

**GOVERNMENT DEGREE COLLEGE
NARASANNAPETA**

DEPARTMENT OF COMMERCE

PROGRAM BOOK FOR SHORT TERM INTERNSHIP

Submitted in the partial fulfillment for B.Com (Computers)

Internship(Batch 2021-2022)



Submitted by

(SOWMYA.D.N)

(Reg No :2022004066025)

B.Com (Computers) 4TH Semester

Under the Mentorship of

A. PALLAVI

Lecturer in Commerce

Government Degree College, Narasannapeta
Srikakulam District-532421



Program Book

Short Term Internship

**AP STATE COUNCIL OF HIGHER
EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

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**PROGRAMME BOOK FOR SHORT- TERM
INTERNSHIP 2021-2022**

DEPARTMENT OF EDUCATION

NAME OF THE STUDENT: Sowmya D.V.

NAME OF THE COLLEGE: Government Degree College, Narasannapeta.

REGISTER NUMBER: 202112826730

COURSE: B. Com (com) II year

PERIOD OF INTERNSHIP: Short term internship 30-09-2022 to 30-11-2022

NAME & ADDRESS OF THE INTERN ORGANIZATION: ZPH School, Narasannapeta.

DEPARTMENT OF COMMERCE

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 COMMERCE

NAME OF THE FACULTY GUIDE: A.Pallavi

DURATION ON THE INTERNSHIP: 30-09-2022 to 30-11-2022

NAME OF THE STUDENT: Sowmya.D.N.

PROGRAMME OF STUDY: Education IInd B.com(Com)

YEAR OF STUDY: 2020-2022 (II^{ed} year)

REGISTER NUMBER: 202112826730

DATE OF SUBMISSION: 9-12-2022

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

○ Activity Log	25 marks
○ Internship Evaluation	50marks
○ Oral Presentation	25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

Program Book for Short Term Internship

Name of the Student: *Samya D.V.*

Name of the College: *Government Degree college Narasannapeta.*

Registration Number: *2022004066025*

Period of STI: *2 months* From: *30/9/22* To: *30/11/22*

Name & Address of the Community/Habitation: *Education Department*
ZPCHs Narasannapeta

Instructions to Students for Short Term Internship

Please read the detailed Guidelines on Short Term Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

Link:

<https://apsche.ap.gov.in/Pdf/Guidelines%20for%20the%20OJT%20Internship%20Community%20Service%20Project.pdf>

1. It is mandatory for all the students to complete 2 months (180 hours) of Short Term Internship as a part of the 10 month mandatory internship/on the job training.
2. Consider yourself as a committed volunteer in the community, you work with.
3. Every student should identify the village/community/habitation for Short Term Internship (STI) in consultation with the College Principal/the authorized person nominated by the Principal.
4. Report to the community/habitation as per the schedule given by the College. You must make your own arrangements of transportation to reach the community/habitation.
5. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow volunteers. Post your daily activity done and/or any difficulty you encounter during the programme.
6. You should maintain punctuality in attending the STI. Daily attendance is compulsory.
7. You are expected to learn about the community/habitation and their problems.
8. Know the leaders and the officials of the community/habitation.
9. While in project, always wear your College Identity Card.
10. If your College has a prescribed dress as uniform, wear the uniform daily.
11. Identify at least five learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - Information about the community, including the realities and problems of the society.
 - Need for creating awareness on socially relevant aspects/programs.
 - Acquiring specific Life Skills.
 - Learning areas of application of knowledge and technologies related to your discipline.
 - Identifying developmental needs of the community/habitation.

Short Term Internship Report

Submitted in accordance with the requirement for the degree of

Name of the College: Government Degree College Nandavanipeta

Department: Commerce.

Name of the Faculty Guide: A. Pallavi

Duration of the CSP: From 30/10/22 To 30/11/22

Name of the Student: Sowmya D.V.

Programme of Study Education. (IInd B.com (Gen))

Year of Study: 2020 - 2022

Register Number: 2022004066025.

Date of Submission: 9-12-2022

Student's Declaration

I, Sowmya D.N., a student of CSP..Program, Reg. No. 2022004066025 of the Department of Commerce, C.V.D.:M.T. College do hereby declare that I have completed the mandatory community service from 20/01/22 to 27/01/22...in Education..... (Name of the Community/Habitation) under the Faculty Guideship of A. Pallavi..., (Name of the Faculty Guide), Department of Commerce.....in Govt. Degree..... College

Sowmya D.N.
(Signature and Date)

Endorsements

Faculty Guide :- A. pallavi A. Pallavi Lec. in Commerce

Head of the Department Commerce Department

Principal

Certificate from Official of the Community

This is to certify that Saumya D.N. (Name of the Community Service Volunteer) Reg. No. 202204066025 of Gouti D.C. College (Name of the College) underwent community service in Education (Name of the Community) from 20.10.2022 to 27.10.2022.

The overall performance of the Community Service Volunteer during his/her community service is found to be Satisfactory (Satisfactory/Good).



N. Uma

Authorized Signatory with Date and Seal
Head Mistress
Z.P. Girls High School
Narasannapeta
Srikakulam Dist (A.P)

ACKNOWLEDGEMENTS

* In this school internship report is the result of an end of the way of two months. It would not have been possible without the participation assistance of numerous brave and courageous people along the way. Thus, I have to thank you all.

First and foremost, I would like to give special gratitude to my parents who give me every opportunity to keep my step a head.

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

Last and most importantly, I would like to all those who made this report possible and become a reality with their kind assistance.

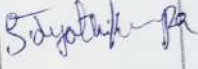
CHAPTER 1: EXECUTIVE SUMMARY

The community service report shall have only a one-page executive summary. It shall include a brief description of the Community and summary of all the activities done by the student in CSP and five or more learning objectives and outcomes.

I worked in the internship in the department of education. I visited the place in ZPHS Narasannapeta. I will choose education department to know the current status of the education and different from past few years. I spent a day, with children and I learn and observed many things.

The introduction is very friendly and very valuable through this internship. I got to know the there are some other decided areas which how to improved. I interacted with the children and let them to know their problems and what they are facing through. I have a friendly with interaction and I thought same lesson to them and I have few suggestions to improve them.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Monday 20/10/22 Day - 1	In a first day I looked the classroom and I introduced in my self. in the students.	First day is very fair and telling about a speech.	
Thursday 21/10/22 Day - 2	In the second day fifth class students English work book writing. 8th class science 5 questions test.	They are learning the study of 5th and 8th class students.	
Friday 22/10/22 Day - 3	We are conduct the Quiz program in 7th and 8th class childrens. 4th class work book learning.	We are very talented students in the 7th and 8th class students.	
Saturday 25/10/22 Day - 4	In the 4th day we teach the Remedial classes and we conducted cultural activities.	We know about the talent and education skills of students.	
Tuesday 26/10/22 Day - 5	5th day 5th class students are telling the english class. 9th class students social 1st lesson Question answers test.	We are easily learn the communication skills and subject manner.	
Wednesday 27/10/22 Day - 6	In the 6th day we are conduct the dance program in 5th students.	We are enjoy this dancing program is the students.	
Thursday			



WEEKLY REPORT

WEEK - 1 (From Dt. 20/10/22... to Dt. 27/10/22...)

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. My students were sitting in groups of different sizes from two's to five's some with TA support, as they got to work on their writing drafts. I paused by one pair of students who are writing a speech. Most of that each class in the school could prepare one page containing a message, a drawings or a poem. It is just like a mirror of daily working and performance of a teacher. It can be a section of the course textbook or even a place to highlight something they must work on. Next what the student should be worked on each day and what they need to work on in the future.

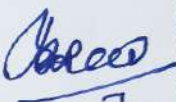


CHAPTER 2: OVERVIEW OF THE COMMUNITY

- About the Community/Village/Habitation including historical profile of the community/habitation, community diversity, traditions, ethics and values.
- Brief note on Socio-Economic conditions of the Community/Habitation.

I worked in the education department. I worked in Narasannapeta ZPUN's education department play's in the school. That have the children are beyond lack of knowledge may 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 read in school and shared to few thing. I played improve the education system with my knowledge to give the best students.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Friday Day - 1 28/10/22	In this second week, first day shall I conducted the 6 th class english exam in the students.	First day we are learning the study of the students.	
Saturday Day - 2 29/10/22	In the second day, we may conducting the 5 th class in english exam for 50 words in the class.	We are very talented students in 5 th class students.	
Sunday Day - 3 31/10/22	In this day I spelled in the english lesson for 8 th class students.	We know about and talent and education skills of students.	
Tuesday Day - 4 01/11/22	In the fourth day, may developed in 5 th class students multiplication and division.	This students are carefully manage the sums in the students.	
Wednesday Day - 5 02/11/22	In this fifth day, shall I conducting 8 th class Biology for 5 questions exams.	We are easily learn the communication skills and subject manner.	
Thursday Day - 6 03/11/22	In this week last day 4 th class students may I conducting the singing program.	We are enjoy this singing program is the students.	



WEEKLY REPORT

WEEK - 2 (From Dt. 28/10/22 to Dt. 02/11/2022)

Objective of the Activity Done:

Detailed Report:

A few days in the unit, Information provided by teachers about children's development, Communication skills, and progress in multiple areas such as academic, linguistic, social, and others. I will chose this profession for a reason. you value learning; you value helping others; you value students. you see your purpose in life. To help your students grow academically and socially and so good things for this world. Many may assume if you have already out grown school or have graduated from school that you can escape reports. Unfortunately, that is not the case in any way. But it does not mean that this is considered a bad thing either. In a way, school taught you how to write reports of any kind, so in real world, you would not have any issues whatever when it comes to reports. Whether you are a police officer, an employee in a company, an intern in an organization or a teachers or basically anyone, one would always encounter one or more reports. For whatever reason, reports are always important one way or the other.



CHAPTER 3: COMMUNITY SERVICE PART

Description of the Activities undertaken in the Community during the Community Service Project. This part could end by reflecting on what kind of values, life skills, and technical skills the student acquired.

I worked in ZPHS, Narasannapeta in the department of education. I worked in the Government School, I worked through lesson to the students. I used the blackboard and chalkpiece and thought the basic lessons. I performed some tasks the children so that to the children this part of intership more knowledge. I learned more knowledge and I learned few things to change in school, which should be changed.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
24/11/2022 Day - 1 Friday	In the Third week, First day fifth class work book submitting.	First day will students study for seeing.	
25/11/2022 Day - 2 Saturday	We are conducting the 8 th class Quiz program has the class room.	This students as very talented in this school.	
27/11/22 Day - 3 Monday	In the 4 th class we teach the remedial classes and we conducted cultural activities.	We know about the talent and education skills of students.	
28/11/22 Day - 4 Tuesday	Fifth day 5 th class students am telling the english class. 9 th class students social 1st lesson Question answer test.	We are easily learn the communication skills and subject manner.	
29/11/22 Day - 5 Wednesday	In the sixth day I always discussed subject for 8 th class students.	This students can be developed in the memories power.	
01/12/22 Day - 6 Thursday	In this week last day 3 th class students may conducting the dance program in the class.	We are enjoy this dance program in this students.	



WEEKLY REPORT

WEEK - 3 (From Dt 24.11.2022. to Dt 30.11.2022.)

Objective of the Activity Done:

Detailed Report:

A few days in the unit, What was the focus of students study? What was the basis of my interest in this topic or focus? What was I trying to learn about and understand? What were my overall goals? By now you might have understood the whole process of conducting Action Research. After completing Action Research its report must be written so that other teachers who want to conduct Action Research can get some guidance. So, the report writing is the last step of the Action research which is an important aspect. The purpose of report writing is so clarify the process of research so, that person will interested in Action Research can understand as to how Action Research is to be conduct.

- * Discuss the important of subject.

- * list out the points to be kept in mind while writing.

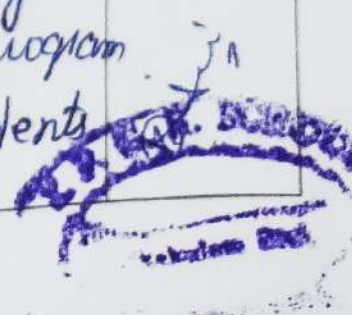
- * list the headlines under which Action Research the report writing.

- * where was the study conducted and the data gathered.



ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Monday 14/11/22 Day - 1	In this fourth week, first day 5 th class telling about lesson in English: A birth day letter.	This class students around the learn carefully in the English subject.	
Tuesday 15/11/22 Day - 2	In the second day, I will conducted 9 th class science 5 questions exams.	This students easily learn the exams.	
Saturday 18/11/22 Day - 3	In the third day, should conducting the 8 th class Telugu Exam.	This 8 th class exam carefully write the exam.	
Monday 15/11/22 Day - 4	In the fourth day, may I conducted 9 th class Hindi Assignment writing.	In this subject very difficult but students are writing the exam.	S. Jyothika
Tuesday 16/11/22 Day - 5	In the fifth day 6 th class conduction with quiz program.	We know about the talent and education skills of students.	D.S
Wednesday 17/11/22 Day - 6	In this week last day 5 th class students may conducting the dance program.	He are enjoy this dance program in this students.	



WEEKLY REPORT

WEEK - 4 (From Dt. 11/11/2022. to Dt. 17/11/2022)

Objective of the Activity Done:

Detailed Report:

A few days into the unit, I looked around the classroom. Students were sitting in the groups of different sizes. We believe that teacher voice should be central to any discussion about education. Too much decision-making and commentary in education fails to draw upon the expertise of front-line teachers, particularly those with deep experience of teaching. Teachers' answers on which groups of childrens had experienced the more learning loss re-ordered the hierarchy of long-observed categories of disadvantages among school pupils and have highlighted the complexities of educational inequality. The most frequently observed group of children to suffer learning loss during the pandemic were those with less access to the internet or to technology (60%). Teachers reported. Private schools were far more likely to have good-quality internet access and digital resources. The school childrens are very talented in the sector.



ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
10/11/2022 Day - 1	In the last week, as First day I will conducted as 7 th class exam Telugu.	I will really appreciate the students in telugu language.	
Friday 11/11/2022 Day - 2	In the second day. 8 th class science lesson- 2 5 questions Assignment.	We are very intelligent persons in the students.	
Saturday 12/11/22 Day - 3	In the Third day may have conducting the exam with 4 th class students as.	This students are very talented persons in the class room.	
Sunday 13/11/2022 Day - 4	In the fourth day I had english speaking skills improve the 8 th class students.	In this childrens may step by step learn the english communication.	
Tuesday 14/11/22 Day - 5	The fifth day. I will conducting the Quiz program in 4 th and 5 th class students.	This students easily learn the skills and subject manner.	
Wednesday 15/11/22 Day - 6	In this week last day 7 th class may I conducting the hindi knowledge improving manner.	In this students carefully learn the subject.	
Thursday			



WEEKLY REPORT

WEEK - 5 (From Dt. 18/11/2022 to Dt. 24/11/2022)

Objective of the Activity Done:

Detailed Report:

In the last week, the education commission is grateful to the many organizations and individuals that have made substantial contributions to this report either directly or through various consultations and discussions. We are particularly thankful for the input of our Education workforce initiative High-level steering group as well as the United Kingdom's Department for International Development. Learning teams for a learning Generation offers new visions for strengthening, diversifying and remingning an education workforce that can deliver, inclusive quality education for all. The workforce is an education system's biggest investment and one of its greatest levers for change. This new report draws on existing evidence and innovations from education and other sectors to rethink the education workforce needed for the future. If you turn on originality reports after a students submits their work, the students can't run a report until you returns their work.

CHAPTER 5: OUTCOMES DESCRIPTION

Details of the Socio-Economic Survey of the Village/Habitation. Attach the questionnaire prepared for the survey.

Long-standing research finds that the most reliable predictor of a child's future success at school - and, in many cases, of access to well-paid and high-studies occupations - is his or her family. Children from low-income and low-educated families usually face many barriers to learning. Less household wealth often translates into fewer educational resources, such as books, games and interactive learning materials in the home. From the beginning, parents of higher socio-economic status are more likely to provide their children with the financial support and home resource for individual learning. As they are likely to have higher levels of education, they are also more likely to provide a more stimulating home environment to promote cognitive development. These parents may be more at ease teaching their child the specific behaviours and cultural references that are the most valued at school.

Describe the problems you have identified in the community

Education is one of the most common issues that every community faces. Well, when students are not getting a proper education, it can be a threat to society, even for the country. You see, most crimes and conflicts occur when the community has a poor education system. Hence, it can create financial problems as well. So, the leaders have to take strict action to provide students with a good education. A community service work can be a great way to spend some free time in high school, but did you also know that it can also be a big help when you apply to college? Colleges like seeing community service work as an extracurricular activity because it shows that you are actively involved in something that will better yourself and the world. By doing community service, you show that at you have a real interest in making a positive change in your community. Community service shows admissions officers that you have a number of the "intangible" qualities that they're looking for in students. Finally, community service can help with some of the more concrete aspects of your college applications as well.

Short-term and long term action plan for possible solutions for the problems identified and that could be recommended to the concerned authorities for implementation.

The short-term planning in education refers to preparing materials to take into lessons that help you run your class for the day or week. It should build on your long-term and medium-term plans by providing the opportunity for more detailed teaching planning. With specific learning activities for the day or week. It is useful to make daily lesson plans in addition a weekly overview. The short-term planning Template provides a handy framework for you to make notes of your lesson ideas. It also contains space for you to make notes of link to experiences and outcomes and benchmarks so you can plan lessons that support teaching within the curriculum for Excellence. Long-term goals are those that by their very nature influence the overall direction of the education. Generally, the ability to achieve long-term goals is a genuine reflection of how well senior-level employees conform to the company's mission. Finally long-term goals are very strategic. They seek to remedy problems on a permanent basis to ensure the company can reach its fullest potential.

Description of the Community awareness programme/s conducted w.r.t the problems and their outcomes.

Community awareness is generally defined as knowledge created through interaction between Community people and its environment, a setting bounded in space and time. It involves states of knowledge as well as dynamic process of perception and action. It is the knowledge that must be maintained and kept updated to complete some tasks in the environment. Community Awareness generation is considered as core element of successful disaster risk reduction. The goal of community awareness is to increase the community's knowledge of the available programs and services offered. This is accomplished by informing the general public through various activities. Ensuring that all children, whatever their personal circumstances, have access to education is the main requirement for achieving equity in education. The sections above show that in all countries and economies, student performance in PISA is related to socio-economic status; - but they also emphasise that this relationship is far from deterministic. Some countries were able to combine higher average performance in reading with smaller socio-economic gaps in performance.

Student Self-Evaluation for the Community Service Project

Student Name: Sowmya.D.N.

Registration No: 2022004066025

Period of CSP: From: 20/10/22 To: 24/11/22

Date of Evaluation:

Name of the Person in-charge: A. Pallavi

Address with mobile number: 6-75, Mettapeta (vill), polaki (man), Narasannapeta, Srikakulam -532429 MO: 8939660631

Please rate your performance in the following areas:

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:

Signature of the Student

Evaluation by the Person in-charge in the Community/Habitation

Student Name: Suman D.V.

Registration No: 2022004066025

Period of CSP: From: 20/10/22 To: 24/11/22

Date of Evaluation:

Name of the Person in-charge: N. USHA RANI

Address with mobile number: ZPGH School, Narasannapeta.

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:


 Signature of the Supervisor
 Head Mistress
 Z.P. Girls High School
 Narasannapeta
 Srikakulam Dist (A.P)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Soumya. D.V.*

Programme of Study: *Education*

Year of Study: *2020 - 2023*

Group: *B.com (com)*

Register No/H.T. No: *Register No:- 202112826730 Hall No:- 2022004666029*

Name of the College: *Government Degree College, Narasannapeta*

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

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

A. Pallu
Signature of the Faculty Guide
Govt. Degree College
NARASANNAPETA

Certified by

Date:

Seal:

[Signature]
Signature of the Head of the Department/Principal
Govt. Degree College
NARASANNAPETA
Srikakulam Dist.