

Program Book

Short Term Internship

P STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: Suru . Madhu

Name of the College: Government Degree College for (Men)

Registration Number: 2122001066054

Period of Internship: From: 18-8-2023 To: 30-9-2023

Name & Address of the Intern Organization

Forest Department -(Srikakulam range)

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 (Computers)

Name of the College: Government Degree College for (Men)

Department: Forest Department

Name of the Faculty Guide: N - pavani

Duration of the Internship: From 18-8-23 To 30-9-2023

Name of the Student: Suru. Madhu

Programme of Study Forest Department / B.com (Computers)

Year of Study: 2021 - 2024

Register Number: 2122001066054

Date of Submission:

Student's Declaration

I, S. Madhu, a student of F.D. Program, Reg. No. 2192001066054 of the Department of Commerce ~~Grat. Degree~~ College do hereby declare that I have completed the mandatory internship from 18.8.23 to 30.9.2023 in Forest Department ~~(Srikakula)~~ (Name of the intern organization) under the Faculty Guideship of N. Pavani, (Name of the Faculty Guide), Department of Commerce ~~Grat. Degree College for men~~ (Name of the College)

S. Madhu
(Signature and Date)

Endorsements

Faculty Guide

Head of the Department


Principal

Certificate from Intern Organization

This is to certify that ..S. Madhu..... (Name of the intern) Reg. No. 2122001066054 of Govt. Degree College (M) (Name of the College) underwent internship in ..Forest Department.. (Name of the Intern Organization) from ..18.8.2023 to ..30.9.2023.

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
SRIKAKULAM

ACKNOWLEDGEMENTS

I would like to extend My thanks to my College for allotting me to internship in forest Department. I would like to extend My greatfulness to both Ranger Officer of Srikakulam and Section Officer, Beat Officers of forest Department for there Continuous assistance for us during the Time period of Internship. I would like to extend My warm thanks to all the staff, Beat Officers and Asst. Beat officers of Srikakulam range Guidance Each and Every day of Internship I would like to thank the all persons of forest Department of Srikakulam range who have Supported us each and Every moment during the Internship....

they made all the arrangements for us to reach the field area Every day and thought us Many lessons field being close to nature At last I would like to thank Each Every one who have directly Call Indirectly involved in Completion of this internship programme.....

S. Madhu

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 Objectives of the department is to (Reported) and protect the Wild Life Flora and forests of Srikakulam and preserve the Natural resources. Srikakulam district has the Longed Coast line in the State of Andhra Pradesh two of the rivers pass through Srikakulam district are river part of Vishakhapatnam district are Bay of Bengal in the East, Vizayanagram district in the South and Odisha State Borders in the West and North direction...

Out comes include the On field learning of preserving forests, Educating the near by villagers and tribes to know the importance of Reserve forests, Interacting with Villagers and Convincing them a part of Conservation of Wild Life of Srikakulam.....

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 Srikakulam range works under Guidance of district forest department (Office) Srikakulam. The vision and mission of the Organization is to protect and preserve the Reserve forest areas and natural Eco system under these range the range is further divided into several beats which are under the control of Beat Officers and Asst Beat officers.

The role and responsibilities includes educating Villagers and tribes planting of new plantation Cutting down of Old trees for timber (under supervision) and Cutting and preserving the wild life reserves.

Turnovers and profits includes the auction of Amber and DET works which are handed to government. Future plans includes the increase in number of trees and land of vegetation and increase the number of migration birds in Thelukunchi.

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.

Everyday we are allotted to different field areas present in the range which was Important area of Srikakulam. Underly Supervision of Specific beat officers Beat Officers used to take class on fields and taught valuable lessons and Technical knowledge regarding the work.

Weekly Schedule is allotted and the classes were also punctual and on time Undersupervision of Srikakulam range Officer (Madam/sir)..

Equipment used are mainly the Co-Ordinates detector to find the Corordinates where the signal is not available DET tasks have been performed and Interacting with villagers to Educate them and preservatives of Internship Educating the villagers not to Enterach the forest areas.....

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	Awariness Cap	Creating awariness in tribal people.	
Day - 3	theory class Opportunities for Tribal areas.	Giving Oppurnity to Local people to protect forest area.	
Day - 4	theory class formation of VSS	VSS - Vana Samarakshana Samithi.	
Day - 5	theory class	providing Enploy -ment in reserve forests.	
Day - 6	Awareness Camp.	Improiving Comm - unication skills.	

WEEKLY REPORT

WEEK - 1 (From Dt. 21/06/23.. to Dt. 26/08/23..)

Objective of the Activity Done:

Detailed Report:

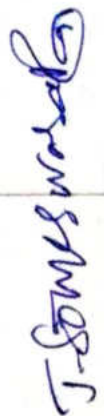
Tribal Management :-

Historically, Tribal Community have depended on foresty 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 proirity to women development.
- * Collection of minor forest Produce.
- * Involve Local People in work 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.	 J. S. Suresh Forest Section Officer Sreekrishnan
Day - 3	Theory class	Scientific names of Animals & Birds.	
Day - 4	Theory class	Sanctuaries of National parks.	
Day - 5	Theory class	Olive Rيدley Sea turtle.	
Day - 6	Theory class	Endangered species of Birds & Animals	

WEEKLY REPORT

WEEK - 2 (From Dt. 28/09/23.. to Dt. 07/10/23..)

Objective of the Activity Done:

Detailed Report:

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

There are two Bird Sanctuaries in A.P.

⇒ Nela pattu 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 making habits, Siberian Crane, Sociable Lapwing, yellow-beaked Bunting.

J. Somasundaram
Forest Section Officer

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. Jindani
Day - 2	Theory class	Some of the forest Act's.	m. Jindani
Day - 3	Theory class	Duties of forest Officers.	m. Jindani
Day - 4	Theory class	Advantages & Significance of forests.	m. Jindani
Day - 5	We attended for the field work of	Information of forests protections and forest fire Safety.	m. Jindani
Day - 6	Theory class	know about the Hierarchy of forest department..	m. Jindani

WEEKLY REPORT

WEEK - 3 (From Dt. 04/09/23. to Dt. 9/09/23...)

Objective of the Activity Done:

Detailed Report:

In this entire week we know the information about the forest Department structure, pccf (principal chief conservation of forests) the head of forest force, under the pccf, Additional pccf's is there District forest officers and Assistant DFO's, forest range officer, Deputy range officers, Forest Section officers and Forest Beat officers.

We know about forests Acts :-

India forest Act - 1987

Andhra pradesh forest Act - 1979

Forest Conservation Act - 1980

A.P WALTA Act - 2009

A.P transit rules - 1970 etc..

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 are in forest department.

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 and Scientific names.	
Day - 5	Theory class	Endangered plants and Forest plantation.	
Day - 6	Theory class	Important of plantation on forest department.	

WEEKLY REPORT

WEEK - 4 (From Dt. 11/09/23.. 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 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 Beds used for plants such as 5/9; 8/12, 4/4, 3/4, 12/6.

We saw different types of plants such as Neem, Jamun, wood, Sidium Gioa, Tamarinda indica, Bahimbia vahili, and Avenue plantation such as Delonix regia and To ba bia Raja, Ne-ligiri plants etc...

We also know their dimensions means the dimensions of Beds...

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.	 J. Sureshwarao Forest Section Officer Srikulam
Day - 2	class about famous temples in srikakulam.	Arasavalli, srikulam & srinukhaligam are famous temples in srikakulam.	
Day - 3	A visiting tour to Arasavelli.	It is the second famous sun temple in the world.	
Day - 4	theory class about Beach -es and waterfalls.	It is Resera Bea- -ches situated at Kalinga ptham, Bhavanpadu.	
Day - 5	theory class about Reservoirs	Reservoirs are the artificial lakes used for the supply of water.	
Day - 6	knowing about the advant- -age of Eco-tourism.	It maximize the local Economic benefits.	

WEEKLY REPORT

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

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 World 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 identifies.

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
Sreekanth

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 & meaning-ful to improve our communication skills and to build friendship with the co-students. we have class room facilities in forest Department. we have to attend the office from 10 AM to 5 PM. they conduct classes and provide not only bookish knowledge but also practical knowledge which helps for easy understanding about the forest Management.

We conduct awareness programmes in villages to create awareness among villagers about the forestry and resources..

Our Range Officer helped 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 discussions and team work helps us to improve the communication and to enhance the stage fear..

The work of forest officers motivated me to learn techniques from and apply in my future....

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.

learned how to use a GPS tracking device when there is no signal in phone.

We learned about data entry.

We acquire knowledge in Nursery Management, preparing nursery beds, pre-treatment for seeds, preparation of primary beds, shifting plants into bags.

learned how the animals are being tracked basing on the presee of GPS Machine...

We acquire knowledge in usage of Mist chamber, lath houses and cooling systems.

We know about different forest laws and forest acts, 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 and appointed a leader for each group. we all attend the class and clarify our doubts regarding the timings at our leader. our leader is always supportive and friendly to clarify our doubts. we all are equally share our thoughts in group discussion -8...

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 team working week by week we improve our communication and it helps us to become little more Competitions / Competitive in crack our goals...

time was being utilized judiciously to improve our abilities Goal was being set to improve ourselves on daily bases and do a little more than the previous days.

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.

Oral Communication was improved a lot due to interactions with the villagers and tribes..

The leadership helps me to improve my Oral Communication which reduces stage fear..

It helps me to improve my Writing Skills and 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 and improves my understanding abilities and I'm getting understood by others.

The group discussions and debates helps how to start and close a conversation with good greetings and self introductions....

Closing the conversation was learnt in the discussions happened with Encroachment people..

With Appreciating was an live basis learnt with our officers....

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 and group discussions it leads to easy acceptance of my Team members about my thoughts and decisions. And also they give good ideas than me. I agreed with them as it improves my Spontiveness without any personal issues...

participation in teams is an integral part while attending a field area so that no wild animal attacks us on alone...

Our Teammates are always Supportive and took me forward in this Successful Completion of project.

We must Contribute our level best as a team member Towards the program Scheduled...

leading an activity of the Internship was a herculean task but on completion it built up a Confidence in me that we can do our works in a better way than what we thought.

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 and mapping..

Scientific forestry is a new development in forestry it is the practice of conservation and management of forests based upon science. It is the science of forest and plantation technique management.

Digital Technologies includes the GPS Mapping using drones and satellites.

GPS tracking must be installed in animals in a safe way to find their movement..

Computer based assessment must done for all the field work done by the officers....

Transplantation of old trees from one place to another helps to reduce tree loss and improves the greenary.....

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Suru Madhu & 2122001066054

Term of Internship: From 18-8-23 To 30-9-2023

Date of Evaluation:

Organization Name & Address: Forest Department (Srikakulam range)

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

Signature of the Student

S. Madhu

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Suru. Madhu & 2122001066054

Term of Internship: From 18-8-2023 To 30-9-2023

Date of Evaluation:

Organization Name & Address: Forest Department (Srikakulam range)

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

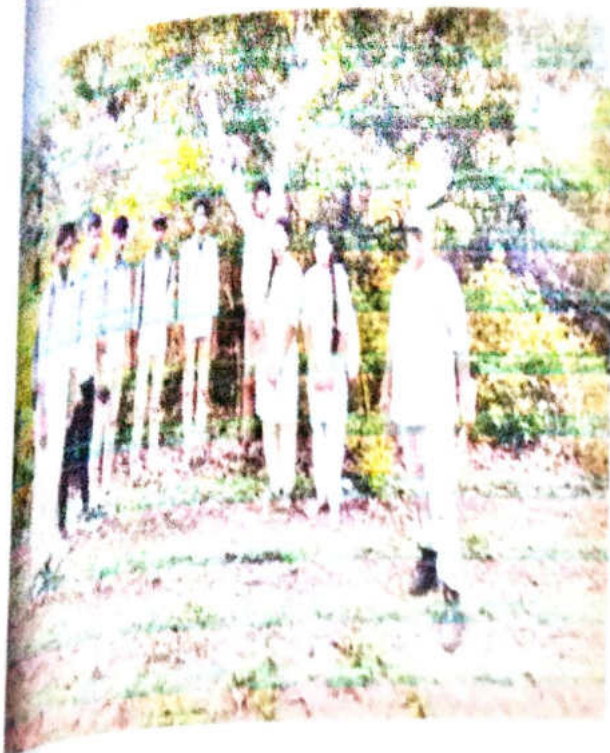
Rating Scale: 1 is lowest and 5 is highest rank

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
Forest Range Officer
SRIKAKULAM

PHOTOS & VIDEO LINKS





GPS Map Camera

Vatsavaleasa, Andhra Pradesh, India
 Vatsavaleasa, Andhra Pradesh 532404, India
 Lat 18.266347°
 Long 84.03887°
 09/09/23 10:44 AM GMT +05:30

Google



GPS Map Camera

Vatsavaleasa, Andhra Pradesh, India
 Vatsavaleasa, Andhra Pradesh 532404, India
 Lat 18.266347°
 Long 84.03887°
 09/09/23 10:00 AM GMT +05:30

