

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: VANA. LATHISH

Name of the College: Govt Degree College (men)

Registation Numbe : 2122001562029

Period Of Internship: From 18-08-23 TO: 30-09-23

Name & Address of the Intern Organization

MPP School, SRINRISHNAPURAM (vi) SRINAKULAM

_____ UNIVERSITY

YEAR:

An Internship Report on

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

SRINU

(Name of the Faculty Guide)

Department of

School Education

(Name of the College)

Submitted by:

(Name of the Student) VANA, LATHISH

Reg.No: 2122001562029

Department of

B.sc Analytical Chemistry

(Name of the College) Govt. Degree College
(MEN) SKLM

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, VANIA LATHISH a student of _____
Program, Reg. No. 2122001562029 of the Department of B.Sc
College do hereby declare that I have completed the mandatory internship
from 19/09/2023 to 30/10/2023 in school education (Name of
the intern organization) under the Faculty Guideship of
SRINIVAS Rao (Name of the Faculty Guide), Department of
Chemistry, Govi. Degree College (men)
(Name of the College)

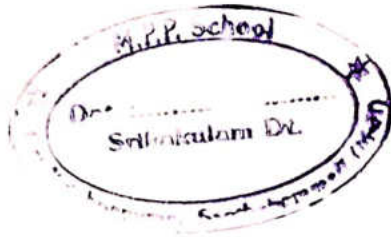

09/10/23

V. Lathish
(Signature and Date)

Official Certification

This is to certify that VANA. LATHISH (Name of the student) Reg. No. 2122001562099 has completed his/her Internship in _____ (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 _____ (Name of the College).

This is accepted for evaluation.



(Signature with Date and Seal)
M.P.P. School
SRI KRISHNAPURAM
SANTABOMMALI

Endorsements

Faculty Guide

Head of the Department

Principal
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

Certificate from Intern Organization

This is to certify that VANA, LATHISH (Name of the intern)
Reg. No 2122001562029 of Govt. Degree College (MENA) (Name of the
College) underwent internship in school education (Name of the
Intern Organization) from 18/02/2023 to 30/09/2023

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



A handwritten signature in black ink, appearing to be "R. K."

Authorized Signatory with Date and Seal

The Head Master
M.P.P. School
SRI KRISHNAPURAM
SANTABOMMALI

Acknowledgements

This school internship report is the result of a way of two months. It would not have been possible without the participation assistance of humorous 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 every opportunity special gratitude to keep my step ahead. I am indebted to my college teacher and the principle for their vision encouragement and ending contagious interest in the internship.

I entered 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 Kuddiram mpppl school. "SRIKRISHNAPURAM" for their feedback, love & support with which I achieved skill & developments.

Cost & 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, responsibility, and serves student-teacher diverse need of learners in school.

I am second year B.Sc graduated of Govt. Degree College (men) Sullam. is the B.Sc 2nd year student for internship in different departments. The name has sent to MPP school socs. Srikakulam for the internship of for two months. It commenced to August 1st & 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 size mppl school. Its vision is to empower children system and to prepare bright students for future. The policy of the school with interns is to that the solution should follow the period correctly & follow the instruction of him.

our notes is to obey the respective instruction of H.M & know as a substitute teacher to observe the environment. some the solution of a possible level. The performance of mppl school, 'SRIKRISHNAPURM', 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 calm activities, teaching students with various learning methodology under a read instructions.

We the interns should reach the school at 9:00 AM we have to the class that one assigned as and help the students in academic part 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 online 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 5 th class & 6 th class studied	it was a great days a set teacher & come to know about some student	
Day - 2	I went to third class & taught them mathes in a fun and learning way	I have been prepo reel & come to know how about teacher	
Day - 3	Again I was spend with 6 th class & I have noticed some problems in them	I came to know about their education	
Day - 4	I went to 2 nd class & taught them over day though impro per mords sheetings	I came to below how to then the children started	
Day - 5	I taught the students & english lesson & played an activity.	I observed about their below in english	
Day - 6	I have interacted with 1 st class though activity	I come to know about their mind student knowledge	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted extra activities ^{and} self-introduced, games & their mind to connect with them.

I have also taught them few lessons from their syllabus in understanding grammar 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.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	division & responsibility of digital Assistant & welfare education Assistant	Imp. of various service to citizens and type of welfare schemes	(Signature)
Day -2	division & responsibility of VRO & village surveyor	ration distribution system and how recognition and type of card	(Signature)
Day -3	division & responsibility of veterinary AIT & Agricultural AIT	live stoller & type various immunization type of -census	(Signature)
Day -4	field visit by VRO - PDS distribution	door to door delivery of public distribution to the hole hole	(Signature)
Day -5	field visit by VRO survey	re-cognition of land in village using latest festival	(Signature)
Day -6	in brief of last 5 day activities	know what division are being delivered	(Signature)

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 studies and their capability. I have discussed 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 THIRD 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 need stu be disciplined	I have to know how how to discipline the student at my strand level	
Day -2	I went to 5th class & asked them out out their goals	I got to know about their style goals	
Day -3	I taught 3rd class a english less by then through sentence	I have managed the students to read in their mother language	
Day -4	I have conducted activities for 2nd class students on maths	I have a tough subject in app name	
Day -5	I have taught the 1st class student some new, nice stories	I have known about communication & engagement	
Day -6	I have taught the 3rd class about how to have at participation place	I have to come to know about what things behd.	

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 situational problems, 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 5 th class	I have to come to know about the problem	Uday
Day -2	I have conducted a game for experineces their talent	I have interacted with students & helped them in their doubts.	Uday
Day -3	I have taught maths chapters to 3 rd & 4 th class	I have developed my teaching skills from H.M	Uday
Day -4	I have interacted with students regarding their problems	I found to solve the students problem at 1 st level	Uday
Day -5	I have taught 1 st class students about animals & birds	I have deal with 1 st class students digital way	Uday
Day -6	I have taught 3 rd class about casting	I have increased my communication skill	Uday

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In This week, I have development my skill such as teaching, methodologies, communication managing and team participation skills when compared to previous 3 weeks

I have also observed the school environment and students performances 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 target upholding about discipline followed in class room	I have interacted with students about discipline	
Day -2	I have interacted with 1st class with digital ways	I have accessed the digital device in school	
Day -3	I have taught the students about seminar skill	I have tried to teach the seminar skill	
Day -4	I have taught the 2nd class about english lesson	The student have learned & doing good in studying	
Day -5	I have taught the 3rd class about Civ. lesson	I have know learn so many things	
Day -6	I have interacted with all students about previous month	The students are doing well	

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 learn so many things in this journey. I have developed my communication, interactive, teaching & other skills with enhanced me very well.

I have come to know that few good things I also some problems with I have ~~fixed~~ 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 school were good & report, the people of school works with basic things like pieces, our role is to enhance the students observe them and any other negatives, one eyes the activities of students staff our timings are from 9:00 AM to 3:30 PM

The H.M's teacher are very polite & humble.

The student are very friendly & interact which made me social with them very easily. The other interns as a team were very active & 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 & skills into practice such as mentoring. I learned how to communicate & build relationship with people. I worked I learned that every department has its own culture. I quickly learned that every company has continual open learning new skills. I learned that important to communicate with teachers & students.

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

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 like all as a barber every time.

We have kept notes for observing everyone's ^{may} important weekly wise. We all discuss about all pros & cons of the working skills & journey we also have developed our decision making skills

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 MPPS School, "SRIKRISHNAPURAM"

As we have been interacting with each other students
we have improved our oral communications, written communication
we assigned to class rooms, we are confident while communication
and we understand each other

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

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

we have improved our communication skills in this internship at MPPS school, Sri Krishnapuram.

As we have been interacting with each other students we have improved our oral communication, written communication. we interact to classrooms we are confident whole communication come understanding each other

we also come to getting understanding by other approved our speech skills from proposal level for interpersonal level.

Student Self Evaluation of the Short-Term Internship

Student Name: VANA LATHISH

Registration No: 21220056 2029

Term of Internship: ^{education} From: 18/08/23

To: 30/10/2023

Date of Evaluation:

Organization Name & Address: SRINAKULAN(COOP), SATHADOMMAY (M), SRIKESHWAPURAM (M)

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:

V. Gathish
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: VANA · LATHISA	Registration No:
Term of Internship: From: 12/08/2023	To: 30/10/2023
Date of Evaluation:	
Organization Name & Address: SRINIKHILANY SATHARMMALAI, SPT WAZ SINGAPURAN	
Name & Address of the Supervisor with Mobile Number	

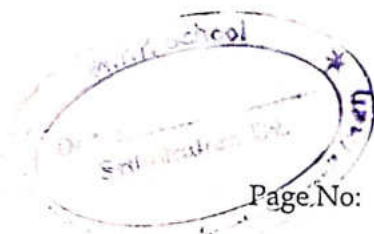
Please rate the student's performance in the following areas:

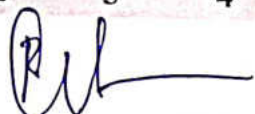
Please note that your evaluation shall be done independent of the Student's self-evaluation

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
S.P. School
SRI KRISHNAPURAM
SANTAROMBA

INTERNAL ASSESSMENT STATEMENT

Name of the Student: VANA LATHISH

Programmer of Study: IIIrd BSc (MCAC)

Year of Study: 2023.

Group: B.Sc (MCAC)

Register No/H.T.No: 2122001562029

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

University: Dr. AMBARKAR University

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	15
2	Internship Evaluation	30	23
3	Report	25	22
4	Oral presentation	25	21
5	GRAD TOTAL	100	81

Date: 27 - 10 - 23.

Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal

PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

