

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
(Onsite / Virtual)

Name of the Student:

Name of the College:

Registration Number:

Period of Internship: From: To:

Name & Address of the Intern Organization

_____ **University**
YEAR

An Internship Report on

Short term Internship Forest department.

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.A (H.E.P)

Under the Faculty Guideship of

(Name of the Faculty-Guide)

Department of

Economics

(Name of the College)

Submitted by:

~~Resonath~~ ~~Harish~~ Bagadi. Harish

(Name of the Student)

Reg.No: 2122001036006

Department of

Economics

(Name of the College)

Government Degree college, SKLM

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 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, Bagathi, Harish a student of Short term Internship
Program, Reg. No. 2022001026006 of the Department of Forest Department Economics
College do hereby declare that I have completed the mandatory internship
from 18-09-2023 to 30-09-2023 in Forest Department (Name of
the intern organization) under the Faculty Guideship of
K. Vasudeva Rao (Name of the Faculty Guide), Department of
Economics, GNDCCM
(Name of the College)

Endorsement

Bagathi Harish
(Signature and Date)

1 Faculty Guide K. Vasudeva Rao

2. Head of the Department (Signature)

3 principal
(Signature)

Certificate from Intern Organization

This is to certify that Bargodi Harish (Name of the intern)
Reg. No 2122001036006 of GDC (men) SIL-M (Name of the
College) underwent internship in Forest Department (Name of the
Intern Organization) from 18-8-2023 to 30-9-2023.

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

[Signature] 03/11/2023
Authorized Signatory with Date and Seal
FOREST RANGE OFFICER
TEKKALI

Acknowledgements

Contents

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.

Name :-

Internship date:

Internship Company

I have finished my internship in forest department with vision of knowing some knowledge against forest department. Forest department play a important role to protect forest and wild life.

By we at this department was learn and know about it. I worked directly with the department in field days.

During my internship with forest department I was wide to experience working first-hand with task of visiting and knowing about forest ecosystem. I have learned many "soft and hard skills.

I would be able to polish my skill more in solving the tasks in this department.

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.

A:— I have finished my internship in forest department at Tekkali range, Sukakulam dist

B:— The vision of this department is to protect forests and wild life

C:— The organisation is government based and it must follow some policy provided by government on base of forest sector.

D:— This is multidivisible organisation it usually has one leader that delegate tasks to under officer

E:— In this department the roles of employees is divided into many cadre from principal chief conservator of forest to Asst forest guard

F:— The organisation is totally a government based

G:— Future plans of this organisation is to develop forest and provide good biodiversity.

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 main responsible of forest department is avoid deforestation, hunting of animals and trading of wood and animals.

In this department you must have some hard skills along with soft skill. In this department officers must work in forest areas and faces the threats by wild life. You ready to work in forests to protect the forest.

In this department forest officers work everyday in the work by they don't have any holidays. They must attend duty.

We use many experiments in field day. In that survey we measure boundary of reserve forest along with forest officers they use many experiments like ranging rods, compass, measuring chains etc..

A hard skill will play main role in this department.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
21/8/23 Day - 1	Introduction of forest and types of plants species in the forest	Forest is the habitat for many plants and wildlife	P. Tharani FOREST BEAT OFFICER NARASINGAPALLI
22/8/23 Day - 2	About useful outcomes from the forest	Forest gives many useful outcomes like food, shelter	P. Tharani FOREST BEAT OFFICER NARASINGAPALLI
23/8/23 Day - 3	About the medicine plants and poisonous plants in the forest	There are many medicine plants in the forest like tulsi	P. Tharani FOREST BEAT OFFICER NARASINGAPALLI
24/8/23 Day - 4	Class about the human impact on the forest and its effect	There are many damages which human cause in forest	P. Tharani FOREST BEAT OFFICER NARASINGAPALLI
25/8/23 Day - 5	about the illegal mining in forest and its effects	while mining cutting many places are removed	P. Tharani FOREST BEAT OFFICER NARASINGAPALLI
26/8/23 Day - 6	class about the dominant species and hard species in the forest	In forest, there are many species some are tall and some are small	P. Tharani FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done: Forest and Spices

Detailed Report: Forest

A forest is a large area dominated by trees and other woody vegetation. Typically covers a significant expanse of land and can be home to a diverse range of plant and animal species. Forest play a crucial role in the ecological balance of our planet. Providing habitats for wild life, Regulating climate supplying resources such as timber, medicine, and oxygen. They come in various types, including tropical rainforest, temperate forest etc... forest can be including with.

* TREES :- These are the dominant plants like coaks, maple, pines etc.

* SHRUBS :- These are small woody plants like Rhododendrons, blue berries, hollyhunts

* HERBS :- These are non-woody plants it have short life span. they include wild flowers, grasses and ferns

* VINES :- They are climbing plants like ivy.

* Cycas :- These are non-flowering flowers.

* Epiphytes :- These plants grow on other plants

* lichens :- fungi and algae like organism

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
26/8/23 Day - 1	class is about the soil moisture conservation (SMC) and its examples	It is useful to conserve biodiversity	P. K. S. S. FOREST BEAT OFFICER NARASINGAPALLI
29/8/23 Day - 2	class about the Rock fill dams and its uses	these are the part of SMC works to protect forests	P. K. S. S. FOREST BEAT OFFICER NARASINGAPALLI
30/8/23 Day - 3	class is about checkdams and its use	they are temporary construction to stop soil erosion	P. K. S. S. FOREST BEAT OFFICER NARASINGAPALLI
31/8/23 Day - 4	class is about the percolation tanks and its uses in the forest	this are sowing pits to help ground water increase	P. K. S. S. FOREST BEAT OFFICER NARASINGAPALLI
1/9/23 Day - 5	class is about the perforated trachea in the forest	these are the holes or gaps to control water	P. K. S. S. FOREST BEAT OFFICER NARASINGAPALLI
2/9/23 Day - 6	about the cut dams and its uses	these cut dams play a key role in optimising process	P. K. S. S. FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done: Soil moisture Conservation

Detailed Report:

The first day about conserving soil cyclone in first department involves various technologies and practice to maintain soil health and support the growth of vegetation. The main motto was to conserve soil erosion, retaining water storage capacity increase the water table etc. Soil Conservation is key to environmental sustainability. It helps protect natural resources and watersheds, restore habitable soil plants and wild life, improve water quality and make soil healthier.

Example of soil moisture conservation are Gully, Rocking, staggered thener, checkdams, water observation threads, contour building, percolation tanks etc. - are comes under these SMC works; the methods of soil moisture conservation are as follow.

- * plowing of residue
- * Crop rotation
- * Growing green manure
- * Applying compost and manure
- * using microbiology culture
- * Cover cropping
- * cross - striping farming
- * mulching
- * ~~re~~ reduce tillage

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
04/9/23 Day - 1	About the country in the forest department and their job roles	there are many types of division country to protect	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
5/9/23 Day - 2	About the nursery bed formation in the forest and process of planting	we are developing the nursery using bed formation	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
06/9/23 Day - 3			P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
7/9/23 Day - 4	About the plantation and types of plantation, method and management	I learn the methods of plantation	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
8/9/23 Day - 5	About the maintenance of plants after plantation	and I learn the maintenance and rule of plants	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
9/9/23 Day - 6	about 2 nd year and 3 rd year of plantation	After raising year the maintenance 2 nd & 3 rd year of well	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done: Cadres in forest department.

Detailed Report:

- The first day of this week is about forest department cadres are their job duties they are classified into many parts they are
- * PCCF (Principal Chief Conservator of Forests) :- This is the highest-ranking position leadership within the state or region forest department they provide leadership and direction for all forest-related activities.
 - * Additional PCCF :- This is higher-ranking position that oversees large region or states forest department, often reporting directly to the principle chief conservator of forests. For different streams different Add PCCFs are appointed.
 - * CCF (Chief Conservator of Forests) :- Supervision and management of all wildlife sanctuaries, national parks, Biological parks and Zoo.
 - * CFC (Conservator of Forests) :- This is higher rank and they manage multiple ranges and is responsible for the overall management and conservation efforts within their jurisdiction.
 - * DCF/DFO (Deputy Conservator / District Forest Officer) :- They assist the conservator forest and may have a specific famous area like wild life conservation.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
11/9/23 Day - 1	class is about how to protect plants and wild animals in the forest	In the forest animals must be protected	P. Hanuman FOREST BE NARASING
12/9/23 Day - 2	class is about the illegal mining illegal construct and soil	Soil construction act tell about soil protection in forest	P. Hanuman FOREST BE NARASING
13/9/23 Day - 3	Today is about wild life protection Act 1972 and about schedules	wild life protection act is main act to save wild life	P. Hanuman FOREST BE NARASING
14/9/23 Day - 4	Today about in schedule in w.p.A 1972	Schedule classification help to save animals	P. Hanuman FOREST BE NARASING
15/9/23 Day - 5	Today about WATTA Act and its uses	WATTA Act help to save water	P. Hanuman FOREST BE NARASING
16/9/23 Day - 6	And finally today is about Acts and their use to protect forest	Act helps us to protect biodiversity	P. Hanuman FOREST BE NARASING

WEEKLY REPORT

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

Objective of the Activity Done: Protection of plants and animals

Detailed Report: Today is about how to protect plants and animals with acts protect plants and wildlife.

Protection of plants:- Protecting plants in the forest is crucial for maintaining biodiversity and Ecological Balance. We can protect the forest plants by.

- * conservation efforts
- * promote forest factors
- * preventing illegal logging
- * By afforestation in
- * enforcing wildlife protection forest etc.

Trees are helps to improve and maintain the quality of water, soil and air to reduces pollution from the air. aware about the forest and plants can lead to beef forest and higher environment.

Protection of wildlife:- wildlife is useful to balance to nature in biodiversity. So any important measure to protect wildlife they are.

- * conservation efforts involve protected area.
- * enforcing anti-poaching laws
- * providing sustenance bodily protection
- * awareness about wild life
- * By stopping deforestation and forest fires.
- * By developing protective areas such as
 - addition parks
 - ① Conserved Reserve
 - ② Zoos
 - ③ Community reserve

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18/9/23 Day - 1			P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
19/9/23 Day - 2	About the wildlife animal and wild life style of animal	I learn about animal and uses	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
20/9/23 Day - 3	About the field visit day at AS kaviti in Senthavillage	I learn that in field survey and process	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
21/9/23 Day - 4	Briefly Survey about the field visit day in reserve forest	I learn how to fix the boundary to reserve forest	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
22/9/23 Day - 5	About NTFRS Brochure and Explain in Briefly	I learn about non-timber forest product	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
23/9/23 Day - 6	about NTFRS Products	I learn that different products from forest	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done: Wild life Animal

Detailed Report:

Today about one wild life animal that is leopard. The leopard (Pantharand product) in one of the five extinct species in the genus panthera. It have a pale yellowish to dark golden fol with dark spots groups in streaks. Its body is slender and muscles reaching a length of 92-180 cm and with a 66-102 cm long tail and shoulder height of 60-70 cm. males typically weight 30.9-72 kg, and females are 21 to 43 kg.

Facts about leopard:—

- * The leopard was first describe in 1758. and Survey Subspecin in 19th Sec 20th century. Today eight Subspecies.
- * It is adapted to a variety of habits ranging from rain forest to stepped.
- * Femals usually give bith to a litter of 2-4 cubs once in 1524 months of gestation period.
- * Both male & female typically suach. Sexual maturity at the age 2-2.5 years.
- * It is listed as vulnerable on the IUCN Red list.
- * Scientist name of leopard is (Pantharand product).
- * It is a solitary animal outside mating season.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
25/9/23 Day - 1	class about the Accruals in forest department and explain in own words	I learnt that funds released by the govt.	FOREST BEAT OFFICER NARASINGAPALLI
26/9/23 Day - 2	class about the DET and the classification	I learnt that Timber is classified as in terms of perm	FOREST BEAT OFFICER NARASINGAPALLI
27/9/23 Day - 3	class is about the survey in Arthah (R-1) in Ratrekkali Range	I learnt that how to survey the 21-f	FOREST BEAT OFFICER NARASINGAPALLI
28/9/23 Day - 4			FOREST BEAT OFFICER NARASINGAPALLI
29/9/23 Day - 5	class is about the FSR rates and explain briefly about fstr rates	I learnt that every product has some rates.	FOREST BEAT OFFICER NARASINGAPALLI
30/9/23 Day - 6	Explain briefly about the SMC costs and measurements	lotting typically refer to the division of forest area	FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done: About Accounting in department.

Detailed Report: The last week is about the activities in forest department like accounting, DET classification about FSC (Forest Settlement Schemes) and soil moisture conservation works and measurements.

The first day is about Accounting by. They said that how higher offices give money and the way to use money. For example we are planting the trees in certain fields. First survey the land will do plantation in that area and invest some amount of money in that plantation. Later they apply for the funds by government. They get funds by government.

→ Starts the subsidies and received for conserved initiatives are accounted for this investing.

* Audit trails are maintained to ensure transparency and prevent financial mismanagement.

→ Complies with governmental Accounting standard is mandatory.

→ They maintain the account by joint in the bank and get funds in the bank.

→ They can withdraw money by submitting some forms and proofs of investing in the planting.

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.)

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

I have choose to intern in this forest department because I want to contribute do their mission which is aligned and relevant to my career goals.

In the forest department organisation I have been many hard and soft skill like

- field visiting
- plantation
- Bed formation
- wild life protection etc.

And same soft skills like

- Accounting
- funding
- laws and sections
- Acts etc..

There are very useful to build my knowledge against forestry and nature.

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 the period of internship we are done some activities like plantation, nursery holding, field visiting with help of forest officers and our team. We manage our time of 45 days of internship with different manner. We divide into groups and complete our tasks which the forest officers given to us.

We learn many things in every week. Everyday we learn new interesting concept from forest officers. They conduct daily classes about forest activities and their jobs.

And we learn the protect of ~~o~~ culting trees and severe punishments and penalties of violation of laws.

We maintain a running note book to write daily and weekly concept of forest department. mainly we learn time manage skill in the period.

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.,)

I want to I choose to intern in forest department because I know about nature and protect nature. In the period of this internship I have learn many skill mainly communication skill.

In this forest department they were conduct weekly serious about forest importance and activities merge in this department

I gave seminar about wildlife protection act about schedules and laws included in it. And I participate weekly seminar and some team works like nursery mangrove field visiting

and also I have learn and listen many speeches from my friends and forest officers about forest department

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

Before this internship I have lot of stage fearness and I not able to speak properly in between my classmate. But when I done my interm in this department I enhance my communication skills, time management and also teamwork.

I participate in many seminar in this internship period that why I lost my fear. now I able to teach properly.

many time we from a team to learn about nature and forest activities and we work together we can lead each other and follow we instruction though our work.

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

I have intern in forest department and it is totally based on government. And its development also depend on government. But they are truly taught for protecting and developing the forests and also wild life.

They are depend technology very few they only depend on irrigation and accounting and law establishment. Other than they only depend on non-technological activities like forest activities and factory forest.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>B. Harish</u>	Registration No: <u>212200103600</u> 8
Term of Internship: <u>18-08-23</u> From: <u>20-09-2023</u> To :	
Date of Evaluation:	
Organization Name & Address: <u>Forest Department of Telangana</u>	

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

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

Date:

B. Harish
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: B. Harish

Registration No: 31310103606

Term of Internship:

From: 18-7-2023 To: 30-9-2023

Date of Evaluation:

Organization Name & Address: Forest Department

Name & Address of the Supervisor
with Mobile Number

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

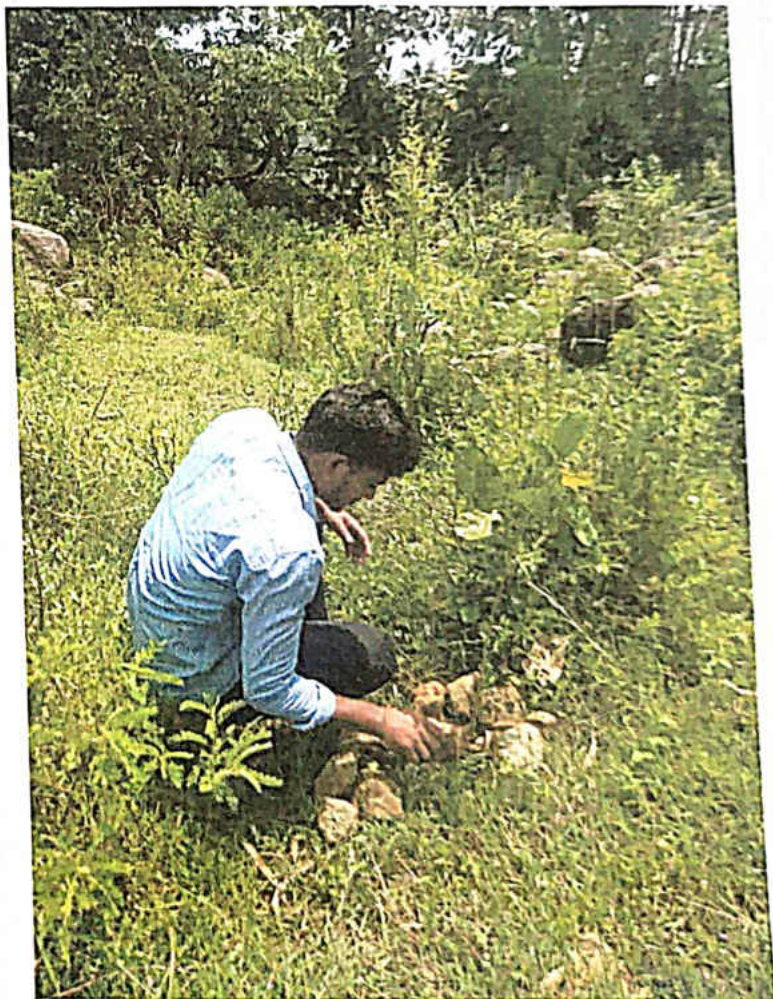
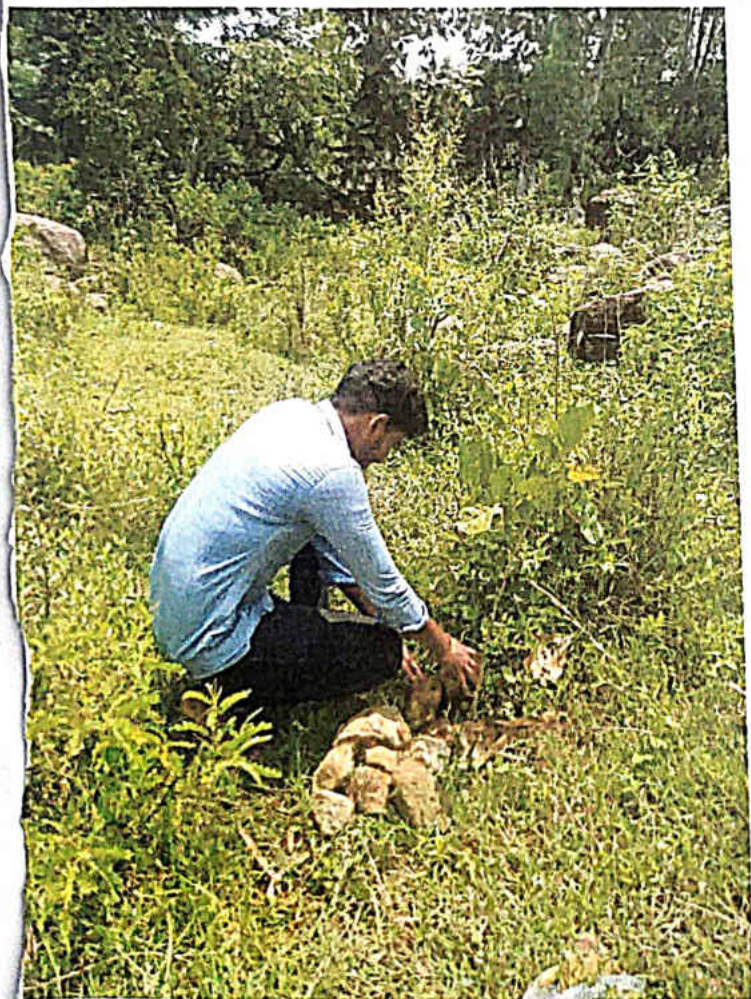
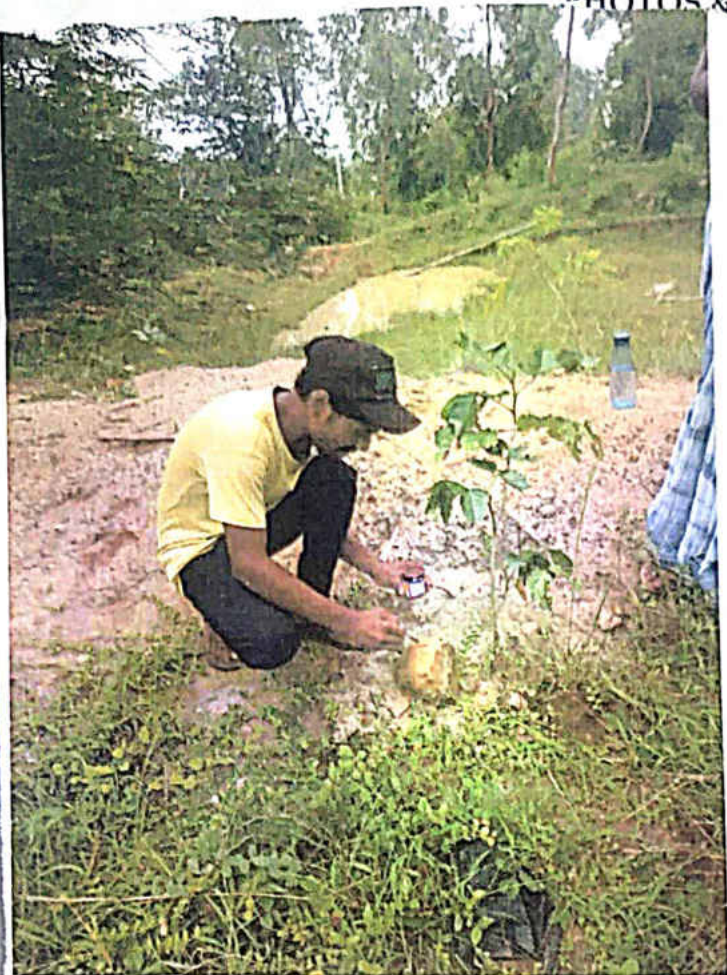
Please note that your evaluation shall be done independent of the Student's self-evaluation

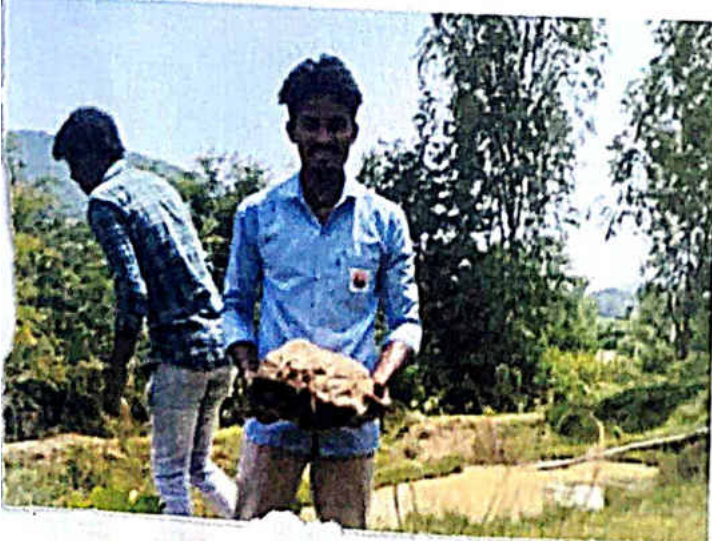
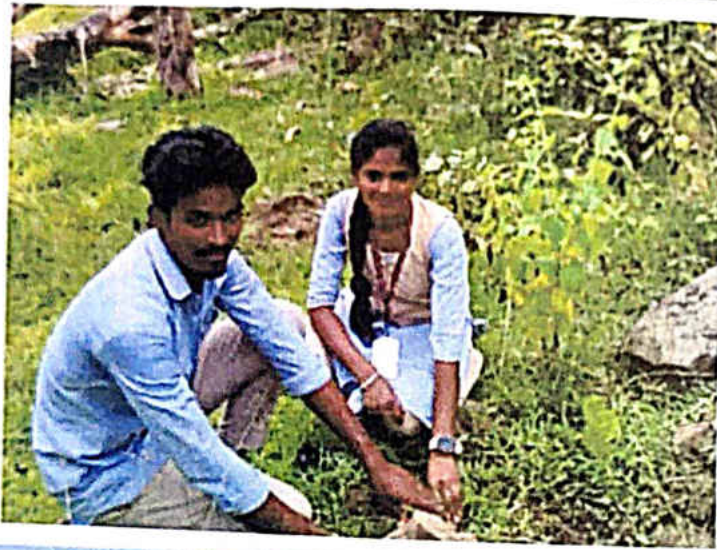
Rating Scale: 1 is lowest and 5 is highest rank

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

Date:


 SIGNATURE SUPERVISOR
 TEKKALI





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)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

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

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

Page No:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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