

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: *CH. Akhila*
Name of the College: *Govt degree college (men) Srikakulam*
Registration Number: *2122001856007*
Period of Internship: From: *18/08/23* To: *30/09/23*
Name & Address of the Intern Organization: *Post office*

Instructions to Students

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

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of 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 persons 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 with 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - 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 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.

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of.....

Name of the College: *Government degree college (men) Srikakulam*

Department: *Law*

Name of the Faculty Guide: *Dr. Dilleswara Rao Sarabana*

Duration of the Internship: From *18/08/23* To *30/9/23*

Name of the Student: *CH. Akhila*

Programme of Study *BA. TEP*

Year of Study: *3rd year*

Register Number: *2122001356007*

Date of Submission:

Student's Declaration

I, Ch. Akhila, a student ofProgram, Reg. No. 212200136007 of the
Department of govt (m) degree College do hereby declare that I have
completed the mandatory internship from to in
(Name of the intern organization) under the Faculty Guideship
of, (Name of the Faculty Guide), Department of B.A TEP
Govt Degree College (M) (Name of the College)

Ch. Akhila
(Signature and Date)

Endorsements

Faculty Guide S. Dille
(Dr. Dilleswara Rao)

Head of the Department [Signature]

Principal

[Signature]

Certificate from Intern Organization

This is to certify that CH. Akhila (Name of the intern) Reg. No. 212200135607 of Gouti Chigga (Name of the College) underwent internship in Post office (Name of the Intern Organization) from 18.10.2023 to 30.09.2023

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


Authorized Signatory with Date and Seal
Forest Range Officer
SRIKULAM

ACKNOWLEDGEMENTS

I would like to thank all those people who helped me in successful completion of my internship programme with deepest sense of gratitude and I acknowledge the inspiring guidance positive criticism and encouragement of her investigation and preparation of the project I'm really thankful for her valid suggestions advice and help in completion of project.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

The main objective of forest department is to ensure environment stability and preservation of forest lands to maintain the ecological balance for healthy environment

This project helps to improve verbal written and communication skills. It provides awareness and creates understanding of different viewpoints and demonstrate knowledge of forest. Sustainable forest management and ecosystem services

The activities done by me during the intern period includes visiting of coastal area plantation Nursery management and taking action towards the villages who awareness about the need of protecting the forest area for our future generation

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 with 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.

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.

The forest department plays a key role in maintaining ecological balance and to improve the life style of wild animals by providing care to their lives. In this department I learned about the works done by the officers to improve and increase the forest areas and forest acts that are implemented to protect the animals from human and to take immediate action on those who are damage and cause to us and animals.

We know about the plantation programmes to control pollution in coastal belts, industrial areas and roads. I also learn about the measurement taken by for maintaining ecological balance.

We acquire the knowledge and necessity of forest management and natural resources for our future generations.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
21/08/23 Day - 1 Monday	SMC - Soil moisture conserva- -tion theory class	it can minimize the water loss through evaporation	N.S.
22/08/23 Day - 2 Tuesday	methods to conserve Soil moisture	cut, clean dams percolation tanks sets Rock Fill dams	N.S.
23/08/23 Day - 3 Wednesday	measurements of staggered contour trench	it can slowing surface water run off	N.S.
24/08/23 Day - 4 Thursday	measurements of Rock Fill dam	They have imperme- -able core	N.S.
25/08/23 Day - 5 Friday	Theory class about weed- -ing and mulching	unwanted plants should remove for better yield	N.S.
26/08/23 Day - 6 Saturday	Theory class about mulch- -ing	mulching helps to conserve the Soil moisture	N.S. Forest Beat Officer KOTAPALEM

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

The main objective of the same is to minimize the amount of water lost from the soils through evaporation and transpiration (or) combined.

We know about different measurements taken for the conservation of soil moisture implemented by various schemes.

mulching technique is used to maintain moisture and reduce weed growth, maintain soil erosion and improve soil conditions.

Mulch is most commonly made of tree bark, wood chips, pine straw, grass, grass clippings or leaves.

Weeding process is done to remove the unwanted plants from the crop field. Weeding helps in prevention of soil erosion.

N. S. S. S.
Forest Beat Officer
KOTAPALEM

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
28/08/23 Day - 1 Monday	powers of forest department Theory class	explain the government forest powers	N.S. →
29/08/23 Day - 2 Tuesday	forest theory class	Explain the laws and section of forest	N.S. →
30/08/23 Day - 3 Wednesday	Theory class patrolling	brief Explain the forest police powers in forest	N.S. →
31/08/23 Day - 4 Thursday	Theory class	brief Explain Animal Killing powers	N.S. →
01/09/23 Day - 5 Friday	theory class	tribal areas people powers	N.S. →
02/09/23 Day - 6 Saturday	visiting and outing of forest at forest areas	tribal areas visiting	N.S. →

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

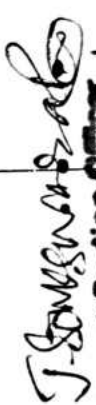
powers of forest department and contain
brief explain the forest laws and animal killing
Section and trees and other products from forest
Section and types of forest effencenced

- 1) wood based
- 2) land based
- 3) Animal based

→ controlling Activities of the forest and providing
and nature of forest office

N. S. S.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Theory class Human Resources	Different attitude towards women employees	 J. Sankaranarayanan Forest Section Officer Sreekurman
Day - 2	Theory class Business class Business management	Brief explain the business management	
Day - 3	Theory class Business accounts	explain the forest accounts	
Day - 4	Theory class acquire technology management	explain the forest capital budgeting	
Day - 5	Theory class capital class capital budgeting	explain the forest capital budgeting	
Day - 6	Theory and visible business Human Resources areas	Human Resources areas	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Business management :-

management Branches financial manage
ment human Resources management change management
-t marketing management operations management
critical management Studies case relati
-onship management Distributed management earned
value management environmental facilities manage
ment health management office management

Capital Budgeting :-

Organizational theory modern orga
-nizational theory behavior Individual Behavior
leadership change management


Forest Section Officer
Sreekurman

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Theory class kilidlike management	it is habitats and people to achieve impacts	BA
Day - 2	Theory class wild life management details	Explain the wild life management	BA
Day - 3	Theory class turtle nesting and bird nesting	Brief Explain the turtle nesting	BA
Day - 4	Theory class Bird nesting	Brief Explain the Bird nesting food nesting	BA
Day - 5	Theory class food and influence	Explain the introd -uced the food	BA
Day - 6	aiding and visiting of of wildlife management	Brief described on wild life manage -ment	BA

WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

wildlife management is the management process influencing interactions among and between wildlife its habitats and people to achieve predicted impacts

techniques for managing wildlife are aimed at studying reducing increasing or maintaining the population at its current level while securing its integrity

turtles =

turtles are reptiles of the order testudines characterized by a special shell developed mainly from their ribs.

For Report Cover
BT

SIXTH
ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Tribal management of forest introduction class	forest is derived from latin word fares	<u>Sub.</u>
Day - 2	theory class in tribal areas	facilities and life Span of tribal people	<u>Sub.</u>
Day - 3	theory class	tribal management	<u>Sub.</u>
Day - 4	theory class	joint forest management	<u>Sub.</u>
Day - 5	theory class	list of records and tribal people	<u>Sub.</u>
Day - 6	outing and visiting of tribal areas	brief verbal on tribal areas people life span	<u>Sub.</u>

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Soil water and forest and natural resources All these are mutually dependent on each other. Population growth industrialization agriculture etc. profits and have resulted in soil erosion and nutrient depletion finally occurring.

Joint forest management :-

According to NFP 1952; 33.1% of the land should be forest area then ecological balance is preserved and the vegetation becomes green. JFM is a problem in involving both the forest departments and local communities. It existed with NFP 1988 and implementation process in 1990.

Sun

CHAPTER 5: OUTCOMES DESCRIPTION

the work environment you have experienced (in terms of people, facilities available and maintenance, clarity of job roles, protocols, processes, discipline, time management, harmonious relationships, on, mutual support and teamwork, motivation, space and ventilation, etc.)

This short term internship is very useful & helpful improve our communication skills and to friendship with the co-students we have class room in forest department we have to attend the from 10 AM to 5 PM they conduct classes and not only bookish knowledge but also practical edge which helps for easy understanding about forest management

we conduct awareness programmes in village create awareness among villagers about the and resources

our Range officer helped us to gain edge which may help in career for future job as she build up the motivation to move forward the forest department

Group discussions and team work us to improve the communication and to enter the stage fear.

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

we learn how to build rock fill dams with forced concrete which can be easily constructed by unskilled labour

we learned about data entry

we acquire knowledge in nursery management preparing nursery beds pre-treatment for seeds preparation of primary beds shifting plants into bags

we acquire knowledge in usage of mist chamber lath houses and cooling systems

we know about different forest laws and forest acts that helps to protect the forest areas.

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Soil water and forest and natural resources All these are mutually dependent on each other. Population growth industrialization agriculture -e profits and have resulted in soil erosion and nutrient depletion finally occurring

Joint forest management :-

According to NFP 1952 ; 33.1.01 the land should be forest area then ecological balance to be preserved and the suggestion becomes given JFM is problem in involving both the forest departments and local community enlisted with NFP 1988 and implementation process in 1990.

Singh

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.)

This short term internship is very useful & meaningful improve our communication skills and to build friendship with the co-students we have class room facilities in forest department we have to attend the office from 10 AM to 5 PM they conduct classes and provide not only bookish knowledge but also practical knowledge which helps for easy understanding about the forest management.

we conduct awareness programmes in villages to create awareness among villagers about the forestry and resources.

our Range officer helped us to gain knowledge which may help in career for future job planning she build up the motivation to move forward in the forest department.

Group discussions and team work help us to improve the communication and to enhance the group spirit.

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

we learn how to build rock fill dams with forced concrete which can be easily constructed by unskilled labour

we learned about data entry

we acquire knowledge in nursery management preparing nursery beds pre-treatment for seeds preparation of primary beds shifting plants into bags

we acquire knowledge in usage of mist chamber lath houses and coding systems

we know about different forest laws and forest acts that helps to protect the forest areas.

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.

In this project our mentor divides us as groups and appointed a leader for each group we all attend the class and clarify our doubts regarding the timings of our leader our leader is always supportive and friendly to clarify our doubts we all are equally share our thought in group discussions

we also give wise ideas in case of planning trips we arrange our own vehicles by team work we thoroughly submitted our class reports by team working week by week we improve our communication and it helps us to become little more competitive in reach our goals

This leadership helps me in good decision making which are acceptable by all our teammates

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.,)

As I complete this internship it helps me to improve myself in communication

The leadership helps me to improve my oral communication which reduce stage fear

It helps me to improve my writing skills and Grammar skills as I prepared by own report

This leads to friendly conversations about the classes As a leader it helps me to control my anxiety and improves my understanding abilities and I'm getting understood by others

The group discussions and debates helps how to start and close a conversation with good greetings and self introductions

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

I improved by communication abilities as a leader. Due to proper explanation and group discussions it leads to easy acceptance of my team members about my thoughts and decisions and also they give good ideas than me I agreed with them as it improves my spontaneity without any personal issues.

all team mates are always supportive and took me forward in the successful completion of project.

I hope this leading nature helped me to run a good team in job life.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

UAV are increasingly used in forestry for surveillance and mapping

Scientific forestry is a new development in forestry it is the practice of conservation and management of forests based upon science it is the science of forest and plantation technique management

Transplantation of old trees from one place to another helps to reduce tree and improves the greenery

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: *C.H. Akhila*

Term of Internship: From *18/08/23* To *30/09/23*

Date of Evaluation:

Organization Name & Address: *Post department Srikalahasti*

Name & Address of the Supervisor
with Mobile Number:

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Ch. Akhila
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: *ch. Akhila*

Term of Internship: From *18/08/23* To *30/09/23*

Date of Evaluation:

Organization Name & Address: *Forest department Srikantham*

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
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10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Signature of the Supervisor

Akhila
SRIKANTHAM
Forest Range Officer



EVALUATION

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

Objectives:

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

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

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

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: C.H. AKHILA

Programme of Study: FOREST OFFICE

Year of Study: 3rd year

Group: B.A(T.E.P)

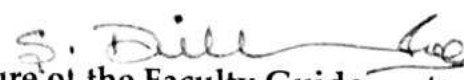
Register No/H.T. No: 2122001356007

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN) SRILAKULAM

University: DR. B.R. AMBEDKAR UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	PROJECT LOG	20	17
2.	IMPLEMENTATION	30	28
3.	REPORT	25	24
4.	PRESENTATION	25	24
	GRANDTOTAL	100	93

Date:

Signature of the Faculty Guide 

Certified by

Date:

Seal:


Signature of the Head of the Department/Principal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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