

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 : SUUVARI RAJASEKHAR

Name of the College : Govt Degree College (M&W)

Registration Number : 2122001566042

Period of Internship: 21-08-23 **From:** 30-09-23 **To:**

Name & Address of the Intern Organization

2021 - 2024 **University**
YEAR

An Internship Report on

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Govt Degree College (men)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of
Education

(Name of the College)

Submitted by:

S. Raja Sekhar

(Name of the Student) S. Rajasekhar

Reg.No: 2122001566042

Department of
Education

(Name of the College)

Page No:

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, S.Rajasekhar a student of Internship
Program, Reg. No. 2122001566042 of the Department of Education
College do hereby declare that I have completed the mandatory internship
from 24-08-23 to 30-09-23 in m.p.v.P school (Name of
the intern organization) under the Faculty Guideship of
 (Name of the Faculty Guide), Department of
Education, Gout Degree College (men)
(Name of the College)


S. Rajasekhar
(Signature and Date)

Page No:

Official Certification

This is to certify that S. Rajasekhar (Name of the student) Reg. No. 2122001566047 has completed his/her Internship in M.P.U.P. School (Name of the Intern Organization) on Majjilipeta (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of _____ in the Department of Govt. Degree College (Men) (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
Head Master
M.P.U.P. School
MAJJILIPETA
Ponduru (Mdl), Sklam (Dt.)

Endorsements


Faculty Guide


Head of the Department

Principal
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM



Page No:

Certificate from Intern Organization

This is to certify that S. Rameshkar (Name of the intern)
Reg. No. 2122001566042 of govt degree college (Name of the
College) underwent internship in Education (Name of the
Intern Organization) from 24-08-23 to 30-09-23

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


Authorized Signatory with Date and Seal
Head Master
M.P.U.P. School
MAJJILIPETA
Ponduru (Mdl), Sklm (Dt.)

Acknowledgements

9:05 to 9:20 (Prayer)

1. National song. 2. maatelejutalli song 3. slogan.
- all students attend the prayer.
- 9:30 to 10:30 am.

subject: Telugu.

Lesson: padma - vidula.

Report: 3 V2 class students are good responders in my class.

maths:

five girls and 8 boys attend in my class.

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.

Learning objectives:-

- ⇒ I teach the lesson to all students in my class
- ⇒ I teach the lesson and how to write work book of the given subjects and explain all students.
- ⇒ The head master explained me how to explain lessons and how to interact with students.
- ⇒ In my internship training, I was help to the students to write their work books. And also we conduct so many games and yoga classes.

out comes:-

- ⇒ I get good response from the students and they understand what I teach very well.
- ⇒ They are very discipline and they perform in games very well.
- ⇒ Their communication skill also grown and their response is also very good.

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.

1. Introduction:-

- ⇒ In they have 30 members of staff and 2 members of non-teaching staff.
- ⇒ In lunch the government provide food to the children four members of servants to serve food.

2. Vision, mission & values of organisation:-

- ⇒ The mission only for two months.
- ⇒ How to teach communication skills, doing activities for choosing. this school department because to improve my skills and remove my fearness.

3. Role & Personality:- I was help to the student to write their work books and i teach problems for 3rd, 4th, 5th class students, for 8th i was take the maths class and explained them.

4. Future plans of the organisation:-

In have a good faculty to teach the children and they have yoga class, the children play games very well. the pet support very well to the students.

Page No:

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.

I choose internship in







The first day i known about the class rooms and their classes. The school was very clean and maintain very Deciplain. The school start from 9:00Am and from 4:00PM At 12:15 PM to 1:00 PM lunch break.

They have master drill PERIODS and i take over the classes of 3, 4, 5 AND also they have yoga classes. from yoga classes they allotted one nadan and 1 am also for her.

For every class there is one digital T.V for 3, 4, 5 classes we show rymes, stories, games in that T.V, we also conduct games.

The children are very active and they participate in any activity very well.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I was take over classes of 3rd and 4th and i was teach addition problems.	They learned very good and they understand very well	
Day -2	I was take over classes of 5th and 3rd and i was teach the work books	they did their work very well.	
Day -3	I was teach finger work book for the 4th class student.	they can do their work and they understand very well.	
Day -4	To teach the english and i was conduct dictation to 5th class.	they heard very well, they wrote very good.	
Day -5	To take over yoga classes 7th and 3rd	they did yoga very well.	
Day -6	I was dictation for 3rd class on some english very	They learned the words and wrote very well.	

WEEKLY REPORT

WEEK - 1 (From Dt 18-8-23... to Dt 24-8-23...)

Objective of the Activity Done:

Detailed Report:

I was explain the students of 2nd, 4th and 5th class students addition, subtraction, multiplication, Revision sums. I explained the work books and helped to wrote for the students.

I was take yoga classes for 3rd, 4th and 5th classes and I was conduct games. I was played rymes, stories in digital T.V.







I was conduct many sheets on english and also teluge. I was give many problems to students..

Report :-

All students respond very well in classroom they participate in games and yoga. The students listen classes very calm and maintain very discipline.

Page No:

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I was teach work books for 3rd and 4th classes	They did their work book very good	
Day -2	I was explain the sums to the student	They understand very well and they did very good.	
Day -3	I was explain the maths to 3th class	They did very well on Polygons.	
Day -4	I was show rymes and stories on Digital T.V	They enjoyed and understand very good.	
Day -5	I was teach the work books for 5th class	They did their work book very neatly.	
Day -6	I was conduct skitport on large words for 4th class	They wrote very well.	

WEEKLY REPORT

WEEK - 2 (From Dt. 9-8-23 to Dt. 2-8-23....)

Objective of the Activity Done:

Detailed Report:

Teaching lessons in this week (III, IV, II) classes.

- ① I was teach the lessons and explain the sums to their classes and they wrote in their books.
- ② I was explain the work books and I was help to wrote their work books.
- ③ I was explain how to interact with other person some communication skills.
- ④ I was conduct sstests on some english and telugu words.
- ⑤ to take over yoga classes for 3rd, 4th, 5th classes.

Report:-

They participate very well and they understand very good. they asked some doubts and I was clarify it.

Page No:

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I was take over some classes to explain awareness on society	They gave very good response	WSD
Day - 2	I was help to study english lesson one by one	They read very well.	WSD
Day - 3	I was teach to 9th class maths graph representation.	They did very well and know about it very well	WSD
Day - 4	I was teach maths to 8th class types of quadrilaterals	They understand and clarity their doubts.	WSD
Day - 5	I conducted some game for 3rd class	The participate and enjoyed very well.	WSD
Day - 6	I was help to work book	They did their work books	WSD

WEEKLY REPORT

WEEK - 3 (From Dt. 4.12.21 to Dt. 9.12.21)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my teaching skills from syllabus to a practical approach which enhanced my communication skills very well.

And I have my communication skills very well interacted with the faculty of

I have also tried to teach the students so they learn and ask doubts on by teaching.

I have also worked with teachers and staffs which made me know many things that happens behind school.

Page No:

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I was teach the addition problems to 2 nd class	They learned and they did some sums.	W S D
Day -2	I was teach for 5 th and 4 th class work book	They did their work book.	W S D
Day -3	I was conduct Dictation to the 4 th class students and correct it.	They learn and know how to write.	W S D
Day -4	I was explain some formulas to 4 th class	They listened very good.	W S D
Day -5	I was teach maths to 8 th class did exercise 3.2, 3.3	They understand and wrote in their notes.	W S D
Day -6	I was take yoga class for 3 rd and 4 th class	They participate very well.	W S D

WEEKLY REPORT

WEEK - 4 (From Dt. 11-09-23 to Dt. 16-09-23)

Objective of the Activity Done:

Detailed Report:

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

I have also observed about the school environment, students performance and I have also interacted with them and gave advice and get tried to solve them in other ways.

The students also have been well performing with good rate.

Page No:

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I was teach the english v-meg to 4th class.	They learned and understand in good way.	WUB
Day - 2	I was help to write work books.	They wrote their work books.	WUB
Day - 3	I was play something and stories in digital T.V	They enjoyed and listened understand.	WUB
Day - 4	I was teach 3rd day making types of angles	They learn angle note and understand.	WUB
Day - 5	I was conduct dictation on english lesson.	They wrote and correct the mistakes.	WUB
Day - 6	I take the yoga classes for 4th and 5th class.	They participate and did yoga.	WUB

WEEKLY REPORT

WEEK - 5 (From Dt. 29-09-23 to Dt. 30-09-23)

Objective of the Activity Done:







Detailed Report:

As per the week, I have come to know that I have learnt so many things. I have developed my communication and also help to develop students communication a/s and also I develop my interactive skills and forget my fearness and freely moved with students and also teachers.

I came to know a few good things and also some problems which I have tried to solve being a teachers, worker and mostly as an intern in the work space.

Page No:

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I was teach the addition problem to 3 rd class	They learned and they did some sums.	
Day -2	I was teach for 5 th and 4 th class work book.	They did their work book.	
Day -3	I was conduct dictation to the 4 th class students and correct it	They learn and know how to write.	
Day -4	I was explain some formulas to 4 th class	They listened very good.	
Day -5	I was teach maths to 8 th class and did exercise 3.2, 3.3.	They understand and wrote in their notes.	
Day -6	I was take yoga class for 3 rd and 4 th class	They participate very well.	

WEEKLY REPORT

WEEK - 6 (From Dt 2-6-23.... to Dt 8-6-23..)

Objective of the Activity Done:

Detailed Report:

In this week i have developed my skills such as teaching, communication, managing and team participation skills when compared to the previous these weeks.

I have also observed about the school environment, students performance and i have also interacted with them and gave advice and get tried to solve them in other ways.

The students also have been well performing with good rate.

Page No:

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 at _____ were a good interactive staff. we were given a desk for our work and with basic things like chalk pieces. our role is to enhance the students. observe them and any other negative analyse all activities by students and staff, our things are from 9:00 AM to 4:00 PM. (morning to afternoon)

The headmaster and the workers are very polite and humble to me. The students are very friendly and interactive which made me socialize with them very easily.

Then other interns were also very cooperative in work. we the interns as a team were very active and focused in the work. we were also given spaces for our process which made our internship very useful for us.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

There are some technical skills I have acquired from this internship.

I have know about how to put my knowledge and skill into practice such as mentoring.

I learned how to communicate and build relationship with the people I wanted. I learned that every department or organisation has its own culture. As a intern. I discovered it is essential to be enthusiastic and open and learning new skills. I learned that it is important to communicate with teachers. Head master if have any doubts.

Asking and receiving feedback is very important. it is essential to take note of both the positive and negative points for future. I learned that sometimes asking for feedback or receiving feedback is difficult to hear but it will have a significant impact on your future career and success.

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 also some managerial skills I have required from this internship.

I learned how to effectively deal with people developing managerial skills is important to all professionals. As a team, we planned about scheduling with respect to time and we all acted as leaders for every week we arranged our work place culture for productive use of time.

We have kept notes for observing everyone's important weekly work. We will discuss about all pros and cons in our working style.

We all have kept our decision making. We also have developed our decision making skills which are very essential in further progress. For the final day we have discovered about our performance is upgraded.

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 .

As we have been interacting with each other students, we have improved our oral communication. written communication as we are assigned to class rooms at first day we may feel these but now we are confident while communication conversation understand others.

we also come to getting understand by others we improved our speech skills from prepared level to extempore level. we have also developed few teaching skills in our way which made students better.

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 sought after skills in the work place.

we the interns at m.

from a team to enhance and improve our work in an efficient way.

firstly as we have no familiarity with each other gradually it took time and we have also become a supportive team.

every week, one of us will lead the team to take leadership, we have discussed with each other about work performance.

working as a team member and also as a leader made me known about to work as a team member. It's role in the team and in my way to interact cooperatively and manage them as a unity in every activity in gave me experience 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 in implementing technology in education system to amplify digital transformations of schools. The .
uses devices in the procedure.

The headmaster updates the information of school through smart phone. They scan face of the students for checking, every teaching and headmaster of school make their attendance through face scan method.

Student Self Evaluation of the Short-Term Internship

Student Name: S. Rajasekhar

Registration No: 2122001566042

Term of Internship:

From: 21/8/23

To: 30/9/23

Date of Evaluation:

Organization Name & Address: M.P.V.P School, Maisiipeta.

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. Rajasekhar
Signature of the Student

Page No:

Evaluation by the Supervisor of the Intern Organization

Student Name: S. Radaseelha,

Registration No: 212200156642

Term of Internship: From: 21-08-23 To: 20-09-23

Date of Evaluation:

Organization Name & Address: M.P.U.P School, maijilipeta.

Name & Address of the Supervisor V. Venkata Sathyanarayana,
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:

Page No:


Signature of the Supervisor
Head Master
M.P.U.P. School
MAIJILIPETA
Ponduru (Mdl), Sklm (Dt.)



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.

Page No:

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

Page No:

MARKS STATEMENT
(To be used by the Examiners)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name of the Student: **SUVARI RAJASEKHAR**

Programmer of Study: **Education Department**

Year of Study: **3rd year**

Group: **MCIC**

Register No/H.T.No: **2122001566042**

Name of the college: **Government Degree College (mens) Srikakulam,**

University: **Dr. B.R. Ambedkar University,**

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	17
2	Internship Evaluation	30	19
3	Report	25	20
4	Oral presentation	25	19
5	GRAD TOTAL	100	75

Date:

Guide


Signature of the Faculty

Date:

Seal:

Department/Principal



Certified by

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