

Program Book

Short Term Internship

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

Program Book for Short-Term Internship

Name of the Student: AMBARI WIMILA
Name of the College: Government Degree College (MEN) Srikalahasti
Registration Number: 2122001036002
Period of Internship: From: 18/8/2023 To: 30/9/2023
Name & Address of the Intern Organization: Gramee Sathuvala
Katyachary Petal (Amdalavasa)
(Mandal)

Student's Declaration

I, A. Umila, a student of B.A IInd Sem Program, Reg. No. of the
Department of English, C.A.P.C. College do hereby declare that I have
completed the mandatory internship from 14/8/2023 to 14/9/2023 in Amthalavala
(Name of the intern organization) under the Faculty Guideship
of, (Name of the Faculty Guide), Department of Government
degree college (Name of the College)

Endorsements

Faculty Guide

[Signature]

Head of the Department

[Signature]

Principal

[Signature]

S. Senthilash
(Signature and Date)
Panchayati Secretary
Katyacharyulapeta (G.P)
Amdalavala Mandal
Srikanthapur Dist

Certificate from Intern Organization

This is to certify that Ambedkar Wankar (Name of the intern) Reg. No. 2120001036002 of Chhatrapati Sambhaji Maharaj Vastu Sangrahalaya (Name of the College) underwent internship in Ambedkar Wankar (Name of the Intern Organization) from 17/8/2023 to 30/9/2023.

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

S. Sathish
Authorized Signatory with Date and Seal

Panchayati Secretary
Katyacharyulapeta (G P)
Amdalavalasa Mandal
Srikakulam Dist

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.

ACKNOWLEDGEMENTS

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.

1. A forest is an large green wild area that grows naturally a forest many big spaces and with trees that withing
2. the forest absorb carbon and generate air oxygen for to breathe long of the earth
3. they and animal kingdom Human start to use the but the forest stand to save nature.
4. objectives forestry.
 - * enforcing of forestian program
 - * containing forest.
 - * proper use forest area
5. our come of forestry:-
 - * Develop skills in geo spatial analysis basic surveying mapping and GIS.
 - * Demonstrate knowledge of forest vegetation modeling and the ability

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.

Introduction of forestry

- A) Bringing of a forest into regularly working in such a way as best to fulfill the objects of management
- B) To recognize forests inherent role in food security and improved livelihoods, manage forests for a full range of ecosystem services as well as position as a solution to climate change.
- C) To ensure environmental stability and maintenance of ecological balance. provide ecosystem services such as timber, food, fuel, fodder, non-wood products and shelter.
- D) The technical forest governance system at provincial levels works under the supervision of chief conservator of forests (CCFS)
- E) This officer are to manage the forest, with all and environmental issues of different states.
- F) Forest can be define as a region with a high density of trees
- G) Inventory field collection harvesting, silviculture

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.

1. preparing of forest plantation.
2. on going Increasing of reforestation
3. They plant and trees, clear debris, and spray forest vegetation with insecticides and herbicides.
4. In this forestry will main tool is clinometer and herbioides.
5. forest officers safeguarded the forest under their jurisdiction from illegal tree felling, poaching and on groundment.
6. field visit.
 - hardening and forming field
 - protecting and secure the trees
 - plantation of forest.
7. It is useful for afforestation.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Forest department of hierarchy
Chief Conservator of Forest (CCF)
Deputy Conservator of Forest (DCF)
Assistant Conservator of Forest (ACF)
Range Forest Officer (RFO)
Deputy Range Forest Officer (DRFO)

Overall in charge is divisional forest officer (DFO) who is monitoring all the activities in and around

Field visit by coordinator of forest department give an opportunity how well organization staff is behaving with the forest.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Relativism of NBAM open beyond NBAM closed beyond NBAM	Consumer Affairs Good and fine next	A. pushover
Day - 2	Scripting check	Salma opening to digital selection	V. Shree
Day - 3	Relativism and Addition in Rice Card	Adhar card open and parent out advice	A. pushover
Day - 4	Relativism - amber addition in card	operation Card adding up sum and	V. Shree
Day - 5	Relativism - Surrender of office Card	Any unrelativism eligibility list Surrender Card	A. pushover
Day - 6	De-Brief of all the last day activities	awar lotus in piggy bank less lot.	G. ather

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

NBM

National Bentley Portal clears

NBM - Portal begin

a person since could in adding it so
should Birth date navigational

Birth date will also be used
for children in system since could
can apply with Adult Card.

⇒ Consumer Affairs - food and civil department

* change of address in national card

* adding Correctional wrong address
adding

* make addition in system

* new since card

* spelling since card

* Sender to Card.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Delivered - member delegation in voice and	could add 2 offered to get a voice card	A. J. J. J.
Day - 2	Delivered - national dinner partial check	MBM partial login	Dr. J. J. J.
Day - 3	Delivered - splitting of record	digital session to split the nowt out of	A. J. J. J.
Day - 4	Delivered in employed Sweet to - was	youth and emplet with alliance	Y. J. J. J.
Day - 5	Find to Grolama word Jenna to APPARIED	digital login to my ship Pave to	A. J. J. J.
Day - 6	DE, Botic in last 3 days activities	very intense	A. J. J. J.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- Grama Sachivalayam
Main functionaries are in Galary
1. Grama panchayat Admin Secretary
 2. Grama panchayat Panchayat Secretary
 3. Grama panchayat welfare Secretary
 4. Grama Revenue Secretary
 5. Grama Health Secretary
 6. Grama Health Secretary

over all in charge in Grama Adm
in Maintaining all the activities
in and around
field visits by ANM. give
an opportunity with the staff
stretches (wards)

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Devision and Responsibility of koda protocol and web core security	line of veriaf service to cite security	A. Murt
Day - 2	Devision and Responsibility of VRO village security	malware threat system threat and code	A. Murt
Day - 3	Devision and Responsibility of digital security and code	via building check security	A. Murt
Day - 4	Field visit by VRO-DRS Distribution	Door-to-door delivery and security	V. Shree
Day - 5	Field visit by penman and security	Door-to-door delivery and security	V. Shree
Day - 6	De Briefed to last 5 days security	Final day of demo and security	J. Suresh

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

welfare schema:-

⇒ Six step valued silao

* Parent bill

* . low villal

* employe

* dry land / wet . land

* incam tax

⇒ splitting of Rice Good:- if a family has

done splitish can be done for both of the family and then should be made one .

Field activity:- but - tenet with sticks each plant have provided water in well

Field activity:-

we went to observed the plant after plant we saw growth plants.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Devil and Responsibility of not a person and water - Secretary	me of various sent to and the school	S. K. Singh
Day - 2	Devil and Responsibility of who village sent	Religion Devil sent sent and and	ppp
Day - 3	Devil and Responsibility of right side	High building the school	V. Singh
Day - 4	Field visit by who - my dislocation	Door to door penitent	C. Singh
Day - 5	Field visit by who - my dislocation	Door to door dislocation penitent	M. Singh
Day - 6	Field visit by who - my dislocation	Door to door dislocation penitent	S. Singh

WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

uses of forest

i) forest are an excellent source of oxygen

ii) promoting rainfall.

iii) Act as a wind break - from heavy

iv) prevent soil erosion and protect plant Cultivation:-

we causing each plant emit an even color how many are using air using forest palm

forest work equipment:-

professional forest company any logging tree sale show picture are unimportant better etc

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Told about the duties of each officers	we know how they perform their duties	A. P. S. S.
Day - 2	Told what to study and what to do to become a forest officer	The candidate must possess a bachelor's degree.	A. P. S. S.
Day - 3	class :- Protection of Animals	know how to save animals	A. P. S. S.
Day - 4	we were taken on a forest tour	we saw how they are looking after the forest and heard about them.	A. P. S. S.
Day - 5	we discussed the new things we learned in the tour	A lot of things are known about the forest and animals	A. P. S. S.
Day - 6	After the tour the boys are given the medicinal forest and plants.	not taking spreading of weeds.	A. P. S. S.

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.)

I experienced a very good working environment with professional knowledge and kind of people. In this organization all the staff are very particular in affecting the office.

They had many things have been said about forest. Tells about their needs and priority of forests.

The time they spent for us in being working schedule are appreciable. The staff cooperation and extended their operation in the internship programme.

The Assistant Range Forester are used for helping in plantation and motivation and needs at this moment for keeps working test at the unit.

I am satisfied myself at this organization forest department of working culture.

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

→ each work is managed under in charge.

→ Learn how to take care of forest.

→ know the duties of each officer

→ Bachelor's degree with at least one of the following subjects :- Animal husbandry and veterinary science, Botany, Chemistry, Zoology Bachelors degree in Agriculture forestry or engineering. for job purpose.

In the forest we get some necessary products they are spices, wood medicines, paper and gum.

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.

I achieved the real time governance procedural predefine which is very realistic and given time to management competence and taking skills.

Every work in time is bounded and can't be neglected work is about the Activity and Decision making is very important for implementation.

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.,)

My working skill are modified and improved my self in work of different places.

After Listening to the class communication with the our in charge and discussing with friends.

My confidence level is very high and I will continue with the same.

My speech ability is Hard work and it will be improved by communication skills.

I always greet every one when I see them and those then wherever they do good things.

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

In working forestry I always appear with point to point and don't try to improve ~~I~~ will be clear of what I am saying and doing.

I also encourage others to participate in the discussion to share their views.

~~I~~ always conclude the group discussion in a friendly and formal manner.

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

firstly thing:-

- knowing the importance of forest
- UAV are increasingly used in forest for surveillance and mapping

- new technology based smart sensors known as green bots.

- imbal forest with withs technology that by combining satellite imagery, crowd-sourcing and predictive data Learning and artificial intelligence to predict deforestation before it happens

secondly:- environmentally sound forest harvesting and transport operations

thirdly:- machine Learning (ML)

Artificial intelligence (AI)

single - window digital platform and internet of things (IoT).

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Ambali wimla 2122001036002

Term of Internship: From 18/8/23 To 30/9/2023

Date of Evaluation:

Organization Name & Address:

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

A. wimla
Signature of the Student

PHOTOS & VIDEO LINKS

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: **A. WIMPA** 2122001036002

Term of Internship: From **18/8/2023** To **30/9/2023**

Date of Evaluation:

Organization Name & Address:

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
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

S. Sankar
Signature of the Supervisor
Panchayati Secretary
Katyacharyulapeta (G.P.)
Amdalavalasa Mandal
Srikakulam Dist



