

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: KONADA. SAI KUMAR

Name of the College: GDC (MEN) SRIKAKULAM

Registration Number: 2122001066023

Period of Internship: From: 18-8-2023 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://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: GDC (MEN) SRIKAKULAM

Department: FOREST DEPARTMENT

Name of the Faculty Guide:

Duration of the Internship: From 18-8-23 To 30-09-2023

Name of the Student: KONADA . SAI KUMAR

Programme of Study

Year of Study: FINAL YEAR

Register Number: 2122001066023

Date of Submission: 15/10/23

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Register Number: 2122001066023

Date of Submission: 15/10/23

ACKNOWLEDGEMENTS

Is 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 an anyway of two months. it would not have possible without the participation assistance of members and the courageous people the way these I have thank them all.

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

K. Sai Kumar

Certificate from Intern Organization

This is to certify that KONADA.SAI KUMAR (Name of the intern) Reg. No. 2122001066023 of GDC(MEN).SKLM (Name of the College) underwent internship in FOREST DEPARTMENT (Name of the Intern Organization) from 18-8-2023 to 30-09-2023

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

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

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's. to consolidate through practical experiments it provided direct forest experience to the inter 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 prepare respective professional capacities teacher disposition student differs devise needs of turner 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.

forest department of tekkali. is located
at the main scope of forest department is to
project to wild life.

the mission of forest department is the
mentioned to manage coastal and projects
forest or wild life resources in the range of
through afforestation the vision of planning
of substance balance environment service.

→ aware create protection of forest-areas.

→ conducting daily classes.

→ planning hours to settle the practical
knowledge

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.

Any fieldwork class I did were done as concerted team work especially when going to a wedding, we all went as a group area. Surrounding area tried to remove the government owned trees like cases sanvi, plam, which grow according to the climate in the area and tried to plant commercial trees.

Also lets learn about various important aspects of technological. This part by reflecting on what kind of skill to 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. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Human use of the resources	The research and training division handles.	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Human how to save resources	Introducing the afforestation programs	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Human resource management	The process of planning and implement- ing practices for the forests,	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Human resource which type	protecting resource ① HRD for an origination	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	How to use and the develop resource.	Improving literacy skills, skill develop- ment and training	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

WEEK - 1 (From Dt. 18-8-2023 to Dt. 24-8-23)

Objective of the Activity Done:

Detailed Report:

=> Human resource management :-

Is the strategic and coherent approach to the effective and efficient management people in a company or organization such that they helps their business gain a competitive adjustment advantages. It is designed to maximize employee performance in service of an employers 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 hence deterred an entraction activity	FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	types of offences	any offences provided for by law in respect	FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	protect forest and wildlife	developing protective arms such as nature at areas wildlife	FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	purpose of patrolling	To maintain the security of the area and act as crime deterrent	FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	punishment for forest offences.	imprisonment for a minimum term of six months and two years.	FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	types of forest in forest act 1927	reserved forest protected forest and village forest	FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

WEEK - 2 (From Dt. 26-8-23 to Dt. 2-9-23)

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 search inquiry to receive and record such evidence.

⇒ Section 62 and 63 act :-

The compounding of offences by a forest office 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	Swachh 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 mulching on campus	sanitation in your campus.	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	SMC mulching on tree sanitation	swachh bharat and sanitation	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	SMC society area tree plantation.	science area tree weeding	P. Jhansi FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

WEEK - 3 (From Dt. 4-9-23 to Dt. 11-09-23.)

Objective of the Activity Done:

Detailed Report:

⇒ SMC :-

Municipal Corporation works.

under the purview of municipal corporation cleaning up the environment ground of planting trees to the coastal areas of removing waste from the surrounding areas on the sea shore and the 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	TO improve the	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	social forestry works tree identification	1) Extension forestry 2) mixed forestry identification trees.	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	taxonomy	coconut, weeping willow, ginkgo deciduous.	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	nurseries plantation	How to nurseries plantation in wreeds areas.	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	tribal area of management	tribal follows environment and conservating rule in harvesting. plants	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	wildlife management turples nesting and bivel nesting	using have buck Happiness the respective dogs next in the sandal	P. Jhanu FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

WEEK - 4 (From Dt. 12-7-23 to Dt. 18-9-23)

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 the 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.	P. Thanesi FOREST BEAT OFFICE NARASINGAPALLI
Day - 2	eco-tourism responsible travel to natural area.	Natural areas to save eco-tourism	P. Thanesi FOREST BEAT OFFICE NARASINGAPALLI
Day - 3	forest laws and forest protection	importance of the forest officers.	P. Thanesi FOREST BEAT OFFICE NARASINGAPALLI
Day - 4	importance of the forest officers	duty of the forest officers	P. Thanesi FOREST BEAT OFFICE NARASINGAPALLI
Day - 5	Job roles of forest officers	power of forest officers.	P. Thanesi FOREST BEAT OFFICE NARASINGAPALLI
Day - 6	forest law in AP	sections and acts in AP forest	P. Thanesi FOREST BEAT OFFICE NARASINGAPALLI

WEEKLY REPORT

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

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 the local people.

forest and the wildlife are element of nature and insprible part of the environment.

⇒ Activities of eco - tourism :-

- Hicking , bird watching , wildlife viewing
- water adventures , mountain biking
- Trickking experience.
- Tree plantation.

⇒ Job role of forest officers :-

manage the forest , wild life and the environment issiue 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 the tekkali forest department. the officers was very friendly with us and showed our may diffired 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 true 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. A part from us we also learned that we should educate the people around us that we shall 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 regular or prohibites of the occupation, clearing, planting or breaking up of land for cultivation the cutting saving 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 skill I have learned in forest department.

I learned that we need to protect rare species at animals. I learned that what kind of plants and trees to grow in kashid 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.

then we have about the government laws regarding various of type of women, especially those who have missed and seized the forests of lands 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.,)

To improve your communication skills, we have about the government laws of the regarding various types of the communication skills. especially who those have missed and sized the forest lands owned by the government on the surrounding areas.

The govt provides on the transfer of timber and other forest to produce and regular on probability of the occupation of clearing of the forest then improve your communication skills.

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 conected team work.

expecially when going to a wedding , we all went as a group once we did a tree plantation.

while going to the postal area sourcing area tried to remove the government owned trees. like casses sanvi, plam, which grow according to the climate in the area and tried to plant commercial trees.

-Also lets learn about various important aspects of techonalgical. developments such as government forests and lands under the control of the forest department, what kind of areas are accepited by the forest what kind of environment on the living spices, what kind of distbence what kind of pentitives 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 of our surrounding areas and area species of animals without any harm 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 officers who are successfully through this course especially section range officer.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **KONADA . SAI KUMAR . 2122001066023**

Term of Internship: From **18-8** To **30-09-2023**

Date of Evaluation:

Organization Name & Address: **FOREST DEPARTMENT, TEKKALI**

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. Sai Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: KONADA . SAI KUMAR . 2122001066023

Term of Internship: From 18-08-23 To 30-09-2023

Date of Evaluation:

Organization Name & Address: FOREST DEPARTMENT , TEKKALI.

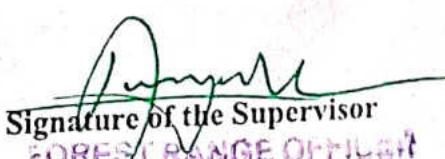
Name & Address of the Supervisor
with Mobile Number:

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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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
TEKKALI

