

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: _____

Name of the College: _____

Registration Number: _____

Period of Internship:

From: _____

To: _____

Name & Address of the Intern Organization _____

University

YEAR

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: PONNADA VASODEVA RAO

Name of the College: Govt. Degree Cig (M) Srikakulam

Registration Number: 2122001051035

Period of Internship: From: 23/8/23 To: 23/9/23

Name & Address of the Intern Organization FOREST DEPARTMENT
PATAPATANAM

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 of 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 persons 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 with 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - 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 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.

**An Internship Report
On
(Title of the Internship)**

Submitted in accordance with the requirement for the degree of.....

Name of the College: Govt. Degree Ctg (M) Srirangam

Department: FOREST DEPARTMENT

Name of the Faculty Guide:

Duration of the Internship: From. 21/8/23 To. 23/9/23

Name of the Student: PONNADA .VASUDEVARAO

Programme of Study

Year of Study: FINAL YEAR

Register Number: 2122001051035

Date of Submission:

Student's Declaration

I, P. VASU..., a student of Program, Reg. No. 21220010510³⁵ of the
Department of..... F., D. G. O. C (M) SKIM College do hereby declare that I have
completed the mandatory internship from 16.11.2021 to 23.11.2021 in For. Mr. Anu. Khan
(Name of the intern organization) under the Faculty Guideship PATHAPATNAM
of....., (Name of the Faculty Guide), Department of.....
..... (Name of the College)

P. Vasu / 16/11/21
(Signature and Date)

Endorsements

Faculty Guide : M. A. S. S.

Head of the Department

G. B. S. S.

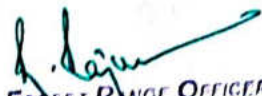
Principal

V. S. S.

Certificate from Intern Organization

This is to certify that P. VASUDHARAN (Name of the Intern) Reg. No. of G. S. S. (M) S. K. M (Name of the College) underwent Internship in Forest department (Name of the Intern Organization) from 21/8/2023 to 22/9/2023.

The overall performance of the Intern during his/her Internship is found to be good (Satisfactory/Not Satisfactory).


FOREST RANGE OFFICER
Authorized Signatory With Date and Seal

ACKNOWLEDGEMENTS

I as the B.Sc [MECS] 2nd year students for internship in different departments these been the sent to forest departments patoplaam for the internship for two months

This forest department internship report is the resultant of an anyway of two months it would not have possible without the the participation assistance of numbers and the participation people the way this I have them all

I achieved skill and developments to course & most importantly I would like to all these who made this report possible to become a mutty with three kind forest officers.

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.

Name:- PONNADA VASUDEVARAO

Internship date:-

Internship company:-

I have finished my internship in forest department with vision of knowing some knowledge against forest department play a important role to protect forest my areas and wild life

My at this department was learn and know about it . I worked directly with the department if field days

During my internship with forest department i was able to experience working first-hand with task of visiting and knowing about the forest ecosystem.

I would be able to polish my skills more in solving the tasks in this department.

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 with 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.

- A] I have finished my internship in forest department at palapattanam range sirikulam dist
- B] The vision of this department is to protect forest and wild life.
- C] The organization is government based and it must follow some policy provided by government
- D] This is multidivisional organisation it is usually has one leader and supervisors
- E] In this department the employee is divided into many cadres
- F] This organization is totally government based.

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.

The main resposide of forest department is avoid deforestation hunting of animals and trading of wood and animals.

In this department you must have some hard skills along with soft skill. In this the department officers must work in forest department you ready to work in forests do protect the forest.

In this department forest officers work every day in the week they don't have any of holidays they must attend daily.

We use many equipments in field day in that survey we measure boundary of the forest along with officers.

I learn hard skill will play main role in this department.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
21/8/23 Day - 1	Introduction forest and types of plant species in the forest	forests is the habitat for many plants and wild life	17. V. K. S. / FBO
22/8/23 Day - 2	About useful outcomes from the forest.	forest give many useful outcomes like food, air etc - -	K. G. S. / Forest Beat Officer ANTHARABA
23/8/23 Day - 3	About the medicine plants and poisonous plants in the forest.	There are many medicine plants in the forest.	K. G. S. / F. B. O. Sub Officer
24/8/23 Day - 4	class about the human impacts on the forest and its effects	They are many to dis advantages to which human. cause forest.	D. L. P. / FBO
25/8/23 Day - 5	about the illegal mining in forest and its effects	active mining cutting trees pollutant	FOREST BEAT OFFICER KORADA
26/8/23 Day - 6	class about the 10 dominated species	In the forest are many species	K. P. S. / FBO B. East

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Forest and species.

A forest is a large area dominated by trees and other woody vegetation typically covers a significant expanse of land and can be home to diverse range of plant and animal species. Forests play a crucial role in the ecological balance of our planet providing habitats for wild life regulating climate and supplying resources such as timber medicine and oxygen. They come in various types.

* Trees :- These are dominant plant like deodar, maples, pines, birches etc...

* Shrubs :- These are non-woody plants. It has blueberries, hollyhocks.

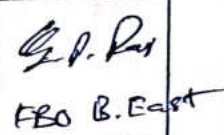
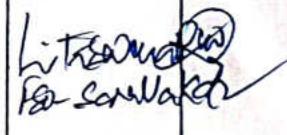
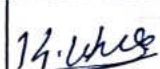
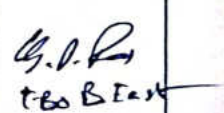
* Herbs :- These are non-woody plants. It has short life span. They include flowers, grasses and ferns.

* Vines :- These are climbing plants like ivy.

* Mosses :- These are non-flowering plants.

* Lichens :- fungi and algae like organism.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
28/8/23 Day - 1	class is about the soil moisture conservation and its example	It is useful to conserve biodiversity	 FSO, PIR.
29/8/23 Day - 2	class about the rock fill dams and its use	These are the part SMC works to protect forests	 FBO B. East
30/8/23 Day - 3	class is about check dams and its uses	They are temporary construction to stop soil to erosion	 FBO S. V. K.
31/8/23 Day - 4	class is about the percolate tanks and its uses in the forest	These are the holes or gaps to control to water	 H. White
1/9/23 Day - 5	class is about the the perforated trenches in the forest	These are recharge pits to help to grant water to increase.	 FBO B. East
2/9/23 Day - 6	about the cci dams and its uses	these cci dams play a key role in optimizing process	 K. Lakshmi Narayan Forest Beat Officer ANTHARABA

WEEKLY REPORT

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

Objective of the Activity Done:

Soil Moisture Conservation

Detailed Report:

The first day about conserving soil moisture in first department involves various techniques and practices to maintain soil health and support the growth the vegetation. The main motto was to reduce soil erosion retaining to water storage capacity increase the environment sustainability it restores habits for plants and and wild life improve water quality and make soil healthier.

Examples of soil moisture conservation are cycling Rock dams staggered furrows check dams water absorption

- * Plowing of residues

- * Crop rotation

- * Growing green

- * Applying compost and manure

- * using microbiological fertilizers.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
4/9/23 Day - 1	about the cadres in the Forest department & their job roles.	There are many types of division cadres to protect forests.	<i>[Signature]</i> F.B. S. S. S. S. S.
5/9/23 Day - 2	About the nursery bed formations in the Forest & process of planting.	we are developed the nursery using bed formation.	<i>[Signature]</i> F.B. S. S. S. S. S.
6/9/23 Day - 3			
7/9/23 Day - 4	about plantation & types of plantations, method & management	I learn the methods of plantation	<i>[Signature]</i> FOREST BEAT OFFICER KORADA
8/9/23 Day - 5	About the maintenance of plants after plantation.	And I learn the maintenances & risk of plantation.	<i>[Signature]</i>
9/9/23 Day - 6	About 2nd year & 3rd year of plantation	After starting year the maintenance of 2nd & 3rd year weeding.	<i>[Signature]</i> FBO B. East

WEEKLY REPORT

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

Objective of the Activity Done:

centers in forest department

Detailed Report:

The first day of this week is about forest department centers & their jobs. These are classified into many parts. They are.

1) PCCF (Principal Chief Conservator of Forest) :

This is the higher-ranking position leadership within the state or region forest department. They provide leadership & direction for all forest-related activities.

2) Additional PCCF : This is a higher-ranking position.

that oversees a large region or status forest department, often reporting directly to the Principal Chief Conservator of Forests. For different streams different add PCCFs are appointed.

3) CCF (Chief Conservator of Forest) : Supervision & management of all wildlife sanctuaries, national parks, Biological parks & zone.

4) CF (Conservator of Forest) : This is higher ranks & they manage multiple ranges and they responsible for the overall management & conservation efforts with their jurisdiction.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
11/9/23 Day - 1	Class R about how to protect plants & wild animals in the forest.	In the forest animals must be protected.	L. K. S. S. S. S. P. O. S. S. S. S.
12/9/23 Day - 2	Class R about the illegal mining illegal construction & soil conservation act.	Soil Conservation Act. R main part about soil protection in forest.	S. S. S. S. S. S. O. P. P.
13/9/23 Day - 3	Today R about wild life protection act 1972 and about schedules.	Wild life protection. Act R main act. to save wild life.	D. S. S. S. S. S. S. S.
14/9/23 Day - 4	Today about schedules in W.P.A 1972.	Schedule classification help to save animals.	M. C. S. S. S. S.
15/9/23 Day - 5	Today about Wildlife Act & its uses.	WILDA Act help to save water, Land, Air & Trees.	H. S. S. S. FOREST BEAT OFFICER KORADA
16/9/23 Day - 6	And finally today R about Acts. & their uses to protect forest	Act helps us to protect biodiversity.	S. S. S. S.

WEEKLY REPORT

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

Objective of the Activity Done:

protection of plants & animals.

Detailed Report:

Today, I am about how to protect plants & animals which acts protect plants & wild life.
protection of plants : protecting plants in the forest is

Schedule I of W.P.A 1972:-

- * This schedule deals with highly endangered species
- * This species require strict protection and get greatest punishment for law violation

Schedule II of W.P.A 1972

- * Animals on this list are also affected high protection with trade prohibited.
- * They will be punished by violation of law
- * illegal to trade & hunting of this schedule animal

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
18/9/20 Day - 1			
19/9/23 Day - 2	About the wild life animal and life style of animal	I learn about animal and uses	XIC FBO Baku
20/9/20 Day - 3	Briefly survey about the field visit day in the reserve forest	I learn that in field survey and process	G.P. Ray FBO B. East
21/9/20 Day - 4	Briefly survey about the field visit day in the reserve forest	I learn how to fix boundaries to reserve forest	D. P. S. S. K. S.
22/9/23 Day - 5	About NTFPS brochures and explain it briefly	I learn about non-timber forest products	K. Lankaravilas Forest Beat Office ANTHARAUA
23/9/23 Day - 6	about NTFPS products	I learn that the different products from forest)	S. P. P. FBO PIP

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Wild life Animal

Today is about one wild life the animal that is leopard

The leopard is one of the five extant species in the genus panthera. It is have a pale yellowish to dark golden -fix with dark spots groups in rosetts. Its body is slender and muscular reaching a length of 92 - 183cm and with a 66 - 102cm long tail and shoulder height of 60-70cm males +0 typically weight 30-97kg.

Facts about leopard:-

- * The leopard was first described in the 1758 and several subspecies 19th to 20th century
- * It was adapted to a variety of habits to ranging
- * females usually give to a birth litter 2-4 cubs.

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.)

We really liked the environment of patapatarom forest department. The officers was very friendly with us and showed us many different things forest with enthusiasm.

We didn't know what forest or the department was before but after the department is isn't is true that should be a environment be?

How would that department be what are the intended consequences of them what is purpose of them what does this department do a part from us we also learned that

We should educate the product or should protect the forest.

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

I have choose to intern in this forest department because I want to contribute do their mission which is aligned and the talent do my career goals

In this forest department organisation I have learn many hard and soft skills like

- * field visiting
- * plantation
- * Bat -formation
- * wild life protection etc..
- * And some soft skills like
- * accounting
- * fencing
- * laws and

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc,

In the period of internship we are done some activities like planting nurseries, holding field visiting with help of forest officers and rate learn we manage our time of 45 days of internship with different manner. we divided into groups and complete our share. The forest officers give to us.

We learn many things in every week everyday we learn new interesting 10 classes about activities and their jobs.

And we learn the protection of cutting these and severe.

We maintain a running note book to write daily and weekly concepts.

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 choose to internship in forest department because to know about nature and protect nature. In the period of this internship I have learn many skills mainly communication skill.

In this forest department they were conduct weekly serionus about forest important and activities nverage in this department.

I gave seminar about wild life to protection act and about schedules and the laws included in it .

And also I have been and listen many speeches from my finch and forest to about forest department.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Before this internship I have lot of stage fearness and I not able to speak to properly in between my classmates but when I done my interm in this department I encrease my communication skills, Time mangment and also team work.

I partigake in many seminar in this intershhip period that why I lost fear now I able to teach propely.

Many time are form a team to learn about nature and forest activities and work together.

We can lead each other and follow one instruction throung our work.

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 have intern in forest department and it is totally based on government and its development also depend on government. But

They are truly fight for protecting and developing the forests and also wild life.

They are depend technically very low few. They only depend

They are depend technically very few they only depend technically very few only immigration and accounting and establishment other than they only depend on non-technical activity like forest activities.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **P. Vasudeva Rao (2122001051035)**

Term of Internship: From To

Date of Evaluation:

Organization Name & Address: **Forest department (Patapotrnam)**

Name & Address of the Supervisor
with Mobile Number:

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

p. Vasudeva Rao
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: P. Vasudevarao [2122001051035]

Term of Internship: From 21/8/2023 To 23/9/2023

Date of Evaluation:

Organization Name & Address: Forest department (patapatnam)

Name & Address of the Supervisor
with Mobile Number:

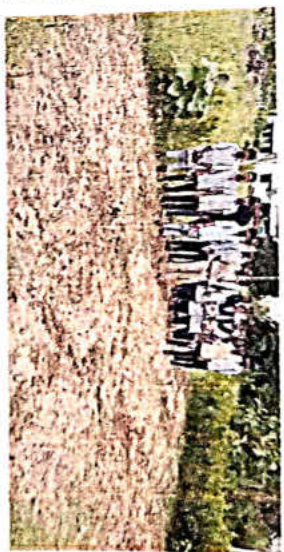
Please rate the student's performance in the following areas:

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5


 Signature of the Supervisor
 PATHAPATNAM



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: P. Vasudeva Rao

Programme of Study:

Year of Study: Final year

Group: B.S.C [MECS]

Register No/H.T. No: 2122001051035

Name of the College: G.D.C (M) Saikakulam

University: Ambedkar University

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:

Page No:



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

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