

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
SEMESTER INTERNSHIP

Name of the Student : CHALLA · UDAY KIRAN

Name of the College : GOVT. DEGREE COLLEGE (MEN) SKLM.

Registration Number : 2122001566009

Period of Internship: From: 17/08/2023 To: 30/09/2023

Name & Address of the Intern Organization

M.P.U.P SCHOOL DESAVANIPETA, NARASANNAPETA

532421.

B.P. Ambedhkar

University

YEAR

P. Jayaram
HEAD MASTER
M.P.U.P. SCHOOL
DESAVANIPETA
Narasannapeta Mandal
Srikalahasti Dt. (A. P.)

An Internship Report on EDUCATION DEPARTMENT.

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.S.c

Under the Faculty Guideship of
R.VENKATESWARARAO

(Name of the Faculty Guide)

Department of
INDUSTRIAL CHEMISTRY

(Name of the College)

Submitted by:

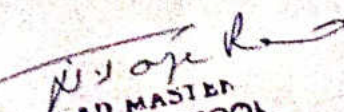
CHALLA UDAY KIRAN

(Name of the Student)

Reg.No: 2122001566009

Department of

(Name of the College)


HEAD MASTER
M.P.U.P. SCHOOL
DESAVANIPETA
Narasannapeta Mandal
Grikakulam Dt. (A. P.)

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, CHALLA·UDAYKIRAN a student of INTERNSHIP
Program, Reg. No. 2122001566 of the Department of MCTC

College do hereby declare that I have completed the mandatory internship from 17/08/2023 to 30/09/2023 in EDUCATION DEPT. (Name of the intern organization) under the Faculty Guideship of _____ (Name of the Faculty Guide), Department of GOVERNMENT DEGREE COLLEGE (MEN) SRIKAKULAM. (Name of the College)

ch. udaykiran

(Signature and Date)
M.P.U.P. SCHOOL
DESAVANIPETA
Narasannapeta Mandal
Srikakulam Dt. (A. P.)

HEAD MASTER
M.P.U.P. SCHOOL
DESA VANPETA
Narasimhapeta Mande
Tatakula - Dist. (A. N.)

Official Certification

This is to certify that CHALLA UDAYKIRAN (Name of the student) Reg. No. 2122001566009 has completed his/her Internship in EDUCATION DEPT. (Name of the Intern Organization) on EDUCATION DEPARTMENT (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc in the Department of Govt. Degree College (Men) (Name of the College).

This is accepted for evaluation.

ch. udaykiran

(Signatory with Date and Seal)

Endorsements


Faculty Guide

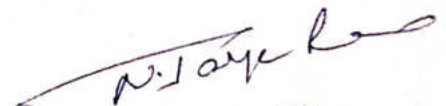

Head of the Department

Principal
PRINCIPAL
Govt. Degree College (Men),
.. SRIKAKULAM

Certificate from Intern Organization

This is to certify that CHALLA UDAYKIRAN (Name of the intern)
Reg. No 2122001566009 of GIOVE DEGREE COLLEGE (Name of the
College) underwent internship in EDUCATION DEPARTMENT (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).


Authorized Signatory with Date and Seal
MASTER
M.P.U.P. SCHOLAR
DESAVANIPETA
Marasannapeta Mandu
Srikakulam Dt. 1A.P.

Acknowledgements

This school internship report is the result of an way of two months. It would not have been possible without participation assistance of numerous brave and courageous 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 gives me every opportunity to keep my step ahead. I am indebted to my college teachers and the principal for their vision encouragement and enduring continuous interest in the Internship.

I extended my gratitude to my classmates and especially to our group members with them I shared my dark days & together we sort out academic & social problems. Special thanks must be given to the Teachers & students of MPUP School Desavanipeta, Narasannapeta. Then feed back love and support with which I achieved skills & developments.

last & 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 separate of proper perspective professional capacities teacher disposition, sensibilities, and skills. student Teacher, diverse needs of learners in School.

I am Second year BSc graduated of Govt. Degree college. our college is the BSc 2nd year students for Internship in different departments. There has sent to MPUP School desavanipeta, Narasannapeta. for the Internship of for two months. It commenced for the Internship of the 17th 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 mpup school desavanipeta. It's vision is to empower children in education system and to prepare bright students for future. The policy of the school with respect to interns is that the students should follow time period correctly & follow the instructions of H.M.

our roles is to obey the respective instruction of H.M & as a substitute teacher to observe the environment. Save the solutions of a possible level the performance of mpup school desavanipeta, Narasannapeta. 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 activities, we are responsible for activities, teaching students with various learning methodologies under a read instructions.

we the Interns should reach the school of 9:00AM we have to go to the classes that are assigned us and help the students in academic perf we can also use the smart T.V 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 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 & 3 rd class students	I was a great day as a teacher & come to know about some students.	ch. uday kiran
Day -2	I went to third class & taught them maths in a action and learning way.	I have been prepared & come to know how about teaching	ch. uday kiran
Day -3	Again I was spend with 4 th class & I have noticed some problems in them.	I come to know about their education status.	ch. uday kiran
Day -4	I went to 2 nd class & taught them every day things in proper months speaking.	I come to learn about how to teach the children neatly	ch. uday kiran
Day -5	I taught the 5 th class English lesson & played an activity.	I observed about their known in english.	ch. uday kiran
Day -6	I have interacted with 7 th class students through activities.	I come to learn about their mind sets & knowledge	ch. uday kiran

WEEKLY REPORT

WEEK - 1 (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.

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 3 rd class & I have observed some students who needs to be disciplined.	I have to know how to discipline the students at my standard.	ch. uday kiran
Day - 2	I went to 5 th class & asked them about their Goals.	I got to know about their life style Goals.	ch. uday kiran
Day - 3	I taughts 2 nd class, a english lesson & by them through sentence	I have managed the students to read in their mother language.	ch. uday kiran
Day - 4	I have taught the 1 st class students some rymes & moral stories.	I have taught a Subject in approuner.	ch. uday kiran
Day - 5	I have taught the activities for 4 th class students on maths.	I come to know about commutator & arrenge ment.	ch. uday kiran
Day - 6	I have taught the 6 th class about how to behave at participation places.	I have to come to know about mentoring behavior.	ch. uday kiran

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted extra activities like games & have tried to connect with them.

I have also taught them few lessons from their syllabus in understanding manner so that they have come to know about some new things found. I 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 THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about the 6 th class students awareness on how to live on a society.	I have known as many things that kids are playing very well.	chuday kiran
Day - 2	I have taught 5 th class students teach maths tricks.	I got to know about teaching new things to the students.	chuday kiran
Day - 3	I have conducted the quiz on 7 th class students on our Books.	I come to know about the Teach about problems	chuday kiran
Day - 4	I have taught 4 th class students about maths	I come to know about the working of staff.	chuday kiran
Day - 5	I have helped the Teachers in their works.	I have learned to teach about to solve problems	chuday kiran
Day - 6	I have taught Ev.s lesson for 8 th class.	I have learnt to teach in practical way	chuday kiran

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 situations, 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 3 rd class	I have to come to know about the problems in schools.	chuday kiran
Day - 2	I have conducted a game for explaining their talent.	I have interacted with students & helped them in their doubts	chuday kiran
Day - 3	I have taught math chapters to 5 th & 4 th class.	I have developed my teaching skills from H.M	chuday kiran
Day - 4	I have interacted with students regarding their problems.	I tried to solve students problems at the +ve level	chuday kiran
Day - 5	I have taught 2 nd class students about anti-mats & birds.	I have dealt with 2 nd class students digital way.	chuday kiran
Day - 6	I have taught the about english skills on 6 th class.	I have increased my communication skills.	chuday kiran

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

To 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 & 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 3rd class about discipline followed in class room	I have Interacted with students about discipline	chuday kiran
Day - 2	I have taught the 4th class about group discussion.	I have tried To teach group discussion.	chuday kiran
Day - 3	I have Interacted with 2nd class with digital way.	I have accessed the digital device in school	chuday kiran
Day - 4	I have taught the 6th class about english lesson.	The students have learned & doing good in studies.	chuday kiran
Day - 5	I have taught the 2nd class about environment.	The students are doing well.	chuday kiran
Day - 6	I have Intracted with all students about previous marks.	I have know So many things In this Journey	chuday kiran

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 learnt so many things in this journey. I have developed my communication, interactive, teaching & other skills which.

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

I have learnt about teaching skills and students behavior and disciplinens. how to lead group discussion and quiz competition conducted. Internship is one of the best in my life. I am thought about my childhood memories.

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 mpop School were a good interactive staff, we are given a desk for our work & with basic things like chair 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 3:00 PM

The H.M & Teachers are very polite & humble. The student are very friendly & interact which made me socialize with them very early. 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 know 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 that every company has essential after learning new skills. I learned that important to communicate with teachers, Hm's.

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

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 an professional. As a team we planed about scheduling with respect in time & we all as a leader every time.

we have kept notes for observing every one Improvement weekly notes for wise. we all discuss about all pro's & con's 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 mpup school.

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 while communication, consider understanding each other.

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

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

Team work is one of the most tough after the skills in the work place.

We the Enters at mpops School desavampeta, Nara-sannapeta formed as a team to enhance and improve our work in an sufficient way

Every work one of us will lead the team to took leadership. we hope disscussed with each other about work performance.

working as a team member and also as a leader. It's role in the team in may way to intrait co-operate and mange them as a unity and knowledge about team work.

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

The government has taken a big role in implementing technology in education system to amplify digital transformations of schools.

There is a smart T.V which can be used for teaching practicing the primary students more than academic syllabus in english medium when compared to previous systems that are followed in government school. Now the present system followed by school is very enhanced upgraded and enriched in every standards.

We have also used the technological devices for our tasks related to internship, even, when the students are learning from school.

It is also recorded under head master vision and is documented.

Student Self Evaluation of the Short-Term Internship

Student Name: CHALLA UDAYKIRAN

Registration No:

Term of Internship: From: 17/08/2023 To: 30/09/2023

Date of Evaluation:

Organization Name & Address: mpup School desavanipeta.

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: 03/10/2023

Ch. Uday Kiran.
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: CHALLA UDAYKIRAN

Registration No: 2122001566009

Term of Internship:

From: 17/08/2023

To: 30/09/2023

Date of Evaluation:

Organization Name & Address: MPUP School desavanipeta, Narasanna

Name & Address of the Supervisor - peta,
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

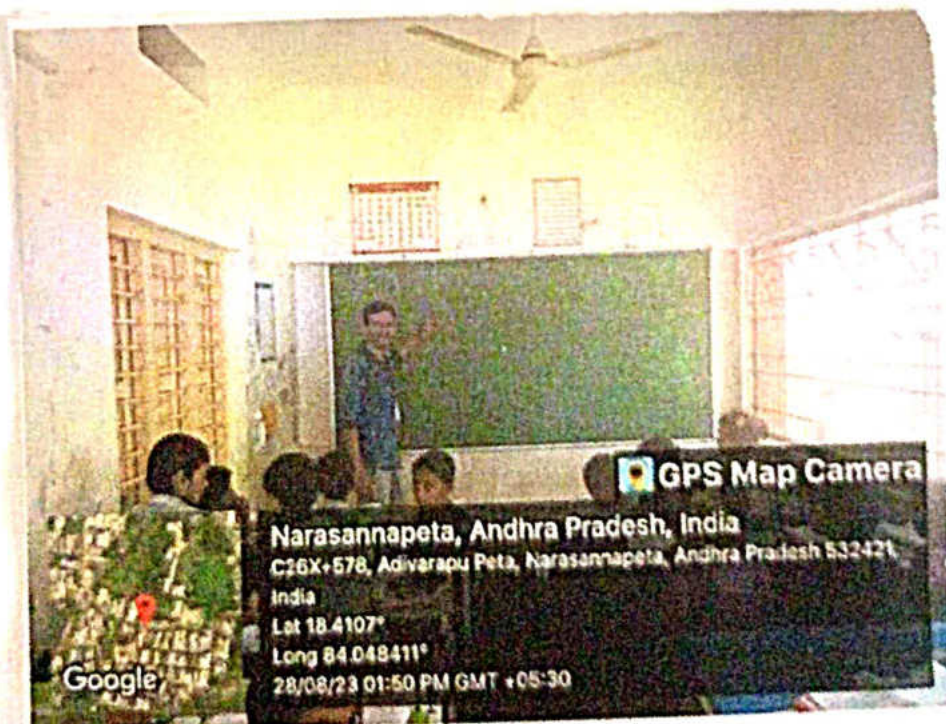
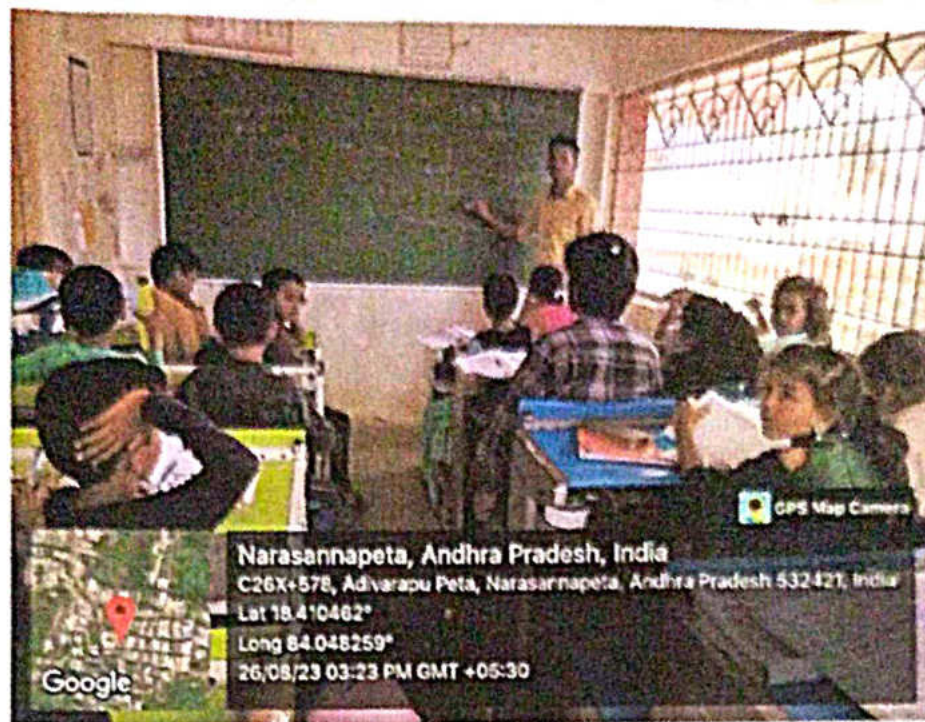
1	Oral communication	1	2	3	4	5	✓
2	Written communication	1	2	3	4	5	✓
3	Proactiveness	1	2	3	4	5	✓
4	Interaction ability with community	1	2	3	4	5	✓
5	Positive Attitude	1	2	3	4	5	✓
6	Self-confidence	1	2	3	4	5	✓
7	Ability to learn	1	2	3	4	5	✓
8	Work Plan and organization	1	2	3	4	5	✓
9	Professionalism	1	2	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: 03/10/2023

Page No:

Signature of the Supervisor
HEAD MASTER
M.P.U.P. SCHOOL
DESAVANIPETA
Narasannapeta Mandal
Srikakulam Dt. A.P.

PHOTOS & VIDEO LINKS



INTERNAL ASSESSMENT STATEMENT

Name of the Student: CHALLA UDAYKIRAN

Programmer of Study: Education department

Year of Study: 3RD YEAR

Group: MCIc

Register No/H.T.No: 2122001566009

Name of the college: Government Degree college (men) Srikakulam.

University: Dr. B.R. Ambedkar University

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	18
2	Internship Evaluation	30	23
3	Report	25	22
4	Oral presentation	25	21
5	GRAD TOTAL	100	84

Date:
Guide


Signature of the Faculty

Certified by

Date:

Seal:
Department/Principal

Signature of the Head of the
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM