

Program Book

Short Term Internship

STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: K. Sai Koushik

Name of the College: Government Degree College (Mens), Seikakulam

Registration Number: 2122001067062

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

Name & Address of the Intern Organization: Forest Department, Day and Night
Junction, Seikakulam.

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...B.Com
(General)

Name of the College: Govt. Degree College (Mens), Srikakulam

Department: Commerce Department

Name of the Faculty Guide: R. Chandra

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

Name of the Student: K. Sai Koushik

Programme of Study B.Com (General), Forest Department

Year of Study: 2021-2024

Register Number: 2122001067062

Date of Submission:

Student's Declaration

I, K. Sai Koushika student of Internship Program, Reg. No. 2122001057062 of the Department of Commerce. Grant Degree. College do hereby declare that I have completed the mandatory internship from 12/02/23 to 30/02/23 in A.P. Food Department (Name of the intern organization) under the Faculty Guideship of....., (Name of the Faculty Guide), Department of...Commerce..... Grant Degree College (Mens) (Name of the College)

K. Sai Koushika
(Signature and Date)

Endorsements


Faculty Guide


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that KUPPILI SAI KAUSHIK (Name of the intern) Reg. No. 2122001067062 of Govt. Degree College (Name of the College) underwent internship in A.P. Forest Department (Name of the Intern Organization) from 18/08/23 to 30/09/23.....

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
SRIKAKULAM

ACKNOWLEDGEMENTS

This Forest Department internship report is the result of end of a way of two months. It would not been possible without the participation assistance of numerous brave and courageous people along the way. Thus, I have to thank them.

First and foremost, I would like to give special gratitude to my Parents who give me every opportunity to keep my step a head.

I am Indebted to my College teachers and the principal for vision, encouragement and enduring contagious interest in the Internship.

I extended my gratitude to my classmates and especially to group members with whom I started shared my dark days and when we sort out academic and Social problem.

Special thanks must be given to the teachers and students Forest department, SriKakulam for their feedback, love and Support with which I achieved skills and development.

Last and most importantly. I would Like to all those who made this report possible and become a reality with their kind assistance.

K. Sai Koushik

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.

I worked in the Internship in the department of forest. I visited the place in forest office, Day and night Junction, Kakulam. I choose forest department to know about the forest department, and the duties of forest officers and importances.

The Introduction is very friendly and valuable. Through this internship, I got to know about the A.P forest department. A.P Forest Department is one of the administrative divisions of department Government of Andhra Pradesh. It is headed by the principal officer of Conservation of forests, Head of forest force. The primary function of this department is protection, Conservation and management of forests in the Andhra Pradesh State. The Forest Department is organized into 12 territorial Circles and 43 divisions. In addition, one Senior officer of the rank of Deputy Commissioner of forests functions as planning and extension officer in each district.

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.

Introduction:- In 1864, the British Raj established the Imperial Forest Department; Dietrich Brandis, a German forest officer, was appointed, Inspector General of forests. The Indian Forest Service (IFS) is one of the three All India Services of the Government of India. The other two All India Services being the Indian Administrative Service and the India Services Act, 1951 by the Government of India.

vision:- To recognise forests inherent role in food security and improved Livelihood, manage forests for the full range of Ecosystem Services well as Post forest as a solution to climate change.

mission:-

- > Conserve and protect forests, wildlife, rivers and other water resources
- > Preserve natural habitats of wild life
- > Preserve rich biodiversity of the state
- > Take up afforestation on massive scale.
- > Provide Ecosystem Services
- > Create awareness about forests and wildlife protection.

CHAPTER 3: INTERNSHIP PART

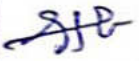
Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

Activities / Responsibilities

The main role of the forest department of the Government is to implement the forest Conservation Act. the forest policy, an aim to increase the forest area by 33.3 Percent by planting more trees and also protecting forest by engaging local people.

1. The main role of the forest department of the Government is to implement the forest Conservation act.
2. The forest Policy, an aim to increase the forest area by 33.3 percent by planting more trees and also protecting forests by engaging local people.
3. forest department also survey the forest to know about forest products
4. Government classified the forests into four categories for better understanding of forest Conservation.
5. Government also perform forestry research to better understand how to maintain the ecological balance in forest.

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 Communities have depends on forests for their	
Day - 2	Awareness Cap	Creating awareness in tribal people	
Day - 3	Theory class opportunities for tribal areas	Giving opportunity to local people to protect forest area	
Day - 4	Theory class formation of vss	VSS - vana Samarakshana Samithi	
Day - 5	Theory class	Providing Employment in reserve forests	
Day - 6	Awareness Camp	Improving Communication Skills	

WEEKLY REPORT

WEEK - 1 (From Dt. 21/08/23.. to Dt. 26/08/23.)

Objective of the Activity Done:

Detailed Report:

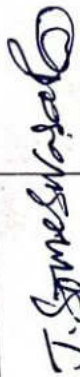
Tribal management

Historically, Tribal Community have depend on forestry for their live and food i.e Cultivation and Forest product Collection.

- ⇒ Provide Employment in the reserve forest
- ⇒ Formation of VSS
- ⇒ 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 role in protection



ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Theory class	Telineelapuram Bird sanctuary	
Day - 2	Theory class	Protection for Bird Sanctuaries	 Forest Section Officer Sreekurmam
Day - 3	Theory class	Scientific names of Animals & Birds.	
Day - 4	Theory class	Sanctuaries of National Parks.	
Day - 5	Theory class	Olive Ridely Sea turtle.	
Day - 6	Theory class	Endangered Species of Birds & Animals.	

WEEKLY REPORT

WEEK - 2 (From Dt. 28.12.23. to Dt. 03.01.23.)

Objective of the Activity Done:

Detailed Report:

In this entire week we know the Information about Bird Sanctuary of Telinclapuram.

There are two Bird Sanctuaries in A.P

⇒ 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 :- There are ⇒ Sri Venkateswara National park.

⇒ Papi Kondalu National park.

We know also about Olive ridley Sea turtle of Pacific ridley there are the weight of 36-50 kg (79-110 lb) and feed up to 25-30 Eggs for babies.

There are also So many Endangered Species of Birds & animals.

Some of them are Vaguita, Amur leopard, Mating habits, Siberian Crane, Sociable Lapwing, Yellow-beasted Bunting.

T. Sureswara
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	Theory class	Know about forest department structure	m. Indrani
Day - 2	Theory class	Some of the forest Acts	m. Indrani
Day - 3	Theory class	Duties of forest officers	m. Indrani
Day - 4	Theory class	Advantages & Significance of forests	m. Indrani
Day - 5	We attended for the field work of	Information of forests protections	m. Indrani
Day - 6	Theory class	Know about the Hierarchy of forest Department	m. Indrani

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week we know the information about the forest Department Structure, PCCF (Principal Chief Conservator of forests) The head of forest force. under the PCCF, Additional PCCF's is there District forest officers and Assistant DEO's, forest range officers Deputy range officers, Forest Section officers and forest Beat officers.

We know about forests Acts :-

Indian forest Act - 1927

Andhra Pradesh forest Act - 1967

wild Life protection Act - 1972

Forest Conservation Act - 1980

A.P WALTA Act - 2002

A.P transit rules - 1970 etc.

Types of Cases

OR - Case

UDOR - Case.

And we also know the duties of forest officers:-

⇒ protective Duties

⇒ wild life protection.

⇒ protection of boundaries.

⇒ we also know about different types of policies:-

⇒ National forest policy - 1894

⇒ National forest policy - 1952

⇒ National forest policy - 1988

⇒ National forest policy - 2018 - announced 30 years ago

M. Indrani

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Theory class	Introduction of nurseries	
Day - 2	Theory class	Basic information of forest Department	
Day - 3	we attended for the class about field work (	Information about the nurseries in field work	
Day - 4	Theory class	Different types of plantation Scientific names	
Day - 5			
Day - 6	Theory class	Important of Plantation on forest Department	

WEEKLY REPORT

WEEK - 4 (From Dt. 1/09/23.. to Dt. 16/09/23.)

Objective of the Activity Done:

Detailed Report:

In this entire week we know the information about Sections of forest department. There are 17 Sections of forest department.

we went for field work at

To visit the Nursery of forest department.

There we know the types of nurseries.

There are two types, They are $\Rightarrow$ Temporary nurseries

$\Rightarrow$ Permanent nurseries

Temporary nurseries are raised in private lands, they are can be shifted

Permanent nurseries are raised in government lands / areas.

They are also two types of Beds, they are raised Beds and Sunken Beds.

we also know the sizes of Bags used for plants such as 5/9, 8/12, 4/7, 3/4, 12/16.

we saw different types of plants such as Neem, Jamun, wood, Sidum Goa, Tamarinda indica, Bahimia vahili and Avenue plantation such as Delonix regia and Tokeabia Raja, Neligera plants etc.

we also know their dimensions means the dimensions of Beds.

ACTIVITY LOG FOR THE FIFTH 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.	
Day - 2	Class about famous temples in Srīkakulam	Axarasavalli, Srīkūlam & Srīmukhaligam are famous temples in Srīkakulam	 Forest Section Officer Sreekumar
Day - 3	A visiting tour to Axarasavelli	It is the Second famous Sun temple in the world	
Day - 4	Theory class about Beaches and waterfalls	It is Riseria Beaches Situated at Kalingappuram Bhavanipadu	
Day - 5	Theory class about Reservoirs	Reservoirs are the artificial lakes used for the supply of Water.	
Day - 6	Knowing about the advantages of Eco-tourism	It maximize the Local Economic benefits	

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.	 Jones Wimala Forest Section Officer Sreekulam
Day - 2	Class about famous temples in SriKakulam	Axarasavalli, SriKulam & Srimukhaligam are famous temples in SriKakulam	
-	A visiting tour to Axarasavalli	It is the Second famous Sun temple in the world	
	Theory Call about Beaches and waterfalls	It is Riseria Beaches Situated at Kalingapattam Bhavanpadu	
	Theory class about Reservoirs	Reservoirs are the artificial lakes used for the supply of Water.	
	Knowing about the advantages of Eco-tourism	It maximize the Local Economic benefits	

WEEKLY REPORT

WEEK - 5 (From Dt. 25/9/23.. to Dt. 30/09/23.)

Objective of the Activity Done:

Detailed Report:

Eco-tourism is a form of tourism marketed as responsible travel to natural areas, Conserve the Environment and improving the well being Local people.

We visited the famous Sun temple in the wild Arasavalli to know about the history and to build communication with foreigners who visited the temple.

We know about the use of reservoirs in water supply. Also we learn about the national and state identities.

We know about the use of advantages of Eco-tourism as it is useful in Collaboration and maximize the local Economic benefits.

J. Sureshwarar

Forest Section Officer
Sreekurman

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.)

Work Environment of Forest Department :-

Andhra Pradesh Forest Department is one of the administrative divisions of Government of Andhra Pradesh. It is headed by the principal chief conservator of forests, head of forest force.

We went for field works one of it is necessary nursery and another one is temporary forest. we know about the types of nurseries and types of plantation they done. we worked in that fields.

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

⇒ The most Common hard Skill for a forestry technician is harvest 32.3%. forestry this technicians have this skill on their resume.

⇒ The Second most Common hard skill for a forestry technician is Patrol appearing on 12.5% of resumes.

⇒ The third most Common is natural resources on 9.9% of resumes

⇒ Three Common Soft Skills for a forestry technician are analytical skills. Communication skills and technical skills.

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 achieved the real time variance procedural profile, in very scientific and given time management, Competence & giving skills.

Every works in the bounded and can't be neglected, whole work in observing the field works their Learning was very important.

Forest Department Visited to Seikakulam area them working was team work & animal protection in that timber dips, and soil test and avenue plantation.

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

In Forest Department always Space with point to point and don't Log the improve I will the clear of what I am Saying.

I am also encourage often to participate in the describe to share their views I always concluded the group dis courage in tried & formally manners.

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

- ⇒ Handling of forest areas
- ⇒ test in soil
- ⇒ Soil menoration
- ⇒ animal protection
- ⇒ avenue plantation
- ⇒ timber dipo
- ⇒ and irrigations.

In forest department, about protect the forest areas and their forest animals, birds improve avenue Plantation.

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: *KUPPILI SAI Koushik, 2122001067062*

Term of Internship: From *18/08/2023* To *20/09/2023*

Date of Evaluation:

Organization Name & Address: *A.P Forest Department, Days night Junction, Sri Kalahasti,
Range Office*

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

Signature of the Supervisor

[Signature]
Forest Range Officer
SRIKALAHASTI

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: KUPPILI SAI Koushik, 2122001067062

Term of Internship: From 18/08/23 To 30/09/23

Date of Evaluation:

Organization Name & Address: AP Forest Department, Day & Night Junction, Sri Kakulam Range office.

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 Koushik.

Signature of the Student

