

Program Book

Short Term Internship

UP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

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.

Program Book for Short-Term Internship

Name of the Student: Duvvari . Venkata Ramana
Name of the College: Government degree collage for men
Registration Number: 2122 0010 66014
Period of Internship: **From:** 18/08/23 **To:** 30/09/2023
Name & Address of the Intern Organization
Forest Department - palasa (kasibau)

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of...B.com

Name of the College: Government Degree collage for men 8KM

Department: Forest Department

Name of the Faculty Guide:

Duration of the Internship: From. 18/08/23 To. 30/09/23

Name of the Student: Gunwaru Venkata Ramana

Programme of Study forest department

Year of Study: 2021-2024 (2nd bcom(computer))

Register Number: 2122001066014

Date of Submission: 15/10/23

Student's Declaration

I, P. Venkatesh Ramana a student of F.D. Program, Reg. No. 2122001056019 of the Department of commerce department College do hereby declare that I have completed the mandatory internship from 18/08/23 to 30/09/23 in Forest department (Kodakota) (Name of the intern organization) under the Faculty Guideship of, (Name of the Faculty Guide), Department of Commerce govt Degree college for ment. (Name of the College)

P. Venkatesh Ramana
(Signature and Date)

Endorsements

Faculty Guide [Signature]

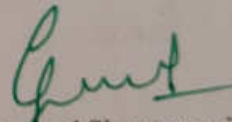
[Signature]
Head of the Department

[Signature]
Principal

Certificate from Intern Organization

This is to certify that D. Venkata Ramana (Name of the intern) Reg. No. 212200106604 of Govt. Degree (Men) (Name of the College) underwent internship in Forest department (Name of the Intern Organization) from 17/02/2023 to 30/09/2023.

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



Authorized Signatory with Date and Seal

Forest Range Officer
SRIKAL

ACKNOWLEDGEMENTS

I would like to my extend my thanks to my collage for allotting me to internship in forest department. I would like to extend my greatfulness to both Ranger officer of Sirikakulam and section officer, beat of Sirikakulam Karibugga and section officer, Beat of forest department for that continuous assistance for us during the time period of internship. I would like to extend warm thanks to all the staff beat officer and all beat officers of Karibugga range guidance each and every day of internship. I would like to thank the all persons of forest department of Karibugga Range and every moment during the internship. They made all the arrangement for us to reach the field area everyday have directly call indirectly involved in completion of his internship program.

D. Venkata Ramana.

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 main objectives of the department is to (depended) and protect the wild life flora and fauna of Orissakulam and preserve the natural resources Orissakulam district has the longest coastline in the state of Andhra Pradesh. Two of the rivers pass through Orissakulam and Bay of Bengal in the east Vizaya nagam district in the south and Odisha state borders in the west and north direction.

Outcomes include the on field learning of preserving forest educating the nearby villages and tribes to know the importance of reserve forests interacting wild life of Orissakulam.

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.

Forest department of Karabugga range comes under guidance of district forest department (office) Sirsikulam. The vision and mission of the organization is to protect and preserve the reserve forest areas and natural ecosystem under this range. The further divided into several beat which are under the control of beat officer and assistant beat officers.

The role and responsibilities includes educating villages and tribes planting of increase in number of trees and land of vegetation and increase the number of migration birds in the lake.

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.

every day we are allotted to different field areas present in the range which was important area of Kasibugga. under supervision of specific bat officer bat officers used to take class on fields and taught valuable lessons and technical knowledge regarding the work.

weekly schedule is allotted and the classes were also punctual and on the time under supervision of Kasibugga of Kasibugga range officer sir.

Equipment used are mainly the co-ordinate detector to find the co-ordinates where the signal is not available. DET tasks have been performed preservatives of internship. Educating the villages not to encroach the forest areas.

WEEKLY REPORT

WEEK - 1 (From Dt. 18-08-23 to Dt. 24-08-23)

Objective of the Activity Done:

Learning and Interaction

Detailed Report:

monasa forest area is under the supervision of kasibugga forest office and which consists the observation of plants which was suitable for that particular area soil.

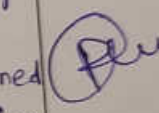
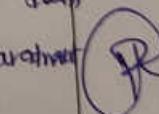
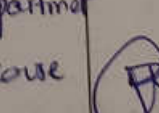
Government alert some land to tribes are of production and government support tribes for that livelihood flora species *Tectona grandis* and *avardium accelerate* are most abundant and fauna species spotted deer, king cobra's abundant.

Awareness programs are conducted by kasibugga forest office about fires in forest, polu cultivating conservation of wild life.

If any illegal activities done by near by villagers people local beat officer will file the case and the case will follow up through forest department well. Interaction b/w tribes forests and very supportive to each other.

The most important thing is protection of tribes from wild animals is successfully done by forest department by constructing pits around border of this is what I learned and observed from my first week of internship under supervision of Durgadevi maide.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	visited telikanchi village at Ichapuram and observe the migrating birds rarely open billed Storks (<i>Anastomus oscitans</i>)	learned how they are migrating and where they are from	
Day - 2	visited thelikanchi village and learned about the way of breeding morphology and food way of build by open billed Storks	learned how and observed above breeding morphology food of open billed Storks.	
Day - 3	visited thelikanchi village and interact with villagers and learned the way they are protecting open billed Storks.	learned how villagers protect migratory birds villagers learned that from their forefathers.	
Day - 4	visited thelukanchi and observe and interact with forest department and way of protection activities from cycles conditions.	learned how forest department conduct protection activities for open billed Storks.	
Day - 5	visited border of odisha and learned and observed the duties done by forest department of Ichapuram.	learned about duties of forest department of border	
Day - 6	visited border and observed the records (incoming Outgoing) and check retricals.	learned how department maintaining records.	

WEEKLY REPORT

WEEK - 2 (From Dt. 26-08-23 to Dt. 02-09-23)

Objective of the Activity Done: Introduction with villages and teaching about birds, duties of department

Detailed Report:

Beharapuram forest are mainly theikatanak village area is under supervision of kazhugga forest office this openbilled Storks theikatanak villages Community in Ap welcomes Arim openbilled Storks who born the birds thier to panish Storks the Community has formed to those who born the birds. the birds are used of the State in the Srikakulam district of the State along bay of bengal migratory birds Specificity. India's national action plan (NAP) from Convention of birds and their habitats along Central Asian way lists the action openbilled Storks as one of the known Species.

Ar. border of Ap forest department has duties to observe the illegal activities which are related Series and maintaining incoming and outgoing records of vehicles if any illegal activities by department the vehicle will be Seized.

This is what I observed from my second week of internship under the supervision of assistant beat officer DVV Durga Suryanarane nearby Sir.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	visited Bodduvanpalem beach and Seen the nation of Sargudu tree (Casuarina Callis facia)	learned how to grogg there and Uses of the plant -ation at beach.	
Day - 2	visited Bodduvanpalem beach torbe hatchuary Construction places and learned how to maintain that	houksbill green and dire videly tubrells Canse to by eggs mostus this area.	
Day - 3	visited Boddanipalem beach and learned how Villagers protect durits	learned the techiges of plant protection activities	
Day - 4	visited Kaviti Boddavanipatem and intract with villagers and department- protection of fortaine.	learned how fortune playins role in both avashipatem beach	
Day - 5	visited kaviti and observe the morphology and lifestyle of the tortise	learned the life cycle and uses of tortise in oceans.	
Day - 6	visited kaviti and observe the awariness program Condu-cted department protection of tertoise Species	observe the role of forest depart-ment in protection of tortoise	

WEEKLY REPORT

WEEK - 4 (From Dt. 12-09-23 to Dt. 18-09-23)

Objective of the Activity Done: Introduction with officers and maintenance works and learned the seized wood logs.

Detailed Report: visited beneligele area with its order.

Supervision of Kasibugga forest area.

Learned methods of maintenance nursery near by forest area observed the P.T tanks and VAT to period wild life observe timber observation based on Gitch and Corcial pingie.

0-30 cm → pole

31-45 cm → rasam

46-60 cm → Raju

61-90 cm → dulong

91-105 cm → kanna (ki)

106-120 cm → pakka

observed the Seized timber which was transported illegally.

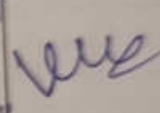
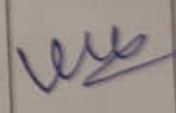
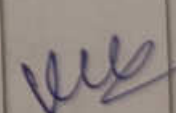
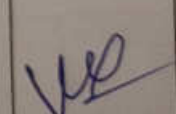
learned how to planting the take plants at Slotted area of forest.

Observed the collect wood material which was affected by cystomers.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	visited bendige area at pakla and observe pakla and observe plantation forest department tasibugya	learned how forest department protection pakla forest area	
Day - 2	visited near by tarsap of bending at pakla and dendiga te at plant which are day to plantation.	learned how to maintaining a nursery which was close to forest	
Day - 3	visited bendigate at pakla observe the plantation at leasered Slotted area	learned how role of forest department in plantation and observe the records	
Day - 4	visit bendigole and observe the timber depoto and know how to Calculate age of wood by	learned and observe the anatomy of plants	
Day - 5	visited bendigole and observe the Sired timber by forest department	learned the observe tion of forest department detroid repeat about Sired maturical	
Day - 6	visited pakla bendigete and observe the size of the timber and moving to the site	learned the maning of timber according to their size.	

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	visited Karibugga forest office and learned about overall objective of the national vegetation programme (NAD) Scheme	Learned overview of forest department about afforestation program - mes	
Day - 2	visited Karibugga forest office and learned forest ranges in A.P of the divisional level	Learned about forest department range at divisional level in AP	
Day - 3	visited Karibugga forest office and learned about initiative are taken by Indian government for forest conservation	Learned about the schemes, planning implemented by forest department	
Day - 4	visited Karibugga forest office and learned about initiatives are taken by the Indian government for forest conservation	Learned about the schemes planning for forest department	
Day - 5	visited Karibugga forest area and learned steps are taken by the government to improve forest	Learned how to improve forest area	
Day - 6	visited Karibugga forest office and learned the main activities performed service	Learned the impact and activities performed by forest service.	

WEEKLY REPORT

WEEK - 5 (From Dt. 20-09-23 to Dt. 26-09-23)

Objective of the Activity Done:

Interaction with officers

Detailed Report:

The overall objective of the is ecological restoration of national afforestation programme (NAP) scheme is Ecological Restoration of degraded forests and in develop the forest resources with people participation are taken by the indian government for forest conservation they are

National Action for a Green India
National Afforestation programme (NAP)
Compensatory Afforestation fund management and planning authority (CAMPA funds)
National Action programme to combat desertification catagorization of forest area and proper dehumatation of reserve area.

Conservation by directed the forest service to equally manage national forest for multiple use for renewable resources such as water forest wild there are 2512 beats, 996 sections and 295 ranges in A.P this what I learned from 5th week of internship supervision of GV

See

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.)

work in environment was changing day due to visiting of places but overall it was a good environment people gave a very view perspective of approaching people job and duties and regulations.

Discipline was the main protocol of the internship and we all well disciplined.

All of were punctual of the internship program, we all formed a harmonious relation with all the forest department officers and the villages.

Interns are exposed to socialization for interaction with villages and tribes to know about their problems and solving ways.

All in interns had a mutual support in between them and with forest officers.

Teamwork was the backbone of our internship to maintain regular visit places on time everyday.

The work of forest officers motivated me to learn techniques from and apply in my future.

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.

planning is clear cut to attend the allotted place before day only as I was the team member. Some times I was take charge of my team to convince each every one hand. It had to be more continuity person and every one behaviour towards me and way of behaviour forward officers villages and tribes it to hard.

work intership evolved day by day as we were progressively and it was really a good opportunity to build my up my work manship.

time was being utilized judiciously to improve our ability. goal was being set to improve ourselves on daily bases and do a little more than previous days.

performance analysis was done by officers and we are informed about that.

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.,)

oral communication was improved due to interaction with the villages and tribes

we used to carry note pads for writing the day our work and note that in internship both conversational abilities improved by interaction confidence also increased while communicating with the people of their duties.

Anxiety was at peaks when we started the internship and slowly we have learned the management of anxiety was pieces of dangerous forest understanding either it understanding the problems of the people and villages was an integral part of internship

closing the conversation was hard in the discussing happened with the environment people greetings and thanking with appreciation was on a live basis least with our officers.

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

I can enhance my abilities in group discussions by listening and leading the team on my view and motivating my team members to understand the importance of the group discussion for them and me too when I get the change participation in teams is an integral part while attending a field area so that my wild animal attacks is an alone

we must contribute our level best as a team member towards the program scheduled leading an activity of internship was a herculean task but one after completion it built up a confidence in me that we can do our works in a better way than what we thought.

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

learned how to find the area of place by using coordinate system

learned how to use a GPS tracking device when there is no signal in phone

If the signal of the phone is lost then the coordinates have known how the phone is then the satellite GPS machine.

learned how the animals are being basing on the price of GPS machine

learned how the machines are controlled in timber factory saw mill machines speed controlling are also less.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **DUWARI VENKATARAMNA**

Term of Internship: From **18/08/23** to **30/09/23**

Date of Evaluation:

Organization Name & Address: **Forest department (Kairibugga)**

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

D. Venkata Ramana
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: DAVARI VENKATA RAMANA &
Term of Internship: From 18/08/23 To 30/09/23
Date of Evaluation:
Organisation Name & Address: Forest Department (Kailuappa)
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

P. J. H. V.



