

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: CHINTADA Lakshmi Bharadwaj

Name of the College: Government Degree College for men, Srikakulam

Registration Number: 2122001050007

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

Name & Address of the Intern Organization: A.P Forest department, Day and night station, Srikakulam

AMBEDHAR **University**
YEAR

An Internship Report on
2 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
UPC (Men) College Forest

(Name of the College)

Submitted by:

Ch. Lakshmi Bhavadwaj

(Name of the Student)

Reg.No: 21220010 50007

Department of BSc (Computers)
Government Degree (Men) College

(Name of the College)

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, Ch. Lakshmi Bharadwaj a student of Internship 2 months
Program, Reg. No. 2122001050007 of the Department of BSC (CPEs) UDC Men
College do hereby declare that I have completed the mandatory internship
from 18-08-23 to 30-09-23 in AP Forest department (Name of
the intern organization) under the Faculty Guideship of
M.V.S. Sridevi Reddy (Name of the Faculty Guide), Department of
BSC (Computing), Govt. Degree College (M.E.N)
(Name of the College)

Ch. J. Bharadwaj
(Signature and Date) 02-11-23

Official Certification

This is to certify that CHINTADA, LAKSHMI BHARADWAJ (Name of the student) Reg. No. 2122001050007 has completed his/her Internship in 0046 Mithi 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(MP(S)) in the Department of WDC(Men) College (Name of the College).

This is accepted for evaluation.



(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that chintala lakshmi Bhanadurai (Name of the intern)
Reg. No 2122001050007 of Govt. Doree college (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 (Satisfactory/Not Satisfactory).


Authorized Signatory with Date and Seal
Forest Range Officer
SRIKAKULAM

Acknowledgements

First and Fore mostly I would like to thank our mentor
Smt. Sridevi Maria for her valuable assistance towards me to
complete these 2 months Internship

I extended my gratitude towards Forest Deptt,
Brikukulam 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 also, 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 thank to 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
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 - ④ Activity logbook
 - ⑤ 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 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 change.

we also learned animal protection and they protect overall Forest area. In forest Dept, the beat officers and check officers guides us to encourage to learn forest protect schemes.

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 Institute, Dehradun established in 1906. It was enacted with the following objects.

objects:

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

vision & goals:-

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

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

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 & 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	Met with Forest department staff	Their duties	<i>[Signature]</i>
Day -2	Met with Forest beat officers and section officers	Their duties	<i>[Signature]</i>
Day -3	Discuss about Forest protection and their alt management	Protect the Forest	<i>[Signature]</i>
Day -4	Visit Nursery at Srikakulam area	Nursery work	<i>[Signature]</i>
Day -5	visited Ranastham so field area	Field work	<i>[Signature]</i>
Day -6	plantation works at Rural area	plantation work	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 1 (From Dt. 19.08.23 to Dt. 26.09.23.)

Objective of the Activity Done: Forest protection & their duties




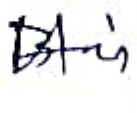


Detailed Report:

In this entire week, I have observed the Forest officers, duties and work management. We also went to the field work area, discuss lots of matters regarding plantation & forming of the F.C.I....

I have learned some new activity which I never saw and done. We also make group discussions about this field & nursery work.



ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Plantation work at Reserved Forest area	Plantation work	
Day - 2	visited CRZ (Coastal Regulation Zone) at SKLM	learned about coastal area	
Day - 3	visited coastal area shelter belt	learned about coastal area plantation	
Day - 4	visit coastal area Boundary pillars	learned about Boundary pillars	
Day - 5	visit coastal area cashew plantation	learned about cashew plantation	
Day - 6	conduct class on above Forest work	Forest area	

WEEKLY REPORT

WEEK - 2 (From Dt. 28.08.23 to Dt. 31.08.23)

Objective of the Activity Done: plantation work & plantation

Detailed Report:

- o Belt of trees planted in a rectangular grid pattern of 10 lines with 10 trees with 10.
- o Shelter Belt area specific type of area forestry system that help moderate natural hazard including wind, flood, and fire.
- o They also improve micro climate moderate temperature, wind speed, soil water loss and excessive.
- o I visited silkawm shelter belt plantation 10,000m² of total trees 25,000

Arij

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Learned resources management of tribal	Learned resource work of Tribal	M. P. ...
Day - 2	Protection and schemes of tribal	Acts & schemes about tribal lives	M. P. ...
Day - 3	Learned about rising at avenue plantation about tribal	Plantation work in tribal	M. P. ...
Day - 4	Learned about plantation which are River side	Plantation work of tribal	M. P. ...
Day - 5	Learned about investigate of plantation	Plantation work	M. P. ...
Day - 6	Learned about industry plantation	Plantation work	M. P. ...

WEEKLY REPORT

WEEK - 3 (From Dt. 1.01.23. to Dt. 7.01.23.)

Objective of the Activity Done: Rubber management

Detailed Report:

NURSERY WORK

1. Andhra Pradesh Forest department plans to rise about 10 Crores seedling every year
2. Mostly under Mahatma Gandhi National Rural Employment guarantee schemes (MGNREGS)
3. Since nursery works are seasonal in nature Forest department takes up.
Boundary plantation
1. Boundary plantation under Forests Programme include Forests planted along boundaries of houses.
2. Improving Soil Fertilizers.

M. D.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Human Resource	Indian Council of Research	<i>[Signature]</i>
Day - 2	Human use of Resource	The Research and Training holding	<i>[Signature]</i>
Day - 3	Human How to Resources	Introducing operation programs	<i>[Signature]</i>
Day - 4	Human Resources management	The process of planning and implementing	<i>[Signature]</i>
Day - 5	Human Resource management which type	Protecting the Resources UHRD for on	<i>[Signature]</i>
Day - 6	How to use and develop the Resources	Employing workers - skills	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 4 (From Dt. 8.9.23 to Dt. 15.9.23...)

Objective of the Activity Done: India Council of holding

Detailed Report:

In this entire week we learned about the human resource management and their uses we also participated in the quiz regarding human resources. Many courses had been introduced in this such as Indian Council of Forestry Research, Introducing afforestation programs, protecting the resources HRD for an organization etc. Main concept over all this is to protect the resources for our future. It is our major responsibility to be aware of this concept and making awareness for others too.

[Signature]

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	wild life and their management	Animals and their Behaviors	Jy
Day - 2	conservation of different types of	learn in ge about the conservation	Jy
Day - 3	Position of wild life in Indian constitution	How many constitution are them	Jy
Day - 4	Bird migration of different species	at a different of Bird migration	Jy
Day - 5	Endangered animal species & scientific names	species birds which are endangered	Jy
Day - 6	man made forests threats of man made forests	Forests that are man made	Jy

WEEKLY REPORT

WEEK - 5 (From Dt. 15.04.23 to Dt. 21.04.23)

Objective of the Activity Done: animal behaviour and env

Detailed Report:

In this entire we learned about the wildlife and their management, and also learned about various types of conversations in forests and the position of wildlife in Indian communitation. How many acts are been assumed for wildlife. Different types of Bird Migration at different seasons.

And also write a Report on wildlife management.



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 month Short term Internship. I learned very new creative activities in choosing this field.

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

We worked as them in the field. We gathered together discussed lots of valuable things regarding administrative protocols, procedures, environments.

I am very satisfied by choosing this department and also with protocols their then or gave lots management and discipline is great experience 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 means to say that the specialized knowledge and required to perform specific tasks and use programs in real. There are some common skills for forest such as:

○ GPS

○ Data collection

○ Pruning

○ Smart Phone

○ Harvest

○ 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 technical skills under the broader career by Forests

we learned many technical skills by listening to our officers like manage public and private skills

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 speaking my communications confidence in daily life skills. Speaking others had lot of the also

Especially the below communication skills which are useful to us.

① Leadership skills

① Problem solving

① written communication

① Decision making

① Oral communication

① Work management

① Understanding skills etc. were thought by

staff, they inspired motivation for us in our speaking

These are few examples of the skills that are acquired by others come my hears 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 first Department mainly there are few things which I used to discuss makes me get more anxiety is the first one for most is group issues. In this we are curious to say ourselves. are put in front of others

we form as a team for doing team work. Team leader gives us support and advice to a spark. The contribution of a team member, everyone used to do their part as job to complete the full work. we used to discuss lot of thing with other even makes makes. one understands make got awareness by speaking to others

we share knowledge and learn new things together would learn that we would like to

to fit change to that path to to improve the daily lives 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 vast 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 effective management strategies.

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

Forest techs also encompasses sustainability forest harvesting of forest and tree products operations. There are essential components of sustainable forestry as the ensure the machinery use of the productivity of process and the associated benefits.

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 front department always state with point to don't log the improve I will the clear of what I am saying the donation.

I am also encouraging others to participate in the the desire to achieve the donation & bonds

In front department about protect the forest plantation.

I achieved the real time awareness protocol problem, in very overcoming of the important.

team work, behaviour, workmanship productive.

competencies, goal setting, performance analysis of the cultivated analysis of results.

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.

Evaluation by the Supervisor of the Intern Organization

Student Name: <i>Ch. L. Bharadwaj</i>	Registration No: <i>2122001050007</i>
Term of Internship: From: <i>08/08/23</i> To: <i>30/09/23</i>	
Date of Evaluation:	
Organization Name & Address: <i>Forest Department</i>	
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

Page No:

Student Self Evaluation of the Short-Term Internship

Student Name: CHINTADA LAKSHMI BHARADWAJ Registration No: 2122001050007

Term of Internship: From: 18-08-23 To: 30-04-23

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

2-11-23
Date:

Ch. L. Bharadwaj
Signature of the Student





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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