

# 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: SILA-SUJATHA

Name of the College: Government degree college (men)  
ottavalam

Registration Number: ai22001566039

Period of Internship: From 14/2/2023 To 30/04/2023

Name & Address of the Intern Organization: Educational Department  
MPUP school, Thadammalora, ottavalam

**University**

**YEAR**

**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*  
Venkateswar Rao

*(Name of the Faculty Guide)*

*Department of*  
Government degree college (men) srirakulam

*(Name of the College)*

*Submitted by:*  
Sila. Sujatha

*(Name of the Student)*

*Reg.No:* 2122001566039

*Department of B.S.C*  
Government degree college (m) srirakulam

*(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.

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, Sila. Sujatha a student of Internship  
Program, Reg. No 2122001566039 of the Department of BSC, GDC (men) Sri Kakulam  
College do hereby declare that I have completed the mandatory internship  
from 17/08/2023 to 30/09/2023 in Education department (Name of  
the intern organization) under the Faculty Guideship of  
Venkatswara Rao (Name of the Faculty Guide), Department of  
BSC, Government degree college (men) Sri Kakulam  
(Name of the College)

S. Sujatha  
(Signature and Date)

## Official Certification

This is to certify that Sila. Sujatha (Name of the student) Reg. No. 2122001566039 has completed his/her Internship in Education Dept (Name of the Intern Organization) on 3 months internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC (MCBC) in the Department of WDC (men) sklm (Name of the College).

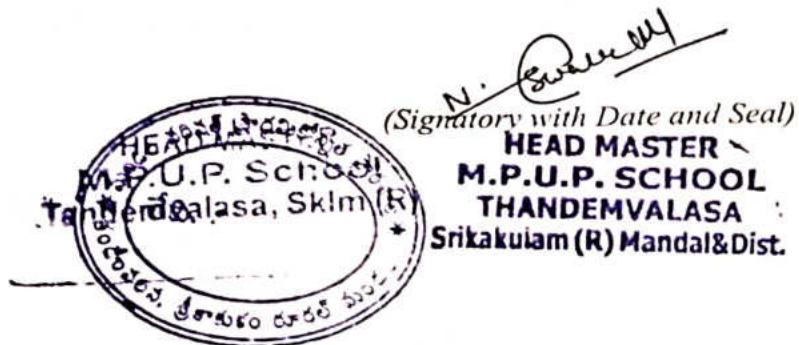
This is accepted for evaluation.

Endorsements

  
Faculty Guide

  
Head of the Department

Principal  
PRINCIPAL  
Govt. Degree College (Men)  
SRIKAKULAM

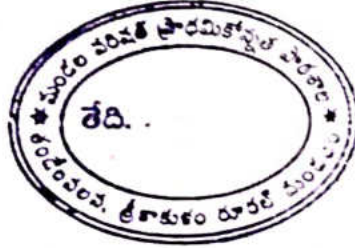
  
(Signatory with Date and Seal)  
HEAD MASTER  
M.P.U.P. SCHOOL  
THANDEMVALASA  
Srikakulam (R) Mandal & Dist.



## Certificate from Intern Organization

This is to certify that sila. sijatha (Name of the intern)  
Reg. No 2122001566039 of GDC (men) sklm (Name of the  
College) underwent internship in Education Department (Name of the  
Intern Organization) from 17/08/2023 to 30/9/2023

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



N. Praveen  
Authorized Signature with Date and Seal  
**HEAD MASTER**  
**M.P.U.P. SCHOOL**  
**THANDEMVALASA**  
**Srikakulam (R) Mandal & Dist.**

### Acknowledgements

This school internship report is the result of an way of two months. It would not have been possible with out participation assistance of numerous brave and courageous people along the was they 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 contiguous interest in the internship.

cost & most importantly I would like to all there who made this report possible & become a mality with there kind assistance.

## Contents

In the Internship special thanks must be given to the teachers and students of Thandamvalasa mpup school, srikakulam(m), srikakulam district for their feedback love and support with which I achieved skills and developments.

I worked in the internship in the department of education I visited the place in mpup school Thandamvalasa.

Last and most importantly I would like to all those who made this report possible and 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 need to the development of a separate of proper perspective professional capacities teacher disposition, sensibilities and skills. student & teacher diverse needs of learns in school.

## 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 mpup school Thandamvalasa. 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 us is to 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 gave the solutions of a possible level.

### 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 assistive kalam activities, teaching students with various learning methodologies under a read instructions.

We the interns should reach the school of 9:00 AM to 4:00 PM we have go to the classes that are assigned us and help the students in academic performance we can also use the Television for digital learning we have to give & observe the school environment of the problems. we also have to make the students understand about new system like the OMR sheet Exams.

I worked in mpup school Thandamvalasa in the department of education I worked in the government school and taught lessons to the students I used the black board and chalk piece and taught the basics lessons I performed same tasks the children so that to encourage their capability. I performed weekly tasks to the children this part of internship more knowledge I learned more knowledge and I learned few thing to change in school which should be changed.

# ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it is my first day in 2 <sup>th</sup> months internship I have conducted self introduction	It was great day as a teacher and come to know about some students	N. Qureshi
Day - 2	I went to fourth class and taught them maths in a fun and learning way	I have been prepared and come to know about teaching fun	N. Qureshi
Day - 3	Again, I was sent to 7 <sup>th</sup> class and I have noticed some problems.	I came to know about their educational study	N. Qureshi
Day - 4	I went to 2 <sup>nd</sup> class and taught them every thing in proper manner	I come to know how to teach the children clearly	N. Qureshi
Day - 5	I taught the 5 <sup>th</sup> class students, an english lesson explain	I observed about their knowledge in english.	N. Qureshi
Day - 6	I have interacted with the 1 <sup>st</sup> class students.	I come to know about their mindset and knowledge.	N. Qureshi

## 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 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	Teaching the lessons to students in 4th class	In the class I teach the lesson at the same time	
Day - 2	I went to 5th class students asked them a some words in english.	In the class all students are good response	
Day - 3	I have conducted 4th class students maths quiz competition.	In the class all students respond average one boy is mill	
Day - 4	I went to 8th class asked them about their goals.	I got to know about their life style goals.	
Day - 5	I have taught the 1st class students some rhymes & moral stories.	I have taught a subject in app manner.	
Day - 6	I have taught the 6th class about how to behave at participation places.	I come to know about commutator & arrangement.	

## WEEKLY REPORT

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

Objective of the Activity Done:




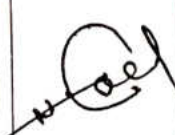


Detailed Report:

In this entire week, I have conducted extra activities like games & 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 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 <sup>th</sup> class students awareness on how to live	I have known as many things that kids are playing.	
Day - 2	I have taught 5 <sup>th</sup> class students teach maths tricks.	I go to know about teaching new things to the students.	
Day - 3	I have conducted the quiz on 4 <sup>th</sup> class students.	I come to know about the teach about problems.	
Day - 4	I have taught 5 <sup>th</sup> class students about maths.	I come to know about the working of staff.	
Day - 5	I have helped the teachers in their works	I have learned to teach about to solve problems	
Day - 6	I have taught E.V.S lesson for 8 <sup>th</sup> class.	I have learned to teach in practical way.	

## 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 3 <sup>rd</sup>	I have to come to know about the problems in schools.	N. Gaur
Day - 2	I have conducted a game for explaining their talent	I have interacted with students & helped them.	N. Gaur
Day - 3	I have taught maths chapters to 5 <sup>th</sup> & 4 <sup>th</sup> class.	I have developed my teaching skills.	N. Gaur
Day - 4	I have interacted with students regarding the problems.	I tried to solve students problems at the +ve level.	N. Gaur
Day - 5	I have taught 2 <sup>nd</sup> class students about Birds & animals	I have dealt with 2 <sup>nd</sup> class students digital way.	N. Gaur
Day - 6	I have taught the about english skills on 6 <sup>th</sup> class.	I have increased my communication skills	N. Gaur

## 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 went to 3 <sup>rd</sup> class & I have observed some students are discipline.	I have to know how to disciplined in class room.	
Day - 2	I went to 5 <sup>th</sup> class & asked them about their goals.	I got to know about their life style goals.	
Day - 3	I taught 2 <sup>nd</sup> class a english lesson & by them thorough sentence	I have managed the students to read in their mothers language.	
Day - 4	I have taught the 1 <sup>st</sup> class students some rhymes	I have taught a subject in app manner.	
Day - 5	I have 4 <sup>th</sup> class work book in english	I come to about communication skills	
Day - 6	I have taught the 6 <sup>th</sup> class about how to behave at participation places.	I have to come to know about mentoring behaviour	

## WEEKLY REPORT

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

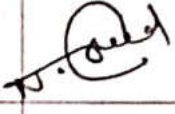





Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted extra activities like 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 new things found. I have observed their educational performance knowledge.

# ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have target 3 <sup>d</sup> class about discipline followers in class room.	I have interacted with students about discipline.	
Day - 2	I have taught the 4 <sup>th</sup> class about group discussion.	I have tried to teach group discussion.	
Day - 3	I have interacted with 2 <sup>nd</sup> class with digital class.	I have accessed the digital device in school.	
Day - 4	I have taught the 6 <sup>th</sup> class about english lesson.	The students have learned & doing good in studies.	
Day - 5	I have taught the 2 <sup>nd</sup> class about environment	The students are doing well.	
Day - 6	I have interacted with all students about previous marks.	I have know so many things in this journey.	

## WEEKLY REPORT

WEEK - 6 (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 learn about teaching skills and students behaviour and displaneness. how to learn group discussion and quiz compitition 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 mpup school were a good interactive staff, we are given a desk for our work & with basic things like chair pieces other negatives, one eyes the activities of students & staff our timings are from 9:00 AM to 4:00 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 activities & 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 to 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 the 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 planned 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 use. 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 mpup school.

As we have been interaction 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 extamper 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 done of the most taught after the skills in the work place.

We the interns at mpup school, Thandamvalam, srirakulam formed as a team to explore and improve our work in an sufficient way.

Every work one of us will lead the team to took leadership. we hope discussed 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 interact co-operate and manage 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 transformation of schools.

There is a smart T.V which can be used for teaching practising 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: <u>Sila . sujatha</u>	Registration No: <u>2122001566039</u>
Term of Internship: From: <u>17/08/2023</u> To: <u>30/09/2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>mpup school Thandamvalasa, srirakulam.</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

S. Sujatha  
Signature of the Student

## Evaluation by the Supervisor of the Intern Organization

Student Name: **SILA. SUJATHA** Registration No: **2122001566039**  
 Term of Internship: From: **17/08/2023** To: **30/09/2023**  
 Date of Evaluation:  
 Organization Name & Address: **MPUP school Thandamvalasa, Srikakulam.**  
 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

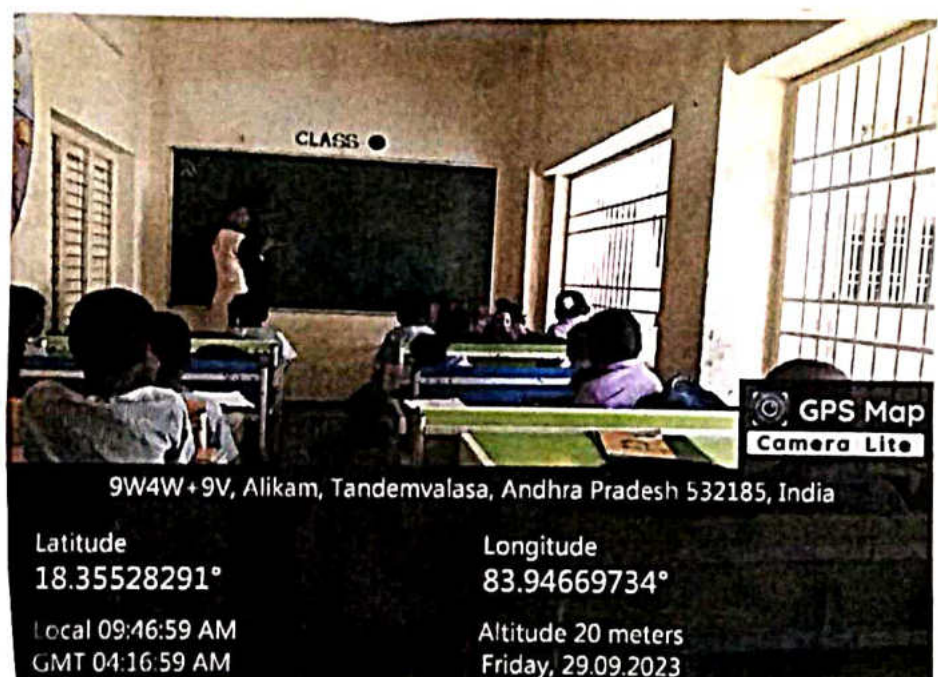
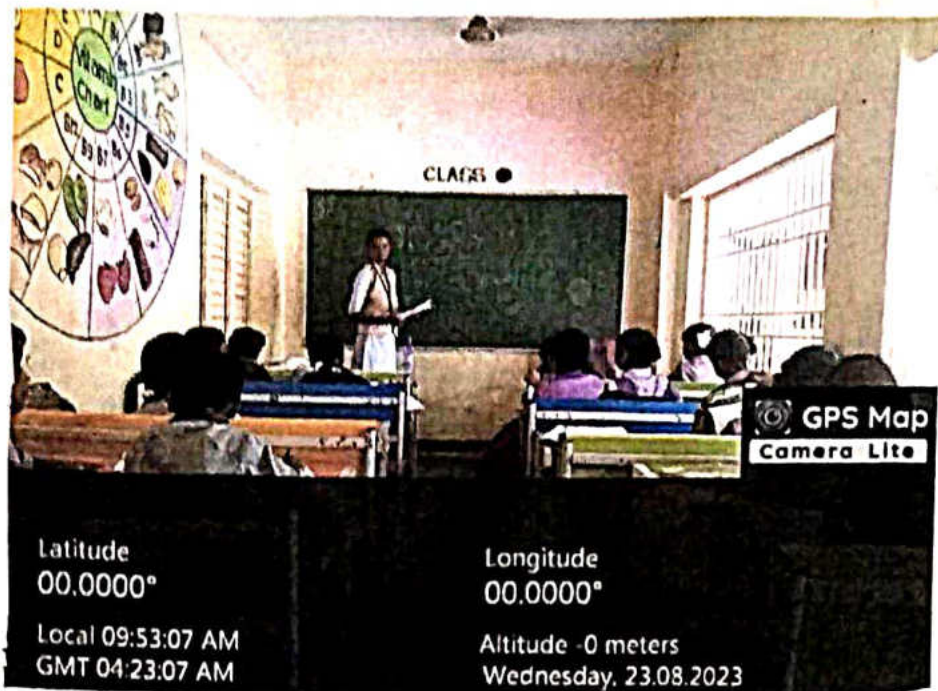
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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  
**HEAD MASTER**  
**M.P.U.P. SCHOOL**  
**THANDEMVALASA**  
**Srikakulam (R) Mandal & Dist.**

## PHOTOS & VIDEO LINKS



# EVALUATION

## 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)**

Page No:

## INTERNAL ASSESSMENT STATEMENT

Name of the Student: Sila. Sujatha

Programmer of Study: Internship

Year of Study: III<sup>rd</sup> year

Group: MCC

Register No/H.T.No: 2122001566039

Name of the college: Government degree college (mem), Sri Kakulam

University: DD Ambedkar

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	18
2	Internship Evaluation	30	21
3	Report	25	20
4	Oral presentation	25	21
5	GRAD TOTAL	100	80

Date:  
Guide

Signature of the Faculty

Date:

Seal:  
Department/Principal

Certified by

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



# **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road  
Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503  
[www.apsche.ap.gov.in](http://www.apsche.ap.gov.in)