

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student

Gionti Rajeshwari

Name of the College

GOVERNMENT DEGREE (MEN)

Registration Number

21220010500041

Period of Internship

From

18/8/23

To

30/9/23

Name & Address of the Intern Organization

FOREST DEPARTMENT
SRI KAKULAM

AMBEDKAR 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

Forest

(Name of the College)

Gorakhpur Degree College (MKN)

Submitted by:

Sk Gionti Rajeswari

(Name of the Student)

Reg.No: 2122001050044

Department of

Government Degree (MKN) College B.Sc computer

(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, Gronti. Rajeswari a student of 2 months internship
Program, Reg. No. 212200105000 of the Department of B.S.C (MPES) GDC MEN
College do hereby declare that I have completed the mandatory internship
from 18/8/23 to 30/9/23 in Forest department (Name of
the intern organization) under the Faculty Guideship of
M.V.S. Sridevi Kella (Name of the Faculty Guide), Department of
B.Sc (Computer), Government Degree (MEN) college
(Name of the College)

5

Gr. Rajeswari
(Signature and Date)

Certificate from Intern Organization

This is to certify that Gunti Rajeshwari (Name of the intern)
Reg. No. 2122001050041 of GIDECMEN SKM (Name of the
College) underwent internship in FOREST DEPARTMENT (Name of the
Intern Organization) from 16/8/23 to 30/9/23

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

Official Certification

This is to certify that GONTI RAJESWAR (Name of the student) Reg. No. 213200105001 has completed his/her Internship in

NYL 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

G.D.C (men) College (Name of the College).

This is accepted for evaluation.



(Signatory with Date and Seal)

Forest Range Officer
SRIKAKULAM

Endorsements

Faculty Guide



Head of the Department



Principal

Acknowledgements

First and foremost I would like to thank our mentor Smt. Sri Devi madamgavva for her valuable assistance towards me to complete this 2 months internship.

I extended my gratitude towards Forest department Sivakulam for enlightening 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 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 fields.

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 programme aims to provide our students the opportunity to consolidate through practical experience. I have internship in Forest department & learned very well about Forest department. Significant contribution to this manual has been made by Forest officers who have educated intentions of Forest protection in the process of change.

We also learn animal protection and they protect over all Forest area. From Smugglers our thanks are also extended to the agriculture hands so near to Forest area. In Forest department the beat officers and other officers guides us to encourage to learned 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 1844 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 a world.

Vision and goals:-

→ to create a world in different areas in-forest area and forest area

→ 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 art and science of obtaining information about and about area, of 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	SW
Day - 2	Met with Forest Beat officers and Section officers	their duties	SW
Day - 3	Discuss about Forest protection	Protect the Forest	SW
Day - 4	Visit nursery at Srikanthapuram area	nursery work	SW
Day - 5	Visited Vathasavalapo field area	Field work	SW
Day - 6	Plantation works at rural area	plantation work.	SW

WEEKLY REPORT

WEEK - 1 (From Dt. 21-8-23 to Dt. 26-8-23)

Objective of the Activity Done: Wildlife management, turtle nestling and bird nesting

Detailed Report:

In this entire week, I have observed the Forest officers duties and work management we also went to the field work area: discussed lots of matters regarding plantation and fanning etc...

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 of Reserved Forest area	plantation work.	
Day - 2	Visited CRZ coastal Regulation zone at SKM	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. 11-9-23 to Dt. 19-9-23)

Objective of the Activity Done: forest (AWS) and forest-protection

Detailed Report:

- * Belt of trees planted in a rectangular grid pattern or in strips with in
- * Shelter Belt area specific type of area forestry system that help reduce natural hazard including storms, wind erosion, sand droughts and forests
- * They also improve microclimate reduce temperature, wind, spread, salt water loss and excessive
- * Shelter belts plays crucial role in the sandy dry lands
- * I visited SriKakulams Shelter Belt plantations 10,000 meters total trees 25,000

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	learned Resource Management of tribals	learned Resource work.	<i>[Signature]</i>
Day -2	Protection and Schemes of tribals	Acts and Schemes	<i>[Signature]</i>
Day -3	learned about rising at avenue plantation of tribals	plantation work.	<i>[Signature]</i>
Day -4	learned about plantations which are River side of tribals	Plantations work	<i>[Signature]</i>
Day -5	learned about investigate of plantation of tribals	plantation work	<i>[Signature]</i>
Day -6	learned about Industry plantation	plantation work.	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 3 (From Dt. 11-9-23. to Dt. 16-9-23)

Objective of the Activity Done: Ecotourism activities

Detailed Report:

Nursery work.

1. Andhra Pradesh Forest department plans to rise about 10 crores spending every year
2. Mostly under Mahatma Gandhi National rural Employment Guarantee Scheme (MGNREGS)
3. Since Nursery works are Seasonal in nature Forest department takes up

Boundary Plantation:-

1. Boundary plantations under Forestry programs include trees planted along boundaries of an bounds.
2. Improving soil fertilizers

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 forestry. Menorah	<i>[Signature]</i>
Day - 2	Human use of Resource	The Research and Training Division handles	<i>[Signature]</i>
Day - 3	Humans How to Resources	Introducing off orientation program	<i>[Signature]</i>
Day - 4	Human Resource Management	The process of Planning and implementing	<i>[Signature]</i>
Day - 5	Humans Resource management which type	Protecting the Resource with forest organization	<i>[Signature]</i>
Day - 6	How to use and develop the Resources	Improving life saving skills.	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 4 (From Dt. 18-9-23 to Dt. 23-9-23)

Objective of the Activity Done: (SVC) works + practicals: wedding and matching on campus

Detailed Report:

In this entire week we learned about the Human Resource Management and then we also participated in the quiz regarding Human Resource. 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 Reason for our future is our major responsibility to be aware of this concept and making awareness for others too.

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 Behaviour	<i>[Signature]</i>
Day -2	Conservations of different types - forest	hearing about the conservations	<i>[Signature]</i>
Day -3	Position of wild life in Indian Constitution	How many ⁵ constitutions are there	<i>[Signature]</i>
Day -4	Bird migration of different seasons	at a different of Birds migration	<i>[Signature]</i>
Day -5	Endangered animals Species & Scientific names	Specific birds which are endangered	<i>[Signature]</i>
Day -6	Mangrove forests Threats of mangrove forest	Forests that are mangrove	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 5 (From Dt. 25.9.23 to Dt. 30.9.23)

Objective of the Activity Done: Social Forestry and Taxonomy.

Detailed Report:

In this entire we learned about the wild life and their their management and also learned about various types of conservation in forests and the position of wild life in Indian constitution. How many acts are been passed for wild life. Different types of Bird Migration at different seasons. And also write a Report on wild life 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 army 2 months short Internship. I learned very new creative activities in choosing this field.

The Staff Members of Forest department had provided good facilities for them. 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 and taking care 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 for us and they are very friendly & gave lots of awareness regarding Environment & Socialization. The time management and discipline is incredible. Every day 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 needed to perform specific tasks and use specific tools and programs in real world situations

There are some common skills for forestry such as:-

- * GPS
- * Patrol
- * Data Collections
- * Rehabilitation
- * Drones
- * Plantation works
- * Smart phones
- * Harvest

The above are some technical skills in this department we observed them while they were working. In the forest department every work is done by a specific time.

Management. The job as a Forestry technician falls under the broader career category of Forestry. We learned many technical skills by listening to our officers like Manage public and protect forested lands for economic, recreational, and conservation purposes.

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 level in daily life. Especially the below communication skills

which are useful for us

- * Leadership Skills
- * Written Communication
- * Orally Communication
- * Problem Solving
- * Decision Making
- * 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 with 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 which makes me get more anxiety the first and foremost is group discussions. In this we are curious to say our answers and put in front of others. We form as a team for support and add shine for 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 lots of things with other team mates and understands are another among us. We also got awareness by speaking with others. We share knowledge and learned new activities together. What our leader says we would listened to it and aligned on 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 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 growing pressures and analyses Non-Timber Forest products (NTFP) potential and use. Forest technology also encompasses environmentally sound forest harvesting and transport operations. These are essential components of sustainable forestry as they ensure the maintenance of the productivity of forests and the associated benefits.

EVALUATION

Page No:

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.

MARKS STATEMENT
(To be used by the Examiners)

Student Self Evaluation of the Short-Term Internship

Student Name: GIONTI RAJESWARI

Registration No: 2122001050008

Term of Internship:

From: 18/8/23

To: 30/9/23

Date of Evaluation:

Organization Name & Address: FOREST DEPARTMENT, SIKAKULAM

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

Gi. Rajeswari

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	GIONTI RAJESWARI	Registration No:	2122001050008
Term of Internship:	From: 18/8/23	To:	30/9/23
Date of Evaluation:			
Organization Name & Address:	FOREST DEPARTMENT SRIKAKULAM		
Name & Address of the Supervisor with Mobile Number	M. Sairam		

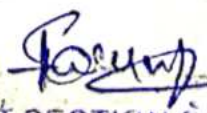
Please rate the student's performance in the following areas:

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

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:


FOREST SECTION OFFICER
SRIKAKULAM

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: **GIONTI RAJESWARI**
Programme of Study:
Year of Study: **2nd year**
Group: **B.S.C(MPCS)**
Register No/H.T. No: **21220010500011**
Name of the College: **Government Pegow College (MEN)**
University: **Ambedkar**

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:







ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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