

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: *Sivala Samra*

Name of the College: *Government Degree College*

Registration Number: *2122001051043*

Period of Internship: From: To:

Name & Address of the Intern Organization: *Forest department
Srikulam*

University
YEAR

An Internship Report on
short term Internship program (Forest department)
(Title of the Internship)

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

Under the Faculty Guideship of
Y. Mani Kumar
(Name of the Faculty Guide)

Department of
Government degree college (men)
(Name of the College)

Submitted by:
Sivvala. Sameera
(Name of the Student)

Reg.No: 2122001051043

Department of BSc (Mecs)
Government degree college (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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Official Certification

This is to certify that Sivvala. Sameera (Name of the student) Reg. No. 2122001051043 has completed his/her Internship in 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 (MFC) in the Department of GDC (men) degree college (Name of the College).

This is accepted for evaluation.

Forest Range Office
Srikulam
(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Sivvala. Sameera (Name of the intern)
Reg. No 2122001051043 of Govt. degree college (men) (Name of the
College) underwent internship in Ap forest department (Name of the
Intern Organization) from 18-08-23 to 30-09-23

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


Forest Range Officer
Srikakulam
Authorized Signatory with Date and Seal

Acknowledgements

I would like to thank all those people who helped me in successful completion of my internship & program with 'deepest sense of gratitude'. I acknowledge the inspiring guidance, positive criticism and encouragement rendered by repeated FRO madam through the period of her investigation and preparation. I am really thankful for valid suggestions, advice and help in completion of project.

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 department. I learned very well about manual has been made by Forest officers who have educated extension of forest protection in the process of change.

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 services enacted
the Imperial Forest Institute, dehradun
established in 1906. It was enacted with

the following objects.

objects: over objects therefore is to create
an atmosphere of values. In Forest department
to growth of the composition 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 a world in different
areas in tribal and forest areas.

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 Srikanthapur area	Nursery work	
Day - 5	Visit Vathavallasa Field area	Field work	
Day - 6	plantation works at rural area	plantation work	

Rambh

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 earning etc...

I have learned some new activities when I never saw and done we also make group discussions about this field & nursery work.

Damber

ACTIVITY LOG FOR THE SECOND WEEK

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

WEEKLY REPORT

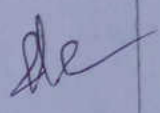
WEEK - 2 (From Dt. 25-08-23 to Dt. 31-08-23)

Objective of the Activity Done:

Detailed Report:

- * Belt of trees planted in a rectangular grid pattern of in tips with in
- * shelter belt area specific area type of area forestry system that help reduce natural hard zone, including storms, wind erosion, sand droughts and forests.
- * They also improve microclimate reduce the temperature, wind speed, soil water loss and dry excessive.
- * shelter belts plays crucial role in the sandy dry lands.
- * I visited Srikaralam shelter belt plantation 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 of tribal	
Day -2	protection and scheme of tribal	Acts and schemes about tribal lives.	
Day -3	learned about rising at avenue plantation about tribals	plantation work in tribes	
Day -4	learned about plantation which area river side tribal people	plantation work of tribes.	
Day -5	learned about invest-igate of plantation	plantation work	
Day -6	learned about industry plantation	plantation work.	

WEEKLY REPORT

WEEK - 3 (From Dt. 1-09-23 to Dt. 7-09-23)

Objective of the Activity Done:

Detailed Report:

Nursery work

- * Andhra Pradesh Forest department plans to rise about to crores seeding every year.
- * Mostly under Mahatma Gandhi National Rural Employment Guarantee scheme (MGNREGS)
- * Since Nursery works are seasonal nature Forest department takes up.

Boundary plantation :-

- * Boundary plantation under Forest department programme include trees planted along boundaries or on bounds.
- * 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 Resources	Indian council of Forest research	
Day - 2	Human use of Resources	The research and training division handles	
Day - 3	Human How to Resources	Introducing orientation program	
Day - 4	Human resource management	The process of planning and implementing protection.	
Day - 5	Human Resources management which type	protection the resource ① HRD teron organization	
Day - 6	How to use and develop the Resources	Improving literacy skills.	

WEEKLY REPORT

WEEK - 4 (From Dt. 8-09-23 to Dt. 14-09-23)

Objective of the Activity Done:

Detailed Report:

In this entire week we learned about the Human Resource management and their uses we also participated in the quiz. Regarding Human Resource many cases had been introduced in this such as Indian Council of Forestry Research, introducing afforestation program protecting the organization - etc...

Main concept over all this is to protect the Resources for our future. It's our major Responsibility to be aware of this concept and making awareness for other 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	
Day - 2	conservation of different types?	learning about the 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 special & scientific names	specific birds which are endangered	
Day - 6	mangrove Forests trees & mangrove Forests	Forests that are mangrove.	

Sanjiv

WEEKLY REPORT

WEEK - 5 (From Dt. 15-09-23 to Dt. 22-9-23)

Objective of the Activity Done:

Detailed Report:

In this entire we learned about the wild life and their management and also learned about various type of conservation in Forests and the position of wild life in indian constitution How many acts are been assured for wild life. Different types of bird migration of different scames.

And also write a Report on wild life management.

Soujanya

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 observed and learn many things by the officers and mentors interaction. They tell us many things about their duties. Their facilities are good and their maintenance is very good and better. They all give us clarity about their job roles. Are area range 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 everyone everything is ventilation and clean with neat it's 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 wood technical skills refer that the specialized knowledge and expertise required to perform specified tasks and use specific tools and program in wood situations.

There are some common skills for

forestry such as :-

- * Data collections
- * smart phones
- * Drones
- * Harvest
- * plantation woods
- * Patrol * Rehabilitation.

The above are some technical skills

in department we are observed these while they were working. In the forest department they work in done by a specific time management. The job as a forestry technical falls under the broader career category of foresters. We learned many technical skills by listening, like manage public and private forest land.

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 am very glad that I enhanced many abilities by choosing this for everyone's life. Before joining this department I was very poor at communication and had a lot of fear by speaking with others. The skills which also increased my confidence by our staff they inspired us in many ways gives motivation for us in our speaking.

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.

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 best department. mainly there are few things which I want to discuss which makes me get more anxiety. the first and fore most in Answer and put infront of other.

We form as a team for doing team work. The Team work gives us support and adds 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 understands one another among us. we also got awareness by speaking with others.

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 strategies.

For instance, the system helps forest managers identify areas of grazing pressures and non-timber forest products (NTFP) potential.

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.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Sivvala. Sameer</u>	Registration No: <u>2122001051043</u>
Term of Internship: <u>(Short term)</u>	From: <u>18-08-23</u> To: <u>30-09-23</u>
Date of Evaluation:	
Organization Name & Address: <u>AP Forest department, (Srikakulam)</u>	

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: <u>Sivula. Sameera</u>	Registration No: <u>2122001051043</u>
Term of Internship: <u>(short term)</u>	From: <u>18-08-23</u> To: <u>30-09-23</u>
Date of Evaluation:	
Organization Name & Address: <u>Ap Forest department (Srikakulam)</u>	
Name & Address of the Supervisor with Mobile Number	

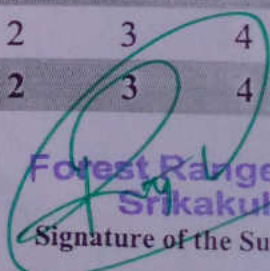
Please rate the student's performance in the following areas:

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:


Forest Range Office
Srikakulam
 Signature of the Supervisor

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Sivvala, Sameera

Programme of Study:

Year of Study:

Group: BSc (MECS)

Register No/H.T. No: 2122001051043

Name of the College: Government degree college (men), Srikakulam.

University: Dr. B. 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:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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