

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



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

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student:

Name of the College:

Registration Number:

Period of Internship:

From:

To:

Name & Address of the Intern Organization

University

YEAR

An Internship Report on

2 months Internship program

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

BSC (GBZ)

Under the Faculty Guideship of

V. Havathi madam

(Name of the Faculty Guide)

Department of

Zoology Government degree college (men) srikakulam

(Name of the College)

Submitted by:

BANNA BHARGAVI

(Name of the Student)

Reg.No: 2122001049012

Department of

Zoology Government degree college (men) srikakulam

(Name of the College)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: BANNA · BHARGAVI

Programme of Study: Forest Department

Year of Study: 2023 - 2024

Group: BSC [CBZ]

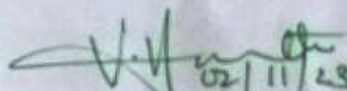
Register No/H.T. No: 2122001049012

Name of the College: Government Degree College (men) Sriakulam.

University: Dr. B. Ambedkar

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

Date:

Signature of the Head of the Department/Principal

Seal:

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, BANNA BHARGAVI a student of short term internship
Program, Reg. No. 2122001049012 of the Department of zoology; Govt degree
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in forest department (Name of
the intern organization) under the Faculty Guideship of
V. Horathi madam (Name of the Faculty Guide), Department of
zoology, Government degree college (m) SKM
(Name of the College)

B. Bhargavi
(Signature and Date)

Official Certification

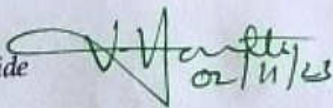
This is to certify that BANNA BHARGAVI (Name of the student) Reg. No. 2122001049012 has completed his/her Internship in Forest department (Name of the Intern Organization) on short term internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Bsc [B2C] in the Department of Government degree college (Name of the College).
[men] srikakulam

This is accepted for evaluation.

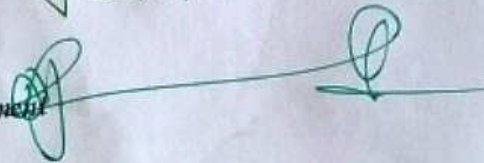

(Signatory with Date and Seal)
Forest Range Officer,
SRIKAKULAM

Endorsements

Faculty Guide


02/11/23

Head of the Department



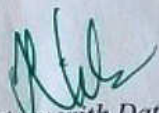
Principal

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Certificate from Intern Organization

This is to certify that BANNA BHARGAVI (Name of the intern)
Reg. No 2122001049012 of Gov. Degree College (Name of the
College) underwent internship in Forest department (Name of the
Intern Organization) from 18/08/2023 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

Acknowledgements

The forest department internship report is the result of an o way of two months. If would not have possible without participation nervous trace and courageous people along way thes-I have to thank they all

First and for most I would like to give special gratitude to my parents who give me every opportunity to keep my step.

I am induted to my college teacher and the principal for their vision, encouragement and interest in internship

special thanks must be given to teacher and student of forest department srikakulam for their feedback and support with which achieved skill and development

most importantly I would like to all these made this report possible and belome a reality with kind assistance

I united my gratitude to my classmates and special honors

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.

I worked in the internship in the department of forest. I visited the place in forest office day and night function srikakulam. I chose forest department to know about the forest department and the duties of forest officers and importance.

The introduction is very friendly and valuable internship. I got know AP forest department one of the administrative division of government Andhra Pradesh. It is head by the principal chief conservation of forest head of forest force the primary function this department is division. In addition one officer of the rank deputy conservator of forest function planning officer in each district.

It is head by the principal chief conservation of forests force. The primary function of this department is protection, conservation and management of forests in the Andhra Pradesh state.

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 the British raj established in partial forest department district + ranks a German forest officer. The Indian forest service (IFS) one of the all India service of government of India, the other two India service Indian administrative service and police service. Act 1951 government of India to recognise forest in hand role in food activity and improved many a forest + forest range officer system

- preserve natural habitat of wild life
- preserve rich biodiversity of the state
- provide ecosystem service
- conserve and protecting forestry, wild life, rivers and other water resources
- take up afforestation on massive scale
- Expects awareness about forests and wild life protection

→ It was contributed in the year 1966 under the all India services act 1951 by the government of India

CHAPTER 3: INTERNSHIP PART

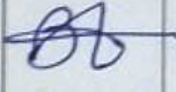
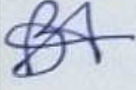
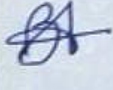
Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

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 coastal belts industrial areas and road sides we learn about the measurement taken by for maintaining the ecological balance

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

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 21/8/2023	theory class about nursery management	Forest department + their valuable plants to farmers	
Tuesday Day - 2 22/8/2023	theory class about need of plantation	It controls the pollution	
Wednesday Day - 3 23/8/2023	theory class about types of plantation	Avenue plantation coastal belt plantation urban plantation.	
Thursday Day - 4 24/8/2023	we visited nursery having mixed plantation	there are 30,000 plants are present in this nursery.	
Friday Day - 5 25/8/2023	we visited coastal area to know about coastal belt plantation	plants like palmar and Casuarina equisetifolia are planted.	
Saturday Day - 6 26/8/2023	A brief explanation about shifting bags.	the germinated plants are shifted from small to large bag	

WEEKLY REPORT

WEEK - 1 (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 graft and so.

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

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 palm and casuarina equisetifolia in coastal belt areas which can absorb the salty atmosphere and reduce the cause of disease to the surrounding villagers.

Awareness programs are conducted to realise the village about the effect of planting Almond trees in place of casuarina equisetifolia plants

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Page No:

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 28/8/2023	SMC - soil moisture conservation theory class	It can minimize the water loss through evaporation	N.S.
Tuesday Day - 2 29/8/2023	methods to conserve soil moisture	ECT, check dams, precolation tanks, rock fill dams	N.S.
Wednesday Day - 3 30/8/2023	measurements of staggered contour trench.	It can slowing surface water run off	N.S.
Thursday Day - 4 31/8/2023	measurements of rock fill dam	They have impermeable core	N.S.
Friday Day - 5 1/9/2023	theory class about weeding and mulching	unwanted plants should remove for better yield	N.S.
Saturday Day - 6 2/9/2023	theory class about mulching.	mulching help to conserve the soil moisture.	N.S.

Forest Beat Officer
KOTAPALEM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

we know about different measurements taken for the conservation of soil moisture implemented by 'zero tillage' 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 help in prevention of soil erosion

N.S.
Forest Beat Of
KOTAPALE

Page No:

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
4/9/2023 Day - 1 Monday	powers of forest department theory class	explain the government forest powers	N.S.
5/9/2023 Day - 2 Tuesday	forest theory class	explain the laws and sections of forest	N.S.
6/9/2023 Day - 3 Wednesday	theory class patrolling.	brief explain the forest police powers in patrolling	N.S.
7/9/2023 Day - 4 Thursday	theory class	brief explain Animal killing Powers.	N.S.
8/9/2023 Day - 5 Friday	theory class	Tribal areas people powers	N.S.
9/9/2023 Day - 6 Saturday	visiting and outing. of local forest area	tribal areas visiting.	N.S.

Forest Beat Officer
KUPPA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

powers of forest department and contain
brief explain the forest law and Animal killing
section and trees and other products. transferment
order section and types of forest effecences.

1) wood based

2) land based

3) Animal based.

→ patrolling Activities of the forest and.
providing and mainture of forest office.

N. S. S.

Forest Beat Officer
KUPPILI

Page No:

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
11/9/2023 Day - 1 Monday	Tribal management of forest Introduction class	forest is derived from latin word. fores.	Raemy
12/9/2023 Day - 2 Tuesday	theory class on tribal overlay	facilities and life span of tribal people	Raemy
13/9/2023 Day - 3 Wednesday	theory class	tribal management.	Raemy
14/9/2023 Day - 4 Thursday	theory class.	joint forest management	Raemy
15/9/2023 Day - 5 Friday	theory class	list of records and tribal peoples.	Raemy
16/9/2023 Day - 6 Saturday	outing and visiting of tribal overlay area	brief vesicul on tribal overlay people life span.	Raemy

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Soil water and forests and natural resources. All these are mutually dependent on each other. Population growth, Industrialization, agricultural practices and have resulted in soil erosion and nutrient depletion finally rainfall is decreasing and water scarcity is occurring.

Joint forest management:-

According to NFP 1952; 33% of the land should be forest area. Then ecological balance is preserved and the vegetation becomes green.

JFM is partnership involving both the forest departments and local community entered with NFP 1988 and implementation process in 1990.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
25/9/2023 Day - 1 Monday	Theory class about JFM	Protection and regeneration of forest by providing livelihood.	
26/9/2023 Day - 2 Tuesday	Theory class Human resource management	Forest management is the process of planning environment	
27/9/2023 Day - 3 Wednesday	Theory class Natures of human resource management	Acquiring, training appraising and training, compensating.	
28/9/2023 Day - 4 Thursday	Theory class Role of human resource management	creating personal policies & procedure that support business & strategies	
29/9/2023 Day - 5 Friday	Theory class forest resource management	large scale harvesting of natural forests & establishment of industrial plantation	
30/9/2023 Day - 6 Saturday	Theory class forest resource types	Boreal, tropical and temperate forests.	

Forest Beat Office
KUPPA

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Human Resource management 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 livelihood JFM is a natural forest management co-operation that includes both forest departments and local communities. the nation was first proposed by the Indian government in 1988 with the national forest policy.

The main role of human resource management is to creating personal policies and procedure that supports business strategies.

There are three types of forest resource they are Boreal, tropical and temperate forests.



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.)

This short term internship is very useful & meaningful to improve our communication skills and to build friendship with co-students. We have class room facilities in forest department. We have to attend the office from 10 AM to 5 PM. 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 programs in villages to create awareness among villagers about the forestry and resources.

Our Range officer helped us to gain knowledge which may help in career for future job planings. She build up the motivation and forward in the forest department.

Page No:

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 system.

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 out through 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 report by team working week by week improve our communication and it help us to become little more competitive in reach our goals.

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 reduces stage fear.

It helps me improve my writing skills and grammar skills.

This leads to friendly conversations 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 greeting 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 proper explanation and group discussion it leads to easy acceptance of my team members about my thoughts and decisions. And also they give good ideas than me.

Our team mates are always supportive and took me forward in this successful completion of project.

I hope this leading nature 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: BANNA.BHARGAVI

Registration No: 212200104901

Term of Internship: From: 18/8/2023 To: 30/9/2023

Date of Evaluation:

Organization Name & Address: Department of Forest srikakulam

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: BANNA. BHARGAVI

Registration No: 2122001049012

Term of Internship: From: 18/8/2023 To: 30/9/2023

Date of Evaluation:

Organization Name & Address: Department of Forest Sriakulam.

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

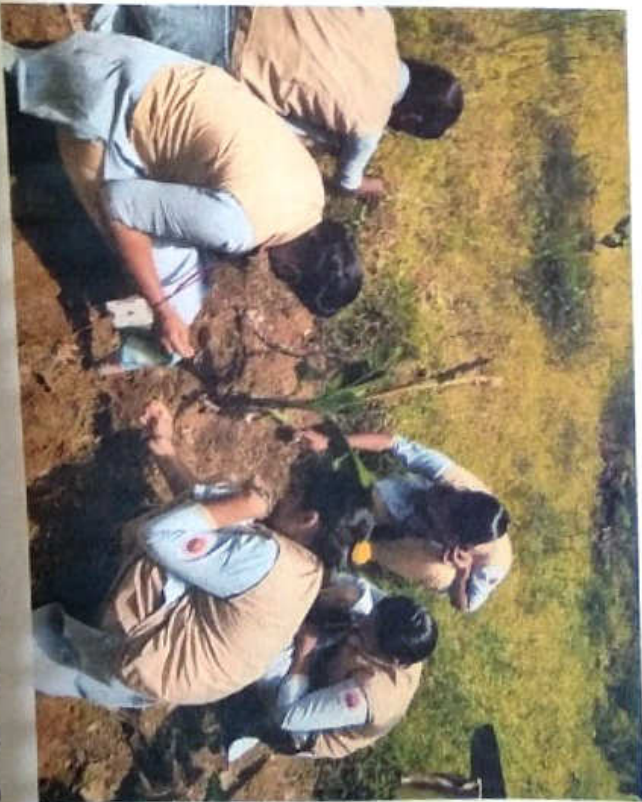
Rating Scale: 1 is lowest and 5 is highest rank

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
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.

Page No:

- 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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