

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: DANDU. MAHENDRA

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

Registration Number: 2122001036010

Period of Internship: From: 18.8.2023 To: 30.9.2023

Name & Address of the Intern Organization : Forest Department &
-Tekkali.

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 degree of.....

Name of the College: Government Degree College (M) Srikakulam.

Department: B.A(HIP)

Name of the Faculty Guide:

Duration of the Internship: From 18.8.22 To 30.9.22

Name of the Student: Dandu Mahendra

Programme of Study H.E.P

Year of Study: 2022 - 2023.

Register Number: 2122001026010

Date of Submission: 03/10/2023

Student's Declaration

I, D. Mahendran a student ofProgram, Reg. No. 2122001036010 of the
Department of B.A. (H.E.P.) College do hereby declare that I have
completed the mandatory internship from 12.4.23 to 20.9.23 in Front Department.
(Name of the intern organization) under the Faculty Guideship
of....., (Name of the Faculty Guide), Department of B.A. (H.E.P.)..
G.D.C (M) Srikulam (Name of the College)

D. Mahendran
(Signature and Date)

Endorsements

Faculty Guide

K. V. Rao

Head of the Department

P. Sub

Principal

P. Sub

Certificate from Intern Organization

This is to certify that D. Mahendra..... (Name of the intern) Reg. No. 2122001036010 of G.P.C.M. S.K.M. Name of the College) underwent internship in Forest Department... (Name of the Intern Organization) from 12.8.23..... to 30.9.23.....

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

 03/11/2023
Authorized Signatory with Date and Seal
FOREST RANGE OFFICER
TEKKALI

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.

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 animals 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 and deforestation.
- * proper utilization of Forest resources.

5. outcome of Forestry:-

- * develop skills in geographical 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.

CHAPTER 21 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.
-
- A) Bringing of a Forest into a regular working in such a way as best to fulfill the objects of management
 - B) To recognize 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 shelter.
 - D). The technical Forest governance system at provincial levels works under the supervision of chief conservator of Forest (CCFS)
 - E) This officer 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, protection 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 and cultivation.
2. on going increasing of deforestation.
3. They plant and cut trees, clear debris and spray forest vegetation with insecticides and herbicides.
4. In this forest all main tool is clinometer and tree and 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 and cultivation 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 officers of In-charges.	organization structure	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	various function and their responsibility	organization working Hands	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	various functions and their defined work and responsibility.	DO	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Field visit by In-charge of Forest Department	Forest Uses is known	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Field visit by In-charge view the plants and trees	learned about some medical plants.	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	Field visit by In-charge visit Forest and living beings.	I learned How much forest is necessary for living beings	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Forest Department of hierarchy
chief conservation of Forest (CCF)
Deputy Conservation of Forest (DCF)
Assistant conservation of Forest (ACF)
Range Forest officer (RFO)
Deputy Range Forest (DRF)

overall in charges is divisional Forest
officer (DFO) who is maintaining all the
activities in and around

Field visit by In charge or co ordinator
of Forester 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	Role and responsibilities of Forest Department.	Protection of Forest by every mean road building construction their cost of repair.	P. J. Hansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Role and responsibility of (CCF)	He will obtain order send instruction from them on all professional matters.	P. J. Hansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Role and responsibility of (D C F)	Make tours of inspection visiting every division in his charge.	P. J. Hansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Role and responsibility of (A C F)	work to maintain the ecological stability of the country ensuring through	P. J. Hansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Role and Responsibility of (RFO)	arrange for generation improvement exhibition and protect forest manage.	P. J. Hansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	Role and responsibility of (D R F)	proper protection of forests and other Govt properties included	P. J. Hansi FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Protection and Improvement of Forest.

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 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 trees should be planted
- 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:- Built fences with sticks around each plant	Because of no animal eat can eat that plant	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Field Activity:- provided water in well near to each plant	For plant growth	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Class:- In charge will explained Pyramid of Forests.	Ecosystem in invest ed. represent the number of organism on at each	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Class:- In charge said For How to protect and develop of forests.	Learned How to develop and maintain	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Class:- causes of Deforestation	agricultural expansion wood extraction harvest domestic fuel or charcoal	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	Field Activity:- we went to observe the plants.	we saw growth in plants.	P. Jhansi 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 plant

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

we learned about the damage causes 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:- build 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 OUTCOME	Person In-charge Signature
Day - 1	Class:- told about the uses of Forest	Forest provides us with oxygen shelter, jobs	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Field Activity:- plants and planted and watering the plants.	Learn about plant cultivation	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Class:- Expansion of Forests	How much Forest are expanding the country	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Field Activity:- we counting each plant we put numbers with color	If so you can easily know How many trees are	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Class:- told about some valuable plants.	For tree business	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	Class:- explained the Forest work equipments.	Learned how and why it is used	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Use of Forests.

Detailed Report:

- i) Forest are an excellent source of oxygen
- ii) promoting Rainfall
- iii) Acts as a wind barrier by 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:-

You decide to grow your own fruits and vegetables
Expansion of forest in our country and state.

Indian Forest and trees covers has risen by 2.261
Square km in the last 2 years with A.P growing
the maximum forest cover of 617 Square km
according to the Indian State Forest Report.

Number on each plants:-

we counting each plant we put number 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 plant.

Forest work. Equipments:-

professional Foresters, compass, Flugging. tree
and log scale sticks diameter types.

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	Know how they perform their duties	P. J. HANSEN FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Told about to study and what to do to become a Forest officer	He obtain must possess a Bachelor's degree with Forest. Agriculture.	P. J. HANSEN FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Class:- Protection of Animal	Know how to save animals.	P. J. HANSEN FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Tour:- we were taken on a Forest Tour	we saw new types of trees and learned about them	P. J. HANSEN FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Tour:- we discussed the new things we learned in the tour	A lot of things are known about the forest and animals	P. J. HANSEN FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	After tour the last day we will discuss the medicinal trees	Not Grass, Turasi, preading Hogweed etc	P. J. HANSEN FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Role and Responsibility of officers.

Detailed Report:

- 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) DAF :- Responsibility for the forest environmental wildlife.

Qualification for Forest officers in India.

Have a Bachelor 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, Shalgrami, Nut 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 punctuality in attending the office.

they had many thing have been said about Forest Tell about their needs and priority of forests.

The time they spent for us in being working schedule are appreciable the staff co-operation and enriched their operation in the Internship programme.

The Associate Range officer are use for helping in plantation and cultivation and needs of this moment.

I am satisfied my self of this organizations 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 Forest

→ know the duties of each officers

→ Bachelor's degree with at least one of the

In the Forest we get some

nesseberry products they are special 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 achieved the real-time governance procedural procedure which is very realistic and given time to management.

Every week in time is 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 survey the procedural. for implementations.

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 working skill are modified and improved my self in work of different places

After listening to the class communicate with the at incharge and discussing with friends

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

my speech ability is and work and i will be improved by communication skills.

I always greet every one when i see them and those then wherever 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 effectively I changes space with point to point and don't lag to improve. I will be clear of what I saying and doing.

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

I always concluded 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 labs.

Secondly:- environmental 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: Dandu Mahendra - 2122001036010

Term of Internship: From 15-8-23 To 30-9-23

Date of Evaluation:

Organization Name & Address: Forest Department

Name & Address of the Supervisor Tekkuvi
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

D. Mahendra
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Dandu Mahendra - 2122001036010

Term of Internship: From 18.8.23 To 30.9.23

Date of Evaluation:

Organization Name & Address: Forest Department

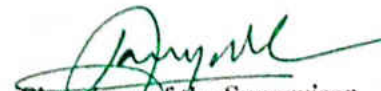
Name & Address of the Supervisor
with Mobile Number: TEKKALI

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

