

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: KAYALA SURYA PRABHA

Name of the College: GDC (MEN) SRIKAKULAM

Registration Number: 2122 0010 66022

Period of Internship: From: 18-08-2023 To: 30-09-2023

Name & Address of the Intern Organization FOREST DEPARTMENT
TEKKALI

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apache.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.

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of B.Com(CA)

Name of the College: GODCLMEN) SKLM

Department: FOREST DEPARTMENT

Name of the Faculty Guide: N. PAVAN E

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

Name of the Student: KAYALA. SURYA PRABHA

Programme of Study FOREST DEPARTMENT / B. Com (computers)

Year of Study: FINAL YEAR (2021-2024)

Register Number: 2122001066022

Date of Submission:

Student's Declaration

I, K. SURYA PRABHA student ofProgram, Reg. No. 2122061066022 of the Department of F.D., G.D.C.(MEN) SKM College do hereby declare that I have completed the mandatory internship from 19-8-23 to 30-9-23 in FOREST DEPARTMENT (Name of the intern organization) under the Faculty Guideship of N. DAVANI, (Name of the Faculty Guide), Department of COMMERCE.....
DEPARTMENT..... (Name of the College)
Gout degree college (MEN) SKM

K. Surya prabha
(Signature and Date)

Endorsements

Faculty Guide

NA

Head of the Department

[Signature]

Principal

[Signature]

Certificate from Intern Organization

This is to certify that KAYALA..SURYAPRABHA (Name of the intern) Reg. No. 21220.01066022 of G.W.C (M.E.U).SK.M (Name of the College) underwent internship in FOREST..DEPARTMENT (Name of the Intern Organization) from 18..08..2022 to 30..09..2023

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

 03/11/2023
Authorized Signatory with Date and Seal
FOREST RANGE OFFICER
TEKKALI

ACKNOWLEDGEMENTS

The B.com (computers) IInd year students for internship in different departments these been sent to forest department Tekkali for the internship for two months.

This forest department internship report is the result of on any way of two months it would not have possible without the participation assistance of members and colleagues people the way they have Thank them all.

I achieved in skills and more knowledge and developments courses & most importantly I would like to all these who made this report possible become a mulya with their kind forest officers.

K. Suryaprabha

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 through practical experiments.
It provided direct forest experience to the inter on various roles of including tree plantation in more than activities in the forest department.

Forest internship is designed to make to the development of an prepare respective professional capacities teacher disposition.

Student identifies various needs at formed in forest dep internship.

I am second year B.com (computers)
graduated at 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.

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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.

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	P. J. Hanani FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Human use of resource	The reach and training division handles.	P. J. Hanani FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Human how to save resource	The introducing a forestation programs.	P. J. Hanani FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Human resource management	The process of planning and implementing practices for the forest.	P. J. Hanani FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Human resource which type	protecting the resource HRD for an organization	P. J. Hanani FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	How to use and develop to the resources	Importing literacy skill, skill development and training	P. J. Hanani FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Human resources management :-

Is the strategic and coherent approach to the effective and efficient management people in a company or organization such that they help their business gain a competitive - adjustment advantages. It is designed to maximize employee performance in service of an employer's strategic objectives.

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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 hence clustered entrance activity	FOREST BEAT OFFICE NARASINGAPALLI
Day - 2	Types of offences	any offences provided for by law in respect	FOREST BEAT OFFICE NARASINGAPALLI
Day - 3	protect forest and wild life	Developing protection arms such as nature at areas wild life.	P. Tharun FOREST BEAT OFFICE NARASINGAPALLI
Day - 4	purpose of patrolling	The maintain the security of the area and act as a crime deterrent	P. Tharun FOREST BEAT OFFICE NARASINGAPALLI
Day - 5	punishment for forest offences	Imprisonment for a minimum term of six months and two years or with minimum	P. Tharun FOREST BEAT OFFICE NARASINGAPALLI
Day - 6	Types of forest in forest act 1927	Reserved forest protected forest and village forest	P. Tharun FOREST BEAT OFFICE NARASINGAPALLI

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Power of forest offences:-

power to issue a search warrant under the code of criminal procedure 1998. power to hold an inquiry into forest offences and in the course of such inquiry to receive and record such evidence.

Section 62 and 63 act:-

The compounding of offences by a forest officer excludes offences mentioned in section 62 and 63 of the act.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	SMC WORKS	Swatchh Bharat	p.jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	SMC WORKS	TREE plantation	p.jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	weeding and trees	tree plantation and protect of trees.	p.jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	SMC matching on campus	Sanitation in your campus	p.jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	SMC matching on the Sanitation	Swatchh Bharat and Sanitation	p.jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	SMC society area tree plantation	secure area tree weeding	p.jhansi FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SMC → Municipal Corporation works:

Under the auspices of municipal corporation clearing up the environment ground of planting trees to the coastal area of remove waste from the surrounding areas on the sea shore and learning how to preserve the plants that grow according to the climate of these surroundings 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	To improve the social works	P. Thannu FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Social forestry works tree identification	1) Extension forestry 2) mixed forestry identification near.	P. Thannu FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Toxonomy	COconut, weeping willow, Ginkgo to deciduous.	P. Thannu FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	nurseries plantations	How to nursery plantation in arid areas	P. Thannu FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Grihal area management	tribes follows Environment conserva- tions rule in hauling edible plants	P. Thannu FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	wildlife management tribes nesting and bird nesting	using hare buck hippen the reptile dig nest in the sand	P. Thannu FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

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 and fuel etc.

Social functions of forests:-

Recreation, tourism, education and conversion of sites with cultural 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	Ecotourism activities → Hiking, bird watching wildlife viewing	Types of activities & Eco-tourism	FOREST BEAT OFFICE NARASINGAPALLI
Day - 2	Eco tourism responsible travel to natural area	natural areas to save Eco-tourism	FOREST BEAT OFFICE NARASINGAPALLI
Day - 3	Forest laws and forest protection	Importance of the forest officers.	FOREST BEAT OFFICE NARASINGAPALLI
Day - 4	Importance of the forest officers	Duty of forest officers.	FOREST BEAT OFFICE NARASINGAPALLI
Day - 5	Job roles of forest officers	power of forest officers	FOREST BEAT OFFICE NARASINGAPALLI
Day - 6	forest law in AP	Section and Acts in AP forest	FOREST BEAT OFFICE NARASINGAPALLI

WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Eco-tourism In forestry?

Eco-tourism may be defined as responsible travel to natural areas that conserves the environment and improves the well doing of local people forest and wild life are element of nature and inspire ble part of the environment.

Activities of Eco-tourism?

- ① Hiking, bird watching, wild life viewing.
- ② water adventures, mountain biking
- ③ Trekking experience
- ④ tree plantation.

Job role of forest officers?

manage the forest, wild life and environment issues at different states.

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 Tekkali forest department. The officers were very friendly with us and showed us many different 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 it here that 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 do a part from us. We also learned that we should educate the people around should protect the forest.

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 transaction possession of timber and other forest produce and regulate or prohibits the occupation, clearing, planting or breaking up land for cultivation the acting 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 :-

① This Act may be called the AP forest Act 1967

② It extends to the whole of the state AP

③ 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 rare species of animals I learned that what kind of plants and trees to grow in what kind of area is good for the climate. I learned what kind of plant grow in what kind of 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 learned the importance of protecting the forest, living that habits.

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

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

Any fieldwork class I did were done as connected team work.

Especially when going to a wedding, we all went as a group one we did a tree plantation while going to the postal area, surrounding areas tried to remove the government owned trees like classes sunai, palam, which grow according to the climate in the area and tried to plant commercial trees also I also learn about various important aspects of technological developments such as government forest and lands under the control of the forest department, what kind of areas are occupied by the forest what kind of environment on the living species, what kind of disturbance what kind of protection 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)

Intersting in forest depadment in very use ful for me. It will help me a lot my studies.

not only by the forest department be we also have to protect the forest of our scurrounding areas and area species of animals withot any harm to them.

It the food people is to continves withot any food problems for our future generations such philosophy actions are very much needed by such departments.

Thanking you for sucersfully conducting this two months intership with your help and support thanks to our officers who led us succesbuly Throug this course esusidly section range officer.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: KAYAINSURYA PRABHA (Reg No:-) 2122001066029
 To 18-08-2023 - 30-09-2023
 Date of Evaluation: FOREST DEPARTMENT TEKKALI
 Organization Name & Address:
 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

K. Suryaprabha
 Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

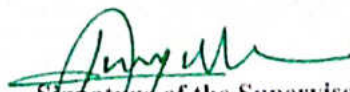
Student Name & Registration No: KAYALA SURYAPRABHA (R00) 212200106022
Term of Internship: From 18-08-2023 To 30-09-2023
Date of Evaluation:
Organization Name & Address: FOREST DEPARTMENT, TENKALI
Name & Address of the Supervisor with Mobile Number: 

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
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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 OFFICER
TENKALI

