

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)

Form No. 100-100-100

SHORT-TERM INTERNSHIP

(Onsite / Virtual)

Name of the student: BANALA DILLESWARARAO

Name of the organization: GOVERNMENT DEGREE COLLEGE (MEN)

Registration No: 2122001566005

Period of the internship: From 17/08/2023 To 30/09/2023

Name of the Address of the Intern Organization: MPPSCHOOL, CHIKKALATH

- NALASA, NARASIPPA PETA

Signature of the student

Place

G. Mallikarjun

09/10/23

M.P.P. SCHOOL
K. Chikhalavathu

Narasipeta Mandal
Chikhalavathu Dist (A.P)

An Internship Report on
SHORT - TERM INTERNSHIP

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.Sc

Under the Faculty Guideship of
Sri. R. VENKTESWARARAO

(Name of the Faculty Guide)

Department of
GOVERNMENT DEGREE COLLEGE (MEN)

(Name of the College)

Submitted by:
BANALA DILLESWARAO

(Name of the Student)

Reg.No: 2122001566005

Department of
GOVERNMENT DEGREE COLLEGE (MEN)

(Name of the College)

G. Malluwarao 08/08/23
Head Master

M.P.U.P. SCHOOL
K. Chikkalavalasa
Narasannapeta Mandal
Chilakalur District (A.P)

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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.

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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.

————<@>>————

Student's Declaration

I, BANDLA DILIPSWAPRAO a student of Short term internship
Program, Reg. No. _____ of the Department of Govt Degree (M.C.T.C)
College do hereby declare that I have completed the mandatory internship
from 17/08/2023 to 30/09/2023 in School education (Name of
the intern organization) under the Faculty Guideship of

(Name of the Faculty Guide), Department of

GOVERNMENT DEGREE COLLEGE (MEN) - SRIRAKULAM
(Name of the College)

G. Mallawaiah
Head Master
M.P.U.P. SCHOOL
K. Chikkalavalasa
Narasannapeta Mandal
Srikakulam Dist (A.P)

Barale. Dillegwarao
(Signature and Date)

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Official Certification

This is to certify that LINDA DILESAN/ACHRIQ (Name of the student) Reg No. 21130012605 has completed his/her Internship in YUKA TRADING SDN BHD (Name of the Intern Organization) on supervision as a part of partial fulfillment of the requirement for the Degree of BA in Education (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BA in Education in the Department of BA in Education (Name of the College).

This is accepted for evaluation.

Bernadette D. M. (Signature)
(Signatory with Date and Seal)

Endorsements

(Signature)
Faculty Guide

Head of the Department

Principal
Gaut Degree College (Men)
SRIKAKULAM

(Signature)

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Certificate from Intern Organization

This is to certify that BANALA DILLESWARAKHA (Name of the intern)
Reg. No 2122001566005 of GOVT. Degree College (Name of the
College) underwent internship in SCHOOL EDUCATION (Name of the
Intern Organization) from 17/08/2023 to 30/09/2023

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

G. Mallan 12/08/2023
Authorized Signatory with Date and Seal
Head Master
M.P.U.P. SCHOOL
K. Chikkalavalasa
Narasannapeta Mandal
Chikmagalur Dist (A.P)

Acknowledgements

This school internship report is the result of an easy of two months. If would not have been possible without the participation assistance of numerous brave and courageous people along this I have to thank them all.

First and foremost I would like to give Special gratitude to my parents who give me every opportunity to keep my step ahead. I am indebted to my college teachers and the principle for their vision encouragement and evoking Contiguous interest in the Internship.

I extended my gratitude to my classmates and especially to one group members with them I shared my dark days & together we sort out academic & social problems. Special thanks must be given to the teachers & student of Chikkalavalasa. mpp School. Srikakulam. for their feed back, Love & Support with which I achieved Skills & developments

Last & most importantly I would like to all those who made this report possible becomes a reality with their kind assistance.

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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.

Designed to lead to the development of internship is of proper perspective professional capacities teacher disposition sensibilities, and result. student, teacher divers needs is being in school.

I am second year Bsc graduated of Grad Degree College is Bsc 2nd year student for internship in different department the been sent to mpp school Chikkalambaga Narasarnapeta. for the internship for two months. It commenced 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 Organisation I have worked in the Education department in Chikkalavalaga mpp School. It's vision is to empower children in education system and to prepare bright. Students for further. The policy of the school with respect to interns lets is to that the study should follow fine period. Conedly & follow the instructions of t.m.

Our roles is to obey the respective instruction of t.m. & for a substitute teacher, to observe the environment save the solution. at a possible level. the performance of mpp school Chikkalavalaga 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 interns to do a variety of activities, we are responsible for assisting kalam activities - teaching students with various learning methodologies under a head instruction.

We the interns should reach the school at 9:00am we have to go to the classes that one assigned us and help the students in academic perform we can also use the Smart TV for digital learning we have to give & observe the student environment. of the problems we also have to make the students understand about new system like the OMR sheet exam.

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 intro for 5th class & 4th class students	It was a great day as a teacher & come to some about students	G. Mallanur N.
Day - 2	I went to third class & taught them math lines for and learning day	I have been pre-pared & come to know how about teaching	G. Mallanur N.
Day - 3	Again I was spend with 4th class & I have noticed some problems in them	I came to know about their educating student	G. Mallanur N.
Day - 4	I went to 2nd class & taught them every day things in proper manner	I am observed about their the childreanly	G. Mallanur N.
Day - 5	I taught the 5th class & English lesson & played an activity	I came to know about their in English	G. Mallanur N.
Day - 6	I have interacted with 1st class students through activities.	I came to know about their mind sets know ledge.	G. Mallanur N.

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WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

I have also taught them few things lesson from their syllabus in understanding manner so that they have some to know about some new thing found.

I have observed their educational performance knowledge.

To tally, I learn that some students are not very well in student & they 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	I went to 4 th class & I have observed some student who needs to be disciplined	I have to know how to discipline the students at my standard	G. P. Pallanur N
Day - 2	I went to 5 th class & asked them about their scale.	I got to know about their life style scale.	G. P. Pallanur N
Day - 3	I taught 3 rd class, a. English lesson & by then through sentences	I have managed the students to heed the mother language	G. P. Pallanur N
Day - 4	I have conducted activities for 2 nd class student on maths	I have taught subject in appropriate manner	G. P. Pallanur N
Day - 5	I have taught the 1 st class student some rhymes & moral stories	I came to know about communication of management	G. P. Pallanur N
Day - 6	I have taught the 5 th class about how to behave at participation place	I have to come to know about mentoring behavior	G. P. Pallanur N

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

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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 5 th class student awareness on how to live in a society	I have known as many things that teachers playing very well	G. mpallumar N
Day - 2	I have taught 4 th class student about english basics	I got to know about teaching new things to the student	G. mpallumar N
Day - 3	I have conducted a few activities to 2 nd class where all the student have helped me allway	I have developed my communication or mentoring skills.	G. mpallumar N
Day - 4	I have helped the teacher in their works.	I came to know about the working of staff	G. mpallumar N
Day - 5	I have taught 5 th class student about maths	I have learned to teach about to solve problems	G. mpallumar N
Day - 6	I have taught E.V.S lesson for 4 th class	I have learnt to teach in practical way	G. mpallumar N

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 practical approach with enhanced my communication skills very well.

And, I have also interacted with the respected government teachers patiently about the situations, problems etc. I have also tried to teach the students in a free manner.

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ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about every day class of the 5 th class	I have to come to know about the problem in school	P. Hymanath
Day - 2	I have conducted a game for explaining their talent.	I have interacted with student & helped them in their doubts	P. Hymanath
Day - 3	I have conducted a game for explaining their talent	I have developed my teaching skills for H.M	P. Hymanath
Day - 4	I have interacted with student reading -g- their problems	I tried to solve student's problem at a +ve level.	P. Hymanath
Day - 5	I have taught 1 st class student about animal & birds	I have dealt with 1 st class student's digital way	P. Hymanath
Day - 6	I have taught 3 rd class about eating etiquette	I have increased my communication skills.	P. Hymanath

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 mentees 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 the class about discipline followed in class room	I have interacted with students about discipline	P. Thymanathu
Day - 2	I have taught the class about semi-hill skills.	I have tried to teach the seminar skills	P. Thymanathu
Day - 3	I have increased with 1st class with digital away	I have accessed the digital device in school	P. Thymanathu
Day - 4	I have taught the 2nd class about English lesson	The student have learned & doing good in studies	P. Thymanathu
Day - 5	I have taught the 3rd class about E.V.S class.	The students are doing well.	P. Thymanathu
Day - 6	I have interacted with all students about previous months - it previous months	I have know so many things in this journey	P. Thymanathu

WEEKLY REPORT

WEEK - 5 (From 1st to 1st)

Objective of the Activity Done:

Detailed Report:

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

I have come to know that how good things & also some problems which I have tried to solve & made better out of 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 aspect of interns quality addressed in this report. The people of MPUS School, Chirralavalasa, Marasannapeta, were a good interactive staff we are given a desk for our work with basic things like Challe pieces, our role is to share the students observe them and any other tag the one eyes the activities of student & staff our things are from 9:00 AM to 4:00 PM. The staff & teachers are every polite & humble the student are very friendly & interact which made me socialize 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 the people I worked. I learned that every department has its own culture. I quickly learned after learning new skills I learned that teachers are headmaster.

Asking & activate feedback is very important. It is essential to take note on both the positive & negative point 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 is important to a professional. As a team we planned about scheduling with respect in time & we all as a leader every time. we have kept notes for observed everyone improvement weekly wise. we all discuss about all pros & cons of the working skills & timing 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 the 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 mpw school

Chikkalavalasa.

As we have been interactions with each other students, we have improved our Oral Communication, written Communication we assigned to class rooms we are ~~Confidential~~ whilst Communication, Conserve, understanding each other.

we also come to getting understand by other we improved our speech results from prepared level to extempore level.

Student Self Evaluation of the Short-Term Internship

Student Name: BANALA DILLESWARABO Registration No:
Term of Internship: From: 17/08/2023 To: 30/09/2023
Date of Evaluation:
Organization Name & Address: MPG SCHOOL, CHIKKA LANAALASA, NARASANNAPETA

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:

Banala Dilleguwarab
Signature of the Student

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Evaluation by the Supervisor of the Intern Organization

Student Name: **BANALA DILLESWARAN** Registration No:
Term of Internship: **From: 17/08/2023 To: 30/09/2023**
Date of Evaluation:
Organization Name & Address: **M.P. SCHOOL, CHIKKALAVALLASA,
NARASANNAPETA**
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

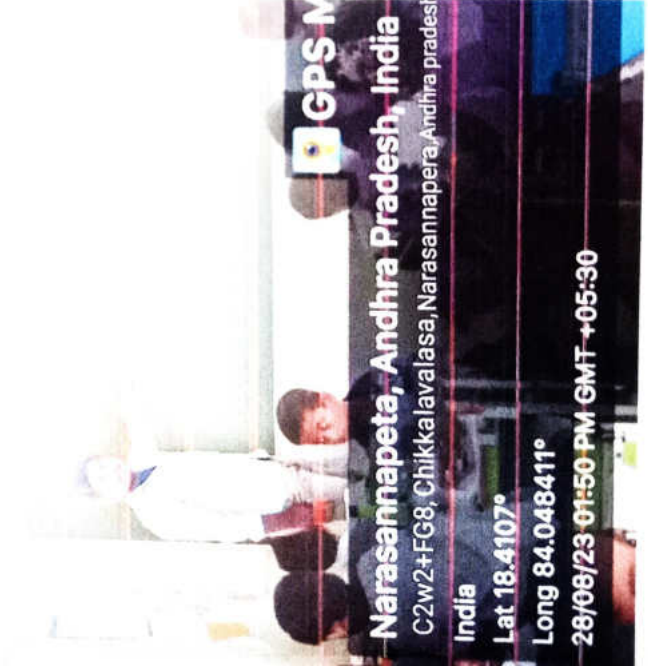
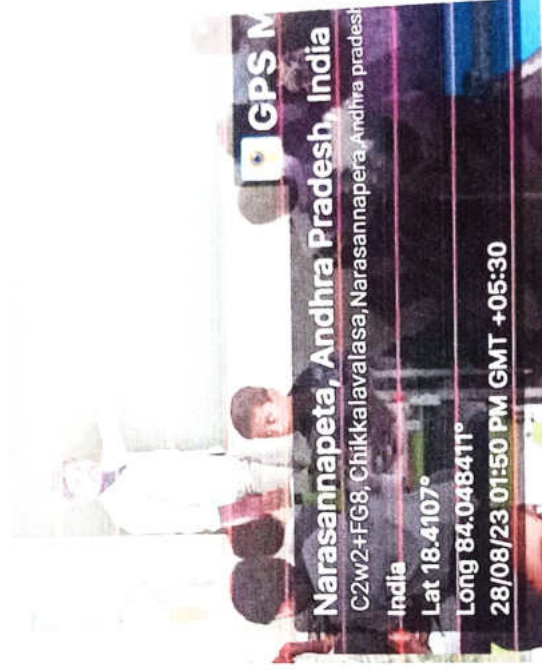
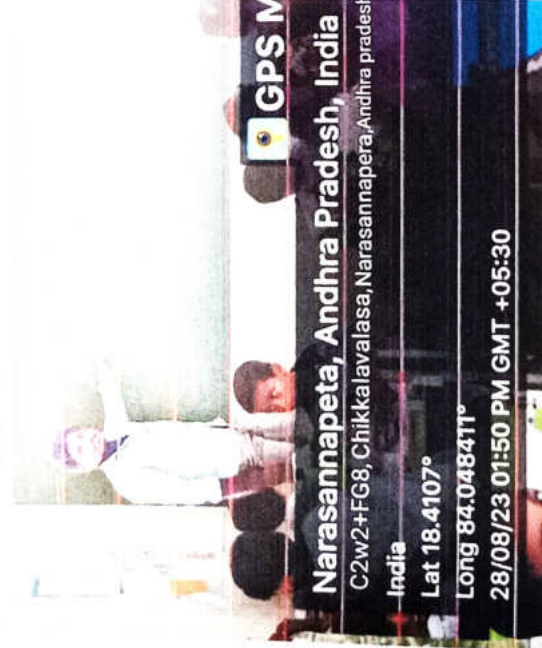
Date:

G. Mahan
Signature of the Supervisor

Head Master
M.P.U.P. SCHOOL
K. Chikkalavalasa
Narasannapeta Mandal
Srikakulam Dist (A.P)

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PHOTOS



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
 - 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.

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- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

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INTERNAL ASSESSMENT STATEMENT

Name of the Student: Karala Dillegorao

Programmer of Study:

Year of Study: IIIrd year

Group: B.S.C (M.C.I.C)

Register No/H.T.No: 2122001566005

Name of the college: Govt. Degree College (MEN) - SKLM

University: Dr. B. R. Ambedkar University - Etcherla

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	18
2	Internship Evaluation	30	24
3	Report	25	22
4	Oral presentation	25	22
5	GRAD TOTAL	100	86

Date:
Guide


Signature of the Faculty

Certified by

Date:

Seal:
Department/Principal


PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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

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