

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: NEYIGIAPULA MADHAN KUMAR

Name of the College: Govt. Degree college (MEN) - Srikakulam

Registration Number: 2122001052038

Period of Internship: From: 18-08-23 To: 30-09-23

Name & Address of the Intern Organization: Forest Officer
Srikakulam

Ambakani University
2023 YEAR

An Internship Report on

Forest Office

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor of Science M.P.C (B.Sc)

Under the Faculty Guideship of

R. Ravi Shanker

(Name of the Faculty Guide)

Department of

Government Degree College (MEN) SKLM

(Name of the College)

Submitted by:

NEVIGAPULA MADHAN KUMAR

(Name of the Student)

Reg.No: 2122001052038

Department of

Govt. Degree College (MEN) SKLM

(Name of the College)

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Program Book for Short-Term Internship

Name of the Student: NEYIGAPULA MADHAN KUMAR

Name of the College: GDC [men] . Srikakulam.

Registration Number: 2122001052038

Period of Internship: From: 18-8-23 To: 30-9-23

Name & Address of the Intern Organization Forest Department
Srikakulam
Andhra Pradesh

Instructions to Students

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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: GDC (men), Srikakulam

Department: forest department.

Name of the Faculty Guide:

Duration of the Internship: From 28/8 To 30/9.

Name of the Student: N. Madhan kumar

Programme of Study: Forest Department

Year of Study: 2022 - 2023

Register Number: 2122001052038.

Date of Submission:

Student's Declaration

I, N. Madhan kumar, a student of internship Program, Reg. No. 2122001052038 of the Department of B.Sc., ...S.D.C. (men) College do hereby declare that I have completed the mandatory internship from 28/8 to 30/9 in forest department (Name of the intern organization) under the Faculty Guideship of....., (Name of the Faculty Guide), Department of B.Sc. (MPC)..... S.D.C. (men) Srikakulam (Name of the College)

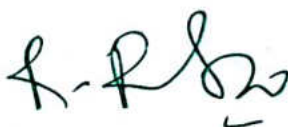
N. Madhan kumar
(Signature and Date)

Endorsements

Faculty Guide



Head of the Department



Lecturer in charge
Dept. of Mathematics
Govt. Degree College (Men)
SRIKAKULAM

Principal

Official Certification

This is to certify that NEVIGADULA MADHAN KUMAR (Name of the student) Reg. No. 2122001062038 has completed his/her Internship in Forst 088icc (Name of the Intern Organization) on Short term Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (Chemistry) (M.P.C) in the Department of Govt. Degree College (Men)^{Sklm} (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department Lecturer in charge
Dept. of Mathematics
Govt. Degree College (Men)
SRIKAKULAM

Principal



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Certificate from Intern Organization

This is to certify that Short term..... (Name of the intern) Reg. No. 2122001052038 of G.D.C. (men).... Name of the College) underwent internship in forest department (Name of the Intern Organization) from 28-8-23 to 30-9-23.....

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


Authorized Signatory with Date and Seal
Forest Range Officer
SRIKAKULAM

ACKNOWLEDGEMENTS

I would like to thank all those people who helped me in successful completion of my internship programme with deepest sense of gratitude. I Acknowledge the inspiring guidance positive criticism and encouragement rendered by respectable Prof. Randam through the period of her investigation and preparation of the project. I'm really thankful for her valid suggestion, 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 main objective of forest department is to ensure environment stability and preservation of forest lands to maintain the ecological balance for healthy environment.

This project helps to improve verbal, written and communication skill. It provides awareness and understanding of different view point and demonstrate knowledge of forestry sustainable forest management and ecosystem services.

The activities done by me during the intern period includes visiting of coastal area, plantation nursery management and taking action towards the villagers who are trying to encroach the forest area and conduct the awareness about the need of protecting the forest area for our future generation.

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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.**

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 forest department plays a key role in maintaining the ecological balance and to improve the life style of wild animals by providing care to their lives. In this department we learned about the work done by the officers to improve and increase the forest areas and forest act that are implemented to protect the animals from human and to take immediate action on those who are damage and cause harm to trees and animals.

We know about the plantation programmes to control the pollution in coastal belts, industrial areas and the roadsides. We learn about the measurement taken by the government to protect the wild life and Greenary for maintaining the ecological balance.

We acquire the knowledge and necessity of forest management and natural resources for our future generations.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	introduction class about Eco-tourism	It is a form of tourism marked as travel to natural areas	
Day - 2	class about famous temples in srikakulam	Aralavelli, srikuram & sri mukhalingam are famous temples	
Day - 3	A visiting tour to Aralavelli	It is the second famous sun temple in the world	
Day - 4	Theory class about Beaches and waterfalls	Beaches situated at kalingapatnam, Bhavanapadu	
Day - 5	Theory class about Reservoirs	Reservoirs are the artificial lakes used for the supply water.	
Day - 6	Knowing about the advan- tages of Eco-tourism	It maximize the local economic benefits.	

T. S. Sreenivasulu Reddy
Forest Section Officer
Sreekumari

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Eco-tourism is a form of tourism marketed as responsible travel to natural areas, conserve the environment and improving the well being of local people

we visited the famous sun temple in the World Aravalli to know about the history and to build communication with foreigners who visited the temple

we know about different beaches, water balls in Srikakulam range and activities done by by the officers to protect the eggs of turtles and tortoise

we know about the use of reservoirs in water supply Also we learn about the national and state identities.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Theory class about nursery management	forest department provides fiber valuable plants to farmers.	<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> T. Sankar Reddy Forest Section Officer Sreekrumam </div>
Day - 2	theory class about need of plantation	It controls the pollution.	
Day - 3	theory class about types of plantation	Avenue plantation coastal belt plantation urban plantation	
Day - 4	we visited nursery having mixed plantation.	there are 30,000 plants are present in this nursery.	
Day - 5	we visited coastal area to know about coastal belt plantation	plants like palmar and casuarina eugenia are planted	
Day - 6	A brief explanation about shifting bags.	The germinated plants are shifted from small to large bags.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

plant nursery is an area where plants are grown, kept or maintained for transplanting for use of stocks for budding and grafts and for sale.

We learn about types of beds in nurseries and steps in nursery management seed collection, seed germination and pre treatment of seeds to avoid seed dormancy and preparation of primary bed structure. are the measurement should be taken for healthy improvement of plants.

We know about the types of plantation and the necessity of plantation of reduce the pollution and to protect the surrounding humans from harmful diseases.

In shore areas coastal plantation is done. They used to plant, plants like palmas and *Casuarina equisetifolia* in coastal belt areas which can absorb the salty atmosphere and reduces the cause of diseases to the surrounding villagers.

Awareness programmes are conducted to realise the village about the effect of planting Almond trees in place of *Casuarina equisetifolia* plants.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	SMC - soil moisture conservation theory class	It can minimize the water loss through evaporation	
Day - 2	Methods to conserve soil moisture.	CCT, check dams, percolation tanks soils, rock fill dams	
Day - 3	measurements of staggered contour trench	It can slowing surface water run off	
Day - 4	Measurements of rock fill - dam.	They have impen- meable core.	
Day - 5	theory class about weeding and mulching	unwanted plants should remove for better yield	
Day - 6	theory class about mulching	Mulching helps to conserve the soil moisture.	

T. S. Sreedhar Reddy
Forest Section Officer
Sreekrumam

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The main objective of the SMC is to minimize the amount of water lost from the soils through evaporation and transpiration or combined

We know about different measurements taken conservation of soil moisture implemented by Scheme

Mulching technique is used to maintain moisture, reduce weed growth, mitigate soil erosion and improve soil conditions.

Mulch is most commonly made of tree bark, wood chips, pine straw, moss grass, clipping of leaves.

Weeding process is done to remove the unwanted plants from the crop field weeding helps in prevention of soil erosion.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	introduction class about eco-tourism	It is a form of tourism marketed as travel to natural areas	
Day - 2	class about famous temples in Srikakulam	Arasavelli, Srikulam & Srimukhalingam are famous temples	
Day - 3	A visiting tour to Arasavelli	It is the second famous sun temple in the world	
Day - 4	Theory class about Beaches and water-falls	Beaches situated at kalingapatnam, Bhavanapadu	
Day - 5	Theory class about Reservoirs	Reservoirs are the artificial lakes used for the supply	
Day - 6	Knowing about the advantages of eco-tourism	It maximizes the local economic benefits.	

T. Suresh Reddy
Forest Section Officer
Sreekrumam

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

eco-tourism is a form of tourism marketed to the responsible travel to natural areas, conserve the environment and improving the well being the local people.

We visited the famous sun temple in the world Aravalli to know about the history and to build communication with foreigners who visited the temple

We know about different beaches, waterfalls in Sriakulam range and different activities done by the officers to protect the eggs of turtles and tortoise.

We know about the use of reservoirs in water supply. Also we learn about the national and state identifiers.

We know about the advantages of eco-tourism as it is useful in collaboration, and maximize the local economic benefits.

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.)

this short term internship is very useful & meaningful to improve our communication skills and to build friendship with the co-students we have class room facilities in forest department we have to attend the office from 10AM to 5pm they conduct classes and provide not only bookish knowledge but also practical knowledge which helps for easy understanding about the forest management.

we conduct awareness programmes in villages to create awareness among villagers about the forestry and resource.

our Range officer helped us to gain knowledge which may help in career for future job planning, she build up the motivation to move forward in the forest department.

Group discussion and team work helps us to improve the communication and to enhance the stage fear.

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

We learn how to build rock fill dams with forced concrete which can be easily constructed by unskilled labour

we learned about data entry

we acquire knowledge in nursery management, preparing nursery beds pre-treatment for seeds,
- Preparation of primary beds, shifting plants into bags.

We acquire knowledge in usage of mist chamber lath houses and cooling systems

we know about different forest laws and forest acts that helps to protect the forest areas.

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 this project our mentor divides us as groups and appointed a leader for each group, we all attend the class and clarify our doubts regarding the timings at our leader. Our leader is always supportive and friendly to clarify our doubts. We all are equally share our thoughts in group discussions.

We also give wise ideas in case of planning trips. We arrange our own vehicles by team work. We thoroughly submitted our class reports by team working, week by week by week we improve our communication and it helps us to become little more competitive in reach our goals.

This leadership helps me in good decision making which are acceptable by all our team mates.

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.,)

As I complete this internship, it helps me to improve myself in communication.

The leadership helps me to improve my oral communication which reduce stage fears.

It helps me to improve my writing skills and Grammar skills as I prepared by own report.

This leads to friendly conversational about the classes. As a leader it helps me to control my anxiety and improve my understanding abilities and I'm getting understood by others.

The group discussions and debates helps how to start and close a conversation with good greetings and self introductions.

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

I complete my internship it helps me to improve myself in communication the leadership helps me to improve my oral communication which reduce stage fear. It helps me to improve my writing skills and grammar skills as I prepared by own report. This leads to friendly conversational about the class. My understanding abilities and I'm getting understand by others. The group discussion and debates helps how to start and close a conversation with good greeting and self introduction. In this project our mentor divides us a groups and appointed a leader for group, we all attend the class and clarify our doubts regarding the timings at our leader our leader is always supportive and friendly to clarify our doubts we all are equally share our thoughts in group discussions.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

UAV are increasingly used in forestry for surveillance and mapping.

Scientific forestry is a new development in forestry. It is the practice of conservation and management of forests based upon science. It is the science of forest and plantation technique management.

Transplantation of old trees from one place to another helps reduce fire loss and improves the greenery.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: NEYIGAPULA-MADHAN KUMAR / 2122001062038

Term of Internship: From 18-08-23 To 30-09-2023

Date of Evaluation: 30-09-2023

Organization Name & Address: Forest office - SKLM

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✓

N. Madhan kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: NEVJITHA PULA MADHAN KUMAR / 2122001052038

Term of Internship: From 18-8-2023 To 30-09-2023

Date of Evaluation: 30-09-23

Organization Name & Address: Forest Office - SKLM

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

Forest Range Officer
SRIKAKULAM

Internal Evaluation for Short Term Internship (On-site/Virtual)

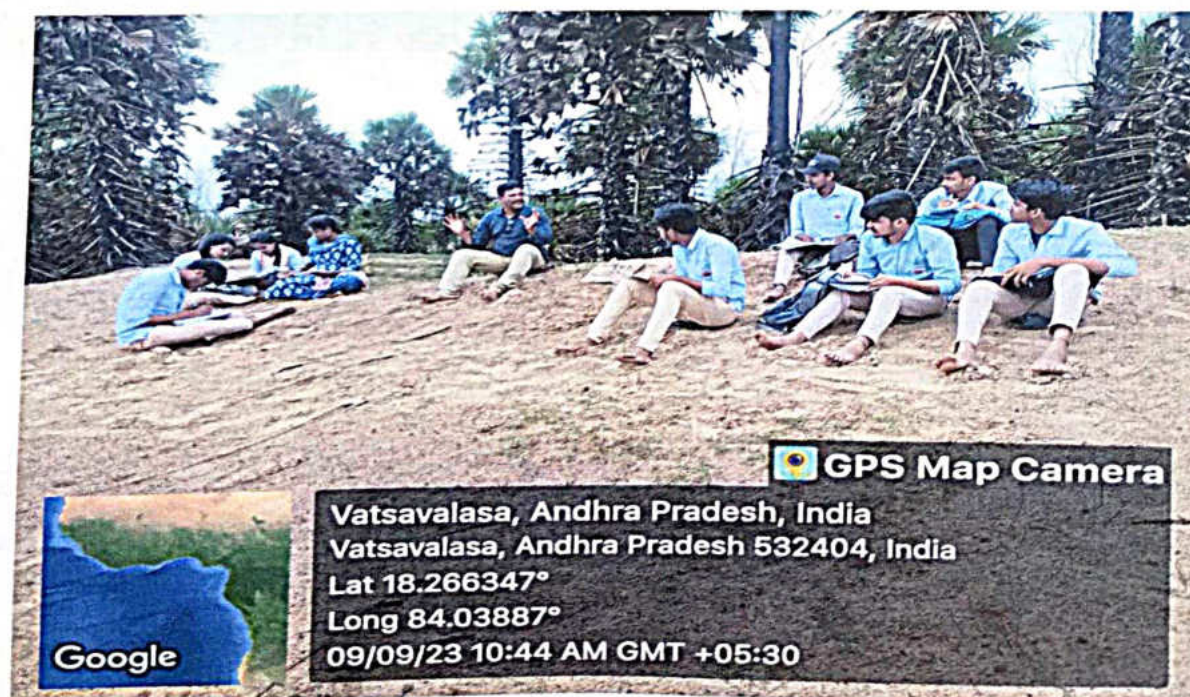
Objectives:

- 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.



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: NEYIGAPULA MADHAN KUMAR
Programme of Study: Forest Department
Year of Study: 2021 - 2024
Group: BSC (M.P.C)
Register No/H.T. No: 212200 1002038
Name of the College: Govt. degree college (Men) SKLM
University: DY. B. Ambekar

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: