No: 2122001562015
Term of Internship: From: 18/08/2023 To: 30/09/2023
Date of Evaluation:
Organization Name & Address: MPP School, yadlavanipeta, Jalumuru Mandai
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:

M. Prabhakara Rao
Signature of the Supervisor 9/10/23
Head Master
M.P.E. School
YEDLAVANIPETA
Jalumuru Mandai

INTERNAL ASSESSMENT STATEMENT

Name of the Student: Kona. Kiran Kumar

Programmer of Study: B.Sc IIIrd Year

Year of Study: 2021-2024

Group: MC.AC

Register No/H.T.No: 2122 00156 2015

Name of the college: Govt. Degree College (Men), Srikakulam

University: Dr. B.R. Ambedkar University

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	13
2	Internship Evaluation	30	24
3	Report	25	20
4	Oral presentation	25	19
5	GRAD TOTAL	100	76

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