

GOVERNMENT DEGREE COLLEGE NARASANNAPETA

DEPARTMENT OF ECONOMICS

LONG  
PROGRAM BOOK FOR ~~SHORT~~ TERM INTERNSHIP

Submitted in the partial fulfillment for BA (HEP) Internship

(Batch 2022-2023)



Estd. 1981

Submitted by

(URLAPU RAMADEVI)

(Reg No :2022004036033)

BA (HEP) 5<sup>TH</sup> Semester

Under the Mentorship of

**Dr. P. ANNAJI RAO**

**Lecturer in Economics**

**Government Degree College,**

**Narasannapeta**

**Srikakulam District-532421**

PROGRAM BOOK FOR  
**SEMESTER INTERNSHIP**

Name of the Student: URLAPU, Ramadevi

Name of the College: Government degree college Nallasanna Peta

Registration Number: 2022-004036033

Period of Internship: From: 15/12/2022 To: 2/03/2023

Name & Address of the Intern Organization: Education Nallasanna Peta

B. R. Ambedkar **University**  
YEAR



## An Internship Report on

4 months internship

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.A (H.E.P)

Under the Faculty Guideship of

DR. P. Anna ji Rao

(Name of the Faculty Guide)

Department of

Government degree college Narasannafeta.

(Name of the College)

Submitted by:

URLAPU. Ramadevi

(Name of the Student)

Reg.No: 2022004036033

Department of B.A

Government degree college

(Name of the College)

**PROGRAMME BOOK FOR LONG - TERM**

**INTERNSHIP 2022-2023**

**EDUCATION, NARASANNAPETA**

NAME OF THE STUDENT: URLAPU RAMADEVI

NAME OF THE COLLEGE: Government Degree College Narasannapeta

REGESTER NUMBER:20220040360033

COURSE:B.A (HEP)

PERIOD OF INTERNSHIP: 15-12-2022 to 02-03-2023

NAME &ADDRESS OF THE INTERN ORGANIZATION: Education Narasannapeta

## 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 Semester internship either in V Semester or in VI Semester.
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

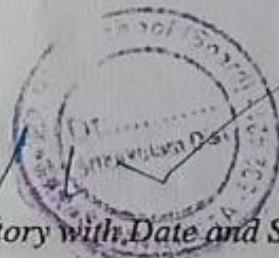
I, U. Ramadevi a student of Internship  
Program, Reg. No 2022004036033 of the Department of B. A Government, degree  
College do hereby declare that I have completed the mandatory internship  
from 15/12/2022 to 21/03/2023 in Z. P. H School Narasannapeta (Name of  
the intern organization) under the Faculty Guideship of  
DR. P. Anraji Rao (Name of the Faculty Guide), Department of  
Government degree, college  
(Name of the College)

U. Ramadevi  
(Signature and Date)

## Official Certification

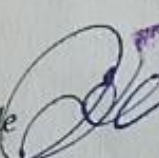
This is to certify that U. Ramadevi (Name of the student) Reg. No 2022004036033 has completed his/her Internship in Z.P. H. School / Narasannapeta (Name of the Intern Organization) on 4 months internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (H.E.P) in the Department of Government degree college (Name of the College).

This is accepted for evaluation.

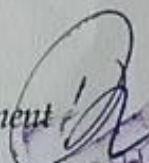
  
(Signatory with Date and Seal)  
HEADMASTER  
Z.P. High School (B)  
NARASANNAPETA-5  
Srikakulam Dist.

### Endorsements

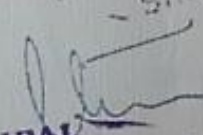
Faculty Guide

  
PRINCIPAL  
GOVT. DEGREE COLLEGE  
NARASANNAPETA-532421  
Srikakulam Dist.

Head of the Department

  
LECTURER  
GOVT. DEGREE COLLEGE  
NARASANNAPETA-532421  
Srikakulam Dist.

Principal

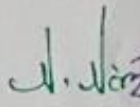
  
PRINCIPAL  
GOVT. DEGREE COLLEGE  
NARASANNAPETA-532421  
Srikakulam Dist.



## Certificate from Intern Organization

This is to certify that Ujjalapu. Ramadevi (Name of the intern)  
Reg. No 2022004036033 of Govt degree college (Name of the  
College) underwent internship in Z. P. H. School Narasannapeta (Name of the  
Intern Organization) from 15/12/2022 to 2/03/2023

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

  
HEAD MISTRESS  
Z.P.H. School (Board)  
NARASANNAPETA  
Authorized Signatory with Date and Seal 28/04/2023  
SIRAKULAM DIST

DEPARTMENT OF POLITICAL SCIENCE  
GOVERNMENT DEGREE COLLEGE NARASANNAPETA  
SRIKAKULAM (DIST)

Dr. B.R AMBEDKAR UNIVERSITY, SRIKAKULAM

## AN INTERN SHIP REPORT ON EDUCATION NARASANNAPETA, SRIKAKULAM (DIST)

NAME OF THE COLLEGE: GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

DEPARTMENT: DEPARTMENT OF ECONOMICS

NAME OF THE FACULTY GUIDE: Dr. P.ANNAJI RAO

DURATION ON THE IINTERNSHIP: 15-12-2022 to 02-03-2023

NAME OF THE STUDENT: URLAPU RAMADEVI

PROGRAMME OF STUDY: BA (HEP)

YEAR OF STUDY: 2022-2023

REGISTER NUMBER: 2022004036033

DATE OF SUBMISSION: 04-03-2023



## Acknowledgements

This school internship report is the result on end of the way of four months. It would not have been possible without the participations, assistance of numerous brave and courageous, people along the way then I have to thank them all.

First and foremost I would like to give special gratitude to my parents who give me every opportunity to keep my step ahead

I am indebted to my college teachers and the principal for their vision, encouragement and enduring contagious interest in the internship

I extended my gratitude to my classmates and especially to our group members with whom I started shared my dark days and together we sort out academic and social problems

## Contents

In the internship Special thanks must be given to the teachers and students of Narasannapeta Z.P.H school Narasannapeta Srikakulam District for their feed back 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 Z.P.H School Narasannapeta.

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 a brief 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.

I worked in the internship in the department of education I visited the place in Z.P.H School Narasannapeta I choose education department to know the current status of the education and difference from past few years I spent a days with children and I learn and observed many things.

The introduction is very friendly and way valuable through this internship I got to know the there are some other decided areas which has to improved I interacted with the children and let them to know their problems and what they are facing through.

## 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.

I worked in the education department I worked in Narasannapeta Z.P.H school education department Plays an important role in every sector I observed many things in school that how the children are beyond lack of knowledge my introduction with students are very friendly and more valuable. I spend nearly 8 hours with that children and I got to know that students performing was not good the students are not able to understand, that the basic things I played a teacher role in school. and shared very few things I played a few role in school. I am planned to develop and improve the education system with my knowledge to give the best students.

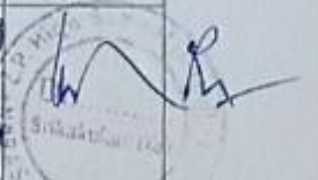
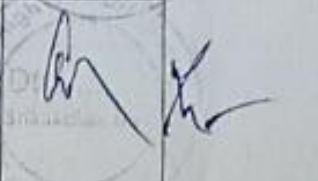
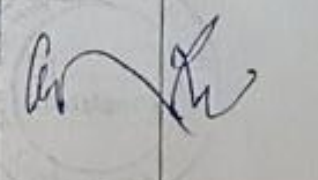
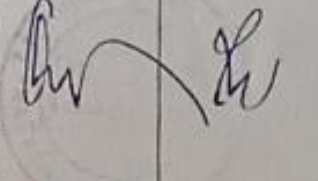
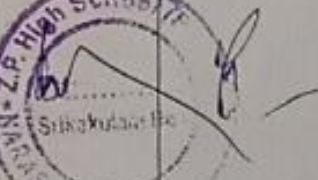
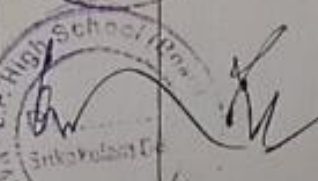


### CHAPTER 3: INTERNSHIP PART

*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 worked in Z.P.H School Narasanna Peta. 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 basic lessons. I performed some tasks for 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 things 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, I have conducted self introduction for 5th class and 4th class students	It was a great day as a teacher and come to know about some students	
Day -2	Today as a part of education children go to school and learn English - Sh. G. Rammen.	Because of that Madam saying that reading will remember well.	
Day -3	Today as a part of education Go to school 9th standard ID No. Put of sectionic	By this the student ID No. we learned.	
Day -4	Today as a part of education Digital class for 10th class will see the Ramayanam	By this the 10th class members are Exam is better written.	
Day -5	as a part of education such a disease about HIV aids for students notified	By this how students should avoid such diseases instructions have been given.	
Day -6	as a part of education letter for small classes we wrote.	By this if they are written in lesson periods it is still little more will remember	



WEEKLY REPORT  
WEEK - 1 (From Dt. 15/12/2022 to Dt. 22/12/2022)

Objective of the Activity Done:


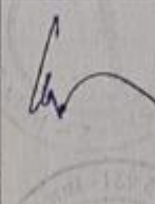
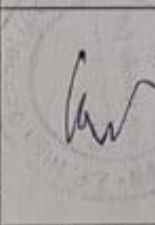
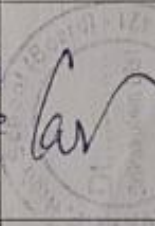


Detailed Report:

As it is my first day I have conducted self introduction for 5<sup>th</sup> class students as a part of education children go to school and English Grammar and because of their saying that reading well education digital class for 10<sup>th</sup> class will see in the Ramayaram.

By This the 10<sup>th</sup> class members are exam is better then written. diseases of HIV aids for students notified how should avoid such diseases instructions have been given. letters for small classes we wrote By This if they are written in lesson periods it is still little more will remember



# ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	As a part of education go to school of the students FA-I Marks have been Uploade	By this Students are Exam FA-I Marks in comput	
Day -2	I want to 5 <sup>th</sup> class and asked them about their goals which was well interactive	I got to know about their life style, goals and problems	
Day -3	I taught 3 <sup>rd</sup> class a telugu lessons and by them through sentences	I have managed the students to read in their Moths language.	
Day -4	I have taught the 1 <sup>st</sup> class students some rhymes and moral stories.	I come to know about communication and management with students	
Day -5	I have taught the 5 <sup>th</sup> class about how to behave at particular places and situation	I have to come knowledge about mentoring in behavior affects	
Day -6	I have conducted activities for 2 <sup>nd</sup> class, students on Maths	I have taught a subject in appreciable manner.	



Objective of the Activity Done:





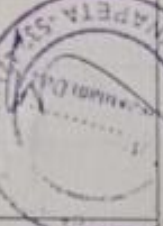

Detailed Report:

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

I have conducted some new activities regarding their syllabus and created an environment in which they are very active in group activities and in class too.



# ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I went to third class and taught them Maths in a fun and learning way	I have been prepared and come to know about teaching in fun & learning way	
Day -2	Again, I was sent to 4 <sup>th</sup> class and I have noticed some problems in the	I came to know about their educational status	
Day -3	I went to 2 <sup>nd</sup> class and taught them everything things in proper manner like greetings	I came to know how to teach the children clearly	
Day -4	I taught the 5 <sup>th</sup> class students, an English lesson and played an activity	I observed about their knowledge in English.	
Day -5	I have interacted with the 1 <sup>st</sup> class students through activities	I came to know about their mind sets and knowledge	
Day -6	I went to 4 <sup>th</sup> class and I have observed some students, who need to be discipline	I have known how to discipline the students as my standards.	



## WEEKLY REPORT

WEEK - 3 (From Dt. 2/1/2023 to Dt. 7/1/2023)

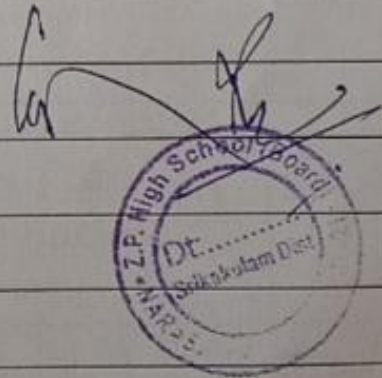
Objective of the Activity Done:

Detailed Report:

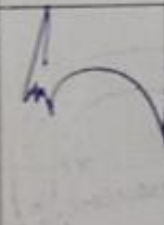
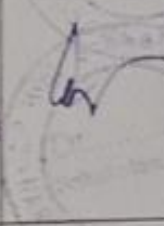
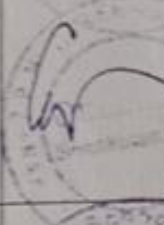
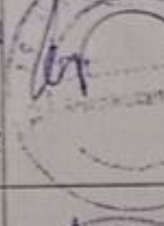
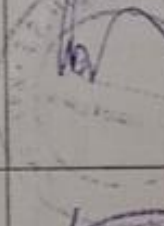
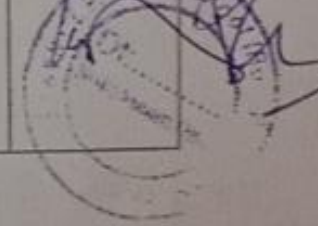
In this entire week, I have conducted extra curricular activities like Games to interact with them to know about their state of mind and connect with them.

I have also taught them few lessons from their syllabus in understandable manner so that they have felt that they come to know about some new things and I have observed their educational performance. Knowledge

Totally, I learn that some students are not very well in studies and they like the teaching in fun and learning way.



# ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I went to 4 <sup>th</sup> class and I have observed some students, who needs to be discipline	I have know how to discipline the students as my standards	
Day -2	I went to 5 <sup>th</sup> class and asked them about their goals which way well interactive	I got to know about their life style, goals and problems.	
Day -3	I taught 3 <sup>rd</sup> class, a telugu lessons and by them thorough sentence.	I have managed the students to read in their mother language	
Day -4	I have taught the 1 <sup>st</sup> class students some rhymes and moral stories	I come to know about communication and management with students.	
Day -5	I have taught the 5 <sup>th</sup> class about how to behave at particular place and situation.	I have to come to know about mentoring in behavior aspects.	
Day -6	I have conducted activities for 2 <sup>nd</sup> class students on maths	I have taught a subject in approachable manner.	



## WEEKLY REPORT

WEEK - 4 (From Dt. 19/11/23 to Dt. 27/11/23)

Objective of the Activity Done:


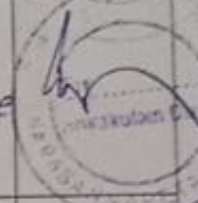
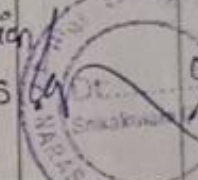

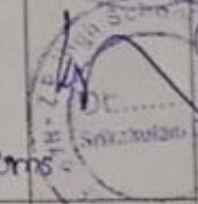

Detailed Report:

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

I have conducted some new activities regarding their syllabus and created an environment in which they are very active in group activities and class too.



# ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have checked about the 5 <sup>th</sup> class students awareness on how to live in a society.	I have known so many new things that kids think about their place, homes & students.	
Day -2	I have taught 4 <sup>th</sup> class students about English basics like everyday chores.	I got to know about teaching new things to the students.	
Day -3	I have conducted a fun activity to the 2 <sup>nd</sup> class where all the students have participated very well.	I have developed many communication & mentoring skills very well.	
Day -4	I have helped the teachers and staff members in their respective work.	I came to know about the working of teachers and staff.	
Day -5	I have taught 5 <sup>th</sup> class students about Maths basics and tricks to help them further.	I have learned to teach about how to solve Arithmetic Problems.	
Day -6	I have taught EVS Lesson for 4 <sup>th</sup> class in a practical way.	I have learned to teach in a practical way.	



## WEEKLY REPORT

WEEK - 5 (From Dt. 19/1/23 to Dt. 24/1/23)

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.

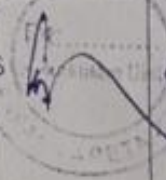

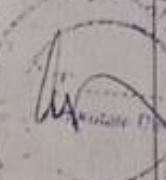


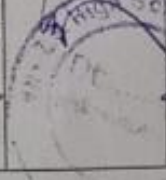
And I have also interacted with the respected government teachers, parents about the situations, problems, environments etc---

I have also tried to teach the students so that they feel like they are in a open space.

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



# ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught Maths lessons to the 3 <sup>rd</sup> class and 4 <sup>th</sup> class	I have developed my teaching skills the students too are good.	
Day -2	I have conducted a quiz game for Exploring their talent for 5 <sup>th</sup> class	I have interacted with students and helped them in their doubts.	
Day -3	I have checked about every class environment, the sanitary facilities and water supply	I have to come to know about few problems in school.	
Day -4	I have interacted with students regarding their problems in school and gave solutions	I tried to solve students problems at a possible level	
Day -5	I have taught 1 <sup>st</sup> class students about animals and birds	I have dealt with 1 <sup>st</sup> class students in a digital way.	
Day -6	I have taught 3 <sup>rd</sup> class students about eating etiquette	I have increased my communication skills.	



## WEEKLY REPORT

WEEK - 6 (From Dt. <sup>25/1/2023</sup> to Dt. <sup>31/1/2023</sup>)

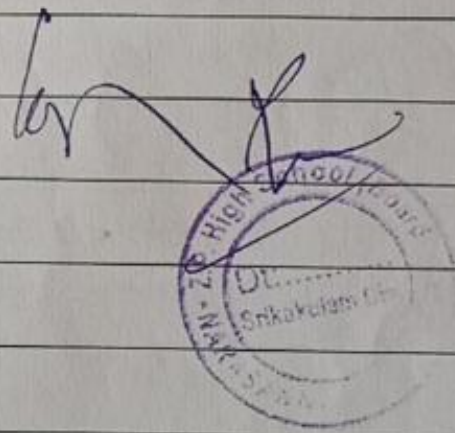
Objective of the Activity Done:

Detailed Report:

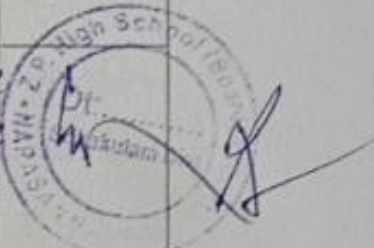


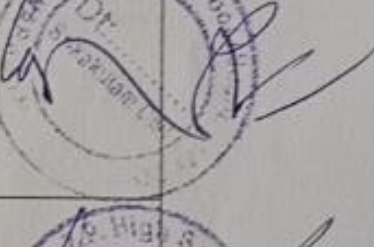
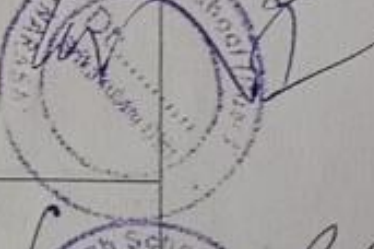
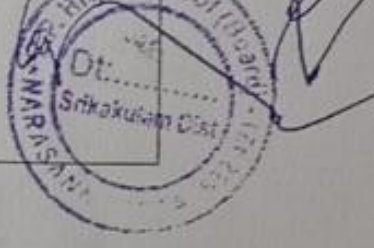
In this week, I have developed my skills such as teachings, mentoring, communication, managing and team participation skills when compared to the previous three weeks.

I have ~~also~~ 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 state.



# ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught 10 <sup>th</sup> class about discipline followed in classroom	I have interacted with the students about disciplinary.	
Day-2	I have taught the 1 <sup>st</sup> class students about seminar skills	I have tried to teach the students about seminar skills.	
Day -3	I have interacted with the 1 <sup>st</sup> class students through digital way	I have accessed the digital device in the school.	
Day -4	I have taught the 1 <sup>st</sup> class students about english lessons	the students have learned and doing good in studies.	
Day -5	I have taught the 1 <sup>st</sup> class students about E.V.S lesson	the students are doing well.	
Day -6	I have interacted with all students about previous status and present status.	I have known so many things in this journey.	



## WEEKLY REPORT

WEEK - 7 (From Dt. 1/2/2023 to Dt. 7/2/2023)

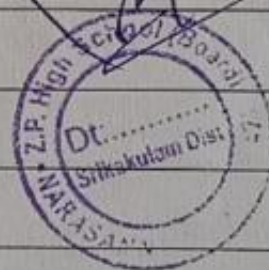
Objective of the Activity Done:

Detailed Report:

In this week, I have developed my self such as teaching skills. I have come to know that I have learned so many things in this journey. I have developed my communication skills, management skills, interactive skills, teaching skills and other skills which enhanced me very well.

I came to know few good things and also some problems which I have tried to solve and made better out of it.

I learn about being a teacher, worker and mostly as an Internal in the work place.



## WEEKLY REPORT

WEEK - 7 (From Dt. 1/2/2023 to Dt. 7/2/2023)

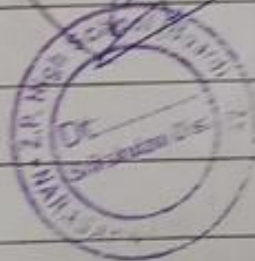
Objective of the Activity Done:

Detailed Report:

In this week, I have developed my self such as teaching skills. I have come to know that I have learned so many things in this journey. I have developed my communication skills, management skills, interactive skills, teaching skills and other skills which enhanced me very well.

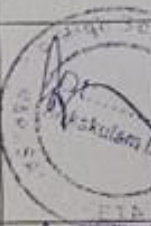

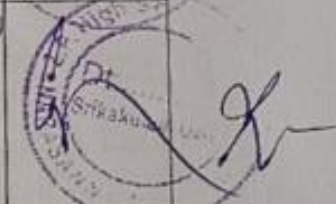

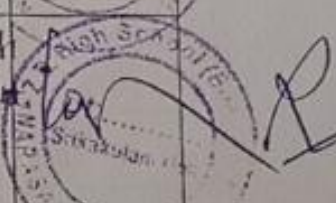
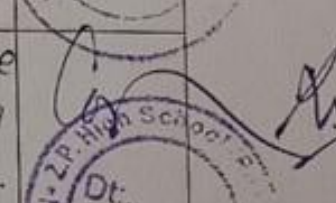
I came to know few good things and also some problems which I have tried to solve and made better out of it.

I learn about being a teacher, worker and mostly as an Internal in the work place.





# ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have checked about the 5th class student awareness on how to like in a	I have interacted with the students about discipline every.	
Day -2	I have taught 4th class students about English basics like everyday changes	I have tried to teach the students about seminar skills.	
Day -3	I have conducted a fun activity to the 2nd class students.	I have to come to know about few problems in school.	
Day -4	I have helped the teachers and staff members in this work.	I tried to solve students problems at a possible level.	
Day -5	I have taught 5th class students about maths basics and taught to help them further.	I have dealt with 1st class students in a digital way.	
Day -6	I have taught us for 4th class in a practical way.	I have increased my communication skills.	

## WEEKLY REPORT

WEEK - 8 (From Dt: 8/2/2023 to Dt: 14/2/2023)

Objective of the Activity Done:

Detailed Report:

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

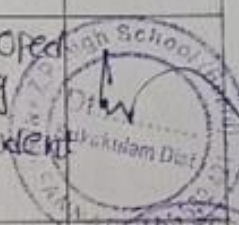
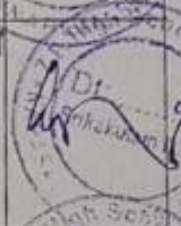


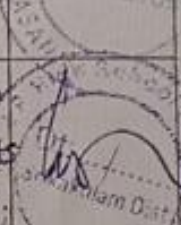
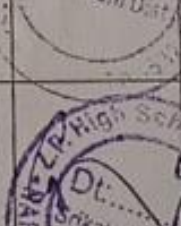
I have also observed about the school environment, students' performance and I have also interacted with them and gave advice and got tried to solve them in other ways.

The students also have been well performing with good state.





# ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught maths lesson to the 3 <sup>rd</sup> class and 4 <sup>th</sup> class	I have developed My teaching skills the student - 5 to good	 [Signature]
Day - 2	I have conducted a quiz game for exploring their talent for 1 <sup>st</sup> class	I have interacted with students and helped them in their doubts	 [Signature]
Day - 3	I have checked about every class environment	I have to come to know about few problems in school	 [Signature]
Day - 4	I have interacted with students regarding their problem	I tried to solve students problems at a possible level.	 [Signature]
Day - 5	I have taught 1 <sup>st</sup> class students about animals and birds	I have deal with 1 <sup>st</sup> class students in a digital way.	 [Signature]
Day - 6	I have taught 3 <sup>rd</sup> class students about eating etiquette	I have increased my communication skills.	 [Signature]

## WEEKLY REPORT

WEEK - 9 (From Dt. 15/2/2023 to Dt. 22/2/2023)

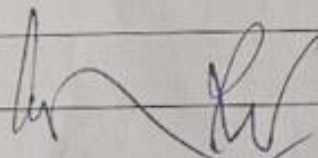
Objective of the Activity Done:

Detailed Report:

In the week, I have developed my skills as teaching skills. I have come to know that I have learned so many things in their journey. I have developed my communication skills.


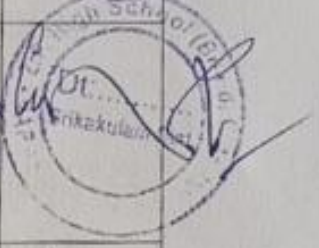


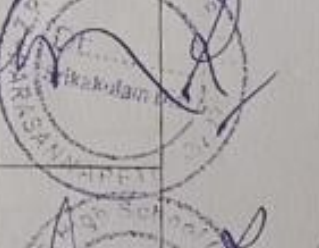

Management skills which few good things and also some problems which I have tried to solve and made better out of it.

I learn about being a teacher, worker and monthly as an internal in the work place.





# ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught VI <sup>th</sup> class about discipline followed in classroom.	I have interacted with the students about discipline.	
Day -2	I have taught the V <sup>th</sup> class students about seminar skills.	I have tried to teach the students about seminar skills.	
Day -3	I have interacted with 1 <sup>st</sup> class students through digital lesson.	I have accessed the digital way device in the school.	
Day -4	I have taught the 2 <sup>nd</sup> class students about english lesson	The students have learned and doing good in students.	
Day -5	I have taught the 3 <sup>rd</sup> class student about evs lesson.	The students are doing well	
Day -6	I have interacted with all students about as evs lessons	I have known so many things in this journey.	

## WEEKLY REPORT

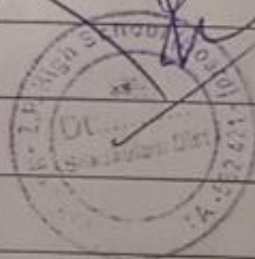
WEEK - 10 (From Dt. <sup>23/2/2023</sup> to Dt. <sup>26/2/2023</sup>)

Objective of the Activity Done:

Detailed Report:

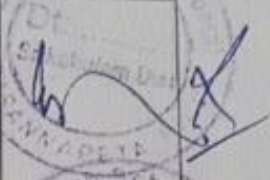

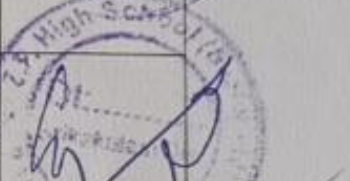
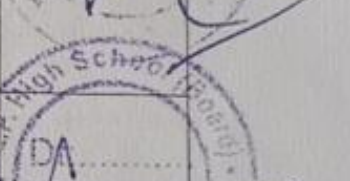
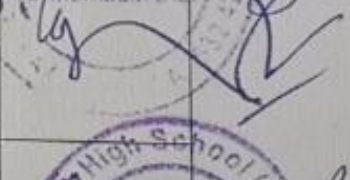
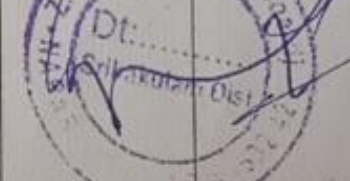
In the week I have long Journey with all students goes to the Picnic I was so excited and about the nature, said the childrens this picnic celebrated beside the school garden there was so many trees and birds sounds childrens was so happy that time. after one day evening I was teach lesson more than classes 5<sup>th</sup> and 6<sup>th</sup> class.

I was thought that sweet memories in my degree life in the four months internship at the school.





# ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have taught IV <sup>th</sup> class about discipline followed in class Room	I have know so Many new thing about their place Home studies.	
Day - 2	I have taught the 5 <sup>th</sup> class students. about seminar Skills	I got to know about teaching new things to the students	
Day - 3	I have interacted with With the 1 <sup>st</sup> class students though digital way	I have developed Many communicate Mentoring skills very well	
Day - 4	I have taught the 6 <sup>th</sup> class students about social lesson	I came to know about the working of teachers and staff	
Day - 5	I have taught the 3 <sup>rd</sup> class students about english lesson	I have learned to teach about how to solve problems.	
Day - 6	I have interacted with all students about previous status and proud fates	I have learned to teach in practical way	

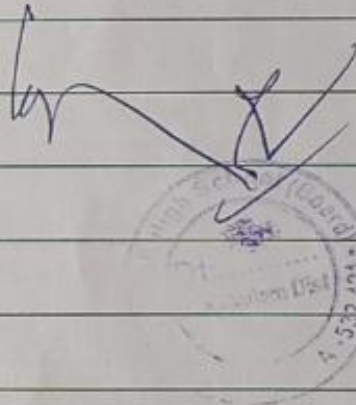
# WEEKLY REPORT

WEEK - 11 (From Dt. 1/3/2023 to Dt. 6/3/2023)

Objective of the Activity Done:

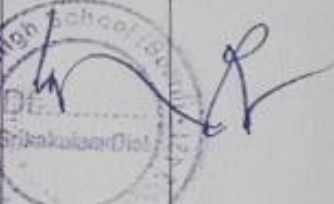


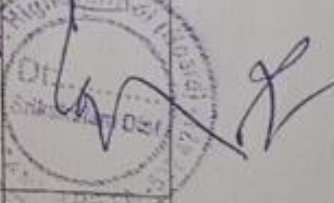
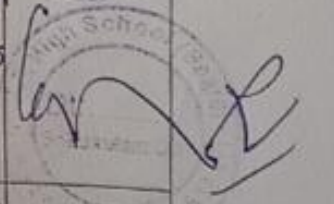
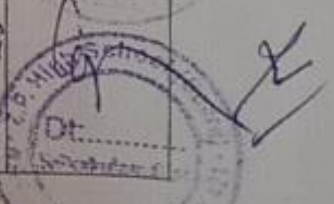
Detailed Report:

In the week I have best teacher in the children way I talk about of more than stories for childrens so that reason to I was a good student and good teacher at the childrens an way And I was to so thrilling because of 2 way studies at the school and I was teaching now on the school

A handwritten signature in blue ink is written over a circular purple school stamp. The stamp contains the text 'High School (Coed)' and '127 2023'.



# ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught maths lesson to the 3 <sup>rd</sup> class and the 4 <sup>th</sup> class	I have developed my teaching skills the students are to are good	
Day -2	I have conducted a quiz game for exploring their talent for 5 <sup>th</sup> class	I have interacted with students and helped them in their doubts	
Day -3	I have checked about every class environment the sanitary facilities and water	I have to come to know about few problems at a possible level.	
Day -4	I have understood with students regrouping their problems in school	I have deal with 1 <sup>st</sup> class students in a digital way.	
Day -5	I have taught 1 <sup>st</sup> class students about animals and birds	I tried to solve students problems at a possible level.	
Day -6	I have taught 3 <sup>rd</sup> class students about eating etiquette	I have increased my communication skills	

## WEEKLY REPORT

WEEK - 12 (From Dt. 7/3/2023 to Dt. 13/3/2023)

Objective of the Activity Done:

Detailed Report:

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






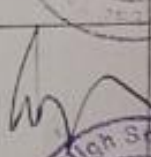
And I have also interacted with the respected government teachers parents about the situations, problems environments etc. I have also tried to teach the students so that they feel like they are in a open space.

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





# ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I went to 4 <sup>th</sup> class and I have observed some students who needs to be discipline	I have interacted with the students about seminar Skills	
Day -2	I have taught 3 <sup>rd</sup> class a telugu lesson and by them through sentence	I have tried to teach the student about seminar Skills	
Day -3	I have taught the 1 <sup>st</sup> class students some rhymes and moral stories.	I have accessed the digital device in the school.	
Day -4	I have taught the 1 <sup>st</sup> class student some rhymes and activities	The students have learned and doing good in Studies.	
Day -5	I have taught the 5 <sup>th</sup> class about how to behave at particular places	The students are doing well	
Day -6	I have conducted activities for 2 <sup>nd</sup> class students on maths	I have known so many things in this Journey.	

## WEEKLY REPORT

WEEK - 13 (From Dt. 14/3/2023 to Dt. 20/3/2023)

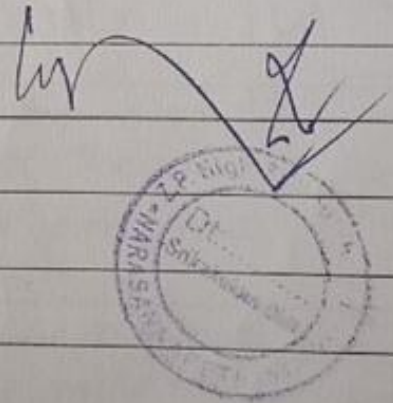
Objective of the Activity Done:

Detailed Report:

I worked in the education department


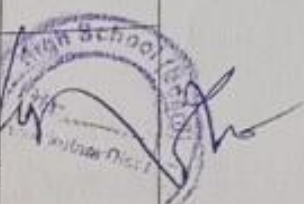
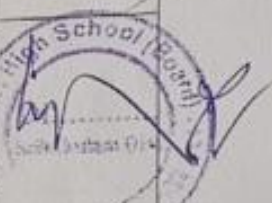
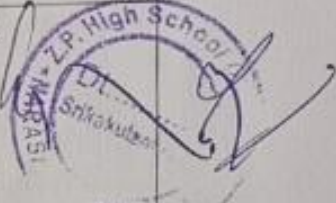

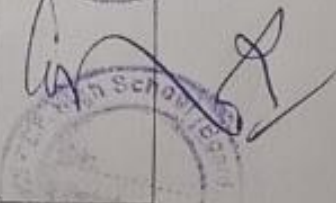
I worked in ~~Marasanna~~ Narasanna  
-peta Z.P.H school education departments  
Plays an important role in my every sector.

I performed some tasks the children  
tasks the children so that to encourage  
their capability I performed weekly  
tasks to the children this part of four  
maths internship more knowledge, learned  
more knowledge and I learned few things  
to change in school which should be changed





# ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked the sixth class students awareness on how to live in a society	I have been prepared and come to know about teaching.	
Day - 2	I have taught 4th class students abouts english basics like everyday choices	I came to know about their educational status	
Day - 3	I have conducted a fun activity to the 2nd class	I came to know how to teach the children clearly	
Day - 4	I have helped the teacher and staff members in their work	I observed about their knowledge in english.	
Day - 5	I have taught 5th class students about maths bases	I came to know about their mind sets and knowledge	
Day - 6	I have taught evs lesson for 7th class	I came to know their mind sets and knowledge	

## WEEKLY REPORT

WEEK - 14 (From Dt. 21/3/2023 to Dt. 28/3/2023)

Objective of the Activity Done:

Detailed Report:

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

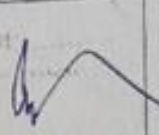
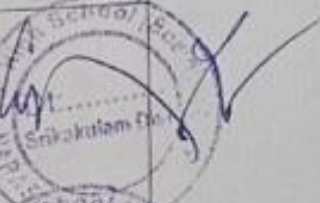
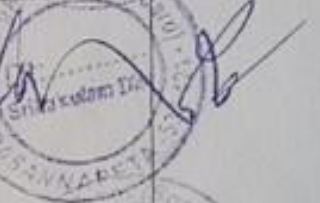
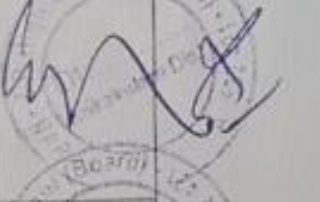

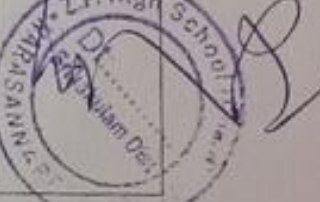
And I have also interacted with the respected Government teachers, Parent about the situations, problems, environments etc. I have they feel like they are in a open space.

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





# ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have taught IV <sup>th</sup> class in class Room	I have know ho to discipline the students of my standards	
Day -2	I have taught the 1 <sup>st</sup> class students some rhymes and moral stories	I got to know about their life style	
Day -3	I went to 5 <sup>th</sup> class and asked them about their goals which way well	I have managed the students to read in the mother language	
Day -4	I have taught the 1 <sup>st</sup> class students some rhymes and moral stories.	I came to know about communication and manage ment students.	
Day -5	I have taught the 5 <sup>th</sup> class about how to behave at particuar places and situation	I have to come to know about mentaring in Behavior aspects	
Day -6	I have conducted activities for 2 <sup>nd</sup> class students on maths	I have taught a subject in approachable manner.	

# WEEKLY REPORT

WEEK - 15 (From Dt. 29/3/2023 to Dt. 4/4/2023)

Objective of the Activity Done:

Detailed Report:

In the week I have developed my skills such as teaching skills. I have come to know that I have learned so many things is this journey I have developed my communication skills, management skills, management skills, interactive skills teaching skills and other skills which enhanced me very well.

I came to know few good things and also some problems which I have tried to solve and made better out of it.

I learn about being a teacher, worker and mostly as an internal in the work place.





## 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.)

Inten's work environment is one of the aspects of the inten's quality. addressed in the report. the people at Z.P.H School. Narasannapeta were a good interactive staff we were given a desk for our work and with basic thing like. ohalle pieces curioale is to enhance the students, observe them and any other negatives. analyse all activities. by students and staff curioalings are from 9:00Am to 3.30 PM (Morning to evening)

The Hedmaster and the teacher are very polite and humble to me the students are very friendly and interactive which made me stabilize with them very cooperative in work.



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

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

I have know about how to put my knowledge and skills into practice such as mentoring I learned how to communication, and build relationship with the people I worked I learned that every department with the people I worked I learned that every department of organization has its own culture I quickly learned that every company has its own culture As a intern I I discovered its essential to be enthusiastic.

Asking and receiving feedback is very important It is essential to take of both the positive and negative points for future I learned that some times asking for feedback receiving feedback is difficult to hear but it will have a impact of 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 acquired from that internship

I learned how to effectively deal with people. Developing managerial skills is important to all professions. As a team we planned about scheduling with respect to time and we all acted as a leader. For every week we arranged our workplace culture for productive use of time.

We have kept notes for observing every one's improvement. Weekly wise we will discuss about all pros and cons in our ~~working~~ working style. We all have kept our goals for this journey. We also have developed our decision making skills which are very essential in further. As per the final day we have discovered about our performance and 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 Z.P.H School Narasampta Srinakula as we have been interacting with each other students. We have improved our communication written communication as we are signed to class rooms of first day, we may feel tense but now we are confident while communication as we conveying understanding other.

We also come to getting understood by other we improved our speech skills from prepared level to extempore level we have developed from a student to an intern 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 taught after skills in the work place

We the interns of Z.P.H school Narasannapeta formed as a team to enhance and introduced our work in an effective way

Initially 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 Leadership we have discussed with each other about work performance

Working as a team member and also as a leader made me known about how to work as a team member, its role in the team in my way to interact and operate and manage them as a unit in every activity it 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 leap is implementing technology in education system to comply digital transformation of schools

The Narasannapeta Z.P.H. school Srikakulam uses devices in the procedure.

The head master updates the information of school through smart phone they scan of the student for checking every teacher and head master of school Female their Attendance through the scan method

There is a smart TV which can be used for teaching attracting the primary student more than academic system that are followed by our school is very enhance upgraded and enriched in every standards we have also used that technological devices for our tasks related to internship even when the student are leaving from school it is also recorded under headmaster vision and is documented.

Page No





### Student Self Evaluation of the Short-Term Internship

Student Name: URLAPU Ramadevi

Registration No: 2022004036033

Term of Internship:

From: 15/12/2022 To: 2/03/2023

Date of Evaluation:

Organization Name & Address: Z. P. H SCHOOL Narasannapeta

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

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

Date:

U. Ramadevi  
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No

Student Name: URIA PU. Ramadevi Registration No: 2022004036033

Term of Internship: From: 15/12/2022 To: 2/03/2023

Date of Evaluation:

Organization Name & Address: Z.P.H. School Narasanna Peta

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:

HEAD MISTRESS  
Z.P.H. School (Board)  
NARASANNAPETA  
Signature of the Supervisor 20/04/2023



## EVALUATION

## Internal & External Evaluation for Semester Internship

### Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

### Assessment Model:

- There shall be both internal evaluation and external 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 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
  - Activity Log 10 marks
  - Internship Evaluation 30 marks
  - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
  - Internship Evaluation 100 marks
  - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- 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)



## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: URLAPU. Ramadevi  
Programme of Study:  
Year of Study: III<sup>rd</sup> year  
Group: B.A (H.E.P)  
Register No/H.T. No: 2022004036033  
Name of the College: Government degree college  
University: B.R. Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	30
3.	Oral Presentation	10	10
	GRAND TOTAL	50	50

Date:

Signature of the Faculty Guide

LECTURER  
Govt. Degree College  
NARASANNAPETA

## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: URLAPU. Ramadevi  
Programme of Study:  
Year of Study: III<sup>rd</sup> year  
Group: B.A (H.E.P)  
Register No/H.T. No: 2022004036033  
Name of the College: Government degree college  
University: Br. Ambedkar university.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	80
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	50
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	200

Signature of the Faculty Guide

LECTURER  
Govt. Degree College  
NARASANNAPETA

Signature of the Internal Expert

LECTURER  
Govt. Degree College  
NARASANNAPETA

Signature of the External Expert

Signature of the Principal with Seal

PRINCIPAL  
GOVT. DEGREE COLLEGE  
NARASANNAPETA-532 421  
Srikakulam Dist.

Valued  
18.7.2023





## **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)





