

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: ANNEPU · AKHILA

Name of the College: GOVERNMENT DEGREE COLLEGE (M) SRIKAKULAM

Registration Number: 2122001049002

Period of Internship: From: 18/08/2023 To: 30/09/2023

Name & Address of the Intern Organization

FOREST DEPARTMENT SRIKAKULAM.

An Internship Report on

Short term internship - Forest Department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bsc. BZC

Under the Faculty Guideship of

V. Harathi^o Madam

(Name of the Faculty Guide)

Department of

Zoology, Government Degree college (M) sklm

(Name of the College)

Submitted by:

Akhila Annepu

(Name of the Student)

Reg.No: 2122001049002

Department of

Zoology, Government Degree college (M).

(Name of the College)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Annepu Akhila

Programme of Study: BSC

Year of Study: 2021 - 2024

Group: Bsc. BZC

Register No/H.T. No: 2122001049002

Name of the College: Government Degree college (M), Srikakulam

University: Dr. BR AMBEDKAR UNIVERSITY

SL.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	24
2.	Internship Evaluation	50	48
3.	Oral Presentation	25	25
	GRAND TOTAL	100	97

Date: 31-10-2023


Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

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, Annepu. Akhila, a student of Short term internship Program, Reg. No. 2122001049002 of the Department of Zoology, Govt Degree College do hereby declare that I have completed the mandatory internship from 18/08/2023 to 30/09/2023 in Forest Department (Name of the intern organization) under the Faculty Guideship of V. Havathi Madam (Name of the Faculty Guide), Department of Zoology, Government Degree college (M), SKM (Name of the College)

A. Akhila
(Signature and Date)

FACULTY GUIDE : 

HEAD OF THE DEPARTMENT 

PRINCIPAL :-

Official Certification

This is to certify that Annepu Akhila (Name of the student) Reg. No. 2122001049002 has completed his/her Internship in Forest department (Name of the Intern Organization) on Short term internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Bsc. BZC in the Department of ZOOLOGY (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
Forest Range Officer
SRIKAKULAM

Endorsements

Faculty Guide 

Head of the Department 

Principal

Certificate from Intern Organization

This is to certify that Annepu. Akhila (Name of the intern)
Reg. No 2122001049002 of Gant. degree college (Name of the
College) underwent internship in Forest department (Name of the
Intern Organization) from 18/08/2023 to 30/09/2023

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


Authorized Signatory with Date and Seal
Forest Range Officer
SRIKAKULAM

Acknowledgements

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

Contents

- ① Executive Summary - CHAPTER-1
- ② Overview of the organization - CHAPTER-2
- ③ Internship part - CHAPTER-3
 - * Activity log book & weekly reports for 6 weeks.
- ④ Outcomes description - CHAPTER-4
- ⑤ Evaluation
- ⑥ Photos and

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 environmental 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 understanding of different viewpoint and demonstrate knowledge of forestry, 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 villagers who are trying to encroach the forest area and conduct the 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 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.

① forest department of srikakulam range is located at day and Night Junction. The main scope of forest department is to protect the wild life.

② The mission of forest department is mandated to manage, conserve and protect forests and wild life resources in the range through afforestation. The vision is planning & operations are sustainable and balance environmental services, local uses and commercial extraction.

③ Policy of the organization

- 1) create awareness
- 2) conducting daily classes
- 3) planning tours to the sites for practical knowledge.

④ PCCF → ADCCF → CCF → CF → DCF → ACF → FRO
↓
ABO ← FBO ← FSO

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 the ecological balance and to improve the life style of wild animals by providing care to their lives. In this department we 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 humans and to take immediate action on those who are damage and cause harm to trees and animals.

We know about the plantation programmes to control the pollution in coastal belts, industrial areas and road sides. We learn about the measurement taken by the government to protect the wild life and Greenary for maintaining the ecological balance.

We acquire the knowledge and necessity of forest management for 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
Day -1 21/08/2023	Introduction class about Eco-tourism	It is a form of tourism marketed as travel to natural areas.	
Day -2 22/08/2023	class about famous temples in srikakulam.	Arasavelli, Sri Kurum-am & srinukha lingam are famous temples in srikakulam	J. Somasundar
Day -3 23/08/23	A visiting tour to Arasavelli.	It is the second famous sun temple in the world.	
Day -4 24/08/2023	Theory class about Beaches and waterfalls.	Beaches situated at Kalingapatnam, Bhavanapadu & D. Machile-sam.	
Day -5 25/08/2023	Theory class about Reservoirs.	Reservoirs are the artificial lakes used for the supply of water.	
Day -6 26/08/2023	Knowing about the advantages of Eco tourism	It maximize the local economic benefits.	

Forest Section Officer
Srikakulam

WEEKLY REPORT

WEEK - 1 (From Dt. 21/02/23 to Dt. 26/02/23)

Objective of the Activity Done:

Eco-tourism Activities.

Detailed Report:

Eco-tourism is a form of tourism marketed as responsible travel to natural areas, conserve the environment and improving the well being of local people.

We visited the famous sun temple in the wild Arasevelli to know about the history and to build communication with foreigners who visited the temple.







We know about different beaches, waterfalls in Srikakulam range and activities done by the officers to protect the eggs of turtles and tortoise.

We know about the use of reservoirs in water supply. Also we learn about the national and state identities.

We know about the advantages of Eco-tourism as it is useful in collaboration, and maximize the local economic benefits.

J. Ganeswararao
Forest Section Officer
Sreekurumam

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 28/08/23	Theory class about Nursery Management.	forest department provides fiber valuable plants to farmers	
Day -2 29/08/23	Theory class about need of plantation.	It controls the pollution.	
Day -3 30/08/23	Theory class about types of plantation	Avenue plantation coastal belt plantation urban plantation institutional plantation	
Day -4 31/08/23	we visited nursery having mixed plantation.	There are 30,000 plants are present in this nursery	
Day -5 01/09/23	we visited coastal area to know about coastal belt plantation.	Plants like palmae and casuarina euguetifolia are planted.	
Day -6 02/09/23	A brief explanation about shifting bags.	The germinated plants are shifted from small to large bags.	

WEEKLY REPORT

WEEK - 2 (From Dt. 22/08/23 to Dt. 02/09/23)

Objective of the Activity Done:

Nursery Management and Plantation.

Detailed Report:

Plant Nursery is an area where plants are grown, kept or maintained for transplanting for use of stocks for budding and grafts and for sale.

We learn about types of beds in nurseries and steps in nursery management. Seed collection, seed germination and pre treatment of seeds to avoid seed dormancy and preparation of primary bed structure are the measurements should be taken for healthy improvement of plants.

We know about the types of plantation and the necessity of plantation to reduce the pollution and to protect the surrounding humans from harmful diseases.

In sea shore areas coastal plantation is done. They used to plant, plants like palmas and casuarina equisetifolia in coastal belt areas which can absorb the salty atmosphere and reduces the cause of diseases to the surrounding villagers.

Awareness programmes are conducted to realise the villagers about the effect of planting Almond trees in place of casuarina equisetifolia plants.



ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 04/09/23	SMC - soil moisture conservation theory class.	It can minimize the water loss through evaporation	N.S. →
Day -2 05/09/23	Methods to conserve soil moisture.	cct, check dams, percolation tanks, SCT's, Rock fill dams.	N.S. →
Day -3 06/09/23	Measurements of staggered contour Trench	It can slowing surface water run off	N.S. →
Day -4 07/09/23	Measurements of Rock fill dam	They have impermeable core.	N.S. →
Day -5 08/09/23	Theory class about weeding and mulching	unwanted plants should remove for better yield.	N.S. →
Day -6 09/09/23	Theory class about mulching.	mulching helps to conserve the soil moisture.	N.S. →

Forest Beat Officer
KOTAPALEM

WEEKLY REPORT

WEEK - 3 (From Dt. 04/09/23 to Dt. 9/09/23)

Objective of the Activity Done:

SMC works, weeding & mulching.

Detailed Report:

The main objective of the SMC is to minimize the amount of water lost from the soils through evaporation and transpiration & combined.

We know about different measurements taken for the conservation of soil moisture implemented by 'Water - Nigroo' Scheme







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

Mulch is most commonly made of tree bark, wood chips, pine straw, moss, grass clipping & leaves.

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

N. S.
Forest Officer
KOTAPALEM

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 11/09/2023	Theory class about JFM	Protection and regeneration of forest by providing livelihood.	
Day -2 12/09/2023	Theory class Human resource Management	Forest management is the process of planning & implementing environment.	
Day -3 13/09/2023	Theory class Natures of human resource management.	Acquiring, training, appraising and training, compensating.	
Day -4 14/09/2023	Theory class Role of human resource Management	creating personal policies & procedures that support business & strategies.	
Day -5 15/09/2023	Theory class Forest resource Managements.	Large scale harvesting of natural forests & establishment of industrial plantation.	
Day -6 16/09/2023	Theory class Forest resource types.	Boreal, tropical and temperate forests.	

Forest Beat Office
KUPPIL

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WEEKLY REPORT

WEEK - 4 (From Dt. 11/09/23. to Dt. 16/09/2023)

Objective of the Activity Done: Human Resource Management.

Detailed Report:

Human Resource management is the process of planning and implementation of environmental sustainability.

JFM - Joint Forest Management main scope is to protection and regeneration of forest by providing livelihood.

JFM is a natural forest management co-operation that includes both forest departments and local communities. The nation was first proposed by the Indian government in 1988. with the national forest policy.

The main role of human resource management is to creating personal policies and procedures that supports business strategies.

There are three types of forest resources. They are Boreal, tropical and temperate forests.


Forest Beat Officer
KUPPILLI

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 25/09/2023	Theory class Patrolling Activities	Activities directed towards the attainment of the objectives.	N.S. →
Day -2 26/09/2023	Theory class types of offenses.	Laws & regulations aimed at protecting and conserving forests & wildlife.	N.S. →
Day -3 27/09/2023	Theory class Forest encroachment	Unauthorized occupation or use of forest land.	N.S. →
Day -4 28/09/2023	Theory class Powers of forest department.	we know about different power of forest departments.	N.S. →
Day -5 29/09/2023	Theory class Forest conservation.	Forest departments are responsible for protection of wild life.	N.S. →
Day -6 30/09/2023	Theory class Biodiversity conservation	conserve biodiversity by preserving natural biodiversity by preserving natural habitat	N.S. →

Forest Officer
Kuppil

WEEKLY REPORT

WEEK - 6 (From Dt 25/09/23 to Dt 30/09/23)

Objective of the Activity Done: Patrolling Activities, types of offenses and powers of forest department.

Detailed Report:

This week we learn about the powers of the forest department, types of offenses in forest department and Patrolling Activities.

Patrol activities mean those diverse activities directed towards the attainment of the objectives of enforcing the law, preventing and deterring crime, arresting criminal offenders, maintaining public order and providing service to the community.

The types of offenses in the forest department typically pertain to violations of laws and regulations aimed at protecting and conserving forests and wildlife.

The common powers and responsibilities typically granted to forest department are forest conservation, Ecosystem services, Regulations of commercial Activities, collaboration & Partnership, Disaster Response, Land Acquisition & compensation, Research & Monitoring, Public awareness & Education, Biodiversity conservation, Forest Rehabilitation, Forest management, wild life protection and Law enforcement.

N R
Forest Beat Officer
KUPPILI

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 to 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 plans. She build up the motivation to move forward in the forest department.

Group discussions and team work helps us to improve the communication and to enhance 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.

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 at our leader. Our leader is always supportive and friendly to clarify our doubts. We all are equally share our thoughts 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 crack 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 sportiveness without any personal issues.

Our team mates are always supportive and ~~took~~ took me forward in this 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 loss and improves the greenary.

Student Self Evaluation of the Short-Term Internship

Student Name: *Annepu Akhila*

Registration No: *2122001049002*

Term of Internship: *short* From: *18/08/2023* To: *30/09/2023*

Date of Evaluation: *31/10/2023*

Organization Name & Address: *FOREST OFFICE SRIKAKULAM*

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: *31/10/2023*

A. Akhila
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: ANNEPU AKHILA

Registration No: 2122001019002

Term of Internship: Short From: 18/08/2023 To: 30/09/2023

Date of Evaluation: 30/10/2023

Organization Name & Address: FOREST DEPARTMENT SRIKAKULAM

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 of the Supervisor
Forest Range Officer
SRIKAKULAM

PHOTOS & VIDEO LINKS



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.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road
Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503
www.apsche.ap.gov.in