

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: Anu Tharun Kumar
Name of the College: Government Degree College (men) Sri Kankulam.
Registration Number: 2122001036004
Period of Internship: From: 18/08/23 To: 30/09/2023
Name & Address of the Intern Organization Forest Department (TEKKALI)

Program Book for Short-Term Internship

Name of the Student: Anu. Tharon Kumar

Name of the College: Government Degree College (men) Sri Karkulam.

Registration Number: 2122001036004

Period of Internship: From: 18/08/23 To: 30/09/2023

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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.

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the a

Name of the College: *Government Degree College*

Department: *B.A (H.E.P)*

Name of the Faculty Guide: *K. VASU DEVAS RAO*

Duration of the Internship: From *18/8/23* To *30/9/2023*

Name of the Student: *ANNU THARUN KUMAR*

Programme of Study *H.E.P.*

Year of Study: *2022 - 2023*

Register Number: *2122001036004*

Date of Submission: *03/10/2023*

Student's Declaration

I, A. Thirumala student of ^{Shri Venkateswara} ~~Inter~~ Program, Reg. No. 212200103600 of the Department of D.A., H.E.P. College do hereby declare that I have completed the mandatory internship from 18/8/23 to 20/9/2023 in Forest Department.
(Name of the intern organization) under the Faculty Guideship of....., (Name of the Faculty Guide), Department of D.A.: H.E.P.
GIDC (M) Srikalahasti. (Name of the College)

(Signature and Date)

Endorsements

Faculty Guide

K. V. Rao

Head of the Department

C. Sub

Principal

B. Sub

Certificate from Intern Organization

This is to certify that A. Maxon Kumar (Name of the intern) ID No. 212200100660 of APJKTU (Name of the College) underwent internship in Forest Department (Name of the Intern Organization) from 12/2/2022 to 30/9/2022.

The overall performance of the intern during his/her internship is found to (Satisfactory/~~Not Satisfactory~~).

Authorized Signature with Date and Seal
FOREST RANGE OFFICER
TEKKALI

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.

1. A forest is a large green wild area that grows naturally. A forest usually a big space covered with trees, thick vegetation, and animals living within.
2. The trees absorb the carbon dioxide and generate oxygen for us to breathe. Since forest produce oxygen they are also known as green lungs of the earth.
3. They are home to innumerable species in the plant and animal kingdom. Humans should learn to use the resource of the forest and preserve them to help save nature.
4. objection of forestry:-
 - * Introducing afforestation programs.
 - * controlling forest fires.
 - * proper utilization of forest resources.
5. out come of Forestry:-
 - * Develop skills in geospatial analysis basic surveying mapping, and GIS.
 - * Demonstrate knowledge of forest vegetation modeling and the ability to forecast its development over time using models of forest growth.

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.

Introduction of forests-

- A) Bringing of a forest into a regular working in such a way as best to fulfill the objects of management.
- B). To recognise forests inherent role in food security and improved livelihoods, manage forests for the full range of ecosystem services as well as posit forest as a solution to climate change.
- C). To ensure environmental stability and maintenance of ecological balance. provide ecosystem services, such as timber, food, fuel, fodder, non-wood products and shelter.
- D). The technical forest governance system at provincial levels works under the supervision of chief conservator of forests. (CFS)
- E). This officers are to manage the forest, wildlife, and environmental issue of different states.
- F). Forest can be define as a region with a high density of trees.
- G). Inventory, yield calculation, harvesting, silviculture, protection and monitoring, specifying protected areas and control arrangements in the forest area.

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.

1. preparing of forest plantation.
2. on going increasing of reforestation
3. They plant and cut trees, clear debris, and spray forest vegetation with insecticides and herbicides.
4. In this forest will main tool is clinometer, and tree and long log scale sticks, etc.
5. forest officers safeguarded the forest under their jurisdiction from illegal tree felling, poaching and encroachment.
6. Field visit.
 - Gardening and Farming field
 - protecting and secure the trees.
 - plantation of forest.
7. It is useful for afforestation.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Introduction of staff and forest officer of superintendent.	organization structure.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	various functions and their responsibility	organization working hands	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	various functions and their defined work and responsibility	DO	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Field visit by coordinator - tour of forest department - to visit forest	Forest uses is known.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Field visit by coordinator of forest department. to visit plant and trees.	Learned about some medicinal plants..	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	Field visit by coordinator to visit forest and living beings.	I learned how much forest is necessary for living beings.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Forest Department of hierarchy
Chief conservator of Forest (CCF)
Deputy conservator of Forest (DCF)
Assistant conservator of Forest (ACF)
Range Forest officer (RFO)
Deputy Range Forest (DRF)

overall in charge is Divisional Forest officer (DFO) who is maintaining all the activities in and around

Field visit by coordinator of Forest Department give an opportunity how well organization staff is behaving with the forest.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Roles and Responsibilities of forest department.	Protection of forests by every means such as building construction and their cost of repairs.	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Role and Responsibility of chief conservator of Forests. (CCF)	He will obtain orders and instructions from them on all professional matters to protect forests.	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Role and Responsibility of Deputy conservator of Forest (DCF)	He will make tours of inspection visiting every division in his charge.	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Role and Responsibility of Assistant conservator of Forest officer (ACF)	Work to maintain the ecological stability of the country by ensuring thorough protection and natural resources.	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Role and Responsibilities of Range forest officer (RFO)	He will arrange for sanitation improvement, exploitation and protection of forests management of orders.	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	Role and Responsibilities of Deputy Range Forest (DRF)	Propose protection of forests and other works. Proposals included in section and for execution of such works.	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Protection and Improvement of Forests.

Detailed Report:

Protection of Forests :-

Most importantly Reforestation and Afforestation
check over forest clearance for Agriculture and habitation
purposes. Protection of Forests from several forest diseases by use of chemical sprays, antibiotics or by the development of disease-resistant strains of trees. Proper utilisation of Forest and Forest products.

Improvement of Forest.

- i) control of over Forest fire.
- ii) Reforestation and Afforestation
- iii) support Forest conservation organizations.
- iv) More than trees should be planted to increase.
- v) Regulated and Planned cutting of trees.
- vi) proper utilisation of Forest and Forest products.
- vii) Active participation of Govt in Forest conservation.
- viii) controlled Reforestation and improvement of Farming.
- ix) water your saplings daily
- x) Find a substitute for wood. reduce the use of wood and will save trees and Forest.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Field Activity:- we built fences with sticks around each plant.	Because no animal can eat that plant.	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Field Activity:- we have provided water in well near to each plant	For plant growth	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	class:- our Incharge will explained pyramid of forests.	pyramid of numbers in a forest ecosystem is inverted. represent the number of organisms at each trophic level.	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	class:- our Incharge will said for how to protect and develop of forests.	we learned how to develop and maintain.	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	class:- causes of deforestation.	agricultural expansion, wood extraction, harvest for domestic fuel or charcoal	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	Field activity:- we went to observe the plants.	we saw growth in plants.	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In the third week we learned how to protect and develop forests and observed the growth of plants.

we also learned how to build a fence without harming the plants.

we learned about the damages caused by deforestation.

we learned about of Pyramid its tell about Pyramid of numbers in a forest ecosystem in inverted. pyramid of numbers. represent the number of organisms at each trophic level

Field Activity:- built fences with sticks around each plant have provided water in well near to each plant.

Field Activity :- we went to observe the plants after plantation we saw growth in plants.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOMES	Person In-charge Signature
Day - 1	Class:- Said about the uses of Forests.	Forest provide us with oxygen, shelter, plants, fruits, water, and many more.	Planner FOREST BEAT OFFICER KASILINGAPALLI
Day - 2	Field Activity:- plants are planted and watering the plants.	Learn about plant collection.	Planner FOREST BEAT OFFICER KASILINGAPALLI
Day - 3	Class:- Expansion of Forests.	I learned how much forests are expanding in the country.	Planner FOREST BEAT OFFICER KASILINGAPALLI
Day - 4	Field Activity:- we counting each plant and get numbers with codes	If so you can easily know how many trees are there.	Planner FOREST BEAT OFFICER KASILINGAPALLI
Day - 5	Class:- said about some valuable plants.	For face business.	Planner FOREST BEAT OFFICER KASILINGAPALLI
Day - 6	Class:- explained the Forest work equipment.	Learned how and what it is used.	Planner FOREST BEAT OFFICER KASILINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Uses of Forests..

- i). Forest are an excellent source of oxygen
- ii) Promoting Rainfall
- iii) Acts as a wind barrier from howy winds.
- iv) Prevent soil erosion and preserve the fertility of the soil
- v) Prevent Flash floods by slowing down the movement of water.

Plant cultivation:-

Your desire to grow your own fruits and vegetables.

Expansion of Forest in our country and state.

India forest and tree cover has risen by 2,261 square kilometers in the last two years with A.P. growing the maximum forest cover of 617 square km according to the India state of forest Report.

No Number on each plant:-

we counting each plant with numbers with color because of it so we can easily know how many there are counting. And. we know what tree are taken for business like:- Arecanut palm.

Forest work Equipments:- Professional Foresters.

Compass, Flagging, tree and log scale sticks.

Diameter tapes, Increment borers, etc.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Told about the duties of each officers	we know how they perform their duties.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Told what to study and what to do to become a forest officer	The candidate must possess a bachelor's degree with a minimum of 50% marks in the field of forestry.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Class:- Protection of Animals.	Know how to save animals.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	we were taken on a forest tour	we saw new types of trees and learned about them.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	we discussed the new thing we learned in the tour	A lot of things are known about the forest and animals.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	After tour. The last day we will discuss the medicinal trees and plants	Not discuss, Tolasi, spreading Hogweed etc.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Role and Responsibility of officers:-

- i) CCF :- he will obtain orders and instructions from them on all professional matters of forests and protection.
- ii) DCF :- Responsibility for the forests, environment and wild life related issues of a forest Range.
- iii) ACF :- Protecting forest from harmful animals insecticides and pesticides.
- iv) RFO :- arrange for generation improvement, exploitation and protection of forests.
- v) DRF :- Responsibility for the forest environment and wildlife:- Qualification for Forest officers in India. Have a Bachelor's degree in agriculture, forestry or engineering and animal husbandry etc.

Tour of forestry:-

I saw a new types of trees and learned about them and learn about some medicinal plants and trees.

After Tour:-

A lot of things are known about the forest and animals.

Medicinal Plants :-

Tulasi, Shalpani, Not Grass etc.

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.)

I experienced a very good working environment with professional knowledge and kind of people. In this organization all the staff are very punctual in attending the office.

They had many things have been said about Forest. It tells about their needs and priority of forests.

The time they spent for us in being working scheduled are appreciable. The staff co-operation and extended their operation in the internship programme.

The Assistant Range Forester are used for helping in plantation and cultivation and needs of this moment for keeps the working test of the working.

I am satisfied myself of this organization Forest department of working culture.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

→ each work is managed under In charge.

→ Learn how to take care of Forests.

→ Known the duties of each officer

→ Bachelor's degree with at least one of the following subjects:- Animal Husbandry and Veterinary science, Botany, Chemistry, Geology
Bachelors degree in Agriculture, Forestry or Engineering. For Job Purpose.

In the forest department we get some necessary products they are spices, wood medicines, paper and gum.

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.

I acquired the real-time governance procedural predefined which is very realistic and given time to management. competence and Aahog skills.

Every work in time is hard bounded and can't be neglected whole work is observing the Activity and Decision making is very important.

for doing any thing firstly practical knowledge and secondly planning and thirdly the procedural for implementation.

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.,)

My speaking skill are malisied and improved
my self in work of different places.

After listening to the class communicating
with the one in-charge and discussing with
friends.

My confidence level is very high and i will
continue with the same.

My speech ability is Hard work and it will
be improved by communication skills.

I always greet every one when i see them
and those then whenever they do good things.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

In working forestry i always space
with point to point and don't try to improve
I will be clear of what i am saying and doing.

I also encourage others to participate in
the discussion to share their views.

I always conclude the group discussion
in a friendly and formal manner.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

Firstly thing:-

- * Knowing the importance of forest
- * UAVs are increasingly used in forestry for surveillance and mapping.
- * New technology based smart sensors known as green bots.
- * Global Forest watch aims to do just that by combining satellite imagery, crowd-sourcing and predictive data learning and artificial intelligence to predict deforestation before it happens.

Secondly :- environmentally sound forest harvesting and transport operations.

Thirdly :- machine learning (ML)

Artificial intelligence (AI)

single-window digital platforms
and, Internet of things (IoT).

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: *Annu Tharun Kumar 2122001036004*

Term of Internship: From *18/9/23* To *30/9/2023*

Date of Evaluation: *03/10/2023*

Organization Name & Address: *Forest Department of TEKKALI*

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

S. Tharun Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Arnu Thasun Kumar 2122001036004

Term of Internship: From 15/8/2023 To 30/9/2023.

Date of Evaluation:

Organization Name & Address:

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
TEKKALI

PHOTOS & VIDEO LINKS









