

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:

James S. Brown

Name of the College:

Government degree college

Registration Number:

212 2001051044

Period of Internship:

From:

To:

Name & Address of the Intern Organization

Forest Department
(BKEW)

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 Meeds

Under the Faculty Guideship of

V. Mani Kumar

(Name of the Faculty Guide)

Department of

Government degree clg (Men)

(Name of the College)

Submitted by:

Tangir Sravan

(Name of the Student)

Reg.No: 2122001051044

Department of BSc (Meeds)

Government degree clg (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.



Student's Declaration

I, T. Sravan a student of Internship 2 Months
Program, Reg. No. 2122001051014 of the Department of Bsc (Meds) Govt (Meds)
College do hereby declare that I have completed the mandatory internship
from 18-06-23 to 30-09-23 in Ap Forest Department (Name of
the intern organization) under the Faculty Guideship of
Y. Mani Kumar (Name of the Faculty Guide), Department of
Bsc (Meds) [computers] Govt degree clg, (Meds)
(Name of the College)

(Signature and Date)

Page No:

Official Certification

This is to certify that Tangsi Sravani (Name of the student) Reg. No. 2122001051044 has completed his/her Internship in Daylight (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 (MFCU) in the Department of GDC (Men) degree (Name of the College).
clg

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 Tangi Sravani (Name of the intern)
Reg. No 2122001051044 of Govt Degree Ctg (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 (Satisfactory / Not Satisfactory).

Forest Range Office
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 of the project. I really thank 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 the 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.

We also learned animal protection and they protect overall Forest area. In Forest Dept the beat officer and other officers guide us to encourage to learn Forest protect duties.

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 & 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 department to growth with of the comparison 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.

To protect plants, birds, animals, world wild 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 & 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	Discusses about Forest protection and their acts Management	protect the Forest	
Day -4	visit Nursery at Orinakulam area	Nursery work	
Day -5	visit Vathavalada Field area	Field work	
Day -6	plantation works at rural area	plantation work	

Forest Beat Officer
Charmavaram

WEEKLY REPORT

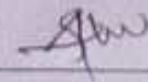
WEEK - 1 (From Dt. 12.04.23 to Dt. 18.04.23)

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 Farming etc---

I have learned some new activity, when I never saw and done we also make group discussions about this Field of Nursery work.



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 at Reserved Forest area	plantation work	mrl.
Day - 2	visited CRZ-C coastal regulation zones at SKM	learned about coastal area	mrl.
Day - 3	visited coastal area shelter Belt	learned about coastal area plantation	mrl.
Day - 4	visited coastal area Boundary pillars	learned about Boundary pillar	mrl.
Day - 5	visited coastal area cashew plantation	learned about cashew plantation	mrl.
Day - 6	conduct class on about forest work	Forest area	mrl.

WEEKLY REPORT

WEEK - 2 (From Dec 5th 2023 to Dec 11th 2023)

Objective of the Activity Done:

Detailed Report:

- * Belt of trees planted in a rectangular grid pattern of 1m x 1m with 1m
- * Shelter Belt area specific area type at area Forestry system that help reduce natural hazard zone, including storms, wind erosion, sand drought 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 Utharukulam Shelter Belt plants - 10,000 Meters total trees 25,000

rel

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 sapling at avenue plantation about tribal	plantation work in tribes	
Day - 4	learned about plantation which area given side tribal people	plantation work of tribes	
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. 1.03.23. to Dt. 7.03.23.)

Objective of the Activity Done:

Detailed Report:

Nursery work

- * - Andhra Pradesh Forest department plans to rise about 10 crores seedling 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 Forests planted along boundaries of on bounds.
- * Improving soil Fertilizers.

Forest Beat Officer
Dharmavaram

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 @ IISD teron organization	
Day - 6	How to use and develop the Resources	Improving literacy 6 & 8111.	

Ramkumar
Forest Section Officer
Vatanvalasa

WEEKLY REPORT

WEEK - 4 (From Dt. 11.09.23 to Dt. 18.09.23)

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 them. In this many cards had been introduced such as Indian council of Forestry, Research, Introducing afforestation program, protecting the organisation - - 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.

Pamela
Forest Section Officer
Vatsavalasa

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	enumeration of different types	Learning about the conservation.	
Day - 3	position of wild life in Indian constitution	-How many constitution are there	
Day - 4	Bird Migration at different places	-At a different of Birds Migration.	
Day - 5	Endangered Animal species & scientific names	Specific birds which are endangered	
Day - 6	Mangrove Forests trees of Mangrove Forests	Forests that are Mangrove.	

Ravi
Forest Section Officer
Vatsavala

WEEKLY REPORT

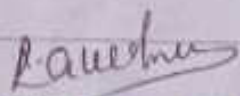
WEEK - 5 (From Dt. 01.01.23 to Dt. 07.01.23)

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 amended for wild life. Different types of Bird Migration of different species.

-And also write a report on wild life Management


Forest Section Officer
Vatsavaiasa

Page No:

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

I observed and learn many things by the officers and Mentors interaction. They tell us many things 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 a range of officers in the department. They maintain time management, and we had harmonious relationship. we learn socialization and gives 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 word technical skills refer that the specified knowledge and expertise required to perform specified tasks and use specific tools and program in real world situations.

There are some common skills for forestry such as:-

- * Data collections
- * Smart phones
- * Drones
- * Harvest
- * plantation works
- * Patrol
- * Rehabilitation

The above are some technical skills in department we are observed there 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 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 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 are 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. Gives motivation for us in our speaking.

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

I am very glad that I enhanced many abilities by choosing this Forest department. Mainly there are few things which I want to discuss which makes me get more anxiety. The first and foremost is - Answer 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 speaker. The contribution of a team member, everyone used to do their part of job to complete the full work. We used to understand one another among us. We also got awareness by speaking with others.

We share knowledge and learned new activities. We planned 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 more useful in Forest department like to store huge amount of data accurately, easily and efficiently.

The key 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 Non-Timber Forest products (NTFP) potential.

Forest technology also encompasses environmentally sound Forest harvesting and transport operations. These are essentially 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.

MARKS STATEMENT
(To be used by the Examiners)

Student Self Evaluation of the Short-Term Internship

Student Name: Pangsi Sravani

Registration No:

Term of Internship:

From: 16-06-23

To:

21-08-23

(short term)

60-09-23

Date of Evaluation:

Organization Name & Address: Ap Forest department, (Gurukulam)

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

Page No:

Evaluation by the Supervisor of the Intern Organization

Student Name: Tangi Sravan?

Registration No: 0122001051041

Term of Internship:

From: 18-08-23

To: 30-09-23

(short term)

Date of Evaluation:

Organization Name & Address: Ap Forest department Adkm)

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

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Tangir. Uravan?

Programme of Study:

Year of Study:

Group: BSCCMECB?

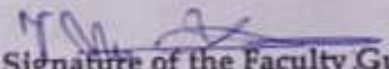
Register No/H.T. No: 2122001051044

Name of the College: Government degree college Men dikin

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)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Attmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 903

www.apsche.ap.gov.in