

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: Gredela. Dinesh

Name of the College: Govt Degree College men

Registration Number: 2122001066017

Period of Internship: From: 18/8/2023 To: 30/09/2023

Name & Address of the Intern Organization Forest Department Sivakulam.

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
(FOREST DEPARTMENT)

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

Name of the College: Govt Degree College men (Srikulam)

Department: Commerce Department

Name of the Faculty Guide: N. Pavan

Duration of the Internship: From.....To.....
18/8/2023 30/09/2023

Name of the Student: Greda. Dinesh

Programme of Study Forest Department

Year of Study: 2021-2024 IIIrd year

Register Number: 2022 001066017

Date of Submission:

Student's Declaration

I, Gr. Dinesh, a student of short term internship Program, Reg. No. 212200106607 of the Department of Commerce Grad Degree College do hereby declare that I have completed the mandatory internship from 18/8/23 to 20/9/23 in Forest Department (Name of the intern organization) under the Faculty Guideship of N. Pavan, (Name of the Faculty Guide), Department of Commerce Grad Degree college men (Name of the College)

Gr. Dinesh
(Signature and Date)

Endorsements

Faculty Guide



Head of the Department



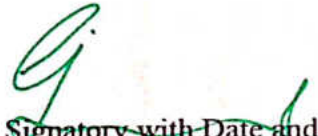
Principal



Certificate from Intern Organization

This is to certify that G. Dinesh (Name of the intern) Reg. No. 2122001066017 of Gout Degree college^{Men} (Name of the College) underwent internship in Forest Department (Name of the Intern Organization) from 18/8/23 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
SRIKAKULAM

ACKNOWLEDGEMENTS

I would like to thank all those people who helped me in successful completion of my internship programme with deepest sense of gratitude. I acknowledge the inspiring guidance, positive criticism and encouragement rendered by respectable FRO madam. Through the period of her investigation and preparation of the project, I'm really thankful for her valid suggestions, advice and help in completion of project.

G. Dinesh

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 objective of forest department is to ensure environmental stability and preservation of forest lands to maintain the ecological balance for healthy environment,

This project helps to improve verbal, written and communication skills. It provides awareness and understanding of different view point and demonstrate knowledge of forestry, sustainable forest management and ecosystem services.

The activities done by me during the intern period includes visiting of coastal area, plantation, nursery management and taking action towards the villagers who are trying to encroach the forest area and conduct the awareness about the need of protecting the forest area for our future generation

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. Forest department of Solikulam is located at day is night Junction the main scope of forest department is to protect the wild life

B. The mission of forest department is mandated to manage, conserve & protect forest & wild life reserve is the range through afforestation the vision is planning & operations are sustainable & balance environmental services

C. Policy of organisation → create awareness protection forest

→ conducting daily classes

→ planning tools to the staff for practical knowledge

D. PCF → ADCCF → CCF → PCF → ACF → FRO → ASO
→ FBO → ABO

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 forest department plays a key role in maintaining the ecological balance and to improve the style of wild animals by providing ease to their lives. In this department we learned about the works done by the officers to improve and increase the forest areas and forest acts that are implemented to protect the animals from human and to take immediate action on those who cause damage and cause harm to trees and animals.

we know about the plantation programmes to control the pollution in coastal belts, industrial areas and road sides. we learn about the measurement taken by the government to protect the wild life and Greenery for maintaining the ecological balance.

we acquire the knowledge and necessity of forest management and natural resources for our future generations.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Introduction class about Eco-tourism	It is a form of tourism marketed as travel to natural areas	 J. Guruswathi Forest Section Officer Sriekulam
Day - 2	Class about famous temples in Sriekulam	Ara Savelli, Srikakulam & Srimukha lingam are famous temples in Sriekulam	
Day - 3	A visiting tour to Ara Savelli	It is the second famous sun temple in the world	
Day - 4	Theory class about Beaches and waterfalls	Beaches situated at Kalinga Patnam, Ghavanapadu & D. Ma-chelam	
Day - 5	Theory class about Reservoirs	Reservoirs are the artificial lake used for the supply of water	
Day - 6	Knowing about the advantages of ECO tourism	It maximize the local economic benefits	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In the strategic and wheelent approach to the temple and my leads to visit to temples and discuss to the group what about temples famous of beach iconchall beach forest take plantation of the and all of the plantations reserves visit to group and team with beat Officer.

So I learn many things about the location so call to so many trees eco-system beach water falls.

J. Sreenivasulu
Forest Section Officer
Sreekurmam

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Theory class about nursery management	forest department provide their suitable plants to farmers	m. d. s.
Day - 2	Theory class about need of plantation	It controls the pollution	m. d. s.
Day - 3	Theory class about types of plantation	Avenue plantation Coastal belt plantation Urban plantation Institutional plantation	m. d. s.
Day - 4	we visited nursery having mixed plantation	There are 30000 plants are present in this nursery	m. d. s.
Day - 5	we visited coastal area to know about coastal belt plantation	plants like <i>Albizia</i> and <i>Caruarina</i> <i>equisetifolia</i> are planted	m. d. s.
Day - 6	A brief explanation about shifting bags	The germinated plants are shifted from small to large bags.	m. d. s.

WEEKLY REPORT

WEEK - 2 (From Dt. 23/3/23 to Dt. 7/9/23)

Objective of the Activity Done:

Detailed Report:

Plant nursery is an area where plants are grown, kept or maintained for transplanting for use of stocks for budding and grafts and for sale.

We learn about types of beds in nurseries and steps in nursery management. Seed collection, seed germination and pre-treatment of seeds to avoid seed dormancy and preparation of primary bed structure are the measurements that should be taken for healthy improvement of plants.

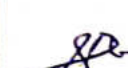
We know about types of plantation and the necessity of plantation to reduce the pollution and protect the surrounding humans from harmful diseases.

In shore coastal plantation is done. They used to plant plants like Palms and Casuarina equisetifolia in coastal belt areas which can absorb the salty atmosphere and reduce the cause of diseases to the surrounding villages.

Awareness programmes are conducted to realise the villagers about the effect of planting Almond trees in place of Casuarina equisetifolia plants.

M.R.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	SMC - Soil moisture conservation theory class	It can minimize the water loss through evaporation	
Day - 2	methods to conserve soil moisture	CCT, check dams, percolation tanks, SCT's, Rock fill dams.	
Day - 3	Measurement of Staggered Contours Trench	It can slowing surface water run off	
Day - 4	Measurements of Rock fill dam	They have Imperm- -eable core.	
Day - 5	Theory class about weeding and mulching	Unwanted plants should remove for better yield.	
Day - 6	Theory class about mulching	Mulching helps to conserve the soil moisture.	

WEEKLY REPORT

WEEK - 3 (From Dt. 04/9/23 to Dt. 9/9/23)

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 area of removing waste from the surrounding tearing new to preserve the plants that grow according to the climate of these surrounding area.

Shw

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Social forestry workers	TO Improve the	
Day - 2	Social forestry workers tree identification	1) Extension forestry 2) mixed forestry identification trees	
Day - 3	TO x nomy	CO count, sweeping willow, winged dipodops	
Day - 4	Nurseries plantations	How to nurseries plantations in queer areas	
Day - 5	Tribal area management	Tribal follows environment conser- vation and plants	
Day - 6	Wild life management turbles nesting and bird nesting	Using hawk flippers the deceptive elg nest in the sand	

Signature
 Forest Section Officer
 Kandivalasa

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Social forest works:-

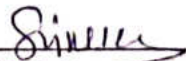
The social forestry scheme sought to enable the common people to raise plantations which would meet the growing demand for timber, fuelwood, etc.

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 ways including by visible and genetic attributes.


Forest Section Officer
Kandivalasa

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Theory class	Tellneelapuram Biod Sanctuary	
Day - 2	Theory class	protection for Biod sanctuaries	
Day - 3	theory class	Scientific names of Animals & Birds	Singh Forest Section Officer Kandivalasa
Day - 4	Theory class	Safeties of National Parks	
Day - 5	Theory class	OLive Ridley Sea turtle	
Day - 6	Theory class	Endangered species of Birds & Animal	

WEEKLY REPORT

WEEK - 5 (From Dt. 25/9/28 to Dt. 30/9/28)

Objective of the Activity Done:

Detailed Report:

Elch - to return

In this entire week we know the information about sanctuaries of Telangana.

there are two Biod Sanctuaries in A.P.

→ Nela Pattu Biod Sanctuary

→ Uppala Padu Bird Sanctuary

we also know the protection act for birds & animals of wild life protection act 1972 of the banctuaries.

• we also know about the scientific names of the birds and animals.

There are so many sanctuaries nations
part 3 In A.P there are solventless waste

National park, Papi Kondalu National Park.

we know also about olive shelly
sea turtle of pacific shelly these are the
weight 36-50 kg (79-110 lb) and feed up to
25-30 eggs for babies. there are also so many
endangered species of bird & animals.

Shelly
Forest Section Officer
Kandivalasa

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.)

This short term Internship is very useful & meaningful to improve our communication skills and to build friendship with the co-students. We have class room facilities in forest department. We have to attend the office from 10 AM to 5 PM. They conduct classes and provide not only bookish knowledge but also practical knowledge which helps for easy understanding about the forest management.

We conduct awareness programmes in villages to create awareness among villagers about the forests and resources.

Our Range Officer helped us to gain knowledge which may help in career for future job planning. She build up the motivation to move forward in the forest department.

Group discussions and team work helps us to improve the communication to enhance the stage fear.

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

we learn how to build rock fill dams with forced concrete which can be easily constructed by unskilled labour.

we learned about data entry.

we acquire knowledge in nursery management, preparing nursery beds, pre-treatment for seeds, preparation of primary beds, shifting plants into bags.

we acquire knowledge & usage of incub chambers with houses and cooling systems.

we know about different forest laws and forest acts that help to protect the forest areas.

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.

In this project our mentor, divides us as groups and a leader for each group. we all attend the class and clarify our doubts regarding everything at our leader. our leader is always supportive and friendly to clarify our doubts. we all are equally share our thoughts in group discussions.

we also give wise ideas in case of planning trips. we arrange our own vehicles by team work. we thoroughly submitted our class efforts by team working week by week we improve our communication and it helps to become little more competitive in reach our goals.

this leadership helps me in good decision making which are acceptable by all our teammates.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, cross-cultural 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.)

As I complete this internship, it helps me to improve myself in communication.

The leadership helps me to improve my oral communication which helps to reduce stage fear.

It helps me to improve my writing skills and Grammar skills, as I depend on my own effort.

This leads to friendly conversations about the classes. As a leader it helps me to control my anxiety and improves my understanding abilities and I'm getting understood by others.

The group discussions and debates help how to start and close a conversation with good greetings and self introductions.

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

I improved by communication abilities as a leader. due to proper explanation and group discussions. It leads to easy acceptance of my team members about my thoughts and decisions. And also they give good ideas than me. I agreed with them as it improves my effectiveness without any personal issues.

Our teammates are always supportive and took me forward in this successful completion of project.

I hope this leading nature helped me to run a good team in job life.

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

UAV are increasingly used in forestry for surveillance and mapping.

Scientific forestry is a new development in forestry. It is the practice of conservation and management of forests based upon science. It is the science of forest and plantation technique management.

Transplantation of old trees from one place to another helps to reduce tree loss and improve the greenery.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Gr. Dinesh, 2122 001066017

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

Date of Evaluation:

Organization Name & Address: Forest Department, Srikalakulam

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

Gr. Dinesh
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: G. Oprea 2122001066017

Term of Internship: From 18/8/23 To 10/9/23

Date of Evaluation:

Organization Name & Address: Guest Department - Sibbaldston

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
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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

 Forged Name: SRINAKULANI

