

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

Name of the Student: Reddy Jayashree (B.Sc)

Name of the College: GOVT Degree College (M.N)

Registration Number: 2122001562023

Period of Internship: From: 12/08/23 To: 30/10/23

Name & Address of the Intern Organization

M.P.T School [Kinnigaluru]
SRIKAKULAM Mandal, SRIKAKULAM Dist

DR BR-AMBEDKAR

University

YEAR

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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An Internship Report on

(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

EDUCATION

GOVT Degree College (men)
(Name of the College)

Submitted by:

R. Jayashaju

(Name of the Student)

Reg.No: 212200156 2022

Department of

Science

GOVT Degree College (men)
(Name of the College)

Student's Declaration

I, A. D. J. A. J.

a student of university

Program Reg. No. 123456789 of the Department of Science

College do hereby declare that I have completed the mandatory internship

from 15/04/21 to 15/05/21 in IT (Name of

the intern organization) under the Faculty Guidance of

Ch. Ramesh (Name of the Faculty Guide), Department of

SCIENCE (M.Sc.)

(Name of the College)

A. D. J. A. J.

(Signature and Date)

Certificate from Intern Organization

This is to certify that Department of education (Name of the intern)
Reg. No. 2122001562022 of GOVT DEGREE COLLEGE (MEN) (Name of the
College) underwent internship in M. P. P. School (Name of the
Intern Organization) from _____ to _____

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

Handwritten signature

Authorized Signatory with Date and Seal

Acknowledgements

I used to school every day and actually went
to school taught the children also I was disc
about every day and focused the student's misery.
I had a small ~~house~~ room, Jagadana Jagadana
for every student in the school. I also had lunch as
part of the mid-day meal. The Govt provides 5 rupees
food. All the teachers in the school and each very
well. There are more students. I taught the general
knowledge I know. I taught maths, English, mathematics
I was by default that the above statement
is true but if you can finish me. This is a real
programme I organized programme in my school
Kuladhar village if's true

Thanking you

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.

In my opinion, a comprehensive report should be prepared on how the current education system will be implemented and how the education system should be the future by teaching every single student in the school.

Also, I think that in the future employment opportunities will be available in terms of education.

Chin

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.

In the future by implementing the scheme today, changing the shape of the school and giving every student a chance for study in the school every mother should also student their children in the government school, so that the school will develop very not well, and the Principle and teachers should keep in mind the future of the student and given every information
Think and convey to the student.

Principles

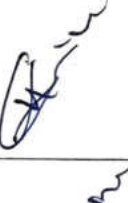
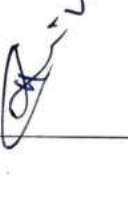
CHAPTER 3: INTERNSHIP PART

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.

In the school every student is conducting quiz competition and playing games in the week. Physically, every student is at the peak point. Study hours also organized for every student to study actively. We also organized drilling. Because of that, the teachers also expressed happiness.

Amiruz

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Today I went to school on the first day and introduced all the teachers and students. I taught maths lesson to 5th standard.	Students are reading and understanding said correctly. So I am dedicated worker.	
Day -2	Today I went to school. Today I taught mathematics and English to all 4th standard student. I checked the attendance of children.	Today I teach each student to understand said correctly.	
Day -3	Today also I taught addition, subtraction, multiplication and division to all the 4th standard student.	Students are reading said correctly. So I am dedicated workers.	
Day -4	Today I told general knowledge which I know to all fifth class student. I also explained the stories in English language.	I work with dedicated towards student. So I am happy to teaching.	
Day -5	I went to school. I also taught the alphabet, addition and subtraction to all the third class.	Today I teach each student to understand said correctly.	
Day -6	I went to school. I told addition and subtraction to all the second class students. I told them in Telugu.	Students are reading and understanding said correctly. So I am dedicated person.	

WEEKLY REPORT

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

Objective of the Activity Done:

I am very happy to teach student.

Detailed Report:

All the student/s in the school are very active in listening lesson. All students are study well. The teachers in the school are teaching very well. I behaved respectfully with all the teachers and teaching all the students are happy.

Also today was not selected as the school naadu - needu scheme. Also the school does not have a spacious play ground. The midday meal is very good. Good that are high in nutrients. The school is also provided with government facilities. Also the school has a head master and a teachers. This week ago I teaching lesson. on telugu, english, maths, etc in school. with great satisfaction.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Today I went to school / Today I teaching mathem atics and english to all third standard students	Today I teach each student to under stand said correctly.	
Day - 2	today I teaching general knowledge which I know to all fifth class student.	student are Reading and understanding so I am dedicated towards	
Day - 3	today also I teaching addition and division to all third class student	I work went dedi cation towards st udents. so I am happy to teaching	
Day - 4	today I went to school I also explained the stories in english and telugu (answars)	Today I teach each student to under stand to under stand said correctly	
Day - 5	I went to school. I told addition and subtraction to all the second class student	Today I teach each student to under stand said correctly	
Day - 6	I went to school. I am teaching stories in english.	I work with dedic ation towards stude nts. so I am happy to teaching	

WEEKLY REPORT

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

Objective of the Activity Done:

I am very happy to teach student.

Detailed Report:

All the students in the school are very active in listening lesson. All the students are studying well. The teachers in the school are teaching very well. I behaved respectfully all the teachers and teaching all the students are very happy.

Also today was not selected on the school monitor- needs scheme. Also the school does not have a spacious play ground the midday meal is very good. But not high in nutrients the school is also provided with government facilities.

Also has a head-master and a teacher. This week also I teaching lesson - on Telugu, English, Maths in school with great satisfaction.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Today I told general knowledge which I know to all first class students. I also explained stories.	every day I teach each student to understand said correctly.	
Day - 2	I teaching english and telugu direction in fifth and fourth class student	today I teach each student to understand said correctly.	
Day - 3	today I went to school I teaching division to all the third class students.	Today I teach each student to understand said correctly.	
Day - 4	today I went to school. I teaching mathematics and english language.	every day. I teach each student to understand to said correctly.	
Day - 5	I teaching english word and telugu word to all the first class students.	Today I teach each student to understand said correctly.	
Day - 6	today I went to school. children day was celebrated in the school today. sweets were also distributed to children.	today I teach each student to understand said correctly.	

WEEKLY REPORT

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

Objective of the Activity Done:

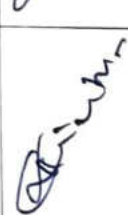
I am very happy to teach students

Detailed Report:

Also today was not selected on the school made needs scheme. Also the school doesn't have a spacious play ground. The midday meal is very good. Food that is high in nutrients. The school is also provided with government facilities. This week also I teaching lessons on telugu, english in school with great satisfaction.

all the student in the school are very active in listening lesson. all students are studying ~~are~~ active all the students teaching very well. I behaved respectfully all the teachers and teaching all the students very happily.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Today I went to school I teaching division adding for all third class students.	I work with dedi cation towards students, so I am happy to teaching	
Day - 2	I teaching english word and teller word told all the forth class students	I am today I teach each students to understand said correctly	
Day - 3	Today I told general knowledge which I know to all forth class student.	students are reading and understanding said correctly. so I am dedicated	
Day - 4	I went to school - I told addition and subtraction to all the second class student I told them in english	Today I teach student to understand said correctly	
Day - 5	Today also I teaching addition subtraction multiplication and division to all third class student	students are Reading and understanding said correctly.	
Day - 6	today I went to school today I teaching addition. in this class	I work with dedication. towards students	

WEEKLY REPORT

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

Objective of the Activity Done:

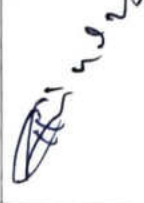
I am very happy to teach students.

Detailed Report:

All the students in the school are very active in listening lessons. All students are studying well. The teachers in the school are teaching very well. I behaved respectfully with all the teachers and teaching all the students are very happy.

Also today was not skipped by the school needs - need scheme. Also the school doesn't have a games play ground. The midday meal is very good. The school is also bonded with government parties. Also the school has a head master and a teacher. This week also told this all lessons in school with great satisfaction.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Today I told general knowledge which I know to all fifth class students	Today I teach each student to understand said correctly	
Day - 2	Today I went to school. Today also teaching additions and division to all third class students	Students are reading understanding said correctly.	
Day - 3	All the 5th class students were made into a group in which I also participated	I work with decision toward students. so I am happy to teaching	
Day - 4	Today I went to school. I told all the second class students I told them in English.	Every day I teach each student to understand said correctly	
Day - 5	Today I went to school today I also teaching telugu, maths, G.K. to all fifth class students	Today I teach each student to understand said correctly.	
Day - 6	Today I went to school Today I checked the monthly registers of all	Students are reading and understanding correctly. -	

WEEKLY REPORT

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

Objective of the Activity Done:

I am very happy to teach students

Detailed Report:

All the students in the school are very active in listening. All the students are studying well. The teachers in the school are teaching very well. I behaved respectfully with all the teachers and teaching to the students very happily.

Also today was not selected for the school naadu - needu scheme. Also the school midday meal is very good. Food that are high nutritious. The head master and a teacher. This week also I teaching lessons on telugu, mathematics in school with great satisfaction.

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.)

The facilities in the school are very good also. Teachers also come to the school daily. All programme are also well done. School start at 8.30 in the morning and dismisses at 3.30 in the evening. All children also listen very well.

Also, all the children in the school were divided into group and given special lesson. I think. They still have a lot to learn on the day of the school. Today the scheme has not yet been selected. But the teachers after some easy students to easy boy thinking to some surety.

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

I went to the school and prepared a report on how the present education system will be and how the future education system should be. The facilities in the school are very good. Also teachers also come to the school daily. All programmes are also well done.

I am happy to explain all about the school. By staying in school I see the school by staying in school. The possibility of getting employment, opportunities in the future and the staying in school. I have prepared a report understanding what educational plan should be implemented in the future.

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).

my thoughts are the students should be a leaders and divide them into group and every one should work hard so that they can understand each subject. I also played games for all the students every week and also got to know in future plan of each student.

In my opinion they should study in the future and get job opportunities soon.

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.,)

The President of school also said very well about the children that we should respect them and respect them out side so etc....

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

When I was not divided into groups, as a member of the group I handled each subject differently and efficiently. The facilities also come to school are very good. Also teachers also come to school daily. All programmes are also well done.

I went to the school and prepared a report on how the present education system will be and how the future also teachers also come to the school daily. All programmes are also well done.

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 used to explain you tube lesson to all school students and through those lesson I tried to help them develop their technological knowledge.

I went to school every day and I told every day students how to acquire such developmental skill and I showed them my self

I am very happy to open you tube to every student in the school and show to avdies in the video so that every one can understand.

Arin

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Reddy Jayaraju</u>	Registration No: <u>212200156</u> <u>2022</u>
Term of Internship: From: <u>21.10/08/23</u>	To: <u>30/09/23</u>
Date of Evaluation:	
Organization Name & Address: <u>Sri Kaku / am (bist) Sri Kaku / am mandala</u> <u>Kiliya / ch</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: 30/09/23


Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Reddy Jayanthi</u>	Registration No: <u>212200156</u> 2022
Term of Internship: From: <u>28/08/2022</u> To: <u>30/10/2022</u>	
Date of Evaluation:	
Organization Name & Address: <u>M.P.P. School / Killip/accm] Srikakulam Dist</u> <u>Srikakulam mandal.</u>	
Name & Address of the Supervisor with Mobile Number <u>8096696666</u>	

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

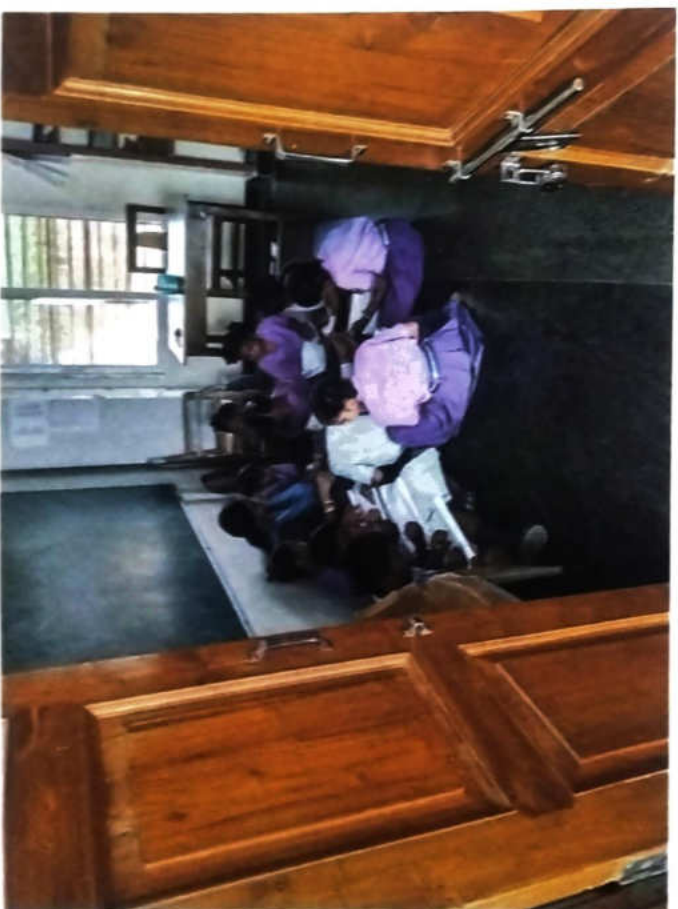
Please note that your evaluation shall be done independent of the Student's self-evaluation

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



INTERNAL ASSESSMENT STATEMENT

Name of the Student: Reddy JAYARAJU
Programmer of Study: ~~2021~~ - ~~2024~~ 3rd year.
Year of Study: 2021 - 2024
Group: ~~2021~~ and. BSC [MCAC]
Register No/H.T.No: 2122001562092
Name of the college: GOVT Degree College (men)
University: Dr. B.A. AMBEDKAR

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

Date: 27-10-23

Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal