

# 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**

Two months internship

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc (BZO)

Under the Faculty Guideship of

V. Harathi Mam

(Name of the Faculty Guide)

Department of

Zoology Govt. Degree college (Men) SKLM

(Name of the College)

Submitted by:

chukka. Laxmi Priya

(Name of the Student)

Reg.No: 2122001049024

Department of

Zoology Govt. Degree college (M) SKLM

(Name of the College)

## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: CHUKKA. LAXMI PRIYA

Programme of Study: Forest Department.

Year of Study: 2023.

Group: BSC(BZO).

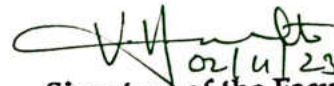
Register No/H.T. No: 2122001049024

Name of the College: Government Degree College (MEN) Srirakulam.

University: Dr. B. Ambedkar

Sl.No	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:

Page No:

## Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
  - a. Data and Information you are expected to collect about the organization and/or industry.
  - b. Job Skills you are expected to acquire.
  - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.



13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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## Student's Declaration

I, CHUKKA LAXMI PRIYA a student of Short term internship Program, Reg. No. 2122 001049024 of the Department of Zoology, Govt Degree College do hereby declare that I have completed the mandatory internship from 18/08/23 to 30/09/23 in Forest department (Name of the intern organization) under the Faculty Guideship of V. Hara-bi Mam (Name of the Faculty Guide), Department of Zoology, Government Degree college (m) sklm (Name of the College)

Ch. Laxmi Priya  
(Signature and Date)

## Official Certification

This is to certify that CHUKKA. LAXMI PRIYA, (Name of the student) Reg. No. 2122001049024 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 B.Sc (BZC) in the Department of Government degree College (Name of the College).  
(Men) Srikakulam

This is accepted for evaluation.

  
(Signatory with Date and Seal)

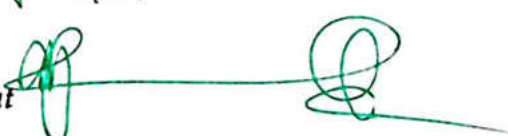
Forest Range Officer  
SRIKAKULAM

### Endorsements

Faculty Guide

  
02/11/24

Head of the Department



Principal



## Certificate from Intern Organization

This is to certify that chukka. Laxmi Priya (Name of the intern)  
Reg. No 2122001049024 of Govt Degree College (Name of the  
College) underwent internship in Forest Department (Name of the  
Intern Organization) from 18/08/2023 to 30/09/2023.

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

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 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
- 4) \* 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 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.



## 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.

### 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 lines. In this development we learned about the works done by the officers to improve and increase as 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 the government to protect the wild life and Greenery for maintaining the ecological balance.

We acquire the knowledge and necessary 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
21/08/2023 Day - 1 Monday	SMC - Soil moisture Conservation theory class.	It can minimize the water loss through evaporation	N. S. →
22/08/23 Day - 2 Tuesday	Methods to Conserve Soil moisture.	CCT, check dams, percolation tanks, SCRS, Rock fill dams.	N. S. →
23/08/23 Day - 3 Wednesday	Measurements of Staggered Contour Trench	It can slowing surface water run off	N. S. →
24/08/23 Day - 4 Thursday	Measurements of Rock fill dam	They have impermeable core.	N. S. →
25/08/23 Day - 5 Friday	Theory class about weeding and mulching	Unwanted plants should remove for better yield.	N. S. →
26/08/23 Day - 6 Saturday	Theory class about mulching.	mulching helps to Conserve the soil moisture.	N. S. →

Forest Beat Officer  
KOTAPALEM

## WEEKLY REPORT

WEEK - 1 (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 'Nureco, Nureco' 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 the prevention of soil erosion.

N. S.  
Forest Beat Officer  
KOTAPALEM



# ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
28/08/2023 Day - 1 Monday	powers of forest department theory class.	Explain the government forest powers.	N.S. →
29/08/23 Day - 2 Tuesday	forest theory class	Explain the laws and section of forest	N.S. →
30/08/23 Day - 3 Wednesday	theory class patrolling	brief Explain the forest police powers in parted.	N.S. →
31/08/23 Day - 4 Thursday	theory class	brief Explain Animal killing powers.	N.S. →
01/09/23 Day - 5 Friday	theory class.	Tribal areas people powers	N.S. →
02/09/23 Saturday Day - 6	visiting and outing of local forest areas	tribal areas visiting	N.S. →

Forest Beat Officer  
KUPPIA

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

powers of Forest department and contain brief explain the forest laws and Animal killing. Section and trees and other products transshipment Section and types of forest effences.

- 1) blood based
- 2) land based
- 3) Animal based.







→ pantrolling Activities of the forest and providing and monitor of forest office.

N.S.





### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
04/09/2023 Day - 1 Monday	Theory class Human Resources	Different attitude towards women employees.	
05/09/23 Day - 2 Tuesday	Theory class Business management	Brief explain the business management	
06/09/23 Day - 3 Wednesday	Theory class Business accounts	explain the forest accounts	
07/09/23 Day - 4 Thursday	Theory class Acquire technodgement management	Brief explain the acquire technodgement management	
08/09/23 Day - 5 Friday	Theory class Capital Budgeting	explain the forest Capital Budgeting	
09/09/23 Day - 6 Saturday	Doing and visible business Human Resources areas.	Human Resources areas.	

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Business management :-

Management Branches financial management human Resources management change management Marketing management operations managements. critical management studies user relationship management Distributed management earned value management environmental facilities management health management, office management.

Capital Budgeting

organizational theory, Modern organizational theory, Behaviour, Individual Behaviour, Leadership, change management.



### ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
11/09/2023 Day - 1 Monday	Theory class Wildlife management	It is habitats and people to achieve impacts.	BA
12/09/23 Day - 2 Tuesday	Theory class Wild life management details.	Explain the wild life management	BA
13/09/23 Day - 3 Wednesday	Theory class Turtle nesting and bird nesting.	Brief Explain the turtle nesting.	BA
14/09/23 Day - 4 Thursday	Theory class Bird nesting.	Brief Explain the Bird nesting.	BA
15/09/23 Day - 5 Friday	Theory class Food and influence.	Explain the introduced the food.	BA
16/09/23 Day - 6 Saturday	outing and visiting of wild life management.	Brief vesicul on wild life management.	BA

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Wildlife management is the management process influencing interactions among and between wildlife, its habitats and people to achieve predefined impacts.

Techniques for managing wildlife are aimed at studying, reducing, increasing or maintaining the population at its current level while securing its integrity.

Turtles:-

Turtles are reptiles of the order testudines, characterized by a special shell developed mainly from their ribs.

For Submission  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

Page No:



### ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
25/09/23 Day - 1 Monday	tribal Management of forest introduction class.	forest is derived from latin word fores.	Forest
26/09/23 Day - 2 Tuesday	Theory class on tribal areas	Facilities and life span of tribal people	Forest
27/09/23 Day - 3 Wednesday	Theory class	tribal management	Forest
28/09/23 Day - 4 Thursday	Theory class	Joint forest management	Forest
29/09/23 Day - 5 Friday	Theory class	List of Records and tribal peoples.	Forest
30/09/23 Day - 6 Saturday	outing and visiting of tribal areas.	brief vesebuy on tribal areas people life span.	Forest

## WEEKLY REPORT

WEEK - 6 (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 be  
preserved and the vegetation becomes green.

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



## 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 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 programmes 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 planning. She build up the motivation to move forward in the forest department.

Group discussions 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 as 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 crack 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 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 improved by Communication abilities as a Leader. Due to proper explanation and group discussions. it leads to easy acceptance of my team members. about my thoughts and decisions. And also they give good ideas than me. I agreed with them as it improves my sportiveness without any personal issues.

own 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 fire loss and improves the greenery.



### Student Self Evaluation of the Short-Term Internship

Student Name: CHUKKA LAXMI PRIYA. Registration No: 2122001019024

Term of Internship: From: 18/08/2023 To: 30/09/2023.

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:

Ch. Laxmi Priya.  
Signature of the Student

Page No:

### Evaluation by the Supervisor of the Intern Organization

Student Name: *CHUKKA LAXMI PRIYA* Registration No: *2122001019011*  
Term of Internship: From: *18/08/2023* To: *30/09/2023*  
Date of Evaluation:  
Organization Name & Address: *Forest department Srikakulam*  
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

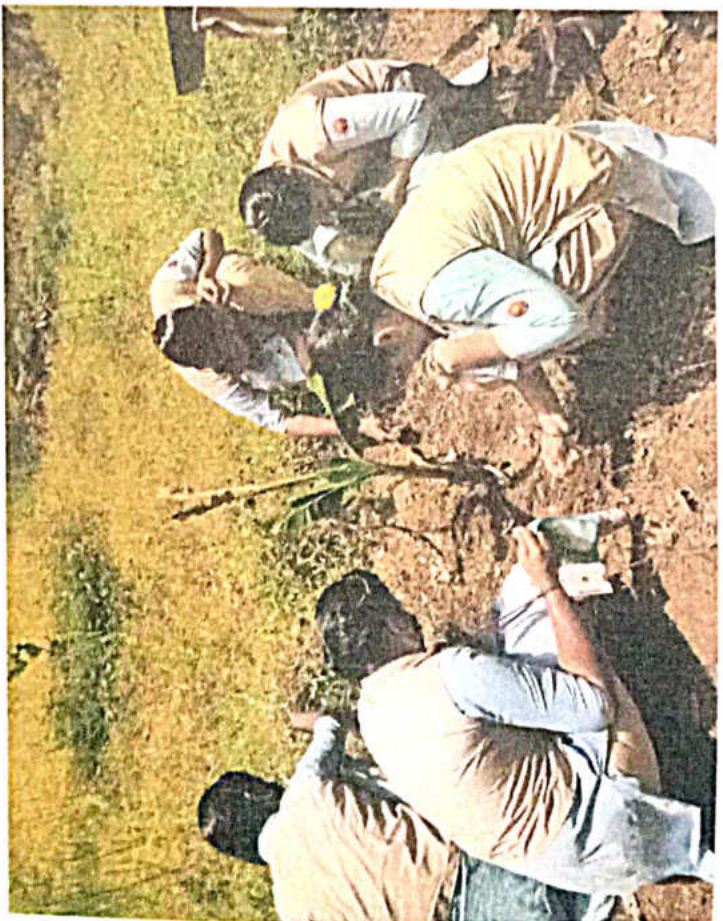
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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:

Page No:

Signature of the Supervisor  
Forest Range Officer  
SRIKAKULAM







## EVALUATION

Page No.

## 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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