

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: Adapaka. vykuntarao.

Name of the College: Government degree College (Ment's)
Srikalahasti

Registration Number: 2122 0010 70001.

Period of Internship: From: 21/08/23 To: 30/09/23

Name & Address of the Intern Organization: Forest Department
Padhyadanam.

DR. B. R. AMBEDHAKAR
University
YEAR

An Internship Report on
Short-term Internship

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
BBA

Under the Faculty Guideship of
N. Balu Krishna

(Name of the Faculty Guide)

Department of
Commerce and Management

(Name of the College)

Submitted by:

A. Vykunta rao.

(Name of the Student)

Reg.No: 2122001070001

Department of
Govt Degree College (Men) Srikakulam

(Name of the College)

Page No:

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.

-----<<@>>-----

Student's Declaration

I, A. vykuntazao. a student of short-term intern
Program, Reg. No. 2122001070001 of the Department of forest Department (G.D.C.
MEN.
College do hereby declare that I have completed the mandatory internship
from 21/08/23 to 30/09/23 in forest Department (Name of
the intern organization) under the Faculty Guideship of
N. Balu Krishna (Name of the Faculty Guide), Department of
Commerce Department.
(Name of the College)

(Signature and Date)

A. vykuntazao.

Official Certification

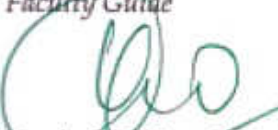
This is to certify that ADAPAIKA, VYKUNTARAO (Name of the student) Reg. No. 2122001070001 has completed his/her Internship in Forest Department (Name of the Intern Organization) on Short-term Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce and management the Department of GDC (MEN) SKLM (Name of the College).

This is accepted for evaluation.


(Signature) **FOREST RANGE OFFICER**
PATHAPATNAM
(Seal)

Endorsements


Faculty Guide


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that ADAPAKA. VYKUNTARAD (Name of the intern)
Reg. No 2122001070001 of GDC (MEN) SKLM (Name of the
College) underwent internship in Forest Department (Name of the
Intern Organization) from 21/08/23 to 30/09/23

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


FOREST RANGE OFFICER
PATHAPATNAM
Authorized Signatory with Date and Seal

Acknowledgements

Is the BBA 2nd year students for internship
Internships in different department there been sent
to forest department pathyastanam. for the Internship
for two months.

This forest department Internship report
is the of on any way to two months is used not
have possible without the participation assistance
of members and the cause the way there I
have thank them all.

I achieved skills and developments
course of most important I would like to all
those who this report become a muly with
their kind forest officers.

A. vykuntarao.

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 Pathapatnam Range srirangapatnam district.
- B. The vision of this the department is to protect forests and wild life.
- C. This organisation is government based and it must follow some policy provided by government on basis of forest sector.
- D. This is multidivisional organisation, it usually has one leader that delegates tasks to under officers.
- E. In this department the roles of employees is divided into many categories from principal Chief Conservators of forest to assist forest guard.
- F. This organisation is totally a government based.
- G. future plans of this organization is to develop forest and provide good biodiversity.

Page No:

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 work and skills along with soft skill. In this department officers must work in forest areas and face the threats by wild life. You ready to work in forest to protect the forest.

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

I learn hard skill will play main role in this forest department.

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	Introduction forest and types of plant species in the forest.	forest is the habitat for many plants and wild life.	17.2/2023
22/08/23 Day - 2	About useful customs from the forest.	forest give many useful customs like food, shelter, air etc.	
23/08/23 Day - 3	About the medicine plants and poisonous plants in the forest.	There are many medicine plants in the forest. like tulsi, neem.	17.2/2023
24/08/23 Day - 4	Class about the human impacts on the forest and its effects.	There are many disadvantages which human causes forest	
25/08/23 Day - 5	About the illegal mining in forest and its effects.	while mining cutting trees many pollutions are released.	
26/08/23 Day - 6	class about the dominated species and hard species in the forest.	In forest there are many species some are tall and some are small.	

WEEKLY REPORT

WEEK - 1 (From Dt. 21/08/23 to Dt. 26/08/23)

Objective of the Activity Done:

forest and species

Detailed Report:

forest.

A forest is a large area dominated by trees and other wood vegetation typically covers a significant expanse of land and can be home to diverse range of plant and animals 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.

forest can be included with.

- trees. These are the dominated plants like eucalyptus, pine, birches etc.
- shrubs :- These are small woody plants like Rhododendron, blue berries.
- Herbs :- These are non-woody plants it have short life span.
- vines :- These are climbing plants like ivy.
- Cyresses :- These are non-flowering plants.
- lichens :- fungi and algae like organisation.

Page No:

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	class is about the soil moisture conservation (swag) and its examples.	It is useful to conserve biodiversity	
29/08/23 Day - 2	Class about the Rock fill dams and its uses	these are the part of safe works to protect forests.	
30/08/23 Day - 3	class is about check dams and its uses.	They are temporary constructions to stop soil erosion.	
31/08/23 Day - 4	class is about the perforated trenches in the forest.	these are recharge pits to help ground water increase.	J. J. J.
1/09/23 Day - 5	class is about the percolate tanks and its uses in the forest.	these are the holes or gaps to control water.	
2/09/23 Day - 6	about the ce7 dams and its uses.	these ce7 dams play key role in optimising prices.	

WEEKLY REPORT

WEEK - 2 (From Dt. 28/08/23 to Dt. 2/09/23)

Objective of the Activity Done:

Soil moisture conservation.

Detailed Report:

The first day about conserving soil moisture in forest department involves various techniques and parties 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 waterheds, restore habitats for plants and wild life improve water quality and make soil healthier.

- * Plowing of residues.
- * Crop rotation.
- * growing green manure
- * Applying Compost and manures
- * using microbiological fertilizers.
- * Cover cropping
- * Cross slope forming
- * mulching
- * reduced tillage.

Examples of Soil moisture Conservation are mulling Rock dams staggered treelets Percolation tanks etc. are comes under these SAIC works.

Page No:

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
4/09/23 Day - 1	About the orders in the forest department and their jobs roles.	there are many types of divisions orders to protect forests.	M.C. P.O. 540 04/0
05/09/23 Day - 2	about the nursery bed formation in the forest and process of planting	we are developing the nursery using bed formation	
6/09/23 Day - 3			
7/09/23 Day - 4	About the plantation and types of plantation method and management.	I learn the methods of plantation	
8/09/23 Day - 5	About the maintenance of plants after plantation.	And I learn the maintaining and work of plantation.	H. L. Chhabra
9/09/23 Day - 6	About the 2nd year and 3rd year of plantation.	After raising you the maintenance of 2nd 3rd year of coming.	

Page No:

WEEKLY REPORT

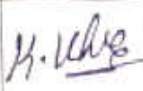
WEEK - 3 (From Dt. 4/09/23 to Dt. 9/09/23)

Objective of the Activity Done: Cadres in forest department.

Detailed Report: The first day of this week is about forest department cadres and their job duties these are classified into many parts they are.

- * PCCF Principal Chief Conservator of forest:- this is higher ranking position leadership within the state or region forest department.
- * Additional PCCF:- this is a higher ranking position that oversees a large region of state forest department after reporting directly to the principal Chief Conservation of forests.
- * CCF Chief Conservation of forest:- Supervision and management of all wildlife sanctuaries national parks Biological parks and zoos
- * CFE Conservation of forest:- this is higher salary and they manage multiple ranges and they responsibilities for the overall management.
- * DCF/DEO (Deputy Conservator/Directive forest officer):- They assist the conservation of forest and may have a specific focus area like wild life conservation.
- * ACF (Asst. Conservator of forest:- An Assistant forest Conservator is often responsible for protecting forest from harmful animals insecticides and pesticides.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
11/09/23 Day - 1	Class is about how to protect plants and wild animals in the forest	In forest animals must be protected	
12/09/23 Day - 2	Class is about the illegal mining illegal construction and Soil Conservation Act	Soil Conservation Act tell about soil protection in forest.	
13/09/23 Day - 3	Today is about wild life protection Act 1972 and about schedules.	wild life protection Act is main Act to save wild life	
14/09/23 Day - 4	Today about Schedule in W.P.A 1972	Schedule classification helps to save animals.	 P. R. G. S. Srinivasan 14/09/23
15/09/23 Day - 5	Today about WATIA Act and its use.	WATIA Act helps to save water food and trees.	
16/09/23 Day - 6	And finally today is about Acts and their use to protect forest.	Act helps to us protect biodiversity.	

WEEKLY REPORT

WEEK - 4 (From Dt. 11/09/23 to Dt. 18/09/23)

Objective of the Activity Done: Protection of Plants and Animals.

Detailed Report: Today is about how to protect plants and animals which are protect and wildlife.
plant of Protection :- protecting plants in the forest is crucial for maintaining biodiversity and ecology because we can protect the forest plants by.

- Conservation efforts
- preventing illegal logging
- Enforcing wildlife protection forests etc...
- promote forest sectors
- By afforestation or

There are helps to improve and maintain the quality of water, soil and air to remove pollutants from the air, awareness about the forest and plant can lead to better forest and healthier environment.

Protection of wild animals :- wild life is useful to balance the nature in biodiversity. So some important measures to protect wild life they are.

- Conservation efforts involves protected areas.
- Enforcing anti-poaching laws * providing sustainable forests
- By developing protective areas such as
 1. national parks
 2. Wild life sanctuaries
 3. Community Reserve
 4. Conservated Reserve
 5. zoos.

Page No:

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18/09/23 Day - 1			
19/09/23 Day - 2	About the wild life animal and life style of animal	I learn about animals and its uses	Md F SO SLA (19/09/23)
20/09/23 Day - 3	About the field visit day at As kaviti in Sonda village	I learn that in field surely and grows	
21/09/23 Day - 4	Briefly survey about the field visit day in reserve forest.	I learn about how to fix the boundaries to reserve forest.	
22/09/23 Day - 5	About NEPPS Products and Explain it Briefly	I learn about non timber forest products.	
23/09/23 Day - 6	About NEPPS products.	I learn that different products from forest.	

Page No:

WEEKLY REPORT

WEEK - 5 (From Dt. 18/09/23 to Dt. 23/09/23)

Objective of the Activity Done: Wild life Animals.

Detailed Report: today is about one wild life animal that is leopard. The leopard (*Panthera pardus*) is one of the five extant species to the genus *panthera*. It have a pale yellowish to dark golden fur with dark spots groups in rosettes. Its body is slender and muscular reaching a length of 92-183 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 described in 1758 and several subspecies in 19th and 20th century. today eight subspecies.
- It is adapted to a variety of habitats ranging from rain forest to steppe.
- females usually give birth to a litter of 2-4 cubs male or female typically 15-24 months of gestation period.
- Both male & female typically reach sexual maturity at the age 2-2.5 years.
- It is listed as vulnerable on the IUCN Red list.
- scientific name of leopard is (*Panthera pardus*)
- it is a solitary animal unlike a mating season.

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.)

The forest department is government procedure job. It must follow some rules and laws to protect the forest. In this department many job roles are there. In this department forest beat officers who violate the laws.

There are many laws and acts are passed in this department. They must follow some protocols as per the law and sections.

They are manage the time very well they are available at time to protect that natural and biodiversity.

I am inspired of their teamwork and their relation. This department is socialized and well disciplined. I have learned many things in this department.

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 to their mission which is aligned and relevant to my career goals.

In this forest Department organisation I have learn many hard and Soft skills like

- field visiting
- plantation
- Bed formation
- Wild life protection etc.
- And some Soft skills like
- Accounting
- Foudning
- 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 work team with different manner. we divided into groups and complete our studies with the forest officers given to us.

We learn many things in every week. Everyday we learn new internship concepts from forest officers. they conduct daily classes about forest activities and their jobs.

And we learn the protect of cutting trees and severe punishments and penalties of violation of laws.

we maintain a running note book to write daily and weekly concepts of forest department mainly we learn time management skill in this 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 choose to Intern on Forest Department because I want to know about nature and protect nature. In the period of this Internship I have learn many skills mainly Communication skills.

In this forest department they were conduct weekly seminars about forest importance and activities ~~more~~ in this department.

I gave Seminar about wild life protection act and about schedules and laws included in it. And I participate weekly seminar and some team works like nursery maniging and field visiting.

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

Describe how could you could 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 stages fearness and I not able to speak properly in between my classmates but when I done my Intern in this department I enhan my communicat skills time management and also team work.

I partiticate in many seminars in this Internship period that why I lost my fear. now I able to teach properly.

many times we form a team to learn about nature and forest activities and work together.

we can lead each other and follow one inst->uction 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. An its development also depend on government. But They are truly fought for protecting and developing the forests and also wild life.

They are depend technically very few they only depend on irrigation and surrounding and also establishment other than they only depends non technical activity like forest and foresting forest.

Student Self Evaluation of the Short-Term Internship

Student Name: ADAPAKA - WKUNTARAO Registration No: 2122001070001.
 Term of Internship: From: 21/08/23 To: 30/09/23
 Date of Evaluation:
 Organization Name & Address: FOREST DEPARTMENT Pathapatnam.

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:

A. vykuntarao.
 Signature of the Student

Page No:

Evaluation by the Supervisor of the Intern Organization

Student Name: ADAPAKA VYKUNTARD	Registration No: 2122001070001.
Term of Internship: From: 21/08/23 To: 30/09/23	
Date of Evaluation:	
Organization Name & Address: FOREST DEPARTMENT rathapatanem.	
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:


Forest Beat Officer
ANTHARABA

Page No:

