

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: GEDDAPU. GIANAPATHI

Name of the College: GOVERNMENT DEGREE MEN SRIKAKULAM

Registration Number: 2122001066016

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

Name & Address of the Intern Organization Forest Department Pathapatnam.

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 B.Com

Name of the College: GOVERNMENT DEGREE (MEN) BRIKAKULAM

Department: FOREST DEPARTMENT

Name of the Faculty Guide:

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

Name of the Student: GEDDAPU. GIANAPATHI

Programme of Study B.com CCA

Year of Study: FINAL YEAR

Register Number: 21220010660/6

Date of Submission: 15/10/23

Student's Declaration

I, G. Garapati, a student ofProgram, Reg. No. 212200106606 of the Department of F.D., GDC(MEN) SUM College do hereby declare that I have completed the mandatory internship from 21/8/23 to 30/9/23 in Best Department (Name of the intern organization) under the Faculty Guideship of Smt. N. Pavani, (Name of the Faculty Guide), Department of COMMERCE
.....DEPARTMENT..... (Name of the College)

G. Garapati
(Signature and Date)

Endorsements


Faculty Guide


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that GEDDAPU. GIANAPATHI (Name of the intern) Reg. No. 2122001066016 of GDC(MEN) SKLM (Name of the College) underwent internship in FOREST DEPARTMENT (Name of the Intern Organization) from 21/8/23 to 30-9-2023.

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


FOREST RANGE OFFICER
PATHAPATNAM
Authorized Signatory with Date and Seal

ACKNOWLEDGEMENTS

Is The B.COM (COMPUTERS) IInd Year students for internship
internship in different department these been sent to forest
department Putha Pathram. For The Internship for two
months.

This Forest department internship report
is the result of an any way to two months it would
not have possible without the participation assistance
of member and the cugers people the way this I
have thank them all.

I achieved skills and developments
cause & most important I would like to all those
who this report possible become a reality with their
kind Forest officers.

G. Ganapathie

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 thorough practical experiences it provided direct forest experience to all the interns on various role of including tree plantation in more than activities in the Forest department.

Forest internship is designed to make to the development of an personal respective professional capacities teacher dis position student doing devise need of persons in Forest internship.

I am second year B.COM (COMPUTERS) graduated
of Govt. Degree 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.

- A. I have finished my internship in Forest department at Patthapattanam ~~Thane~~ Srikakulam dist.
- B. The vision of this department is to protect forests and wild life.
- C. This organisation is government based and it must follow some policy provide by government on basis of forest sector.
- D. This is multi divisional organisation. it usually has one leader that delegates tasks to under officers.
- E. In this department the roles of employee is divided into many roles from Principal chief. Conservation of forest to Asst Forest guard.
- F. The policy of this organisation is to develop forest and provide good biodiversity.
- G. This organisation is totally a government based.

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.

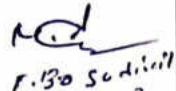
The main responsible of Forest department is avoid deforestation hunting of animals and trading of wood and animals.

In this department Forest officers work every day in the work they don't have any holidays. They must attend daily.

We use many equipment in field day. In that survey we measure Boundary of reserve Forest along with Forest officers they use many equipment like ranging, rods, compass, measuring chains, etc.

I learn hard skill will play main role in this department.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
21/8/23 Day - 1	Introduction Forest and types of plant species in the forest.	Forest is the habitat for many plants and wild life.	
22/8/23 Day - 2	About useful outcomes from the forest.	Forest give many useful outcomes like outcomes food, shelter, air, etc.	
23/8/23 Day - 3	About the medicine plants and Poison plants in the forest.	There are many medicine plants in the forest like turasi, neem and also poisons.	 F. B. S. C. D. I. T. D. 23/08/23.
24/8/23 Day - 4	Class about the human impacts on the forest and its effects.	There are many disasters which human causes forest.	
25/8/23 Day - 5	about the illegal mining in forest and its effects.	active mining cutting trees many pollution are needed.	
26/8/23 Day - 6	Class about the dominated species and hard species in the forest.	In forest there are many species some are tall and some are small.	

WEEKLY REPORT

WEEK - 1 (From Dt. ^{21/8/23} to Dt. ^{26/8/23})

Objective of the Activity Done:

Detailed Report:

⇒ Human resource management :

Is the strategic and whole approach to the effective and efficient management people in a company or organisation such that they helps their business gain a competitive Advantage. it is designed to maximize employee performance in service in service or an employee static objective.

Dominant species in the Forests.

In any types of forest the dominate group are trees. They are not all the vegetation animals which but also cause the survival of many animals depend on them.

Hardwood species in the Forests.

The hardwood forest ecological system occurs in both states and small patches along stream, creek, pool, most commonly alder, sycamore.

* canopy * American beech etc.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
28/8/23 Day - 1	Class is about the soil moisture conservation (SMC) and its examples	It is useful to conserve biodiversity	H. N.
29/8/23 Day - 2	Class about the Rice field dams and its uses	These are the part of SMC works to protect forests	H. N.
30/8/23 Day - 3	Class is about the check dams and its uses	They are temporary construction to stop soil erosion	H. N.
31/8/23 Day - 4	Class is about the percolation tanks and its use in the forest	They are recharge pits to help ground water income	H. N.
1/9/23 Day - 5	Class is about the Perennial tanks in the forest	Dams are the holes or gaps made to control water	H. N.
2/9/23 Day - 6	about the CCT dams and its uses	These CCT dams play key role in optimizing process.	H. N.

WEEKLY REPORT

WEEK - 2 (From Dt. 28/8/23 to Dt. 2/9/23)

Objective of the Activity Done:

Detailed Report:

Rock Filled Dams

There is about Rock Filled Dams. These are small barriers made up of stones, sand or gravel across or across its main purpose is reducing the velocity of flow in the channel.

A rock embankment constructed across a stream or other suitable location to create a temporary basin for collecting sediment. They are two types they are

- 1) Concreted type
- 2) core wall type

Rock fill dams have good seismic performance, use easily excavated and locally available earth materials, use simple basic construction. Technological and cost effective. Because of better earth. Rock fill dams have become the most widely used dams in the forest areas and hilly regions.

100

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
4/9/23 Day - 1	the corridors in the Forest department and their job role	There are many types of division corridor to protect forests	M.D. 04/09/23 F.B. id Section
5/9/23 Day - 2	The nursery bed formation in the Forest and process of planting	We are developing the nursery using bed formation	M.E 09/09/23
6/9/23 Day - 3	about the plantation and types of plantation method and management	In lesson the method of plantation	M.E 09/09/23
7/9/23 Day - 4	The maintenance of plants after plantation.	After given the maintenance and risk plantation	M.E 09/09/23
8/9/23 Day - 5	2nd year and 3rd year of plantation	After showing years the maintenance of end and year of coming.	M.Vivek
9/9/23 Day - 6	The Inquest Mining Construction and Soil conservation Act.	Soil Conservation Act tell about soil protection in forest.	K. V. Jayaram

WEEKLY REPORT

WEEK - 3 (From Dt. 4/9/23 to Dt. 9/9/23)

Objective of the Activity Done:

Detailed Report:

Maintenance of Plantation

very based on the types of trees

For example, for Plantation, 2x2 meter distance between the trees.

Maintenance: Regularly maintain the Forest by caring natural and protecting young tree from and pests also protecting from cutting by humans also.

Sapling Growth: carefully nature the sapling provide them with approach, water, sunlight, nutrients, regular monitoring is essential

Four year caring: In the plantation forest always caring or protecting of plants are most important plantation.

→ First year is planting a plants seed and providing nutrients.

→ 2nd year is protecting young plant from pest and animals.

→ 3rd year is weeding and cutting branches etc.

→ Fourth year is providing the young plant a independent nature.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
11/9/23 Day - 1	How to the plants in the Forest.	In the Forest animals must be protected.	J.C. Gue
12/9/23 Day - 2	illegal mining legal construction and soil conservation Act	Soil conservation Act tell.	Ja. Gue
13/9/23 Day - 3	Wild life Protection Act 1972	wild life Protection to the some wild life.	M. J 13/09/23
14/9/23 Day - 4	scheduled in W.P.A 1972	Scheduled classification helps to save animals	M. J F-13.5.2023 14/09/23
15/9/23 Day - 5	WALTA Act and its use	WALTA Act help to save water, & land etc.	R. W. Gue
16/9/23 Day - 6	Acts and their uses to protect Forest.	Act helps us to protect Biodiversity.	H. W. Gue

WEEKLY REPORT

WEEK - 4 (From Dt. 11/9/23 to Dt. 16/9/23)

Objective of the Activity Done:

Detailed Report:

Wild Life Protection Act 1972

Today is about wild protection act 1972 this act is mainly involved in protect the wild life and make some activities to protect the wild life act defines animals and plants in ~~the~~ sense they are.

Schedule I W.P.A 1972:-

* This schedule deals with highly species.

* It is legal to trade and hunting of this animals eg:- Tiger, cheetah, lion, Blue whale, Basm, ~~Asian~~ Brown Deer, Dolphin, Hombak, etc,

Schedule II W.P.A 1972:-

* Animals on this list are also involved too high protection with trade prohibited.

* They will be punished by violation of law. legal hunted animals.

eg:- Asiatic cheetah, Pig tailed, Bengal tiger, Black Bear, Himalayan monal pheasant, Asian Indian cobra, King cobra, etc....

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
17/9/23 Day - 1	Wild like animals and like style OR animals.	I learn about animal and uses	M. E 17/9/23.
18/9/23 Day - 2	the Filed visit day Ad kaviti in sodha village	I learn that in Filed survey and process.	M. E 18/9/23
19/9/23 Day - 3	Survey about Filed visit day in sresvee Forest	I learn how to Fix Banding to sresvee Forest.	M. E 20.05.2023 19/9/23.
20/9/23 Day - 4	NIFPS Brochures and explain Briefly	I learn how - Timber Forest Products	M. E 20/9/23
21/9/23 Day - 5	NIFPS Products.	I learn that different products from forest	M. E 21/9/23.
22/9/23 Day - 6	Brief about the SMC works and measure needs	Writing by day report to to divisional OR Forest.	M. E 22/9/23

WEEKLY REPORT

WEEK - 5 (From Dt. 17/9/23 to Dt. 22/9/23)

Objective of the Activity Done:

Detailed Report:

Procedure of survey.

* This chain is used to connect one chain to another chain. The long chain links 100 links, & 20 meters long and each link is 20 cm long.

* This chain survey is known as compass chaining survey or Prismatic survey.

* In this survey the compass is used to capture location a particular position or another chain by using chain.

* Culvert is defined as a tunnel structure under roads, waterways and totally enclosed by solid ground.

* This chain is fixed by taking the angle bearing and distance.

* i.e. $34^\circ \leq 35^\circ$ Bearing being $34 \rightarrow 35^\circ$ Forward bearing
This is the survey observed in field day

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 the Patha Patham Forest department. The officers were very friendly with us and showed our my discussed 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 the time 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. Apart from us we also learned that we should educate the people around us that we should 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 regulation or prohibition of the occupation. Clearing, planting or breaking up of land for cultivation the cutting, sawing, 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 :-

→ The 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 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 all 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 grow in what kind of according to type of terrain in terms of climate in our surrounding areas. I have also learned their importance in protecting the great living that habitats.

We have about the government laws regarding various of types of forests especially those who have missed and seized the forest of lands owned by the government or in the surrounding area.

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.,)

I chose to intern in Forest department
Because I want to know about nature and protect nature.
in the period of this Internship I have learn many skills
mainly Communications skill.

In this Forest department they are
conduct weekly seminars about Forest importance and
activities nature in this department.

I gave seminar about wild life
protection act and about schedule and laws included in it.
and particular weekly seminar and some team work like Nursery
managing and field visiting.

And also I have learn and
listen many speeches from friends and Forest Officers
about Forest department.

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

any filed work class 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 postal area seeing area tried to remove the government owned trees like cases samvi, plan, which, grow according to the climate in the area and tried commercial trees.

also lets learn about various important aspect or technological development such as government forest and lands under the control of the forest department, what kind of area are By the forest what kind of environment on area what kind of partitioning 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 my a studies.

not only by the Forest department but we also have to protect the Forest or our surrounding area species of animals with our any term to them.

if the food people is to continue without any food problems for our future generations. such as philosophy actions are very much needed by such departments.

Thanking you for successfully conducting this two months internship with your help and support thanks to our officer who is successfully thought this course especially section range officer.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **GIEDDAPU. Gnanapathi. 2122001066016**

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

Date of Evaluation:

Organization Name & Address: **FOREST DEPARTMENT, PATHA PATNAM**

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

G. Gnanapathi
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: GIEDDAPU. GIANAPATHI, 2122001066016

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

Date of Evaluation:

Organization Name & Address: FOREST DEPARTMENT, PATHA PATNAM

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
ANTHARABA

