

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: Bangaru. Swathi

Name of the College: Govt. degree college (men) Srikakulam

Registration Number: 21 2200 10 66006

Period of Internship: From: 21/08/23 To: 30/09/ 2023

Name & Address of the Intern Organization forest department

(Srikakulam range)

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) SKLM

Department: Forest department

Name of the Faculty Guide: No pavani

Duration of the Internship: From...21/8/23...To...30/9/23

Name of the Student: Bangaru Swathi

Programme of Study B.COM (computers)

Year of Study: 2021 - 2024

Register Number: 2122001066006

Date of Submission:

Student's Declaration

I, B. Swathi, a student of Program, Reg. No. 212201066006 of the
Department of F.D., G.D. (M.N.) SKM College do hereby declare that I have
completed the mandatory internship from 21/8/23 to 30/9/23 in Forest department
(Name of the intern organization) under the Faculty Guideship
of N. Pavani, (Name of the Faculty Guide), Department of Commerce
G.D. (M.N.) SKM (Name of the College)

B. Swathi
(Signature and Date)

Endorsements

Faculty Guide 


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that Bangaru...Swathi (Name of the intern) Reg. No. 2122001066006 of GIDC...MENJESKIM (Name of the College) underwent internship in Forest...department (Name of the Intern Organization) from 21/8/23 to 30/9/23.....

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

Authorized Signatory with Date and Seal

Forest Range Officer
BRHAKULAM

ACKNOWLEDGEMENTS

I am the B.com (computers) IInd year student for internship in different department these been sent to forest department Soikakulam for the internship for two months.

This forest department internship report is the result of an anyway of two months it would not have possible without the participation assistance of members thank them all.

I achieved skills and developments course & most importantly I would like to all forest officers.

B. Swathi

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 the opportunity to our students to consolidate through practical experience. I have internship in forest department. I learned very well about forest department significant contribution to this manual has been made by forest officers who have educated extension of forest protection in the process of charge.

We also learned animal protection and they protect overall forest area, from smugglers our thanks are also extended to the agriculture and so near to forest area. In forest department the beat officers and other officers guides to encourage to learn forest protect schemes.

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.

In 1864 Indian forest service enacted Imperial forest Research Institute, Dehraadun established in 1906. It was enacted with the following objects.

objects :-

Our objects therefore is to create an atmosphere of values. In forest department to growth of the comparison approach of students that will generate not only integrity but also given back to society their skill and create a world.

Vision and goals :-

To create a world in different areas in tribal and forest areas.

To protect plants, birds, animals, wild life animals

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.

It is an art and science of obtaining information about object, area or phenomena through the analysis of data acquired by a device without being in physical contact. The range is further divided into several parts which are under the control of beat officers as beat officers....

Two sources and profits include the allocation of Amber and DET works which be founded to government future plans include the increase in number of trees and increase in number of irrigation bonds in

The Jukunchi

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 resources	S. Ajay
Day - 2	Human use of resource	The resource and training division handles.	S. Ajay
Day - 3	Human how to save resources	Introducing afforestation programs.	S. Ajay
Day - 4	Human how to manage resources	The process of planning and implementing practices	S. Ajay
Day - 5	Human resource which types	protecting resource ① HRD for an organization	S. Ajay
Day - 6	How to use and develop the resource	improving literacy skills, skill development	S. Ajay

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Human resource management is

Coherent and efficient approach to the effective management of each and every person in a company or organization that helps their business gain a competitive advantage.

It is designed to maximize the performance of an employee in service of an organization's strategic objective.

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 identified destruction activity	Sy
Day - 2	Types of offence	any offences provided for by law in respect.	Sy
Day - 3	protect forest and wild life	Developing protecting such as nature	Sy
Day - 4	purpose of patrolling	To maintain the security of the area and act 1959	Sy
Day - 5	punishment for forest officers	Imprisonment for a minimum term of six months	Sy
Day - 6	Types of forest in forest act 1927	reserved forest protected forest and village forest	Sy

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

power of forest officers:-
warrant power of issue a search
procedural under the code of criminal
liquor 1998. power held on
and in the forest officers
liquor. to source of such
Such evidence. receive and record

Section 62 and 63 act 3

The Compounding of
officers by a forest officer excludes
officers 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	Swachch bharat	
Day - 2	Smc works	Tree plantation	
Day - 3	weeding and trees	Tree plantation and protect of trees	
Day - 4	Smc mulching on Campus	Sanitation in your Campus	
Day - 5	Smc mulching on the Sanitation	Swatch bharat and Sanitation	
Day - 6	Smc Society area tree plantation	Seeine area tree weeding.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SMC - Srikalakulam municipal Corporation

Srikalakulam municipal Corporation under the auspices of cleaning up the environment ground of planting trees to the coastal areas of removing waste from the surrounding areas one the see shore and learning how to preserve the plants that grow according to the climate of these surrounding areas.

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 your Social activities	S. Ajay
Day - 2	Social forestry works tree identification	1) Extension forestry 2) mixed forestry identification trees	S. Ajay
Day - 3	Taxonomy	Coconut, weeping willow, Goring to deciduous.	S. Ajay
Day - 4	Nurseries plantations	How to nurseries plantations in arid areas.	S. Ajay
Day - 5	Tribal area management	Tribal follows environment conservation rule.	S. Ajay
Day - 6	wildlife management turkeys nesting and bivalve nesting	using home buck flippers the reproductive class nest in the lower	S. Ajay

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Social forest works

The social forest scheme sought to enable the common people to raise plantations which would meet the growing demand for timber funded haldres ect.

Social function of forests:

Recreation tourism education and conservation of sites with cultured 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 attributions.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Eco tourism activities → Hiking, bird watching wildlife viewing	Types of activities - eco- tourism	P. Jhansi F.B.O.
Day - 2	eco-tourism responsible travel to natural area	Natural areas to save eco tourism	P. Jhansi F.B.O.
Day - 3	forest laws and forest protection	Importance of the forest officers.	P. Jhansi F.B.O.
Day - 4	Importance of the forest officers.	Duty of forest officers.	P. Jhansi F.B.O.
Day - 5	Job roles of forest officers.	power of forest officers.	P. Jhansi F.B.O.
Day - 6	forest law in app	Sections and acts in Ap forest	P. Jhansi F.B.O.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Eco-Tourism in forests:

Eco-tourism may be defined as responsible travel to natural area that conserves the environment and improves the well life are forests and wildlife are element of nature and inspire part of the environment.

Activities of Eco-tourism:

- ① Hiking, bird watching, wildlife viewing
- ② water advantage 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 Sriakulam forest department. The officers was very friendly with us and showed us any diffired things forest with endhusim.

We didn't know what forest department was before but after going there we get to know what the department is. It is true that there should be a environment be?

How would that department be? What are the intend consequences of them, what is the purpose of them.

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)

The word technical skills refers that the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations.

There are some common skills for forestry such as :-

- * GPS
- * smart phones
- * data collection
- * harvest
- * drones
- * patrol
- * plantation works
- * rehabilitation

The above are some technical skills in this department. we are observed these while they were working. In the Forest department every work done.

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

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 to protect rare species of animals.

I learned that what kind of plants and trees to grow in kistid area is good for the climate.

I learned what kind of plants grow in according to type of terrain to terms at climate in our surrounding areas.

drive area people this importance in protecting the forest department.

we have learned about the government laws regarding various types of women, especially those who have missed of forest 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 → did were done as connected term work

Especially when going to a wedding & we all went as a group once we did a tree plantation while going to the postal area. Surrounding areas tried to remove the government owned trees like cashew, Sami, palm 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 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)

Inter city in forest department is very usefull for me. It will help me a lot my a studies. Not only by the forest department be we also have to protect the forests of our surrounding areas and area species of animals without any harm to them.

It the food people is to continuous. without any food problems for our future generations, such philosophy options are very much needed by such department.

Thanking you for Successfully conducting this two months internship with your help and support.

Thanks to our officers help and who led us successfully through this course especilly section range officer.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Bangaru . Swathi H2122001066006

Term of Internship: From 21/8/23 To 30/9/23

Date of Evaluation:

Organization Name & Address: Forest department

Name & Address of the Supervisor with Mobile Number: P. Jhansi , Sorikakulam
Ph.No. 9550 720304

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 ✓

B. Swathi
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Bangaru Swathi, 2122001066086
 Term of Internship: From 21/08/23 To 30/9/2023
 Date of Evaluation:
 Organization Name & Address: Forest department
 Name & Address of the Supervisor with Mobile Number: P. Jhansi, Srirakulam
Ph.No. 9550720304

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
SRIKULAM

