

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: *Swamy D.N.*

Name of the College: *Government Degree College, Narasampeta.*

Registration Number: *202100810454*

Period of Internship: *5th Sem. From 15/02/2022 To 18/03/23*

Name & Address of the Interning Organization: *ZPGH School, Narasampeta,
Srikakulam, Andhra Pradesh*

Dr. B. R. Ambedkar University
YEAR *2020-2023*

An Internship Report on

5th - Semester - long term Internship

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.com (Computer Application)

Under the Faculty Guideship of

A. Jollani

(Name of the Faculty Guide)

Department of

Commerce Department - Govt. Degree College, Navasamapeta

(Name of the College)

Submitted by:

Saumya. A.N.

(Name of the Student)

Reg.No: 202100810454

Department of Commerce

Government Degree College Navasamapeta.

(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 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.

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Student's Declaration

I, Keenye D D, a student of Postgraduate
Program, Reg. No. 2020/000000 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 12/12/2023 in Strathmore University (Name of
the intern organization) under the Faculty Guidance of
A. Ndlovu (Name of the Faculty Guide), Department of
Commerce, Strathmore College Nairobi
(Name of the College)

Keenye D D
(Signature and Date)

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In this school internship report in the result of an end of the way of 4 months. It would not have been possible without the participation assistance of number of memories brave and courageous people along the way. Thus I have to thank you all.

First I would like to give special for gratitude to my parents who give me every and opportunity to keep my step a head. Last and most importantly, I would like to all those who made this report possible and become a reality with their kind assistance.

The introduction is very friendly and very valuable through this Internship. I got to know that there are some other decided areas which have to be improved.

Official Certification

This is to certify that Sourin, D. A. (Name of the student) Reg. No. 20190000000000000000 has completed his/her Internship in Moula Narasannapeta (Name of the Intern Organization) on Education (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce in the Department of Govt. Degree College (Name of the College).

This is accepted for evaluation.



Endorsements

Faculty Guide :- A. Pallavi

A. Pallavi
LECTURER
Govt. Degree College
NARASANNAPETA

Head of the Department :-

Commerce Department
A. Pallavi
LECTURER
Govt. Degree College
NARASANNAPETA

Principal

[Signature]
PRINCIPAL
GOVT. DEGREE COLLEGE
NARASANNAPETA-532 421
Srikakulam Dist.

(2)

An internship certificate is an official document which states that the concerned intern has completed his or her designated internship with the mentioned organisation. It also states the field or department in which the intern has worked and certifies that the person qualifies for seeking a higher-level job in the industry.

Internship certificates contains various important aspects which signify their authenticity such as the letterhead of the organisation, complete address and contact number, name of the manager along with a signature etc. Students will receive an internship certificate after completing their internship, serving as documentation that they are now qualified to work or accept employment. Internship certifications also exists in some places.

Certificate from Intern Organization

This is to certify that Seomya D.V. (Name of the intern)
Reg. No. 202100610454 of Govt. Degree College (Name of the
College) underwent internship in Education (Name of the
Intern Organization) from 12/12/2022 to 18/03/2023

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



Head Mistress
Z.P. Girls High School
Narasannapeta
Srikakulam Dist (A.P.)

Authorized Signatory with Date and Seal

I worked in ZPH School Narayanapeta in the Department of education. I worked experience provided by an organisation for a limited of time is called an internship. The students of colleges, high schools and universities, usually go for internship before they join a some of school as employee. Students are made to work on live projects to make them professionally experienced.

In this students who have completed their internship need to go their project manager or supervisor to get the internship certificate. It should be duly signed by the issuing authority and specifically should declare the type of project on and the duration of the internship.

Acknowledgements

I wish to express my deep gratitude and sincere thanks to the principal, in ZPUH school Narasannapeta for this encouragement and for all the facilities that he provided for this project work. I sincerely appreciate this magnanimity by taking me into his fold for which I shall remain indebted to him. I extend, who hearty thanks to Mrs. A. Pallavi Commerce Teacher, who guided me to the successful completion of this project. I take this opportunity to express my deep sense of gratitude for her invaluable guidance, constant encouragement, constructive comments, sympathetic attitude and immense motivation, which has sustained my efforts at all stages of this project work.

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I express my deep gratitude and appreciation to those who agreed to participate in the project, for their time expended and courage in sharing their insights with a fledgling student.

It is to them I am most indebted, and I can only hope that the product of our collaboration benefits each one as much as I benefited from the process.

At times, my studies carried out at great cost to those closest to me. I thank my family and my fellow students for their best understanding and support.

I acknowledge to all the people who have involved and supported me in making this project.

Contents

In India, there are many internship programs conducted depending on different to provide opportunities to the students in different fields and develop their careers. There are many organisations both private and government, they would conduct internship programs. Students have to apply to the respective organisation based on their courses and interest to join as an intern to the company. After the completion of internship, students will be provided with the certificate of internship as proof that they have completed the internship and are eligible to work or take a job.

Internships helps students to develop their skills, show them career paths and how to make a good relationship with their co-workers. In some places, internship certificates also work as experience letters and help the person to get benefits. Within a long time, I have to make this report as comprehensive as possible. But there may be some incompleteness due to some various restrictions. For this reason I beg your kind consideration in this regard. I am pleased to submit my internship report titled as Education for ZPOH school Narasannapeta. which was required for graduation from the B.Com (computers) of Government Degree College Narasannapeta.

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.

An internship helps you train under experienced professionals and explore what your chosen career path would be like, and an internship with a company in your field can help you to develop the skills you require to thrive within a professional setting. At the end of the training period, the company may ask you to review your time with them and write a report based on your experience. In this article, we explain what an internship report is and how to write one and provide few format samples to help you create your own.

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An internship report is a document that summarizes your internship experience with a company any ongoing considerations you might wish to recommend. After you have completed an internship project or an internship program, the company is likely to ask you to submit an internship training report detailing your work experience. The report could help them understand the benefits you received by interning with them and how they can improve their program for future interns. In your report on your internship experience, you are required to mention the skills you developed during the training period and specify how you used these skills in the position and for the tasks that the company assigned to you.

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.

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills. It offers ideas employer the opportunity to bring new ideas and energy into the workplace, develop talent and potentially build a pipeline for future full-time employees. A quality internship.

Internship are supervised structured learning experiences in a professional setting that allow you to gain valuable work experience in a students chosen field of study. Internship require a minimum of 120 hours. Co-ops are paid positions that require students to alternate semesters between full-time academic study for at least two semesters. Students are often, but not always, offered full-time employment with the organization upon graduation. Co-ops are not common at UMBC, but there are students who are interested in them as students who are interested in them as applied learning experiences.

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.

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills. It offers the employer the opportunity to bring new ideas and energy into the workplace, develop talent and potentially build a pipeline for future full-time employees.

An internship is a period of work experience offered by an organisation for a limited period of time. Once confined to medical graduates, internship is used practice for a wide range of placements in business, non-profit organisation and government agencies. They are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field. Employers benefit employees from their best interns, who have known capabilities, thus saving time and money in the long run. Internships are usually arranged by third-party organisation that recruit interns on behalf of industry groups.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	In a first day I looked the classroom and I introduced in my self, in the students.	First day is very join and telling about my self.	<i>[Signature]</i>
Day - 2	In the second day I am going to the 5 th class room and students write a word books.	This students is very sallyaly writing the work books.	<i>[Signature]</i>
Day - 3	In the third day may have going to the 5 th class room conducting the quiz program.	In the students is very telended in the classroom.	<i>[Signature]</i>
Day - 4	In the fourth day I will conducting the 6 th class students some culbrul activities.	We are know the education purpes of the students.	<i>[Signature]</i>
Day - 5	In the fifth day 4 th and 5 th class students may writing the english work book.	We may easily learning the script manner.	<i>[Signature]</i>
Day - 6	In this week last day I will conducting the dance program in 5 th class students.	We are enjoy the dance program in the students.	<i>[Signature]</i>



WEEKLY REPORT

WEEK - 1 (From Dt. 12/12/2020 to Dt. 17/12/2020)

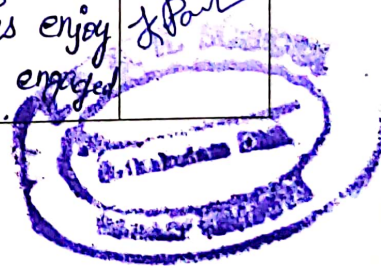
Objective of the Activity Done:

Detailed Report:

A student's assessment declaration form is used by teachers to get students to agree to be assessed. The form is used to make sure that students are not distressed during testing and that they understand what is being assessed. The assessment declaration form is useful because it allows students to explicitly state what is being assessed and what education or qualification they are being assessed for. A declaration in a resume states that the information on your resume is correct to the best of your knowledge. This statement is an assurance that every piece of information written on your resume is right, and you fully acknowledge them. It should also include your name, full signature, location and the date.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	In the second week 1st day we are making 5th class work book writing the students.	The students are carefully write the work books.	X. Par
Day - 2	In this second day shall I conducting the 6th class english exam conducting.	The childrens are supperly the write the examination.	X. Par
Day - 3	The third day 8th class students Types of resources Question and answers writing.	This students very silently work the notes.	X. Par
Day - 4	In the fourth day 7th class students learning the topic :- complete incomplete flowers.	I will learn in this topic will some of the flowers.	X. Par
Day - 5	In the fifth day I spelled in the english lesson for 5th class students.	We know about and talent and education skills of childrens	X. Par
Day - 6	In the sixth class students and 4th class students will play yoga.	This students program is enjoy and joyful engaged the students.	X. Par



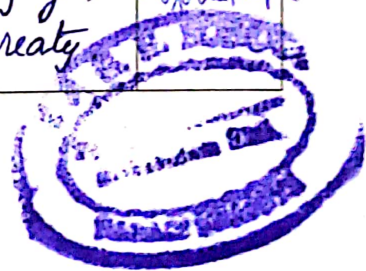
WEEKLY REPORT

WEEK - 2 (From Dt. 19/12/22... to Dt. 25/12/22...)

Objective of the Activity Done:
Detailed Report: It is important to include specific skills you developed during the course of your internship. Explain how they relate to your educational experiences and your career goals. Detail experiences you received during your internship that helped you to develop professionally and how they would contribute to your future work. Finally, discuss skills that you would like to continue develop or experience you would like to have as part of your internship. This can help you gain insight into what you would like to find in future internship while also helping the organisation understand how they can better meet the needs and interests of interns in the future. I joined Arega for an internship program in the capacity of a marketing assistant.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	In the third week 1 st day 1 will conduction the test for 6 th class students.	This students education will be very poor.	S. Jyoti Kumbhar
Day -2	The second day 5 th and 4 th class students write the work book for english.	We are easily learn the question and write them the answer.	S. Jyoti Kumbhar
Day -3	The third day may last hour 8 th class students will played in playground.	This students very talented the group work.	S. Jyoti Kumbhar
Day -4	The fourth day 6 th class students may write the exam in :- The Food we need.	only some students write the exam very neatly.	S. Jyoti Kumbhar
Day -5	The fifth day 7 th class students may have write the note :- Wonders of light.	This students are silently write the notes.	S. Jyoti Kumbhar
Day -6	In this week last day 3 rd , 4 th , 5 th class students will singing competition conducting.	This children's will enjoyed and preaty.	S. Jyoti Kumbhar



WEEKLY REPORT

WEEK - 3 (From Dt. 27/12/22 to Dt. 02/01/22.)

Objective of the Activity Done:

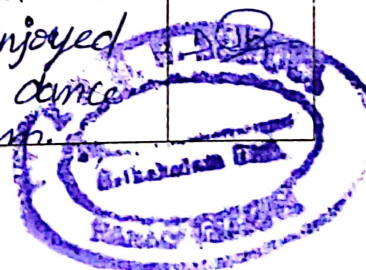
Detailed Report:

In a few day, From my internship at Arega, I was able to get a better understanding of how the marketing industry works and how effective it is. I enjoyed working with the arega marketing team to devise and implement different marketing strategies. But, I still have a long way to go in understanding the psychological aspects of marketing, and I require to build up my public speaking skills as well. Overall, I found the marketing internship experience to be positive, and I am sure I would be able to use the skills I learned in my career later. I am grateful to the Arega staff for their patience and assistance during my training at their company. They specialise in creating and improving products and services according to the current market needs.

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ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	In the fourth week First day fifth class work book writing.	First day will students study for seeing.	D. J. Ram
Day -2	For the second day am teaching the class in 6 th class students in english.	We know about the talent and education skills of study.	D. J. Ram
Day -3	The third day 9 th class students maths notes writing the class.	We may silently write the notes for maths.	D. J. Ram
Day -4	In the fourth day I always discussed subject manner for 6 th class students.	This students can be developed in the memories power.	D. J. Ram
Day -5	In the fifth day I conducting fifth class students so words easily test.	This children's write the Exam very simply.	D. J. Ram
Day -6	This last day I may conducting dance program am 4 th class students.	This children were enjoyed in the dance program.	D. J. Ram



WEEKLY REPORT

WEEK - 4 (From Dt 03/01/23... to Dt 10/01/23...)

Objective of the Activity Done:

Detailed Report:

Communicating with parents is such an important part of our job. I mean, we are teaching someone else's pride and joy, so it makes sense to keep those partners in the loop as far as school is concerned. With that being said, this is an area I struggle with. It is so difficult to find time area I struggle students parents informed, as well as do the rest of my teacherly duties. So, in an effort to TRY and keep the lines of communication open, I created my weekly report that I have been using for the past... gosh... 10 years. These reports then get cut in half, glued into the students planners, are taken home with all of the week's work, and come back on Monday signed by mom or dad. I usually fill these out while the students are taking their Friday quizzes.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Parental Change Signature
Day - 1	In the fifth week 1 st day I will conducting the exam for 5 th class students.	This students during learn the question and state the exam.	
Day - 2	The 5 th class students recited 3 rd the Indian location for the write the question and answer.	We are very silently read the question and answer.	
Day - 3	In the third day may developed in 5 th class students multiplication and division.	This students are carefully moving the sum in the students.	
Day - 4	The 5 th class students write the english exam.	We are study and learning the students.	
Day - 5	We are conducting the 5 th class Quiz program how the class room.	This Quiz program winner is Team A student.	
Day - 6	In this week last day I will conducting the dance program in the 5 th class.	We are enjoy this dance program in the students.	



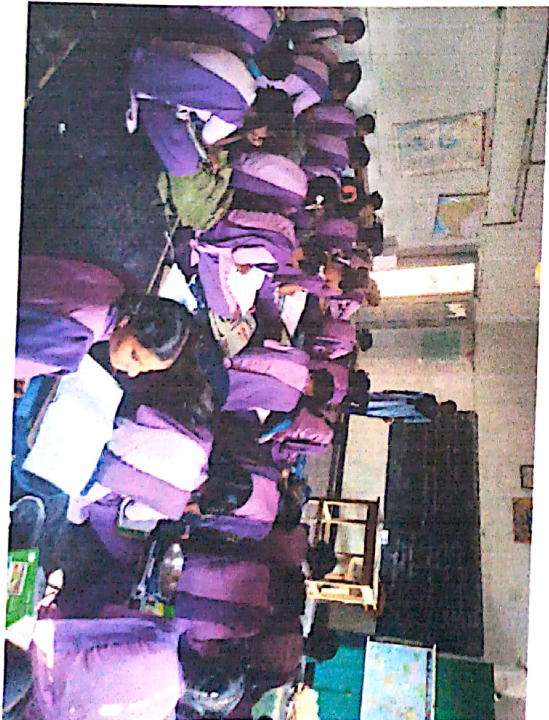
WEEKLY REPORT
WEEK - 5 (From D12/01/23... to D128/01/23.)

Objective of the Activity Done:

Detailed Report:

A few days into the unit, I looked around the classroom and found myself in a rare moment of harmony where everyone was working collaboratively and appeared to be on task. The teacher's weekly report is a report that a teacher has to submit about his or her accomplishment for the week. It may consist of the behavior of students and it contains the success of a week plan. A weekly attendance report is considered by parents and faculty members to ensure that teachers are properly doing their job. The report has the extent of knowledge that the teachers have shared with the students for the week. It may contain the achievement that they have done to their lesson plans. It is an accurate report on how much a teacher has accomplished for the week.

PHOTOS & VIDEO LINKS



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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.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Soumya D.N.

Programme of Study: Education Department

Year of Study: 2020

Group: B.Com (Computer's)

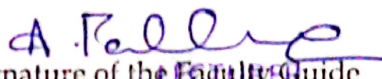
Register No/H.T. No: Reg NO : 20210319454 . Hall No : 2022004066025

Name of the College: Government Degree College, Narasannapeta.

University: Ambedkar University, Srikakulam.

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
Govt. Degree College
NARASANNAPETA

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Saumya . D . N .

Programme of Study: Education department

Year of Study: 2020

Group: B. com (computer's)

Register No/H.T. No: Reg No : 202100810454 . Hall No : 2022004066025

Name of the College: Government Degree Collage Narasannapeta

University: Ambedkar University , Srikakulam .

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	150
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	200

Signature of the Faculty Guide

A. Pallu
LECTURER
Govt. Degree College
NARASANNAPETA

Signature of the Internal Expert

A. Pallu
LECTURER
Govt. Degree College
NARASANNAPETA

Signature of the External Expert

[Signature]
PRINCIPAL
GOVT. DEGREE COLLEGE
NARASANNAPETA-532 421
Srikakulam Dist.

Signature of the Principal with Seal

*Valued
KSM
18.7.2022*