

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 / Virtual)

Name of the Student: Kimthali Naveen

Name of the College: Government Degree College (men)

Srikakulam

Registration Number: 20120001566021

Period of Internship: From 18-08-2020 to 30/9/2020

Name & Address of the Intern Organization: MPP School, Guntur, Andhra Pradesh

DG.B.A. Ambekar **University**
YEAR

An Internship Report on
Education Department (Guntur K. P. T. College)

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.A. U. G. Degree B.Sc

Under the Faculty Guideship of
Sri P. R. Venkateswara Rao Sir.

(Name of the Faculty Guide)

Department of Industrial Chemistry
Government Degree College (men) Srikakulam.

(Name of the College)

Submitted by:

K. Naveen

(Name of the Student)

Reg.No: 2122001566021

Department of
Government Degree College (men) Srikakulam.

(Name of the College)

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.

Official Certification

This is to certify that Kanthali Naveen (Name of the student) Reg. No. 2122001566021 has completed his/her Internship in Gunturupeta HPP School (Name of the Intern Organization) on School of Gunturupeta (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc MJC in the Department of Art Degree Cb (men) (Name of the College).

This is accepted for evaluation.

P. Samayana 29/09/2023
(Signatory with Date and Seal)

Endorsements


Faculty Guide


Head of the Department


PRINCIPAL
[Govt. Degree College (Men)]
SRIKAKULAM



Certificate from Intern Organization

This is to certify that Kinthali Naveen (Name of the intern)
Reg. No 2122001566021 of Government Degree ^{College} (Name of the
College) underwent internship in School Education (Name of the
Intern Organization) from 16/08/2023 to 30/09/2023

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

P. Samarpan 29/9/23

Authorized Signatory with Date and Seal
Head Master

M.P.P. School
GUNTUKUPETA

Laveru Mdl, Srikakulam Dt.

Student's Declaration

I, K. Inthali Naveen a student of Internship
Program, Reg. No. 2422001566021 of the Department of Government Degree
College do hereby declare that I have completed the mandatory internship
from 16/09/2023 to 30/09/2023 in School education (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
Education. Government degree collage
(Name of the College)

K. Naveen

P. Samapane 29/9/2023

(Signature and Date)

. Head Master

M.P.P. School

GUNTUKUPETA

Laveru Mdl, Srikakulam Dt.

Acknowledgements

This school internship report is the result of an easy of two months it could not have been possible with out the 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 give me away opportunity to keep my step ahead I am indebted to my college teachers and the principle for their wise encouragement and ending continuous interest in the internship I extended my gratitude to my classmates and especity on 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 Guntakurupeta mpp. school, Srikakulam for their feed back, love & support with which I achieved skill & development

last & most impotently 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 perspective professional capacities teacher disposition sensibilities and skill student teacher diverse need of leave in school.

I am second year B.Sc. graduated of Government degree college as college is the B.Sc. 2nd year student for internship in different departments the been sent for MPP school Puntukupeta Srikakulam for the internship of for two months. It commenced to August & continued till October.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

The organization I have worked in the education department in Gurutukupeta MPP school its vision is to empower children's education system and to prepare bright students for future. The policy of the school with the 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 instructions of H.M & work as a substitute teacher to observe the environment. Since the solutions at a possible level the performance of MPP School Gurutukupeta, Sakakulam was going very well. The students of the school were good.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

School Internship requires Interns to do a variety of activities we are responsible for assistance calculating teaching students with various learning methodologies under ahead instructions

we. the interns should reach the school at 9:00AM we have to go to the classes that are assigned and help the students. In academic we can also use the smart TV for digital learning we have to give & observe the student environment at the problems we also have to make the students understand about new system like the computer 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 introduction for 5 th class & 4 th class students	It was a great day as teacher & come to know about some students	P. Sanyal
Day - 2	I went to the 3 rd class & taught them maths in a hand-learning way	I have been prepared & come to know how about teaching	P. Sanyal
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	P. Sanyal
Day - 4	I went to 2 nd class & taught them everyday things in proper manner meeting	I come to know about know to the children neatly	P. Sanyal
Day - 5	I taught the 5 th class & english lesson & played an activity	I observed about them know to English	P. Sanyal
Day - 6	I have interacted with 1 st class students through activities	I come to know about their mind set up knowledge	P. Sanyal

WEEKLY REPORT

WEEK - 1 (From Dt. 21/02/2023 to Dt. 26/02/2023)

Objective of the Activity Done:

③

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 4th class & I have observed some students who need to be disciplined	I have to know how to discipline the student at my standard	P. Sanku
Day - 2	I went to 5th class & asked them about their goals	I got to know about their life style, goals	P. Sanku
Day - 3	I taught 3rd class, as English lesson & by them through sentences	I have managed the students to read in their mother language	P. Sanku
Day - 4	I have conducted activities for 2nd students on maths	I have taught a subject in appropriate manner.	P. Sanku
Day - 5	I have taught the 1st class student some entry cases & moral stories	I come to know about communication & management	P. Sanku
Day - 6	I have taught the 5th class about new to below of participation places	I have to come to know about mentoring behaviour	P. Sanku

WEEKLY REPORT

WEEK - 2 (From Dt. 26/08/2023 to Dt. 1/9/2023)

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 lessons from their syllabus in understanding manner so that they have come to know about some en thing found. I have observed their education performance knowledge.

totally I learn that some students are not very well as students & 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 5th class students awareness on how to live in a society	I have. Khavay many things that kids on playing. very well	P. Samy
Day - 2	I have taught 4th class students about English basic.	I got to know about teaching. new things to the students	P. Samy
Day - 3	I have conducted a class activity 2nd class where all the students have helped me all way	I have developed communication. mentoring skills	P. Samy
Day - 4	I have helped - the teacher in their work	I come to know about the working of staff	P. Samy
Day - 5	I have taught 5th class students about maths	I have learned to teach about to solve problems	P. Samy
Day - 6	I have taught a lesson for 4th class	I have learnt to teach in practical way	P. Samy

WEEKLY REPORT

WEEK - 3 (From Dt. 4/9/2023 to Dt. 9/9/2023)

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.

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 apps gurukulapite

As we have been interacting with each other students we have improved our oral communication, written communications we assigned to class rooms. we are confident while communication consist understanding each others.

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

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 problems in school	P. Sankar
Day - 2	I have conducted a game for explaining their talent	I have interacted with students & helped them in their doubts	P. Sankar
Day - 3	I have taught Maths chapters to 3 rd & 4 th class	I have developed my teaching skills from H.M	P. Sankar
Day - 4	I have interacted with students regarding their problems	I tried to solve students problems at a level.	P. Sankar
Day - 5	I have taught 1 st class students about animals & birds.	I have deal with 1 st class students digital way	P. Sankar
Day - 6	I have taught 3 rd class about Gatingettigule	I have increased my communication skills.	P. Sankar

WEEKLY REPORT

WEEK - 4 (From Dt. 11/9/2023 to Dt. 16/09/2023)

Objective of the Activity Done:

Detailed Report:

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

I have also observed the school environment students performance & 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 4th class about discipline followed in class room	I have interacted with students about discipline	P. Sami
Day - 2	I have taught the 5th class about seminar skills	I have tried to teach the seminar skills	P. Sami
Day - 3	I have interacted with 1st class with digital way	I have accessed the digital device in school	P. Sami
Day - 4	I have taught the 2nd class about english lesson	The students have learned & doing good in studies	P. Sami
Day - 5	I have taught the 3rd class about F.v.s lesson	The students are doing well	P. Sami
Day - 6	I have interacted with all students about previous work	I have know so many things in this journey	P. Sami

WEEKLY REPORT

WEEK - 5 (From Dt. 19/09/2023 to Dt. 30/09/2023)

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

CHAPTER 5: OUTCOMES DESCRIPTION

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

In terms environment it one of the aspects of interns quality addressed in this report, the people of mpps Guntakupete were a good interactive staff, we are given a degree for our work & with basic things like challer pieces, our role is to enhance the students, observe, them and any other negatives, on eyes the activities of student & staff our timings are from 9:00am to 3:30 pm.

The H.M & teachers are very polite & humble. The students 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 have learned how to communicate & build relationship with the people. I worked & learned that every department has it's own culture. I quickly learned that every company has essential often learning new skills. I learned that important to communicate with teacher, H.M.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 same times 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 it, important to an professional As a team we planned about scheduling with respect in time & we all as a leader every time.

we have kept notes for observing everyone improvement weekly 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 could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

we have improved our communication skills in this intership at mpps guntakurpete

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 communicating, concern understanding each others.

we also come to getting understand by other we improved our speech skills from prepared level to extemporized level.

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Kinthali Naveen</u>	Registration No: <u>2122001566021</u>
Term of Internship: <u>Short Term</u> From: <u>18/8/2023</u> To: <u>30/09/2023</u>	
Date of Evaluation:	
Organization Name & Address:	
Name & Address of the Supervisor <u>MPP School, Guntukupeta, Laveru</u> with Mobile Number <u>Samarpana Kumar</u> <u>9440407267</u>	

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

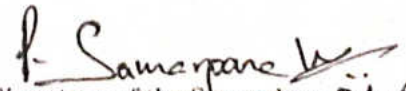
Please note that your evaluation shall be done independent of the Student's self-evaluation

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:

Page No:


 Signature of the Supervisor 29/9/2023
 Head Master
 M.P.P. School
 GUNTUKUPETA
 Laveru Mdl, Srikakulam Dt.

Student Self Evaluation of the Short-Term Internship

Student Name: *Kinthali Naveen*

Registration No: *2122001566021*

Term of Internship: *short term* From: *15/06/2023* To: *30/09/2023*

Date of Evaluation:

Organization Name & Address: *MPP SCHOOL Guntakurpete, Laweru*

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:

Kinthali Naveen

Signature of the Student



EVALUATION

Page No:

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.

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

MARKS STATEMENT
(To be used by the Examiners)

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INTERNAL ASSESSMENT STATEMENT

Name of the Student: K Pnthal. Naveen

Programmer of Study: Education Department

Year of Study: 2021 to 2024

Group: IIIrd B.Sc (MCBC)

Register No/H.T.No: 2122001566021

Name of the college: Government Degree College (men) Skilim

University: Dr. Br. Ambedkar University.

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	17
2	Internship Evaluation	30	20
3	Report	25	21
4	Oral presentation	25	20
5	GRAD TOTAL	100	78

Date:

Guide


Signature of the Faculty

Date:

Seal:

Department/Principal

Certified by



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



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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