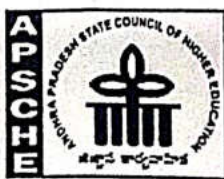


Model Program Book



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: DAI, NAVEEN

Name of the College: Govt Degree College (MEN), SKLM

Registration Number: 22 22 00 10 50009

Period of Internship: From: 17/09/23 To: 20/09/23

Name & Address of the Intern Organization

Amrita Vishwa Vidyapeetham **University**
YEAR

An Internship Report on

FOREST DEPARTMENT

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc (mpcs)

Under the Faculty Guideship of

M.V.J. Sridevi Kella

(Name of the Faculty Guide)

Department of

B.Sc (mpcs), GPCC (MEN), SKLM

(Name of the College)

Submitted by:

DAS. Naveen

(Name of the Student)

Reg.No: 212201050009

Department of

Govt. Degree College (MEN), Irithakulam

(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.

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

Student's Declaration

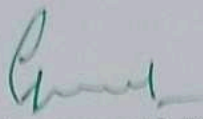
I, Dai. Naveen a student of B.Sc (mpcs)
Program, Reg. No. 212201010009 of the Department of Computer Science
College do hereby declare that I have completed the mandatory internship
from 18/08/23 to 20/09/23 in Karibugga forest dept (Name of
the intern organization) under the Faculty Guideship of
N.V.S Sridevi Kella. (Name of the Faculty Guide), Department of
B.Sc (mpcs), SVU Degree College (MEN), HF (m
(Name of the College)

D. Naveen, 20/09/23
(Signature and Date)

Official Certification

This is to certify that DAL. NAVEEN (Name of the student) Reg. No. 2020080009 has completed his/her Internship in Karibugaa forest Dept. (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 B.Sc (m.p.w) in the Department of GPCL(MEN), SKLM (Name of the College).

This is accepted for evaluation.


(Signature with Date and Seal)
Forest Range Officer
SRUKAKULAM

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that Das. Naveen (Name of the intern)
Reg. No 2122001050009 of GDC (New), slem (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

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 improve our students the opportunities to consolidate through practical experience provided direct forest experience to the inter on various role of incubating tree plantation in more than activities in the the forest department forest internship is designed to make to the development of an appropriate professional capacity teacher disposition. Student defines diverse needs of terms in forest internship.

I am second year B.Sc (Com) graduate of Govt. degree college our college

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.

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.

* Conduct a survey or report forest - derisk and field work.

* Different types of forest protection
schemes.

* Soil Conservation Act (SCA) and forest
wild life Act, Bio diversity and
and WFLA Act.

* working of protection takes for different
types of micro-bags (4x7, 6x9, 8x12, 12x15)
cm

* How to create the life span of a
tree by seeing grates or if it.

* working protection takes for different types
animal likes spotted deer etc. ---

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Human Resource	Indian Council of forest research	Paul
Day -2	Human of use of resources	The research and training division	Paul
Day -3	Human how to utilize resources	Endorsing afforestation programs	Paul
Day -4	Human resources management	The process of planning and importance	Paul
Day -5	Human resources which type	protecting the resource OHPD for an organization	Paul
Day -6	How to use and develop the resources	improving literacy skills, skill development	Paul

WEEK - 1 (From Dt 1.1/02/17 to Dt 1.6/02/17...)

Objective of the Activity Done: Human resource management

Detailed Report:

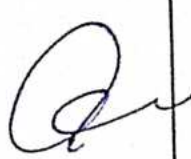





Human resource management :-

Human Resource Management

Is The Strategic and coherent approach in the efficient and efficient management people in a company (or) organization such that they help their business gain a competitive advantage. It is designed to maximize employee performance in service of the organization's strategic objectives.

of an employees strategic objectives
to the compatible strategic objectives
of the department of the Human resource
of the carry of the performs in
service of an employment of statistic
of the objectives of the employ method
of the objection of successful factors

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	protecting activities	observe and hence observed entrance activity	
Day -2	types of offences	any offence provides for by law to respect	
Day -3	protect forest and wild life	Developing poote & areas such as nature area wildlife	
Day -4	purpose of patrolling	To maintain the security of the area and act as a	
Day -5	punishment for forest offences	Improvement for a minimum of six months	
Day -6	Types of forest in forest act 1927	Reserved forest protecting forest and village forest	

WEEKLY REPORT

WEEK - 2 (From Dt. 21/11/23 to Dt. 27/11/23)

Objective of the Activity Done: power of forest officers

Detailed Report:





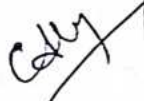
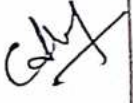
power of forest officers :

power to issue a search warrant under the Code of Criminal Procedure 1973. power to hold an inquiry into forest offences and in the course of such inquiry to receive and record such evidence

Section 62 and 63 act :

The Compounding of offences by a forest officer includes offences mentioned in section 62 and 63 of the act.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	km C works	Swachh Bharat	
Day -2	km C works	Tree plantation	
Day -3	weeding and trees	Tree plantation and protect of tree	
Day -4	km C multiply on Campus	Sanitation in your Campus	
Day -5	km C multiply on the Sanitation	Swachh Bharat and Sanitation	
Day -6	km C Society area Tree plantation	Seedling area Tree weeding	

WEEKLY REPORT

WEEK - 3 (From Dt. 11/11/2020 to Dt. 17/11/2020)

Objective of the Activity Done:

Municipal Corporation works

Detailed Report:

Municipal Corporation works

under the auspices of municipal corporation
collecting up the environment. growth of
planting tree to the local area of
removing waste from the surrounding
area on the sea shore and
learning how to preserve the plants
that grow according to the climate
of the surrounding area.

of the area of surrounding cleanliness of
the area so be cleaned and neatness
of the town of the mobility of the
learn of the municipal corporation to
do they work to clean and green of

WEEKLY REPORT

WEEK - 3 (From Dt. 1/7/23... to Dt. 9/10/23..)

Objective of the Activity Done:

municipal corporation works




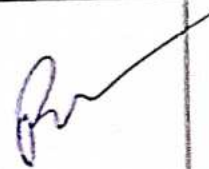


Detailed Report:

municipal Corporation - works

under the auspices of municipal corporation
celebrating up the environment. goal of
planting tree to the local area of
removing waste from the surrounding
area on the sea shore and
learning how to preserve the plants
that grow according to the climate
of the surrounding area.

of the area of surrounding cleanliness of
the area to be cleaned and neatness
of the lawn of the mobility of the
learn of the municipal corporation to
do they work to clean and green of

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Social forest works	To improve forest works	
Day -2	Social forestry works for identification	11 Extension forestry mixed forest	
Day -3	Toxonomy	Co-count, all pine willow, looking to delicately	
Day -4	Nurseries plantation	How to follow nursery plantation in Guatemala	
Day -5	Trick area mangrove	Tricks follows environment conservation rule in being	
Day -6	Wild life management focus on nesting and bird nesting	using have back flipper the rediation class heat	

WEEKLY REPORT

WEEK - 4 (From Dt. 15/07/22 to Dt. 22/07/22)

Objective of the Activity Done: Social forest works

Detailed Report:

Social forest works

The social forestry scheme sought to enable the common people to raise plantations which would meet the growing demand for timber, fuel, fodder, etc.

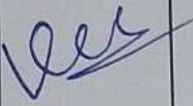

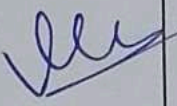


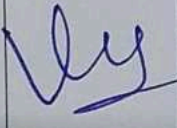
Social functions of forests:

Recreation, tourism, education and conservation of sites with cultural or spiritual importance.







Taxonomy of a tree:

King - phylum - class - order - family - genus - species. The species can be identified in many ways including by visible and genetic attributes.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	ecotourism activities linking, bird watching wild life viewing	Types of activities eco-tourism	
Day -2	eco-tourism responsible travel to natural area	Natural area to save eco-system	
Day -3	forest laws and forest protection	Importance of the forest officers	
Day -4	Importance of the forest officers	Duty of forest officers	
Day -5	role of forest officers	Power of forest officers	
Day -6	forest law in AP	Sections and Acts in AP forest	

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	eco tourism activities bird watching wild life viewing	Types of activities eco-tourism	
Day -2	eco-tourism responsible travel to natural areas	Natural area to save eco-system	
Day -3	forest laws and forest protection	Importance of the forest officers	
Day -4	Importance of the forest officers	Duty of forest officers	
Day -5	70% role of forest officers	power of forest officers	
Day -6	forest law in AP	Sections and Acts in AP forest	

WEEKLY REPORT

WEEK - 5 (From Date/Day/Year to Date/Day/Year)

Objective of the Activity Done:

Eco-tourism in forest

Detailed Report:

Eco-tourism in forest :

Eco-tourism may be defined as responsible travel to natural areas that conserves the environment and improves the well doing of local people. The well forest and wild life and element of nature and insprible part of environment.

Activities of Eco-tourism :

- ① Hiking, bird watching, wildlife viewing
- ② water, adventures, mountain biking
- ③ Trekking experience

④ Tree plantation

The role of forest officer : Manage the forest, wild life and environment issues at different level.

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.

The word technical skill means that the specialized knowledge and expertise required to perform specific tasks and we use specific tools and programs in real world situations.

There are some common skills for forestry such as:-

* G.P.S

* Data Collections

* Drones

* plantation works

* smart phone

* Theresit

* patrol

* Rehabilitation

The above are some technical skills in this department we are observed that while every one done by a specific time management. That job such as a forestry a technical skill you under its broader career category of forestry we cared about many technical skills by lifting for our efforts like manage public and skills protect forest lands purpose

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

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

There are some skills for forestry

such as:

* GPS

* Data collection

* Drones

* Operations on works

* Smart phones

* Thicket

* Patrol

* Rehabilitation

The above are some technical skills in this department but, we are observed there while they were working. In the forest department every work done by a specific time management. This job is a forestry technical skill under the broader career category of forestry.

We learned many technical skills by visiting to our offices like managing public and private forested lands for economic, recreational and conservational purpose.

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 forests department mainly. There are a few things which I went to discuss makes me get more anxiety is the first and foremost it group discussions. In this we are curious to try our answer and put in front of others.

We form as a team for doing team work. Team work gives us support and adds scheme to speak. The contribution of a team member way one used to do their part of job to complete the full work we used to discuss lot of thinking with other team mates and understand one another among us we got awareness by speaking to others.

We share knowledge and learn new activities together. What our leader says we would listen 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 LTFM 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 environmental sound harvesting of forest and transport operations. These are essential components of sustainable forestry as they ensure the maintenance of the productivity of forest and the associated

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

Specifically the below communication skills which are useful to us:

- * Learning skills
- * written communication
- * oral communication
- * understanding skills

- * problem solving
- * decision making
- * work management

we taught by our staff. They provided it in many ways by our motivation for us is our speaking.

There are few examples of the skills that are acquired by us. I am very thankful for the everyone who gave support my fears to others.

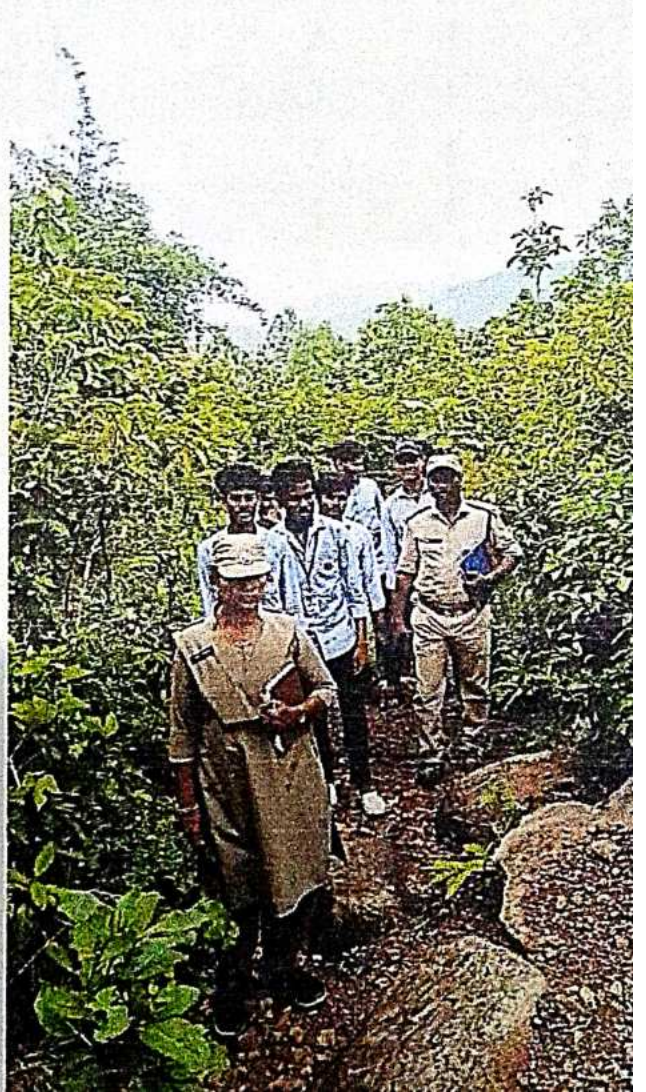
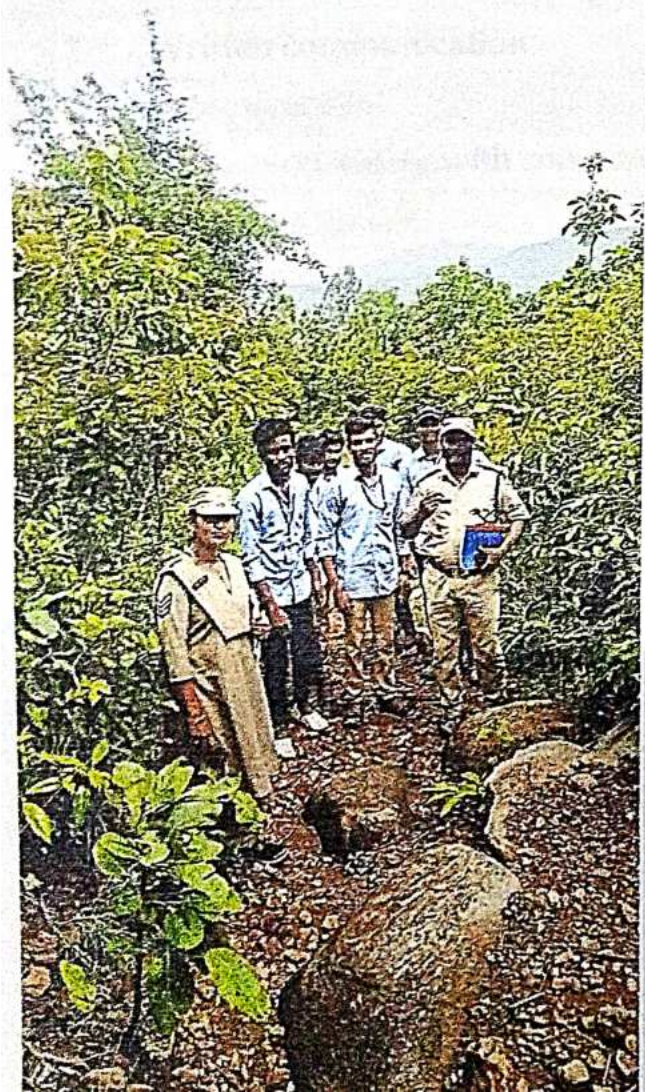
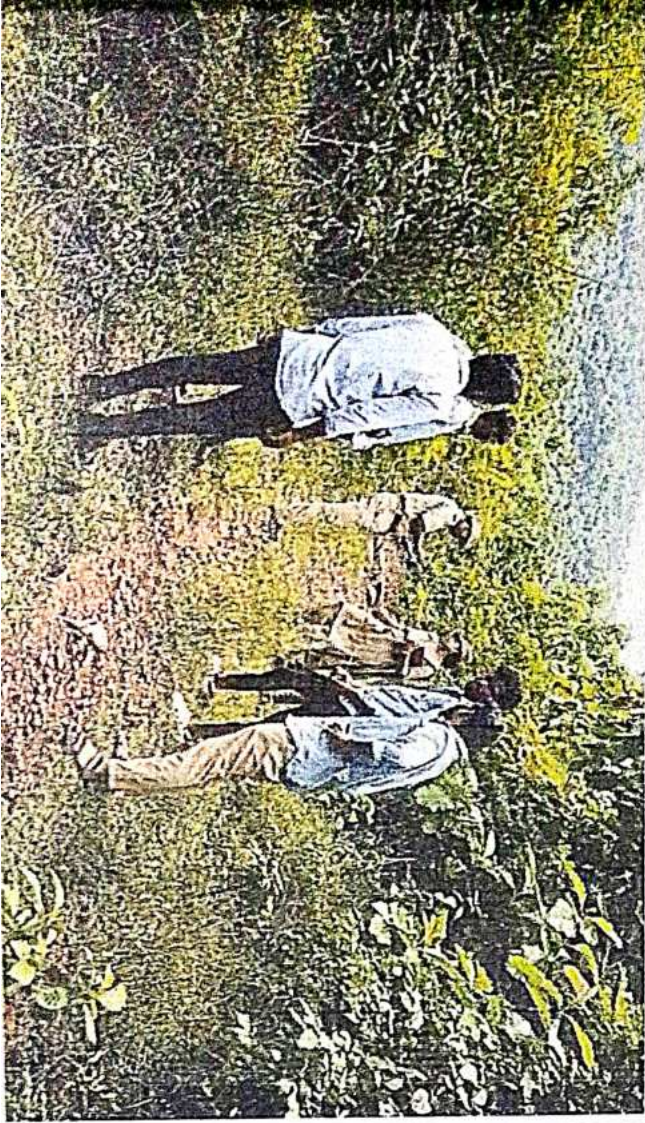
CHAPTER 5: OUTCOMES DESCRIPTION

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.)

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

The staff members of forest department had provided good facilities for us. They explained in a clear way about the maintenance 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.

I am very satisfied by choosing this department and also with protocols and their procedures. They clarified every doubt of us and they are very friendly clarified every query regarding environment by joining this department.



Evaluation by the Supervisor of the Intern Organization

Student Name: Das. Naveen

Registration No: 2122001050009

Term of Internship: ~~12/08/23~~ From: 18/08/23

To: 30/09/23

Date of Evaluation:

Organization Name & Address: Forest Department

Name & Address of the Supervisor
with Mobile Number

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:

Signature of the Supervisor

Forest Range Officer
SRIKAKULAM

Page No:

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Dal Naveen</u>	Registration No: <u>212201070009</u>
Term of Internship: From: <u>18/09/23</u>	To: <u>30/09/23</u>
Date of Evaluation:	
Organization Name & Address:	

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:

D. Naveen
Signature of the Student

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