

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: Jogi. Padma

Name of the College: Govt Degree college for Men

Registration Number: 012200/066020

Period of Internship: From: 18-8-23 To: 30-9-23

Name & Address of the Intern Organization :- Post department Srikakulam

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the persons working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.

12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. **Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.**
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

An Internship Report
On
(Title of the Internship)

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

Name of the College: *Jogi. Padma GDC [H] Sri. kakulam*

Department: *Commerce*

Name of the Faculty Guide: *N. Pavan*

Duration of the Internship: From *18.8.23* To *30.9.23*

Name of the Student: *Jogi. Padma*

Programme of Study *B. com [computer Application]*

Year of Study: *2021-2024*

Register Number: *2122001066020*

Date of Submission:

Student's Declaration

I, Jogi Padma, a student of short term internship Program, Reg. No. 2122001066020 of the Department of Commerce GDS [H] College do hereby declare that I have completed the mandatory internship from 19-8-23 to 30-9-23 in Finance Department (Name of the intern organization) under the Faculty Guideship of N. Pavan, (Name of the Faculty Guide), Department of Commerce Gaut. Degree College [H] (Name of the College)

J. Padma
(Signature and Date)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Jogi Padma..... (Name of the intern) Reg. No. 212200106680 of GDC (H) SKLM. 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 you 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 PAB Gandom through the period of her investigation & preparation of the project. I'm really thankful to her valid suggestions, advice & help in completion of project.

J. Padma

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.

Tamil Nadu Forest Department of Sriharikulam is located at day in night junction the main scope of forest department is to protect the wild life.

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

Key of the organization → create awareness protection forest

→ conducting daily classes

→ planning tours to the sites for practical knowledge

→ APCCF → CCF → CF → DCF → ACF → FRD → FSO →

→ ABO

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 & preservation of forest lands to maintain the ecological balance of healthy environment.

This Project helps to improve verbal, written & communication skills. It provides awareness & understanding of different viewpoint & demonstrate knowledge of forestry, sustainable forest management & ecosystem services.

The activities done by me during the intern period includes visiting of control area plantation, nursery management & taking action towards the villages who are trying to encroach the forest area & conduct the awareness about the need of protecting the areas for our future generations.

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 & to improve the life style of wild animals by providing care to their lives. In this department we learned about the works done by the officers to improve & increase the forest areas & forest acts that are implemented to protect the animals from human & to take immediate action on those who are damage & cause harm to trees & animals.

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

We acquire the knowledge & necessity of forest management & 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	Theory class tribal management	Tribal communice- ation have depends on forest for their	
Day - 2	Awareness	creating awareness in tribal people	
Day - 3	Theory class opportunities for tribal area	Giving opportunity to local people to protect forest area	
Day - 4	Theory class formation of VSS	VSS - vana samaj- akshana samithi	
Day - 5	Theory class	providing employ- ment in reserve forests	
Day - 6	Awareness camp	Improving comm- unication skills	

WEEKLY REPORT

WEEK - 1 (From Dt. 21.8.23 to Dt. 26.8.23.)

Objective of the Activity Done:

Detailed Report:

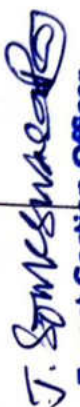
Tribal management:

Historically, Tribal community have depended on forestry for their live and food i.e. cultivation and forest product collection.

- * Provide employment in the reserve forest
- * formation of USS
- * Give opportunity to local to protect the forest area
- * Awareness camps
- * formation of roads
- * Giving priority to women development
- * collection of minor forest produce
- * Involve local people in protection.

[Signature]

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Theory class	Telneelapuram Bird sanctuary	 J. Srinivasan Forest Section Officer Sreekrumam
Day - 2	Theory class	Protection for Bird sanctuary	
Day - 3	Theory class	Scientific names of Animals & Birds	
Day - 4	Theory class	Sanctuaries of national parks	
Day - 5	Theory class	Olive Reddy Sea turtle	
Day - 6	Theory class	Endangered species of Birds & Animals	

Objective of the Activity Done:

Detailed Report:

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

There are two Bird sanctuaries in Andhra Pradesh

* Nalapattu Bird sanctuary

* Uppalapadu Bird sanctuary

We also know the Protection Act for Birds & Animals of [Wild life - Protection Act - 1972 of the Sanctuaries.

We also know about the scientific names of birds and animals.

There are so many sanctuaries national Parks in A.P. those are: Sri Venkateswara national Park, Papikondalu national park.

We know also about olive ridley sea turtle of specific ridley there are the weight of 36-50 kg [79-110lb] and feed up to 25-30 eggs for babies.

There are also so many endangered species of birds & animals.

Some of them are vulture, Amur leopard, muntjac, siberian crane, sociable lapwing, yellow based bunting

J. Suresh Kumar
Forest Section Officer
Sreekurmam

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Potegling activities	seeing to observe & lenze datay ill. gal entopactives.	m. Rel.
Day - 2	Type of offepress	any officeps provided to by low in respect of a topest timper.	m. Rel.
Day - 3	Protect topest & wildlife	Developing Protective of other such as wild life act various to Protect.	m. Rel.
Day - 4	Purpose of Potgelling	To maintain the sec- urity of the area and act crime detopment	m. Rel.
Day - 5	Punishment to topest officeps	Impedement to a minimum of six month which has extend to two years & with.	m. Rel.
Day - 6	Types of topest in topest act	Reserved topest Prot- ected topest & Billan- ge section 33 the Indian topest 1927	m. Rel.

WEEKLY REPORT

WEEK - 3 (From Dt. 4.9.23 to Dt. 9.9.23)

Objective of the Activity Done:

Detailed Report:

Forest law in AP:

The act provides for the transist, possession of timber and other forest procedure and regulates the prohibitions up to the occupation on clearing, planting & breaching up to land for calculation the cutting saving conservations and removed of trees.

Section 29 of the AP forest Act:-

Power to make rules to regulate the transist and possession of timber and other forest produce.

Andhra Pradesh forest Act 1967 to 1 to 1967:-

1. The act may be called the Andhra Pradesh forest Act 1967

2. It extends to the whole of the state AP

3. It shall come to force on such as the state

Government may be notification in the Andhra Pradesh appointment.

major forest law: The forest conservation Act of 1980
forest act & the law: India forest act 1927 & 16 of 1927

M.P.V.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Theory class about nursery management	Forest department provides many valuable plants to farmers	BK i
Day - 2	Theory class about need of plantation	It controls the pollution	BK i
Day - 3	Theory class about types of plantation	Avenue plantation coastal belt plantation urban plantation institutional plantation	BK i
Day - 4	We visited nursery having mixed plantation	There are 30,000 plants are present in this nursery	BK i
Day - 5	We visited coastal area to know about coastal belt plantation	Plants like plane & casuarina equisetifolia are planted	BK i
Day - 6	A brief explanation about sifting bags	The germinated plants are shifted from small to large bags	BK i

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

We learn about types of beds in nurseries & steps in nursery management. Seed collection, seed germination & Pre treatment of seeds to avoid seed dormancy & Preparation of Primary bed structure are the measurement should be taken for healthy improvement of plants.


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

In shore area coastal plantation is done. They used to plant, plants like palmar & casuarina equisetifolia in coastal belt areas which can absorb the salty atmosphere & reduce the causes of diseases to the surrounding villages.

Awareness programmes are conducted to realise the villagers about the effect the planting more trees in casuarina equisetifolia plants.

BT

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	Types of activities Eco-tourism	
Day - 2	Eco-tourism responsibility travel to natural areas	natural areas to have Eco-tourism	 J. Suresh Kumar Forest Section Officer Sreeharipuram
Day - 3	Protect towns and forest protection	Importance of the forest officers	
Day - 4	Importance of the forest officer	Duty of forest officers	
Day - 5	Job roles of forest officer	Power of forest officers	
Day - 6	Forest law in A.P	sections and act on AP forests	

WEEKLY REPORT

WEEK - 5 (From Dt. 25-9-23 to Dt. 30-9-23.)

Objective of the Activity Done:

Detailed Report:

Eco-tourism in forest

Eco-tourism may be defined as Responsible travel to natural areas that conserves the environment and improves the well being of local people.

Forest and wild life are elements of nature and inseparable part of the environment.

Activities of Eco-tourism:

1. Hiking, birdwatching, wildlife viewing.
2. Water advantages mountain, biking covering climbing
3. Traveling experience with local communities
4. Tree-planting depress

Importance of the forest officer

Protection duty guarding against fire and trespass fighting fires and stopping trespass as well as game power to issue a cash compensation under the code of chances procedure 1898.

Job rules of forest officers

Manage the forest utilise and environment issues at different states.

J. Someswaral
Forest Section Officer
Sreekumam

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 & to build friendship with the co-student. We have class room facilities in forest department. We have to attend the office from 10 AM to 5 PM. They conduct classes & provide not only bookish knowledge but also practice knowledge which helps for easy understanding about the forest department.

We conduct awareness programme in villages to create awareness among villagers about the forestry & resources.

Our range officer helps 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 discussion & team work help 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 bed, preparing pre-treatments for seeds, preparation of primary beds, shifting plants into bags

We acquire knowledge in usage of mist chamber both houses & cooling systems

We know about different forest law and forest act that helps 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 & appointed a leader for each group. We all attend the class & clarify our doubts regarding the timings at our leader. Our leader is always supportive & friendly to clarify our doubts. We all are equally share our thoughts in group discussion.

We also give wise ideas in case of planning trips. We arrange our own vehicles by team work. We thoroughly submitted our class reports by teams working week by week we improve our communications & it helps us to become more competitive in check 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, 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.,)

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

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

It helps me to improve my writing skills & Grammar skills, as I prepared by own report.

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

The group discussions & debates helps how to start & close a conversation with good greeting & 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 & group discussions it leads to easy acceptance of my team members about my thoughts & decisions. and also they give good ideas than me. I agreed with them as it improves my competitiveness without any personal issues.

our team mates are always supportive & 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 & mapping.

Scientific forestry is a new development in forestry. It is the practice of conservation & management of forests based up on science. It is the science of forest & plantation techniques management.

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

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **Jog. Padma S 2122001066020**
Term of Internship: From **18-8-23** To **30-9-23**
Date of Evaluation:
Organization Name & Address: **Forest department Srikakulam**
Name & Address of the Supervisor
with Mobile Number:

Please rate your performance in the following areas:

Letter grade of CGPA calculation to be provided

Rating Scale:

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

J. Padma
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Jogi. Padma & 2122001066020
 Term of Internship: From : 18-8-23 To 30-9-23

Date of Evaluation:

Organization Name & Address: Forest department Srikakulam


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
 1 is lowest and 5 is highest rank

Rating Scale:

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5


 Signature of the Supervisor
 Forest Range Officer
 SRIKAKULAM

