

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

LASA PAVANI KUMARI

Name of the College

GOVERNMENT DEGREE COLLEGE
[Her]

Registration Number

2122001051022

Period of Internship

From 18-08-23 To 30-09-23

Name & Address of the Intern Organization

FOREST DEPARTMENT
SRIKAILASH

University

YEAR

An Internship Report on
Short Term Internship Programm - Forest Department
(Title of the Internship)

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

Under the Faculty Guideship of
Y. MANI KUMAR - English
(Name of the Faculty Guide)

Department of
GDC - Government Degree College - Then
(Name of the College)

Submitted by:
Lara . Pavani kumar
(Name of the Student)

Reg.No: 21220010510 22

Department of
B.Sc - MELS ; GDC - Then Srikakulam
(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, Lasa Parani kumari a student of Internship 2 Months
Program, Reg. No. 2122001051022 of the Department of BSc - MEls ; GDC Chenj
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in AP Forest Department (Name of
the intern organization) under the Faculty Guideship of
Y. MANI KUMAR (Name of the Faculty Guide), Department of
English, GDC - Men ; Srikakulam
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that LASA . PAVANI KUMARI (Name of the student) Reg. No. 2122001051022 has completed his/her Internship in AP Forest Department-SKIH (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 - MECS in the Department of GDC-Hen degree (Name of the College).
Soikakulam

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 LASA PAVANI KUMARI (Name of the intern)
Reg. No 2122001051022 of Gout Degree College (Name of the
College) underwent internship in AP Forest Department (Name of the
Intern Organization) from 18-08-2023 to 30-09-2023

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


Forest Range Office
Srikakulam
Authorized Signatory with Date and Seal

ACKNOWLEDGEMENT

First and foremost I would like to thank to our mentor y. Manikumar sir for his valuable assistance towards me to complete the 2 months Internship.

I Extended my gratitude towards forest department ~~skikulam~~ 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 & acts Resources and also grateful to our college principal for encouraging us to choose our decisions regarding department and for her suggestions towards us

I also thank 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 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 Dept. 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 other officers guides us to encourage to learn Forest protect Service.

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 :- our objects therefore is to create an atmosphere of values. In forest Dept to growth, will of the compassion approach of students that will not only integrity but also given back to society their skill and create as a world.

Vision & goals :- To create accord in different areas in tribal and forest areas.

To protect plants, birds, animals, world 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	
Day -2	Met with Forest beat officers and section officers	Their Duties	
Day -3	Discuss about forest Protection and their acts Management	Protect the Forest	
Day -4	Visit Nursery at skitakulam area	Nursery work	
Day -5	Visited Valthavala Field area	Field Work	
Day -6	Discuss about Human resources.	Human Resources.	33/5

WEEKLY REPORT

WEEK - 1 (From Dt. 18.08.23 to Dt. 24.08.23)

Objective of the Activity Done:

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 forming etc...

I have learned new activities. when I never saw and done. we also make group discussion about human resources and the field & nursery work.

WJW
Forest Beat Officer
Dharmavaram

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	plantation work to Reserved Forest area	Plantation work	M.R.
Day - 2	visited CRZC coastal regulation zones at SKLM	learned about coastal area	M.R.
Day - 3	visited coastal area shelter belt	learned coastal plantation	M.R.
Day - 4	visit coastal area boundary pillars	Boundary pillars	M.R.
Day - 5	visit coastal area cashew plantation	cashew plantation	M.R.
Day - 6	conduct class on above forest work	Forest area	M.R.

WEEKLY REPORT

WEEK - 2 (From Dt 25.08.23. to Dt 31.08.23.)

Objective of the Activity Done:

Detailed Report:

* Belt of trees planted in a rectangular grid pattern or in tips 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 speed, soil water loss and dry excessive.

* Shelter belts plays crucial role in the sandy dry lands.

* I visited Sukakulan shelter belt plantation 10,000 meters total trees 25,000.

m. R. K.

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	tribal Management	
Day - 2	Protection and schemes of tribal	Acts and schemes about Tribal	
Day - 3	learned about rising at avenue plantation about tribals	plantation work in tribals	
Day - 4	learned about plantation which are River side tribals	Tribals plantation works	
Day - 5	learned about investigate of plantation	plantation work	
Day - 6	learned about Industry plantation	plantation work	

Forest Beat Officer
Dharmavaram

WEEKLY REPORT

WEEK - 3 (From Dt. 01.09.23. to Dt. 07.09.23.)

Objective of the Activity Done:

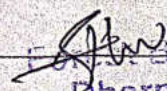
Detailed Report:

NURSERY WORK

- 1,, Andhra pradesh forest department plans to rise about 10 ~~to~~ cores seeding every year.
- 2,, Mostly under mahatma Gandhi National Rural Employment Guarantee scheme (MGNREGS)
- 3,, Since Nursery work are seasonal natural forest department takes up

BOUNDARY PLANTATION

- 1,, Boundary plantation under forest programme include forces planted along boundaries or on bounds
- 2,, Improving soil fertilizers


Sub Officer
Bharmavaram

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Forest protection	Learned about the forest protection	
Day -2	Forest protection of uses and processes	know about officers & staff	
Day -3	How to start the Forest protection	History of protection	
Day -4	Forest department officers	officers & Range officers	
Day -5	know about acts & schemes	acts & schemes	
Day -6	Use of Forest protection.	protection and schemes.	

T. Sankar
Forest Section Officer
Sreekurmam

WEEKLY REPORT

WEEK - 4 (From Dt. 08-09-23. to Dt. 14-09-23)

Objective of the Activity Done:

Detailed Report:

In this entire week we learned about the Forest protection and their duties we also participate in the group discussion and Quiz. Many cases have been introduced in this such as Indian Council of Forestry Research, Introducing afforestation programs, protecting the forest HRD for an organization.

Main concept of this overall this week is protection of forest for our future green. It's our major responsibility to be aware of this concept and making awareness for other too.

T. Moore

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	
Day -2	conversations of different types :	learning about conservations	
Day -3	Position of wild life In Indian constitution	how many constitution are there	
Day -4	Bird Migration at different scenes	at a different of Birds Migration	
Day -5	Endangered animal species & scientific names	specific birds which are endangered	
Day -6	Wetland forests threats of Wetland forests	Forests that are Wetland	

[Signature]
Forest Section Officer
Sreekurumam

WEEKLY REPORT

WEEK - 5 (From Dt. 15.09.23 to Dt. 22.09.23)

Objective of the Activity Done:

Detailed Report:

In this entire week we learned about the wild life and their Management and also learned about various types of conservations in forests and the position of wild life in Indian Constitution how many acts are been amended for wild life. Different types of bird migration at different seasons.

And also write a Report on wild life Management.

Shree

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.)

I observe and learn many things by the officers and mentors interaction. They tell us many thing about their duties. they facilities are good and their maintenance is very good and better. They all gives us clarity about their job roles. are area ranger officers in the department. they maintain time management, and we had harmonious relationships. we learn socialization and give us mutual support and we do teamwork. They motivate us and give space to every one every thing is ventilation and clean with neat. its good experience we had by them.

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

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

There are some common skills for forestry such as :-

- * GPS
- * Data tool
- * Data collections
- * Smart phones
- * Drones
- * Harvest
- * Plantation works
- * Rehabilitation

The above are some technical skills in department we are observed there while they are working. In the forest department every work is done by a specific time management. The job of a forestry technician falls under the broader career category of foresters.

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 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 useful to us.

Leadership skills

problem solving

decision making

orally communication

understanding skills ... etc were taught by our staff, they inspired us in many ways gave 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 thing which I want 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 doing team work. Team work gives us support and adds shine for a spark. The contribution of a team member, Every one 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 one another among us. we also got awareness by speaking with others.

We share knowledge and learned new activities together. what our leader says we could listened to it and aligned our 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 LIEM is an online data base 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 assesses non timber forest products (NTFP) & 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

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.

Student Self Evaluation of the Short-Term Internship

Student Name: *LASA PAVANI KUMARI* Registration No: *2122001051072*

Term of Internship: *short* From: *18-08-2023* To: *30-09-2023*

Date of Evaluation:

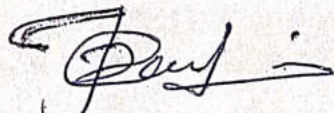
Organization Name & Address: *AP Forest Department, Srikakulam*

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:


Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: *Lasa Pavani kumari* Registration No: 2122001051022

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

Date of Evaluation:

Organization Name & Address: *AP Forest Department, 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

Forest Range Officer
Srikakulam

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Lasa Pavani kumari*

Programme of Study:

Year of Study:

Group: *BSc - MECS*

Register No/H.T. No: *2122001051022*

Name of the College: *Government Degree College - Men - Srikakulam*

University: *Dr. B. Ambedkar Dr. B. Ambedkar University*

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

[Signature]
Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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