

# 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: ALLADA, T IRUMALA RAO

Name of the College: Government Degree college (M) SKLM

Registration Number: 2122001050001

Period of Internship: From: 18-8-23 To: 30-09-23

Name & Address of the Intern Organization

Ambedkar

University

YEAR

2021-24



## **An Internship Report on**

3 Months Internship program Forest Department

*(Title of the Internship)*

Submitted in accordance with the requirement for the degree of  
Bachelor of Science in MPCs

*Under the Faculty Guideship of*

M.V.S Sridevi Kella

*(Name of the Faculty Guide)*

*Department of Forest*

GDC (Men) college

*(Name of the College)*

**Submitted by:**

S. Si A. Tirumalarao

*(Name of the Student)*

**Reg.No:** 2122001050001

*Department of Bsc (computers)*

Government Degree (Men) college

*(Name of the College)*

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## 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, A. Tirumala rao a student of 2 Months Internship  
Program, Reg. No. 2122001050001 of the Department of BSC (MPCS) GDC Men  
College do hereby declare that I have completed the mandatory internship  
from 18-08-23 to 30-09-23 in Forest Department (Name of  
the intern organization) under the Faculty Guideship of  
M.V.S. Sri devi kella (Name of the Faculty Guide), Department of  
Bsc (computers), Government Degree (Men) college  
(Name of the College)

A. Tirumala Rao  
(Signature and Date) 02/11/23

## Official Certification

This is to certify that ALLADA TIPUMALA RAO (Name of the student) Reg. No. 2122001050001 has completed his/her Internship in

Day & Night Forest Department (Name of the Intern Organization) on Forest Department (Title of the Internship) under my

supervision as a part of partial fulfillment of the requirement for the Degree of BSC (MPCS) in the Department of GDC (men) college (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

### Endorsements

Forest Range Officer  
SRIKAKULAM

Faculty Guide

Head of the Department

Principal

## Certificate from Intern Organization

This is to certify that ALLADA TIRUMALARAO (Name of the intern)  
Reg. No 2122001050001 of GDC(MEN), SKLM (Name of the  
College) underwent internship in FOREST DEPARTMENT (Name of the  
Intern Organization) from 18-08-23 to 30-09-23.

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



Authorized Signatory with Date and Seal



## Acknowledgements

First and Fore mostly I would like to thankful our Mentor Smt. Sridevi Madam Garu for her valuable assistance towards me to complete these 2 months Internship.

I extended my gratitude towards Forest Dept, Srikakulam for enlightened about the basic knowledge of forest protection and other knowledge about forest resources.

Special thanks to all my Forest officers and staff for giving valuable information to learn about Forest protection and acts, Resources and also grateful to our college principal for encouraging us to choose our decisions regarding departments and for her suggestions towards us.

I also thankful for our classmates and especially to our group members with whom I shared my dark days and together we went to different places.

## Contents

- ① Executive summary - CHAPTER - 1
- ② Overview of the organization - CHAPTER - 2
- ③ Internship part - CHAPTER - 3
  - \* Activity log book
  - \* weekly report for 6 weeks
- ④ outcome description - CHAPTER - 4
- ⑤ Evaluation
- ⑥ photos



## 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 Internship program aims to provide the opportunity to our students to consolidate through practical experience. I have Internship in Forest Department. I learned very well about Forest department significant contribution to this manual has been made by Forest officers who have educated extension of Forest protection in the process of charge.

We also learned animal protection and they protect overall Forest area, from smugglers our thanks are also extended to the agriculture lands so near to Forest area. In Forest Department, the beat officers and other officers guides us to encourage to learn forest protect schemes.

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## 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.

In 1864 Indian Forest service enacted & Imperial Forest Research Institute, Dehradun established in 1906. It was enacted with the following objects.

objects :-

our objects therefore is to create an atmosphere of values. In Forest Department to growth of the comparison approach of students that will generate not only integrity but also given back to society their skill and create as a world.

Vision and goals :-

To create a world in different areas in Tribal and Forest areas.

To protect plants, birds, animals, wild life animals.

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### 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.*

It is an art and science of obtaining information about object, area or phenomena through the analysis of data acquired by a device without being in physical contact.



### ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction class about Eco-tourism	It is a form of tourism marketed as travel to natural areas.	
Day - 2	class about Famous temples in Srikakulam	Arasavelli, Srikornam & Srimukhalingam are famous temple in Srikakulam.	
Day - 3	A visiting tour to Arasavilli	It is second famous <sup>sun</sup> temple in the world.	
Day - 4	Theory class about Beaches and water-falls	Beaches situated at Kalingapatnam, Bhavanapadu & D. Matsyalesham	
Day - 5	Theory class about Reservoirs.	Reservoirs are the artificial lakes used for for supply of water.	
Day - 6	knowing about the advantages of Eco tourism	It maximize the local economic benefits	

Forest Station Officer  
Srikakulam

## WEEKLY REPORT

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

**Objective of the Activity Done:**

Eco-tourism

### Detailed Report:

Eco tourism is defined as "responsible travel to natural areas that conserves the environment, sustains the well-being of the local people and involves interpretation and education."

It can utilize the wide range of natural and cultural ecosystem services provided by mangroves to improve local livelihoods.

- Ecotourism encompasses nature-based activities that increase visitor appreciation and understanding of natural and cultural values.

J. GONZALEZ  
Forest Section Chief  
Sreetharan

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# ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Met with Department staff	They Duties	M. P. S.
Day -2	Met with FyB.O and F.S.O	They Duties	M. P. S.
Day -3	Discuss about Forest protection	Protect the Forest	M. P. S.
Day -4	Visited Vairahat Range	Learn protection and laws	M. P. S.
Day -5	Visiting Field Area	Field work	M. P. S.
Day -6	Laws of Forest Conservation Discussion	Laws of Forest Acts	M. P. S.

Section Office  
20/07/2020

## WEEKLY REPORT

WEEK - 2 (From Dt. 28/08/23 to Dt. 02/09/23.)

Objective of the Activity Done:

Forest Protection & Laws

Detailed Report:

The most famous one was the Indian Forest Act of 1878. Both the 1878 act and the 1927 act sought to consolidate and reserve the areas having forest cover, or significant wildlife, to regulate movement and transit of forest produce, and duty leviable on timber and other forest produce.

The wildlife protection ACT 1972 and Amendment 1991. A major objective of this amendment was to update the law to deal with the organized poaching levels.

The National Forest policy of India, 1988 is the main policy framework of forest management in the country.

M. R.

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### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Theory class about nursery management	Forest Dept. provided valuable plants to farmers.	<i>BK</i>
Day - 2	Theory class about need of plantation	It controls the pollution	<i>BK</i>
Day - 3	Theory class about Avenue plantation	Avenue plantation coastal belt plantation urban plantation institutional plantation	<i>BK</i>
Day - 4	we visited nursery having mixed plantation	There are 39000 plants are present in this nursery.	<i>BK</i>
Day - 5	we visited coastal area to know about coastal belt plantation	Plants like palmd and casuarina equisetifolia are planted.	<i>BK</i>
Day - 6	A brief explanation about shifting bags	The germinated plants are shifted from small to large bags.	<i>BK</i>



## WEEKLY REPORT

WEEK - 3 (From Dt. 04/09/23 to Dt. 7/09/23.)

Objective of the Activity Done:

Plant Nursery & Taxonomy

Detailed Report:

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

We learned about types of beds in nurseries and steps in nursery management. Seed collection, seed germination and pre treatment of seeds to avoid 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. Awareness programmes are conducted to realise the villagers about the effect of planting Almond trees in place of *Cassia equisetifolia* plants.

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### ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Theory class about types of forest offences.	The offences types.	N.S. →
Day - 2	Theory class about powers of Forest Department	How they save forest and punishments given by Forest officers.	N.S. →
Day - 3	class about patrolling activities.	The activities which are performed to save the forest.	N.S. →
Day - 4	A brief explanation about wood, Land based offences.	How wood, Land based offences are takes place	N.S. →
Day - 5	Brief discussion about patrolling activities.	How they divide forests to save through patrolling activities.	N.S. →
Day - 6	Theory class about all the topics.	We Learned summary of offences, patrolling activities, powers of F.D.	N.S. →

## WEEKLY REPORT

WEEK - 4 (From Dt. 11/02/23 to Dt. 16/02/23)

Objective of the Activity Done:

Patrolling Activities & Wild Life

Detailed Report:

There are many types of offences. mainly there are 3 types. They are wild life based, land based, wood based.

\* For wood based offence - penalty and punishment will be given under the act AP Forest ACT 1967.

\* For land based offence - under the act The soil conservation ACT 1980.

\* For wild life based offence - under the act The wild life Act 1972.

Powers of Forest Department :-

\* According to APF Act <sup>1967</sup> sec 4. any land can be declared as forest land.

\* F.D can confiscate timber stored in any country ready for transit (without permit) under AP Transit Rule 1970.

We learned about the powers of F.D, patrolling Activities and Offences.

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N. S.  
Forest Beat Officer  
KUPPILI



### ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	SMC - Soil moisture conservation theory class	It can minimize the water loss through evaporation	TSL
Day - 2	Methods to conserve the soil moisture	CCT, check dams, Percolation Tanks, SCT's, Rock fill dams	TSL
Day - 3	Measurements of SCT's, Rock fill dams	It can slowing surface water run off	TSL
Day - 4	Measurements of Rock fill dams	They have impermeable core.	TSL
Day - 5	Theory class about weeding.	Unwanted plants should be removed for better yield.	TSL
Day - 6	Theory class about mulching	It helps to conserve the soil moisture.	TSL

## WEEKLY REPORT

WEEK - 6 (From Dt 25/07/23 to Dt 30/07/23)

Objective of the Activity Done:

SMC - work

Detailed Report:

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

preserving soil moisture is important means to maintain the necessary water for agriculture production.

It also helps minimize irrigation needs of the crops. This is especially important in areas where rainwater and groundwater resources for irrigation are scarce or decreasing due to climate change.

SMC works in the forest area marked for the plantation activity are carried on watershed basis.



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## 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.)**

Intern's work environment is one of the aspects of Intern's quality addressed in this report. I enjoyed very much by taking Forest department as my 2 months short term Internship. I learned very new creative activities in choosing this field.

The staff members of Forest department had provided good facilities for us & they explained in a clear way about the maintainance of Forest and the duties that are provided to them.

We worked as a team in the fields. we gathered together discussed lots of valuable things regarding Agriculture, Farming, protection of environment etc.

I am very satisfied by choosing this department and also with protocols and their procedures. The officers and us have a good harmonious relationship they clarified every doubt of us and they are very friendly & gave lots of awareness Regarding environment & socialization. The time management and discipline is incredible. Everyday is precious for us. we had a great experience by joining this department.



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

The word technical skills refers that "the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations."

There are some common skills for forestry

Such as :-

- |                    |                  |
|--------------------|------------------|
| * GPS              | * Smart phones   |
| * Data collections | * Harvest        |
| * Drones           | * patrol         |
| * plantation works | * Rehabilitation |

The above are some technical skills in this department. we are observed these while they were working. In the Forest department every work done by a specific time Management. This job as a Forestry Technical skills under the broader career category of Foresters.

we learned many technical skills by listening to our officers like manage public and skitts private forested lands for economic, recreational and conservational purposes.

**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.*)

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 learned good enough communication skills in the Forest Department. These are very useful for everyone's life. Before joining this department I was very poor at communication and had a lot of fear by speaking with others. These skills which also increased my confidence in daily life.

Especially the below communication skills which are useful to us,

- \* Leadership skills
- \* problem solving
- \* Written communication
- \* Decision making
- \* oral communication
- \* work management
- \* Understanding skills etc. .... were taught by our staff, they inspired us in many ways gives motivation for us in our speaking.

These are few examples of the skills that are acquired by us. I am very thankful for the everyone who gave support to me and overcome my fears while speaking to others.



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

I am very glad that I enhanced many abilities by choosing this Forest Department. Mainly there are few things which I went to discuss makes me get more anxiety is the first and fore most is group discussions. In this we are curious to say our answers and put in front of others.

We form as a team for doing team work. Team work gives us support and adds shine to a spark. The contribution of a team member, everyone used to do their part of job to complete the full work. we used to discuss lot of thing with other teammates and understands one another among us. we also got awareness by speaking to others.

We share knowledge and learned new activities together. what our leader says we would listened to it and aligned to that path to complete the daily tasks successfully.

**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 observed that technology is helping and providing more useful in Forest Department like to store huge amount of data accurately, easily and efficiently.

The LTEM is an online database system that aims at understanding the dynamics of forest ecosystem and developing appropriate management strategies.

For instance, the system helps Forest managers identify areas of grazing pressures and assess Non-Timber forest products (NTFP) potential and use.

Forest technology also encompasses environmentally sound harvesting of forest and transport operations. These are essential components of sustainable forestry as they ensure the maintenance of the productivity of forests and the associated benefits.



## Student Self Evaluation of the Short-Term Internship

Student Name: ALLADA TIRUMALA RAO Registration No: 2122001050009

Term of Internship: From: 18-08-23 To: 30-09-23

Date of Evaluation:

Organization Name & Address: FOREST DEPARTMENT, 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: 31/10/23

A. Tirumala Rao  
Signature of the Student 02/11/23



## Evaluation by the Supervisor of the Intern Organization

<b>Student Name:</b> ALLADA TIRUMALA RAO	<b>Registration No:</b> 2122001050001
<b>Term of Internship:</b> From: 18-08-23 To: 30-09-23	
<b>Date of Evaluation:</b>	
<b>Organization Name &amp; Address:</b> FOREST DEPARTMENT, SRIKAKULAM	
<b>Name &amp; Address of the Supervisor with Mobile Number</b>	


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: 31/10/23

  
 Signature of the Supervisor  
 Forest Section Officer  
 Vatsavallasa

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## 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)**

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