

**Program Book**

**Short Term Internship**

**AP STATE COUNCIL OF HIGHER EDUCATION**

**(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)**

# **Program Book for Short-Term Internship**

**Name of the Student:** DUMPA. ANUSHA

**Name of the College:** GOVERNMENT DEGREE COLLEGE (M)

**Registration Number:** 2122001049028

**Period of Internship:** From: 18-08-2023 To: 30-09-2023

**Name & Address of the Intern Organization** FOREST DEPARTMENT OFFICE ,  
SRIKAKULAM , DAY & NIGHT JUNCTION .

**An Internship Report**  
**On**  
**(Title of the Internship)**

*Submitted in accordance with the requirement for the degree of BSc. B7C*

Name of the College: GOVERNMENT DEGREE COLLEGE (M)

Department: ZOOLOGY

Name of the Faculty Guide: V. HARATHI MAM

Duration of the Internship: From 18.08 To 30.09-2023

Name of the Student: DUMPA . ANUSHA

Programme of Study FOREST DEPARTMENT

Year of Study: 2021 - 2024

Register Number: 2122001049028


Date of Submission:

## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Dumpa Anusha  
Programme of Study: Forest Department  
Year of Study: 2022-2023  
Group: BZC 11<sup>th</sup> yr  
Register No/H.T. No: 2122001049028  
Name of the College: GDC (M) SKLM  
University: DR BRAU

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:



02/11/23

Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal



## 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 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.




## short-term internship

I, Anusha, a student of .....Program, Reg. No. 2/2200/049028 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 (Name of the College)  
(m) SKLM

*D. Anubhai.*  
(Signature and Date)

## Faculty Guide

Faculty Guide  02 | 11 | 23

Head of the Department

2/11/25

Principal

### Certificate from Intern Organization

This is to certify that Dumpa Anusha..... (Name of the intern) Reg. No 212209/049028. of Govt. degree Clg. Men (Name of the College) underwent internship in .Forest...department.... (Name of the Intern Organization) from 08/08/2023 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 these people who helped me in successful completion of my internship Programme with deepest sense of gratitude. I Acknowledge the inspiring guidance, positive criticism & 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.

The 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 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 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 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 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
21/8/23			
Day - 1 22/8/23	SMC - soil moisture conservation theory class	It can minimize the water loss through evaporation	N.S.
Day - 2 23/8/23	Methods to conserve soil moisture	CCT, check dams, percolation tanks, SCTs, Rock fill dams	N.S.
Day - 3 24/8/23	Measurements of staggered contour trench	It can slowing surface water run off.	N.S.
Day - 4 25/8/23	Measurements of Rock fill dam	They have impermeable core	N.S.
Day - 5 25/8/23	Theory class about weeding and mulching	unwanted plants should remove for better yield	N.S.
Day - 6 26/8/23	Theory class about mulching	mulching helps to conserve the soil moisture.	N.S.

Forest Beat Officer  
KOTAPALE



## WEEKLY REPORT

WEEK - 1 (From Dt. 21/8/23... to Dt. 26/8/23..)

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 Nwawero, Nwawero scheme.

Mulching technique is used to maintain moisture reduce weed growth maintain 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.

  
Forest Beat Officer  
KOTAPALEM

# ACTIVITY LOG FOR

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
25/8/23			
Day - 1 29/8/23	powers of forest department theory class	Explain the government forest powers	N.S
Day - 2 30/8/23	Forest theory class	Explain the laws and section of forest	N.S
Day - 3	Theory class patrolling	brief explain the forest police powers in Pantid.	N.S
Day - 4 30/8/23	Theory class	Brief explain Animal killing powers	N.S
Day - 5 31/8/23	Theory class	Tribal areas people powers	N.S
Day - 6 2/9/23	visiting and outing of forest areas	Tribal areas visiting.	N.S

## WEEKLY REPORT

WEEK - 2 (From Dt 28/8/23. to Dt 02/9/23.)

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 transference  
section and types of forest effences.








- 1) wood based
- 2) land based
- 3) Animal based

panholling Activities of the forest and provoding  
and moitwre of forest office.

Forest Dept  
N. Q. 2014



# ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 4/9/23	Theory class Human Resources	different attitude towards women employees	
Day - 2 5/9/23	Theory class business management	Brief explain the business management	
Day - 3 6/9/23	Theory class business accounts	explain the forest accounts	
Day - 4 7/9/23	Theory class Acquite Technologement management	Brief explain the acquite technologement management	 
Day - 5 8/9/23	Theory class capital budgeting	explain the forest capital budgeting	
Day - 6 9/9/23	dating and visible business Human resources areas	Human resources areas	

## WEEKLY REPORT

WEEK - 3 (From Dt. 04/9/23... to Dt. 9/9/2023.)

Objective of the Activity Done:

Detailed Report:

Business management :-

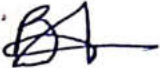





Management branches financial management-  
Resource management change management  
Critical management studies user relationship  
management Distributed management Eamed  
Value management Environmental facilities  
management health management, office  
management-

Capital budgeting.

Organizational theory, Modern organizational  
theory behaviour Individual behaviour,  
leadership change management.



# ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 11/09	Theory class wildlife management	It is habitats and people to achieve impacts	
Day - 2 12/09	Theory class with life management details	Explain the wild life management	
Day - 3 13/09	Theory class Turtle nesting and bird nesting	Brief explain the bird, turtle nesting	 Forest Officer SRIKAKHAM
Day - 4 14/09	Theory class food and influence, bird nesting	Brief explain the Bird, nesting	
Day - 5 15/09	Theory class Food & influence	Explain the introduced the food	
Day - 6 16/09	outing and visiting of wild life management	Brief veresbul on wild life management.	



## WEEKLY REPORT

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

Objective of the Activity Done:

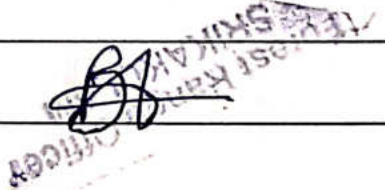
Detailed Report:

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

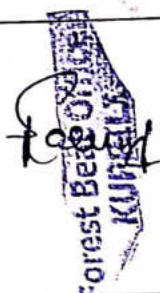
Techniques for managing wildlife are animal at studying, reducing, increasing or maintaining the population at its current level while securing its integrity.

Turtles:-

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

  
16/9/23  
Forest Officer, Kankar

# ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 25/9	Tribal management of forest introduction class	Forest is derived from latin word Fores	<i>[Signature]</i>
Day - 2 26/9	Theory class in tribal areas	facilities and life span of tribal people	<i>[Signature]</i>
Day - 3 27/9	Theory class	Tribal manage- ment	<i>[Signature]</i>
Day - 4 28/9	Theory class	Joint- forest management	<i>[Signature]</i> 
Day - 5 29/9	Theory class	list of records and tribal peoples.	<i>[Signature]</i>
Day - 6 30/9	outing and visting of tribal areas	brief vesbul on tribal areas people life span.	<i>[Signature]</i>



## WEEKLY REPORT

WEEK - 5 (From Dt. 25/9/23. to Dt. 30/9/23.)

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 agriculture practices and have resulted in soil erosion and nutrient depletion finally resulting in decreasing and water scarcity in drinking.

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 enlisted with NFD 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 and meaningful to improve our communication skills and to build friendship 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 help 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 conducted 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, leath 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.

As is project our mentor divides us as groups and appointed a leader for each group. we all attend 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 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 teammates.



**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 improve my understanding abilities and I'm getting understanding 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 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.

Our teammates 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 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: & Registration No: **DUMPA ANUSHA** **2122001049026**

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

Date of Evaluation:

Organization Name & Address: **FOREST OFFICE , DAY & NIGHT**

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					

### Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: DUMPA. ANUSHA

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

Date of Evaluation:

Organization Name & Address: FOREST OFFICE, DAY & NIGHT Jn, SKLM

Name & Address of the Supervisor  
with Mobile Number:

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

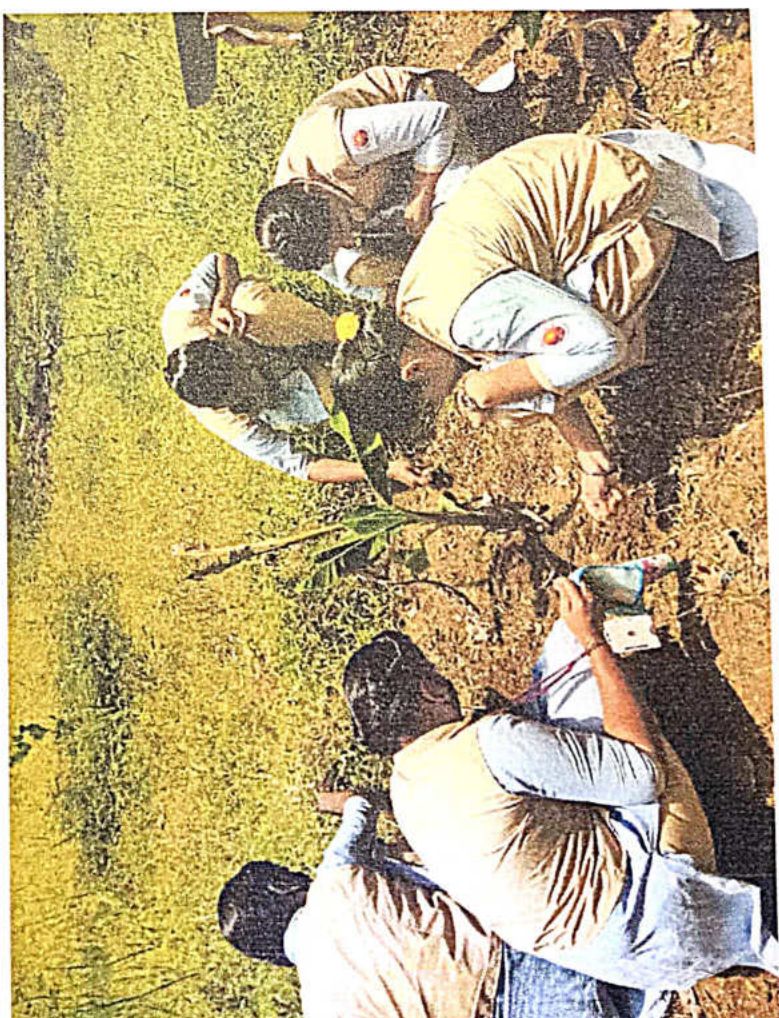
Please note that your evaluation shall be done independent of the Student's self-evaluation

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







# 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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[www.apsche.ap.gov.in](http://www.apsche.ap.gov.in)