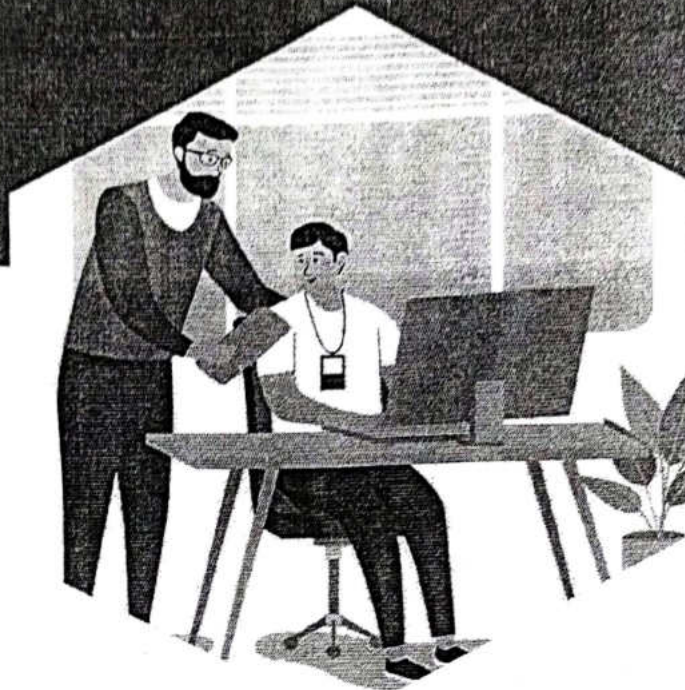


Model Program Book



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 AND STUDENT FORM

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

An Internship Report on

2 month internship

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc - B2C

Under the Faculty Guideship of

V. Harathi

(Name of the Faculty Guide)

Department of

zoology Govt. degree college men

(Name of the College)

Submitted by:

A. meenakumari.

(Name of the Student)

Reg.No: 2122001049005

Department of

zoology

(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, Anasavilli Meenakumari a student of short term internship
Program, Reg. No. 2122001049005 of the Department of Zoology, Govt Degree
College do hereby declare that I have completed the mandatory internship
from 18/8/23 to 30/9/23 in Forest Department (Name of
the intern organization) under the Faculty Guideship of
V. Harathi (Name of the Faculty Guide), Department of
zoology, Government Degree College (H), sklm
(Name of the College)

A. Meena Kumari
(Signature and Date)

Official Certification

This is to certify that A. meena kumari (Name of the student) Reg. No. 2122001049005 has completed his/her Internship in Forest department (Name of the Intern Organization) on 2 month internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc (CBZ) in the Department of Govt Degree college (men) (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
Forest Range Officer
SRIKAKULAM

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that Arasavilli Meenakumari (Name of the intern)
Reg. No. 2122001049015 of Govt. Degree College (Name of the
College) underwent internship in Forest department (Name of the
Intern Organization) from 18/8/2023 to 30/9/2023

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

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Avasavilli Meenakumari
Programme of Study: Forest department
Year of Study: 2021-2024
Group: BSC -BZC -B'sec
Register No/H.T. No: 2122001049005
Name of the College: Government degree college (MEN)
University: Ambhadkar university

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	25
2.	Internship Evaluation	50	50
3.	Oral Presentation	25	20
	GRAND TOTAL	100	95

Date: 30/10/2023


Signature of the Faculty Guide

Certified by

Signature of the Head of the Department/Principal

Date:

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 respectable FRO madam through the period of her investigation and preparation of the project, I'm really thankful for her valid suggestions, advice and help in completion of project.

Contents

1. Executive Summary - CHAPTER - 1
2. Overview of the organization - CHAPTER - 2
3. Internship part - CHAPTER - 3
* Activity log book & weekly reports for 6 weeks
4. Outcomes description - CHAPTER - 4
5. Evaluation
6. Photos

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 environmental stability and preservation of Forest lands to maintain the ecological balance for healthy environment.

This project helps to improve verbal, written and communication skills. It provides awareness and understanding of different viewpoint and demonstrable 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 villages who are trying to encroach the forest area and conduct the awareness about the need of for our future generation.

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.

(A) Forest department of Sahitkulum range is located at day and night junction. The main scope of forest department is to protect the wide life.

(B) The mission of forest department is mandated to manage conserve protect wild life resources in the range sustainable and balance environment services, local uses and commercial extraction.

(C) Policy of the Extraction.

- 1) create awareness
- 2) conducting daily classes
- 3) planning tours to the sites for practical knowledge.

(D) PCCF → ACCF → CCF → CF → DCF → ACf → FRO
↓
ABO ← FBO ← FSO

Page No:

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 works done by the officers to improve and increase the Forest areas and Forest acts 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 central belts, industrial areas and road sides. 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	This is a form of tourism marketed as travel to natural area.	 J. Suresh Kumar Forest Section Officer Srikakulam
Day - 2	class about famous temples in Srikakulam	Arasavilli, Srikeram & Srimukhalingam are famous temples in Srikakulam.	
Day - 3	A visiting tour to Arasavilli.	It is the second famous sun temple in the world.	
Day - 4	Theory class about Beaches and waterfalls.	Beaches situated at Konlingapattanam, Bramapadu & D-machale - sam	
Day - 5	Theory class about Reservoirs.	Reservoirs are the artificial lakes wed for the supply of water.	
Day - 6	Knowing about the advantages of Eco-tourism.	It maximize the local economic benefits.	

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 Arasavilli to know about the history and to build communication with foreigners who visited the temple.

we know about different beaches, water falls in Srikakulam range and 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 identities.

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


Forest Section Officer
Sreekanth

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 timber value-ble plants to farmers	N.S.
Day - 2	Theory class about need of plantation.	It controls the pollution.	N.S.
Day - 3	Theory class about types of plantation	Averence plantation costed belt plantation - on urban plantation.	N.S.
Day - 4	we visited nursery having mixed plantation	There are 30,000 plants are present in this nursery	N.S. Forest Officer KUPPILLI
Day - 5	we visited coastal area to know about coastal belt plantation.	Plants like plama - ce and couxuma piugrafitica are planted.	N.S.
Day - 6	A brief explanation about shifting bags.	The generatied plant are shifted from small to large bags.	N.S.

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 shocks 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 to reduce the pollution, and to protect the surrounding humans from harmful disease.

In shore areas coastal plantation is done. They used to plant plants like palmar and casuarina equisetifolia. is coastal belt across which can absorb the salty atmosphere and reduces the cause of disease to the surrounding villagers.

Awareness programmes are conducted to realise the villages about the effect of planting Almond trees in place of casuarina equisetifolia plants.

N.S.
Forest Beat Officer
KUPPLI

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.	N.S.
Day - 2	methods to conserve soil moisture.	cct, check dams, Percolation tanks, Rock fill dams.	N.S.
Day - 3	measurements of staggered contour Trench.	It can slowing surface water run off.	N.S.
Day - 4	measurements of Rock fill dam.	They have impermeable core.	N.S.
Day - 5	Theory class about weeding and mulching	unwanted plants should remove for better yield.	N.S.
Day - 6	Theory class about mulching.	mulching helps to conserve the soil moisture	N.S.

neat

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 measurement taken for the conservation of soil moisture implemented by "Nuzero" scheme.

Mulching technique is used to maintain moisture and 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 or leaves.

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

N. J.
Forest Beat Officer
KOTAPALEM

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 11/9/2023	Theory class about JFM	Protection and regeneration of forest by providing food.	N. S.
Day - 2 12/9/2023	Theory class Human resource management	Forest management is the process of planning/implementing environment.	N. S.
Day - 3	Theory-class Natures of human resources management	Acquiring, training apperising product training compensating	N. S.
Day - 4	Theory class Role of human resource management	Creating personal Policies & procedures that support business & strategies	N. S.
Day - 5	Theory class forest resource mangements.	Large scale harvest ing of natural forest & establishment of plantation.	N. S.
Day - 6	Theory class forest resource types.	Boreal, tropical and temperature forest.	N. S.

WEEKLY REPORT

WEEK - 4 (From Dt. 11/9/23.. to Dt. 16/9/23.)

Objective of the Activity Done: Human resource management

Detailed Report:

Human Resource is the process of planning and implementation of environmental sustainability Jfm - Joint forest management main scope is to protection and regeneration of forest by providing livelihoods.

Jfm is a Natural forest management co-operation that includes both forest department and local communities. The nation was first proposed by the indian government in 1988 with the National forest policy.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 25/9/2023	Theory class Patrolling Activities	Activities directed towards the attainment of the objectives.	N.S.
Day - 2 26/9/23	Theory class types of offenses.	Laws & regulations aimed at protecting and conserving wildlife.	N.S.
Day - 3 27/9/23	Theory class Forest encroachment	unauthorised occupation or use of forest land	N.S.
Day - 4 28/9/23	Theory class Powers of forest department.	we know about different powers of forest departments	N.S.
Day - 5 29/9/23	Theory class Forest conservation.	Forest departments are responsible for protecting wildlife	N.S.
Day - 6 30/9/23	Theory class Biodiversity conservation	conserve biodiversity by preserving Natural biodiversity by preserving Natural habitat	N.S.

WEEKLY REPORT

WEEK - 6 (From Dt. 25/3/2020 to Dt. 30/3/20)

Objective of the Activity Done: patrolling Activities, types of offense and powers of forest department.

Detailed Report:

This week we learn about the powers of the forest department, types of offenses in forest department and patrolling activities.

Patrol activities mean those diverse activities directed towards the attainment of the objectives of enforcing the law, preventing and deterring crime, correcting criminal offenders, maintaining public order and providing service to the community.

The types of offenses in the forest department typically pertain to violations of laws and regulations aimed at protect and conserving forests and wild life.

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 & meaning-ful 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 room 10AM to 5 PM. They conduct classes to provide not only bookish knowledge but also practical knowledge which helps for easy understanding about the forest management.

we conduct awareness programmes gain village to create awareness among villages about the forestry and resources.

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 discussions and team work 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 pile 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 both 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 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 fear.

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

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

The group discussions and helps how to start or 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 improved by communication abilities as a leader. Due to paper explanation and group discussions, it leader to easy acceptance. And also they give good ideas than me. I agreed with them as it improves my sportiveness with out any personal issues.

our team mates are always supportive and took me forward in this sucessful completion of project.

I hope this leading helped me to run a good team in job life.

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 to reduce tree loss and improves the greenery.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Arasavilli meena kumar</u>	Registration No: <u>2122001049005</u>
Term of Internship: From: <u>18/8/2023</u>	To: <u>30/9/2023</u>
Date of Evaluation:	
Organization Name & Address: <u>Department of forest soil/cakulam.</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

	1	2	3	4	5
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:

A. Meenakumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	Avasavilli meenakumari		Registration No:	2122001049005
Term of Internship:	From:	18/8/2023	To:	20/9/2023
Date of Evaluation:				
Organization Name & Address:				
Name & Address of the Supervisor with Mobile Number	D. Department of forest, Srikakulalun.			

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

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5 ✓
2	Written communication	1	2	3	4 ✓	5
3	Proactiveness	1	2	3	4	5 ✓
4	Interaction ability with community	1	2	3	4	5 ✓
5	Positive Attitude	1	2	3	4 ✓	5
6	Self-confidence	1	2	3	4	5 ✓
7	Ability to learn	1	2	3	4 ✓	5
8	Work Plan and organization	1	2	3	4	5 ✓
9	Professionalism	1	2	3	4	5 ✓
10	Creativity	1	2	3	4	5 ✓
11	Quality of work done	1	2	3	4	5 ✓
12	Time Management	1	2	3	4	5 ✓
13	Understanding the Community	1	2	3	4 ✓	5
14	Achievement of Desired Outcomes	1	2	3	4	5 ✓
15	OVERALL PERFORMANCE	1	2	3	4	5 ✓

Date:

Signature of the Supervisor
Forest Range Officer
SRIKAKULAM

Page No:

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.





**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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