

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: GONDU. VENKATA RAMANA

Name of the College: GDC (MEN) SRIKAKULAM

Registration Number: 2122001066018

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

Name & Address of the Intern Organization FOREST DEPARTMENT

**An Internship Report
On
(Title of the Internship)**

Forest Department
Submitted in accordance with the requirement for the degree of *B.A.*

Name of the College: *GIDC (MEN) SRIKAKULAM*

Department: *FOREST DEPARTMENT*

Name of the Faculty Guide: *Pavani (madam)*

Duration of the Internship: From *18-08-23* To *30-09-23*

Name of the Student: *GRONDU VENKATARAMANA*

Programme of Study *Forest Department*

Year of Study: *FINAL YEAR*

Register Number: *2122001066018*

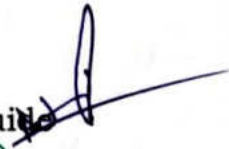
Date of Submission: *15/10/23*

Student's Declaration


I, Gi. Venkata Ramana, a student of IInd B.com (CA) Program, Reg. No. 2122001066018 of the Department of Accounting, Govt. 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 Pavani (madam) (Name of the Faculty Guide), Department of Govt. degree college (men) Sankaravaram (Name of the College)

Gi. Venkata Ramana
(Signature and Date)

Endorsements

Faculty Guide 


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that GONDU VENKATARAMANA (Name of the intern) Reg. No. 202200106601X of G.D.C. (men)..... Name of the College) underwent internship in Forest Department..... (Name of the Intern Organization) from 18-08-2023 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
SRIRAKULAM**

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.

ACKNOWLEDGEMENTS

I am the B.com (computer) IInd year student for internship in different departments. I have been sent to forest department Kashe bagga for the internship for two months.

This forest department internship report is the result of an interval of two months. It would not have been possible without the participation assistance of members and courageous people the way that I have thank them all.

I achieved skills and course & most importantly I would like to all those who made these report possible become a reality with their kind forest officers.

G. 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 internship program aims to provide our students the opportunity to consolidate through practical experiment to it provided direct forest experience to the inter on various rules & including tree plantation in more than activities in the forest department.

Forest internship is designed to make to the development of an profore respective professional capacities teachers disposition. students defines diverse needs of forest in forest internship.

I am second year B.com (computer) graduated of Govt. Degree college our college.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

Forest department of Kashi bugga is local Railway station. the main scope of forest department is to protect the wild life.

The mission of forest department is monitor to manage conserve is protect forest or wild life resources is the range through afforestation the vision is planning & operations are substance & balance Environment- service policy of the organisation.

- create awareness protection forest
- conducting daily classes
- Planning tours to the sites for practical knowledge

So forest is nature of the scope of all things save to the earth.







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 art and science of obtaining the forest department plays a in maintaining ecological balance and to improve the life study wild animals by providing care to their likes in this department we learned about the work done by the officers to improve we and increased the forest areas and forest acts. That are implement to protect the animals from human and to take immediate action on those, who are damage and cause harm to tree and animal.

we know about the plantation programme to control the pollution in coastal belts industrial areas and road sides.

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 forestry research	
Day - 2	Human use of resource	The research and training division handles	
Day - 3	Human how to save resources	Introducing afforestation programs	
Day - 4	Human resource management	The process of Planning and implementing projects for the forests	
Day - 5	Human resources which type	Protecting the resource (HRD) for an organization	
Day - 6	How to use and develop the resource	Improving literacy skills, skill development and training	

WEEKLY REPORT

WEEK - 1 (From Dt. 18-8-23... to Dt. 24-8-23..)







Objective of the Activity Done:

Detailed Report:







Human resources management :-

Is the strategic and culture approach to the effective and efficient management of people in a company or organization such that they helps their business gain a competitive advantage. It is designed to maximize employee performance in service of an organization's strategic objectives.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Patrolling activities	observe and handle deterred contraband activity.	
Day - 2	Types of offences	Any offences provi- ded for by law in respect	
Day - 3	protect forest and wildlife	Developing protective areas such as nature at areas wildlife.	
Day - 4	purpose of patrolling	To maintain the secu- rity of the area and act as crime deterrent	
Day - 5	Punishment for forest offences	Imprisonment for a minimum term of six months and two years or with minimum	
Day - 6	Types of forest in forest act 1927.	Reserved forest Protected forest and village forest	

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	SMC works	swachh 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	swachh Bharat- and sanitation	
Day - 6	SMC society area tree plantation	see in seeing area tree weeding	

WEEKLY REPORT

WEEK - 3 (From Dt. 04-09-23 to Dt. 11-09-23.)







Objective of the Activity Done:

Detailed Report:

SMC -> municipal corporation works.

under the aures of municipal corporation cleaning up the environment ground of planting trees to the coastal areas of among want from the surrounding areas on the 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		
Day - 2	social forestry works tree identification	1) extension forestry 2) mixed forestry identification of trees	
Day - 3	Toxonomes	co count, weeping willow, Ginkgo deciduas	
Day - 4	Nurseries plantations	How to nurseries plantations in over areas	
Day - 5	Tribal area management-	Tribals follows envir- onment- conservations rule in harvesting edible plants	
Day - 6	wildlife management- tribals hunting and bird nesting	tribals have buck happens the reproductive days rest on the sandal	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Social Forestry works :-

The social forester scheme sought to enable the common people to raise plantations which would meet the growing demand of for times bounded holes etc..

Social Functions 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 attributes.

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, wild life viewing	The Types of activities eco-tourism	VLS
Day - 2	eco-tourism responsible travel to natural area	natural areas to save eco-tourism	VLS
Day - 3	forest law and forest- protection	Importance of the forest-officers	VLS
Day - 4	Importance of the forest officers	Duty Duty of forest-officers	VLS
Day - 5	Job rules of forest officers	Power of forest officers	VLS
Day - 6	forest law in AP	Sections and Acts in AP forest	VLS

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.)

Intern's work environment is one of the aspects of intern's quality addressed in this report. I enjoyed very much by taking forest department as my 2 months short term internship. I learned very new creative activities in choosing this field.

The staff members of forest department had provided good facilities for us & they explained in a clear way about the one provided to them.

we worked as a team in the fields. we gathered together discussed lots of valuable things regarding Agriculture, farming, protection of environment etc.

I am very satisfied by choosing this department and also with protocols and their procedures. The officers and us have a good harmonious relationship they clarified every doubt of us and they are very friendly & gave lots of awareness regarding environment & socialization. The time management and discipline is incredible.

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 collections | → 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 by a specific time management. This job as a forestry technical skills under the broader career category of foresters.

we learned many technical skills by listening to our officers like manage public and private forested lands for economic, recreational and conservation purposes.

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.

I learned that we need to protect rare species of animals. I learned that what kind of plants and trees to grow in Kaskid 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. Drive area people their importance in protecting the forest, living that habits.

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

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

I learned good enough communication skills in the forest department. These are very useful for everyone's life. Before joining this department I was very poor at communication and had a lot of fear by speaking with others. These skills which also increased my confidence in daily life.

Especially the below communication skills which are useful to us,

- | | |
|-------------------------|-------------------|
| * Leadership skills | * problem solving |
| * written communication | * decision making |
| * oral communication | * work management |

* understanding skills etc..... were taught by our staff. They inspired us in many ways gives motivation for us in our speaking.

These are few examples of the skills that are acquired by us. I am very thankful for those everyone who gave support to me and over come my fears while speaking to others.

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

I am very glad that I enhanced many abilities by choosing this forest department mainly there are few things which I want to discuss makes me get more anxiety is the first and foremost is group discussions. In this we are encouraged to say our answers and put in front of others.

we form as a team for doing team work. Teamwork gives us support and adds shine to a spark. The contribution of a team member, everyone used to do their part of job to complete the full work. we used to discuss lot of thing with other team mates and understands one another among us. we also got awareness by speaking to others.

we share knowledge and learned new activities together. what our leader says we would listened to it and aligned to that path to complete the daily tasks successfully.

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

I observed that technology is helping and providing more useful in forest department like to store huge amount of data accurately, easily and efficiently.

The LTEM is an online database system that aims at understanding the dynamics of forest ecosystem and developing appropriate management strategies.

For instance, the system helps forest managers identify areas of grazing pressures and assess non-timber forest products (NTFP) potential and use.

Forest technology also encompasses environmentally sound harvesting of forest and transport operations. These are essential components of sustainable forestry as they ensure the maintenance of the productivity of forests and the associated benefits.

Student Self Evaluation of the Short-Term Internship

Student Name & Registration No: Dr. Vinita Sharma, No: 20220012562/19

Term of Internship: From 1-11-23 to 20-11-23

Date of Evaluation:

Organization Name & Address: Forecast Department (Kashmir Bazaar)

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

Dr. Vinita Sharma
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: G. Venkata Ramana, No: 2122001066018

Term of Internship: From 18-09-23 To 20-09-23

Date of Evaluation:

Organization Name & Address: Forest Department (Kasi bugga)

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


 Sign Forest Range Supervisor
SRIKAKULAM

