

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: MANTINI. JANARDHANARAO

Name of the College: GDC (MEN) srirakulam.

Registration Number: 2122001440023

Period of Internship: From: To:

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: GDC (MEN) saikakulam.

Department: Forest department.

Name of the Faculty Guide: U-Prathishtha

Duration of the Internship: From.....To.....

Name of the Student: Mantini . Janasdhana Rao

Programme of Study BA T or E

Year of Study: Final year.

Register Number: 2122001440023

Date of Submission:

Student's Declaration

I, M. Jumaiddin, a student of Program, Reg. No. 2122001440023 of the Department of GDC(MEN) SKIM College do hereby declare that I have completed the mandatory internship from to in Forest department (Name of the intern organization) under the Faculty Guideship of (Name of the Faculty Guide), Department of BA. (T.G.E) (Name of the College)

(Signature and Date)

Endorsements

Faculty Guide B. M. M. S.
4/11/2023.

Head of the Department B. M. M. S.
4/11/23.

Principal

Certificate from Intern Organization

This is to certify that Mantini Janardhan Rao (Name of the intern) Reg. No. 2122001440023 of GDC (MEN) SKM (Name of the College) underwent internship in (Name of the Intern Organization) from to

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

P. Hanu
Authorized Signatory with Office and Seal
FOREST BEAT OFFICER
NARASINGAPALLI

ACKNOWLEDGEMENTS

is the B.A (T.G.E) IInd year students for internship in different departments these been sent to forest department tekkali for the internship for two months.

This forest department internship report is the result of an any way of two months it would not have possible without the participation assistance of members and collages People the way these I have thank. them all.

I achived skills and development course most importantly i would like to all these who made this report possible become a milety with three kind forest of fixers.

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 opportunities to consolidate & brought practical experiments it provided direct forest experience to the inter on various roles of including tree plantation in more them activities in the forest department.

Forest internship is designed to make to the development of an proper & specific professional capacities teaches diposition. student difines devise needs of farmer in forest internship.

I am second year BA. (H. G. E) graduated of Gov degree collage our college

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.

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 forest research	P. J. Hanu FOREST BEAT OFFICE NARASINGAPALLI
Day - 2	Human use of resource	The research and training division handles	P. J. Hanu FOREST BEAT OFFICE NARASINGAPALLI
Day - 3	Human how to save resources	indroduction of forestation programs	P. J. Hanu FOREST BEAT OFFICE NARASINGAPALLI
Day - 4	Human resource management	The process of planning and implementing practices for the forests	P. J. Hanu FOREST BEAT OFFICE NARASINGAPALLI
Day - 5	Human resources which type.	protecting the resource OHRD for an organization.	P. J. Hanu FOREST BEAT OFFICE NARASINGAPALLI
Day - 6	How to use and develop the resources.	improving literacy skills, skill development and training	P. J. Hanu FOREST BEAT OFFICE NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Human Resource Management:-

Is the strategic and inherent approach to the effective and efficient management of people in a company or organization such that they help their business gain a competitive advantage. It is designed to maximize employee performance in service of an employer's 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 clashes used interaction activity	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Types of offences	any offences provided for by law in respect	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Protect forest and wild life	developing protective measures such as natural and areas wild life	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Purpose of patrolling	to maintain the security of the area and act as crime deterrent	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Punishment for forest offences	imprisonment for a minimum term of six months and two years or with	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	Types of forest in forest act 1927	reserved forest protected forest and village forest	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI

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 in to 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	Trainer (In-charge) Signature
Day-1	SMC works	small forest	Trainer FOREST RESEARCH WARANGAL
Day-2	SMC works	tree plantation	Trainer FOREST RESEARCH WARANGAL
Day-3	working and trees	tree plantation and growth of trees	Trainer FOREST RESEARCH WARANGAL
Day-4	SMC working in forests	education in forest camps	Trainer FOREST RESEARCH WARANGAL
Day-5	SMC working on the education	small forest and education	Trainer FOREST RESEARCH WARANGAL
Day-6	SMC started work tree plantation	small forest and education	Trainer FOREST RESEARCH WARANGAL

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 around of planting
trees to the coastal area of zirconia wall
from the surrounding areas 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	To improve the.	P. J. Hanuman FOREST BEAT OFFICER NARASINGAPAL
Day - 2	social forestry works tree identification.	1) extension forestry 2) mixed forest identification trees	P. J. Hanuman FOREST BEAT OFFICER NARASINGAPAL
Day - 3	Taxonomy	coconut, weeping willow, ginkgo or deciduous	P. J. Hanuman FOREST BEAT OFFICER NARASINGAPAL
Day - 4	nurseries plantations.	How to nurseries plantations in guavas areas	P. J. Hanuman FOREST BEAT OFFICER NARASINGAPAL
Day - 5	tribal area management	Tribals follows environment conservation rules in harvesting edible	P. J. Hanuman FOREST BEAT OFFICER NARASINGAPAL
Day - 6	wild life management turtles nesting and bird nesting	using have buck flippers the repetitive clogs nest in the same	P. J. Hanuman FOREST BEAT OFFICER NARASINGAPAL

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 timber needed to develop etc.

∴ Social functions of forest:-

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	P. Shanmugam FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	eco - tourism responsible travel to natural area.	natural areas to save Eco tourism.	P. Shanmugam FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	forest laws and forest protection.	importance of the forest officers	P. Shanmugam FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	importance of the forest officers	duty of forest officers.	P. Shanmugam FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Job roles of forest officers.	Power of forest officers.	P. Shanmugam FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	forest law in AP	sections and acts in AP forest.	P. Shanmugam FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- 'Eco - tourism in forestry' -

Eco - tourism may be defined as responsible travel to natural areas that conserve the environment and improves the well being of local people. Forest and wild life are element of nature and inseparable part of the environment.

- 'Activities of eco - tourism' -

- 1) Hiking , bird watching , wildlife , viewing
- 2) water adventures , mountain biking
- 3) trekking experience.
- 4) tree plantation.

Job role of forest officers:- manage the forest , wild life 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 tekkali forest department. the officers was very friendly with us and showed 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? that these 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 part from us. we also learned that we 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 regulates or prohibits the occupation clearing plating or breaking up of land for cultivation. the cutting saving conservation 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 product

Andhra Pradesh Forest Act 1967:-

- * This act may be called the AP Forest Act 1967.
- * It extends to the whole of the state AP.
- * It shall come into force on such as the state.

Government may be notifying 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 plant and tree to grow in kastib
area is good for the climate I learned
what kind of plant grow in what kind
of according to type to terrah in terrah
at climate in our surrounding areas. drive.
area. People their importance in protecting
the forest living that habit

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

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.,)

Any field work classe I did were
done as connected team work.

especially when as a group
once we did a tree plantation while going
to the forest area surrounding area. tried
to remove the government owned trees
like case semi film which grow according
to the climate in the area and tried to
plant commercial trees also lets 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 activities are there
etc.

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

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

Not only by the forest
department we also have to protect
the forest of our surrounding areas
and area species of animals with out
any harm to them.

If the food people is to
continue without any food problem for our
future generation such philosophy actions are
very much needed by such department.

Thanking you for successfully
conducting this two month internship with
your help and support thanks to our officers
who ~~us~~ us successfully brought this
course especially section Bang of Ficer.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Mantini Janas Janasao 2122001440023
 Term of Internship: From _____ To _____
 Date of Evaluation: _____
 Organization Name & Address: Forest department (Takli)
 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

M. Janas Janasao
 Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Mantini Samasdhamao 2122.001440029

Term of Internship: From _____ To _____

Date of Evaluation: _____

Organization Name & Address: Forest department (TEKKALI)

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 BEAT OFFICER
NARASINGAPALLI

INTERNAL ASSESMENT STATEMENT

Name of the Student : Mamini Janardhan Rao
Programme of Study :
Year of study : 2021 - 2024
Group : BA (F.G.E)
Regd.No/HT.No : 2122001440023
Name of the College : GOVERNMENT DEGREE COLLEGE (MEN)
University : DR. AMBEDKAR UNIVERSITY.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Project Log	20	20
2.	Internship Evaluation	30	25
3.	Reporting	25	25
4.	Presentation	25	20
5.	Grand Total	100	90

Date:

Prathish Kumar
Signature of the Faculty Guide

Certified by

Date :

Seal:

Balraj
Signature of Head of department/principal
4/11/23.

