

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: DUDDI. HARISH

Name of the College: Government Degree College (M) SKL

Registration Number: 2122001050010

Period of Internship: From 18/08/23 To 30/09/23

Name & Address of the Intern Organization

Ambedkar University

YEAR

2021-24

An Internship Report on
2 Months Internship Program Forest Dept.

(Title of the Internship)

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

Under the Faculty Guideship of

M.V.S. Sridevi Kella

(Name of the Faculty Guide)

Department of Forest

GDC (MEN) Collage

(Name of the College)

Submitted by:

D. Harish

(Name of the Student)

Reg.No: 2122001050010

Department of BSC (Computy science)

Govt. Degree Collage (Men)

(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, D. Harish a student of 2 Months Internship Program, Reg. No. 2122001050010 of the Department of BSC (MPC) GDC Men College do hereby declare that I have completed the mandatory internship from 18/08/2023 to 30/09/2023 in Forest Department (Name of the intern organization) under the Faculty Guideship of MVS Sreedevi Ketta (Name of the Faculty Guide), Department of B.Sc Computer Science, Govt. Degree College (Men) (Name of the College)

D. Harish 02-11-2023
(Signature and Date)

Official Certification

This is to certify that DUBBI. HARISH (Name of the student) Reg. No. 2122001050010 has completed his/her Internship in English 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 B.Sc (MPCS) in the Department of GDC (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 DUDDI. HARISH (Name of the intern)
Reg. No 2122001050010 of GDC (MEN) SKLH (Name of the
College) underwent internship in FOREST DEPARTMENT (Name of the
Intern Organization) from 18/08/2023 to 30/09/2021

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

Authorized Signatory with Date and Seal

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 aim to Provide the opportunity to our students to Consolidate Throught Practical experience. I have Internship in Forest Department.

We also learned animal protection and they protect overall forest area, from smugglers. Our thanks are also extended to the agriculture team. So near to forest area in forest department. The beat officers and other officials guide us to encourage to learn forest protect scheme.

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.

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 objects, 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 marked by travel to natural areas	J. Sandhu
Day -2	Class about famous temples in Sri Kalahasti	Aralahari / Sri Kalahasti Srimukha Lingam are famous temples in Sri Kalahasti	
Day -3	A visiting tour to Aravalli	It is second famous sun temple in the world	
Day -4	Theory class about beaches and water falls	Beach situation at Kalinga Ashwamedha Bhavan Padma K. & Matsyaleshwar	
Day -5	Theory class about Reservoirs	Reservoirs are the artificial lakes used for supply of water	
Day -6	Knowing about the advantages of Eco tourism	It maximizes the local economic benefits	

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, Sustain 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.

Eco tourism encompasses nature-based activities That increase visitor appreciation and understanding of natural and cultural values.

J. Jones W. Rana

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 e fact	Their Duties	<i>[Signature]</i>
Day - 2	met with F.B.O and F.S.O	Their Duties	<i>[Signature]</i>
Day - 3	Discuss about forest protection	Protect the forest	<i>[Signature]</i>
Day - 4	visited Vatsavaga Range	protection and laws	<i>[Signature]</i>
Day - 5	visitors Field Area	field work	<i>[Signature]</i>
Day - 6	Laws of forest conservation Discussion	Law of forest acts	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 2 (From Dt. 28-8-23 to Dt. 02-9-23)

Objective of the Activity Done: Forest Protection and laws

Detailed Report:





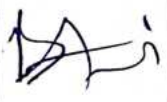

The most famous one was the Indian Forest Act of 1878. Both the 1878 and the 1927 act sought to consolidate and reserve the areas having forest cover, or significant wild life. To regulate movement and transit of forest produce.

The Wild life 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.



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	
Day -2	Theory class about need of plantation	It controls the pollution	
Day -3	Theory class about Avenue plantation	Avenue Plantation Coastal belt Plantation Urban Plantation Institutional plants	
Day -4	We visited nursery having mixed plantation	There are 30,000 plants are present in this nursery	
Day -5	We visited coastal area to know about Coastal belt Plantation	Plants like palna and casuarina equisetifolia are planted	
Day -6	A brief explanation about shifting bags	The germinated plants are shifted from small to large	

WEEKLY REPORT

WEEK - 3 (From Dt. 04-09-22 to Dt. 09-09-22)

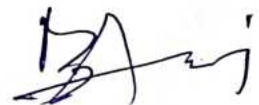
Objective of the Activity Done: Plant Nursery and Taxonomy

Detailed Report:

Plant nursery is an area where plants are grown, kept or maintained for transplanting or 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 pretreatment of seeds to avoid dormancy and preparation of primary bed structure are the measurements should be taken for healthy improvement of plant.

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 effects of planting Almond trees.



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 Activity of 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 Act¹⁹⁶⁷ sec 4, any land can be declared as forest land.





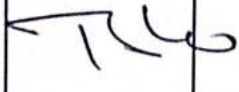

* F.O can confiscate timber stored in any country ready for transit (without permit) under AP Transit Rule 1970.

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

Page No:

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	
Day - 2	Methods to conserve the soil moisture	CCT, check dams, Percolation Tanks, SCT's, Rock fill dams	
Day - 3	Measurements of SCT's, Rock fill dams	It can slowing surface water run off	
Day - 4	Measurements of Rock fill dams	They have impermeable core.	
Day - 5	Theory class about weeding.	Unwanted plants should remove for better yield.	
Day - 6	Theory class about mulching	It helps to conserve the soil moisture.	

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

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.

Page No:

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 aspect of Intern's quality address 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.

We worked as a team in the field. 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.

They are very friendly so I am lots of awareness regarding Environment & Socialization. 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.

There are some common skills for forestry such as:

- ★ GPS
- ★ Data Collection
- ★ Drones
- ★ Plantation works
- ★ Smart Phones
- ★ Harvest
- ★ Petrol
- ★ Rehabilitation

We learned many technical skills by listing to our officers like manage public and private forested lands for economic, recreational and conservation 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 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.

Especially the below communication skills which are useful to us.

- ★ Leadership Skills
- ★ Problem Solving
- ★ Written Communication
- ★ Oral Communication
- ★ Decision making
- ★ Understanding skills etc..... were taught by our staff. They inspired us in many ways gives motivation for us in our speaking.

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.,)

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- ★ Oral Communication
- ★ Decision making
- ★ Understanding skills etc..... were taught by our staff. They inspired us in many ways gives motivation for us in our speaking.

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 team mates 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 ITEM is an online database system that aims at understanding the dynamics of forest ecosystem and developing appropriate management.

For instance the system helps forest managers identify areas of grazing pressures and access Non-timber Forest Products (NTFP) potential and use.

Forest technology also encompasses environment -all 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: DUDDI. HARISH Registration No: 2122001050010

Term of Internship: 2 Months From: 18/08/2023 To: 30/09/2023
(Short)

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

D. Harish 02/11/23
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	DODDI HARISH	Registration No:	212001050010
Term of Internship:	From: 18-08-23	To:	30-09-2023
Date of Evaluation:			
Organization Name & Address:	FOREST DEPT SRIKAKULAM		
Name & Address of the Supervisor with Mobile Number			

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:

Signature of the Supervisor

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

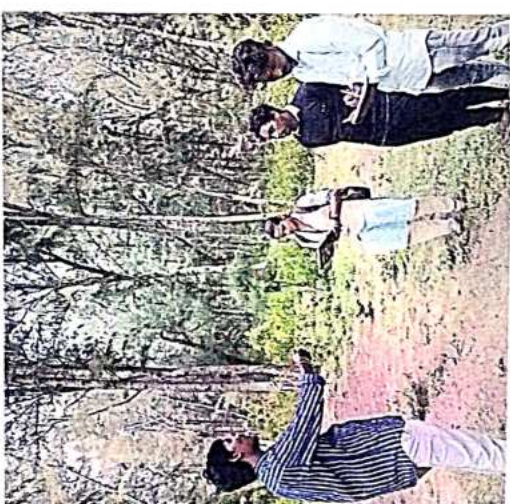
- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the 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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