

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: BOODA PRASAD

Name of the College: GDC (MEN) SRIKAKULAM

Registration Number: 2122001440006

Period of Internship: From: 18/09/23 To: 30/10/23

Name & Address of the Intern Organization FOREST DEPARTMENT

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: GIDC (MEN) SRIKAKULAM

Department: FOREST DEPARTMENT

Name of the Faculty Guide: V. Prathishtha

Duration of the Internship: From 18/09/23 To 31/10/23

Name of the Student: BODDA PRASAD

Programme of Study T.G.E - B. A

Year of Study: FINAL YEAR

Register Number: 2122 00144 0006

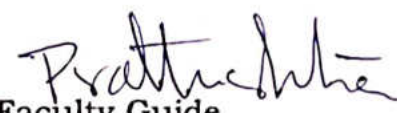
Date of Submission:

Student's Declaration

I, Prasanna, a student of Dip Program, Reg. No. 21220014110006 of the Department of E.D, G.D.C.(MEN)SHM College do hereby declare that I have completed the mandatory internship from pale to Disinfectant in Forest DEPARTMENT (Name of the intern organization) under the Faculty Guideship of....., (Name of the Faculty Guide), Department of COMMERCE..... DEPARTMENT..... (Name of the College)

 09/11/23
(Signature and Date)

Endorsements


Faculty Guide


Head of the Department 4/11/23

Principal

Certificate from Intern Organization

This is to certify that B. Prasad (Name of the intern) Reg. No 2122001440006 of GIDLMEN, SKLM (Name of the College) underwent internship in FOREST DEPARTMENT (Name of the Intern Organization) from 18/09/22 to 31/10/22.....

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


Forest Ranger
KASIBUGGA
Authorized Signatory with Date and Seal

ACKNOWLEDGEMENTS

I am the B.com (computer) 2nd year student for internship in different departments. These have been sent to forest department to for the internship for two months.

This forest department internship report is the result of an anyway of two months. It would not have been possible without the participation assistance of members and colleagues people the way this I have thank them all.

I achieved skills and development course & most importantly. I would like to all those who made these report possible become a mustly with their kind forest officers.

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 internship programme aims to provide our students the opportunity to consolidate through practical experiments. It provided direct forest experience to the inter as various roles of including tree plantation in more than activities in the forest department.

Forest internship is designed to make to the development of an proper respective professional capacities, teacher disposition student defines device needs of forms in forest internship.

I am second year B.com (computers) graduated of Govt. degree college my college.

The purpose of the following/developmental in the future/developmental being
 however, which shall include details of writing, research, writing, and research
 development, and social gathering. This part will end by reflecting on what has
 been the last, and the future.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Human resources	Indian council of forestry resources	Forest Ranger KASIBUGGA
Day - 2	human use of resource	The research and training division handles	Forest Ranger KASIBUGGA
Day - 3	human how to save resources	Introducing afforestation programs	Forest Ranger KASIBUGGA
Day - 4	human resources management	The process of planning and implementing practices for the forests	Forest Ranger KASIBUGGA
Day - 5	Human resource which type	protecting the resource @ IIRD for an organization	Forest Ranger KASIBUGGA
Day - 6	how to use and develop the resources	improving literacy skills, skill development and training.	Forest Ranger KASIBUGGA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Human resources management:-

Is the strategic and coherent approach to the effective and efficient management people in a company or organization such that they helps their business gain a competitive advantage. It is designed to maximize employees. It is designed to maximize employees performance in service of an employers strategic objectives.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Patrolling activities	observe and hence deterred extraction activities	Forest Ranger KASIBUGGA
Day - 2	Types of offences	any offences provided for by law in respect	Forest Ranger KASIBUGGA
Day - 3	Protected forest and wild life	Developing protective areas such as nature and wildlife	Forest Ranger KASIBUGGA
Day - 4	Purpose of patrolling	To maintain the security of the area and act as crime deterrent	Forest Ranger KASIBUGGA
Day - 5	Punishment for forest offences	Imprisonment for a minimum term of six months and two years or with minimum	Forest Ranger KASIBUGGA
Day - 6	Types of forest in forest act 1927	Reserved forest Protected forest and village forest.	Forest Ranger KASIBUGGA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Power of forest offences:-

Power to issue a search warrant under the code of criminal procedure 1998. Power to hold an inquiry into forest offences and in the course of such inquiry to receive and record such evidence.

Section 62 and 63 act:-

The Compounding of offences by a forest office excludes offences mentioned in section 62 and 63 of the act.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	SMC works	Swachh Bharat	 Forest Ranger KASIBUGGA
Day - 2	SMC works	Tree plantation	 Forest Ranger KASIBUGGA
Day - 3	Weeding and -trees	Tree plantation and protect of -trees	 Forest Ranger KASIBUGGA
Day - 4	SMC mulching on campus	Sanitation in your campus	 Forest Ranger KASIBUGGA
Day - 5	SMC mulching on the Sanitation	Swachh Bharat and sanitation	 Forest Ranger KASIBUGGA
Day - 6	SMC society area -tree plantation	Seline area Tree weeding	 Forest Ranger KASIBUGGA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SMC - Municipal corporation works

Under the auspices of municipal corporation cleaning up the environment ground of planting trees to the coastal areas of Seemang wet from the surrounding area on the sea shore and learning how to preserve the plants that grow according to the climate of these surrounding area.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Social forestry works	1) extension forestry 2) mixed forestry identification - trees	Forest Ranger KASIBUGGA
Day - 2	Social forestry works - tree identification	coconut, weeping willow, Ginkgo 80 deciduous	Forest Ranger KASIBUGGA
Day - 3	Toxonomy	How to nurseries plantations in Queens areas	Forest Ranger KASIBUGGA
Day - 4	Nurseries plantations	Tribal follows environment conservation rule in existing edible plant	Forest Ranger KASIBUGGA
Day - 5	Tribal area management	Tribal follows environment.	Forest Ranger KASIBUGGA
Day - 6	wildlife management - turtles nesting and bird nesting	using have buck - happens the sheep little dogs nest in the scene	Forest Ranger KASIBUGGA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Social-forest works:-

The social forestry scheme sought to enable the common people to raise plantations which would meet the growing demand for firey funded fodder etc.

Social functions of forests:-

Recreation, tourism, education and conservation of sites with cultural or spiritual importance.

Taxonomy of a tree:-

kingdom → phylum - class - order - family
- genus - species. The species can be identified in many ways including by visible and genetic attributes.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Ecotourism activities -> Hiking, bird watching. wildlife viewing	Types of activities - Eco-tourism	Forest Ranger KASIBUGGA
Day - 2	Eco-tourism responsible travel to natural area	Natural areas to save - Eco-tourism	Forest Ranger KASIBUGGA
Day - 3	Forest laws and for- est protection	Importance of the forest officers.	Forest Ranger KASIBUGGA
Day - 4	Importance of the forest officers	Duty of -forest officers	Forest Ranger KASIBUGGA
Day - 5	Job roles of forest officers	Duty of fore- st officers	Forest Ranger KASIBUGGA
Day - 6	Forest laws in ap	Sections and acts in -AP forest	Forest Ranger KASIBUGGA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Eco-tourism in foresty :-

Eco-tourism may be defined as responsible travel to natural areas that conserves the environment and improves the well doing of local people.

Forests and wild life are element of nature and inspieable part of the environment.

activities of eco-tourism :-

1. Hiking, bird watching, wildlife viewing
2. water adventures, mountain biking
3. Treckking Experience.
4. Tree plantation.

Job role of forest officers :-

manage the forest, wildlife and environment issues at different states.

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.)

We really liked the environment of forests department. The officers was very friendly with us and showed us many different things forest with enthusiasm.

We didn't know what forest department was before but after going there we got to know what the department is isn't it here that there should be a environment be?

How would that department be? What are the intended consequences of them, what is the purpose of them what does this department do apart from us. we also learned that should educate the people around us that we shall protect the we should protect the forests.

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

Forest law in AP :-

The Act provides for the transit possession of timber and other forest produce and regulate or prohibits the occupation, clearing, ploughing or breaking up of land for cultivation. The cutting, saving, conversion and removal of trees.

Section 29 of the AP forest act :-

power to make rules to regulate the transit and possession of timber and other forest produce.

-Andhra Pradesh forest act 1967 :-

1. This Act may be called the AP forest act 1967.
2. It extends to the whole of the state AP
3. It shall come into force on such as the state

Goverment may be notification in Andhra Pradesh Gazette appoint.

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.

What are the skills I have learned in forest department?

I learned that we need to protect rare species of animals. I learned that what kind of plants and trees to grow in hilly area is good for the climate. I learned what kind of plant grows in what kind of according to type of terrain in terms of climate in our surrounding areas. We also people their importance in protecting the forest living that habits.

We have learned about the government laws regarding various types of women especially those who have mined and seized the forests of lands owned by the government or in the surrounding areas.

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

Any fieldwork classes I did were done as connected team work.

Especially when going to a wedding we all went as a group once we did a tree plantation.

While going to the pastoral area. Surrounding areas tried to remove the government owned trees like casar, Samvi, Palm. which grow according to the climate in the area and tried to plant commercial trees.

Also let learn about various important aspects of technological development such as government forests and lands under the control of the forest department, what kind of area are occupied by the forest. What kind of environment on the living species, what kind of disturbance what kind of pesticides are there etc.

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

Intercity in forest department is very useful for me. It will help me a lot in my studies.

Not only by the forest department but we also have to protect the forests of every surrounding areas and area species of animals without any harm to them.

If the food people is to continue without any food problems philosophy actions are very much needed by such department.

Thanking you for successful conducting the two months internship with your help and support. Thanks to our officers who led us successfully through the course especially section range officers.

INTERNAL ASSESMENT STATEMENT

Name of the Student : B. prasad

Programme of Study :

Year of study : IInd year

Group : B.A (T.G.E)

Regd.No/HT.No : 2122001440006

Name of the College : Govt Degree College near Gritalur.

University : Dr. B. Ambedkar

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Project Log	20	20
2.	Internship Evaluation	30	20
3.	Reporting	25	20
4.	Presentation	25	20
5.	Grand Total	100	80

Date:


Signature of the Faculty Guide

Certified by

Date :

Seal:


Signature of Head of department/principal
4/1/23

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: B. prasanth

2122001440006

Term of Internship: From 18/9/23 To 30/10/2023

Date of Evaluation:

Organization Name & Address: Jorcel Deperlaud

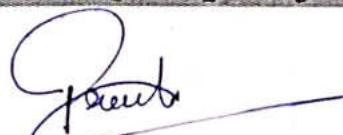
Name & Address of the Supervisor: Caribagga pulata
with Mobile Number:

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: <u>B. prasad</u>	2122001440006
Term of Internship: <u>10/1/23</u> From <u>30/10/23</u> To	
Date of Evaluation:	
Organization Name & Address: <u>Forest Department</u>	
Name & Address of the Supervisor <u>palasa, Talabagga</u> 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


Forest Ranger
KASIBUGGA
 Signature of the Supervisor

