

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

Name of the Student: GUNDU. PAVANI

Name of the College: Government Degree college (M), SKLM.

Registration Number: 2122001049037

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 B.Sc (BZC)

Name of the College: Government Degree college (M) SKLM

Department: Zoology, Boreilly

Name of the Faculty Guide: V. Hanathi Madam

Duration of the Internship: From 13.09.23 To 30.09.2023

Name of the Student: GUNDU, PAVANI

Programme of Study FOREST DEPARTMENT

Year of Study: 2021 - 2024

Register Number: 2122001049037

Date of Submission:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: GUNDU PAVANI
Programme of Study: FOREST DEPARTMENT
Year of Study: 2022 - 2023
Group: BZC 11th year
Register No/H.T. No: 212200/049037
Name of the College: GDC (M) SKLM
University: DR. BRAU

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:



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 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.

Student's Declaration

Short term internship

I Gr. PAVAN.L., a student ofProgram, Reg. No. 2122001049037 of the Department of zoology, Govt. Degree College do hereby declare that I have completed the mandatory internship from 18/09/23 to 30/09/23 in Forest department (Name of the intern organization) under the Faculty Guideship of V. Hanathi (Name of the Faculty Guide), Department of zoology Government Degree college (Name of the College)

Gr. Pavan
(Signature and Date)

Endorsements

Faculty Guide V. Hanathi
21/11/23

Head of the Department [Signature]
21/11/23

Principal

Certificate from Intern Organization

This is to certify that GUINDU: PAVAN.I... (Name of the intern) Reg. No. 2122001049037 of Govt. Degree Ctg. (M) (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/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 & encouragement rendered by respectable FRO madam. Through the period of her investigation of the project, I'm really thankful for her vaild suggestiony, advice & help in completion of project.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

The main objective of forest department is to ensure environmental stability & 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 & demonstrate knowledge of forestry, sustainable forest ~~no~~ management & ecosystem service.

The activities done by me during the intern period includes visiting of coastal area, plantation, nursery management & taking action towards the villagers who are trying to encroach the forest area & conduct the awareness about the need of protecting the forest areas 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 & 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 & increase the forest areas and forest acts that are implemented to protect the animals from human & to take immediate action on those who are damage & cause harm to trees and animals.

we know about the plantation programme 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 & Government for maintaining the ecological balance.

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

ACTIVITY LOG FOR THE 1st WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 21/8	Theory class about JFM	Protection & regene- ration of forest by providing livelihood	<i>[Signature]</i>
Day - 2 22/8	Theory class human resource management	Forest management is the process of planning.	<i>[Signature]</i>
Day - 3 23/8	Theory class natures of Human resource management	Acquiring, training appraising & training, compens- sating	<i>[Signature]</i>
Day - 4 24/8	Theory class Role of human resource management	creating personal policies & procedures that support business & strategies	<i>[Signature]</i>
Day - 5 25/8	Theory class forest resource managements	large scale harvesting of natural forests & establishment of industrial plantation	<i>[Signature]</i>
Day - 6 26/8	Theory class forest resource types.	Boreal, tropical & temperate forests	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 1 (From Dt. 21.05.23. to Dt. 26.05.2023)

Objective of the Activity Done:

Detailed Report:

Human Resource management is the process of planning & implementation of environmental sustainability JFM - Joint Forest Management main scope is to protection & regeneration of forest by providing livelihood.

JFM is a natural forest management co-operation that includes both forest departments & local communities. The nation was first proposed by the indian government in 1988 with the national forest policy.

There are 3 types of forest resources they are Borear, tropical & temperate forests.

gls
Forest Dept. Office
KUPPIA

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 28/08	Theory class Patrolling Activities	Activities directed towards the attainment of the objectives	N.S. →
Day - 2 29/08	Theory class types of offenses	laws & regulations aimed at protecting wildlife	N.S. →
Day - 3 30/08	Theory class forest encroachment	unauthorised occupation or use of forest land	N.S. → [Forest Beat Officer] Kuldeep
Day - 4 31/08	Theory class powers of forest department	we know about different power of forest department	N.S. →
Day - 5 01/09	Theory class forest conservation	forest department are responsible for protection of wild life	N.S. →
Day - 6 04/09	Theory class Biodiversity conservation	conserve biodiversity by preserving natural biodiversity by natural habitat	N.S. →

WEEKLY REPORT

WEEK - 2 (From Dt. 8.08.23 to Dt. 14.08.23)

Objective of the Activity Done:

Detailed Report:

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

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

Noted & Signed
KUPPILI

ACTIVITY LOG FOR THE 3rd WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 04/09	Introduction class about Eco-tourism	It is a form of tourism marketed as travel to natural areas.	
Day - 2 05/09	class about famous temples in Srīkākulam	Araṣavelli, Srīkūrṁ & Srīmkhalīngam are famous temples in Srīkākulam	
Day - 3 06/09	A visiting tour to Araṣavelli	It is the second famous sun temple in the world	
Day - 4 07/09	Theory class about Reservoirs	Reservoirs are the artificial lakes used for the supply of water	
Day - 5 08/09	Theory class about Beaches & waterfalls	Beaches situated at Kalingapatnam, Bha- vanapadu & D. Machelesam	
Day - 6 09/09	knowing about the advantages of Eco tourism	It maximize the local economic benefits	

J. Jeyaraj
 Forest Section Officer
 Srīkākulam

WEEKLY REPORT

WEEK - 3 (From Dt.04.09.23. to Dt.9.09.2023)

Objective of the Activity Done:

Detailed Report:

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

we visited the famous sun temple in the world Arunavelli to know about the history & to build communication with foreigners who visited temple.

we know about different beaches, water falls in Srikakulam range & activities done by the officers to protect the eggs of turtles & 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 & maximize the local economic benefits.

J. Somena Rao
Forest Section Officer
Sreekuram

ACTIVITY LOG FOR THE 4th WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 11/09	Theory class about nursery management	forest department provides timber valuable plants to farmers	BA
Day - 2 12/09	Theory class about need of plantation	It controls the pollution.	BA
Day - 3 13/09	Theory class about types of plantation	Avenue plantation coastal belt plantation urban plantation Institutional plantation	BA
Day - 4 14/09	we visited coastal area to know about coastal belt plantation	Plants like palmace & casuarina eucalyptus are planted	BA
Day - 5 15/09	we visited nursery having mixed plantation	There are 30,000 plants are present in this nursery	BA
Day - 6 16/09	A brief explanation about shifting bags	The germinated plants are shifted from small to large bags	BA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Plant nursery is an area where plants are grown, kept or maintained for transplanting for use of stock for budding & grafts & for sale.

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

Awareness programme are conducted to realise the villagers about the effect of planting almond trees in place of casuarina equisetifolia plants.



ACTIVITY LOG FOR THE 5th WEEK

3

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 25/9	SMC - Soil moisture conservation theory class	It can minimize the water loss through evaporation	N.R. →
Day - 2 26/9	Methods to conserve Soil moisture	ect, check dams percolation tanks, SCT's Rock fill dams	N.R. →
Day - 3 27/9	Measurements of staggered contour trench	It can slowing surface water run off	N.R. →
Day - 4 28/9	Measurement of Rock fill dam	They have imper- meable core	N.R. →
Day - 5 29/9	Theory class about weeding and mulching	unwanted plants should remove for better yield	N.R. →
Day - 6 30/9	Theory class about mulching	mulching helps to conserve the Soil moisture	N.R. →

Forest Beat Officer
KOTAPALEM

WEEKLY REPORT

WEEK - 5 (From Dt. 25/9/23 to Dt. 29/9/23)

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 & transpiration or combined we know about different measurements taken for the conservation of soil moisture implemented by "inzero superon" scheme.

Mulching technique is used to maintain moisture & reduce weed growth, mitigate soil erosion & 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. S. S. S.
Beat Officer
KOTAPALEM

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 & 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 & 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 discussion & team work helps us to improve the communication & the endurance 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 ~~us~~ 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 & cooling system.

we know about different forest laws & 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 ^{to} groups & 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 & it helps us to become little more competitive in reach our goals.

The 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.

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

The group discussion and debates helps how to start & close a conversation with good greetings & 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'm impressed 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.

Our teammates are always supportive & took me forward in this successful competition 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 department in forestry. It is the practice of conservation and management of forestry based upon science. It is the science of forest & plantation technique management.

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

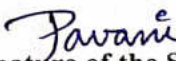
Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: GUNDU PAVANI	2122001049037
Term of Internship: From 18.08.23 To 30.09.23	
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	1	2	3	4	5


 Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: GUNDU PAVANI

2122001049037

Term of Internship: From 18.08.2023 To 30.09.2023

Date of Evaluation: 30.09.2023

Organization Name & Address: FOREST OFFICE, Day & Night

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

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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