

2 months Internship

Name : A. Sai Teja

Group : B.Com (Gen)

Hall NO : 2122001067001

Phone NO : 8142558387

Department : Forest department

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
(Onsite / Virtual)

Name of the Student: A. Sai Teja

Name of the College: Govt. degree college [men] srirakulam

Registration Number: 2122001067001

Period of Internship: From: 19-08-23 To: 30-09-23

Name & Address of the Intern Organization: kasibugga forest department

Dr. B.R ambedkar University
YEAR

An Internship Report on

Forest Department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Bachelor of Commerce B.Com (Gen)

Under the Faculty Guideship of

S. Eswara Rao

(Name of the Faculty Guide)

Department of

Govt. degree College (men) Sriikakulam

(Name of the College)

Submitted by:

A. Sai Teja

(Name of the Student)

Reg.No: 2122001067001

Department of

Commerce department G.D.C (men) Sriikakulam

(Name of the College)

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 for 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 people 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 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:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. 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 the 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.

-----<<@>>-----

Official Certification

This is to certify that Alikana Sai Teja (Name of the student) Reg. No. 212200106700 has completed his/her Internship in Eswar Rao (Name of the Intern Organization) on Forest Department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce Department in the Department of Government Degree College for men (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Student's Declaration

I, A. Sai Teja a student of Forst department
Program, Reg. No. 2122001067001 of the Department of govt degree [MEN]
College do hereby declare that I have completed the mandatory internship
from 19-08-23 to 30-09-23 in Forest Department (Name of
the intern organization) under the Faculty Guideship of
S. Eswara Rao (Name of the Faculty Guide), Department of
Government Degree College for (men) Srikkulam
(Name of the College)

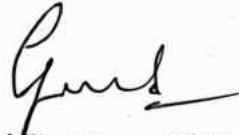
A. Sai Teja

(Signature and Date)

Certificate from Intern Organization

This is to certify that A. Sai Teja (Name of the intern)
Reg. No 2122001067001 of Govt. Degree College (Name of the
College) underwent internship in Kasibugga Forest department (Name of the
Intern Organization) from 13-10-22 to 27-10-22

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

CHAPTER 1: EXECUTIVE SUMMARY



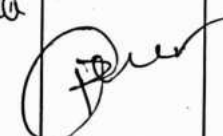
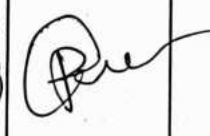


The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

The internship Programme aims to provide one students the opportunity to consolidate through practical experiment it provided in Direct Forest experience to the intern on various rules of including to tree plantation in more than activities in the Forest Department.

Forest internship is designed to make to the development of an prepares respect professional capacities teacher Disposition sensibilities and selects student officers decide needs of learners in forest internship

I am second year B.com graduated of Govt. Degree College [men] Srikkulam our college in B.com 2nd year student for internship in different Department these been sent to forest Forest Department in tekkali for the internship for 2 months

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Human Resource	India Council Act forestry Research	
Day - 2	Human use of Resource	The Research and Training division handless	
Day - 3	Human how to save Resource	Introducing other - tion programs	
Day - 4	Human Resource management	The process of Plan -ning and implementing Practices for the forests	
Day - 5	Human Resource with Type	Protecting the Resource ① HRD for Non organization	
Day - 6	How to use and Develop the Resource	improving literacy skills, skill develop -ment and training	

WEEKLY REPORT

WEEK - 1 (From Dt. 21-8-23 to Dt. 26-8-23)

Objective of the Activity Done:

Detailed Report:

Human Resource management

is the strategic and coherent approach to the effective and efficient management of people in a company or organization such that they help their Business gain a competitive advantage it is designed to maximize employee performance in service of an employer's strategic objectives

Human Resource management is primarily concerned with the management of people within an organization focusing on policies and systems HR Departments are responsible for overseeing and development and employee recruitment training and development and performance appraisal and reward management such as managing pay and employee benefits system.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Patrolling activities	Seeing to observe hence detect illegal extraction activity	Pur
Day -2	Type of offences	any offences provide for by law in respect of a forest timber	Pur
Day -3	Protect forest and wild life	Developing protective aims such as notion at areas wild life sanctuaries to protect	Pur
Day -4	Purpose of patrolling	to maintain the security of the area and act as a crime deterrent	Pur
Day -5	Punishment for forest offences	imprisonment for a minimum term of six months with may extend to two years or with minimum	Pur
Day -6	Types of forest in forest act.	Reserved forests Protected forests and village section 33 the Indian forest act 1927	Pur

WEEKLY REPORT

WEEK - 2 (From Dt. 28.8.23 to Dt. 7.9.23.)

Objective of the Activity Done:

Detailed Report:

Power of forest offences

Power to issue a search warrant under the code criminal procedure 1898 power the hold on inquiry into forest offences and is the course of such inquiry to receive and record such evidence

Section 68 Act







The state Government through notification in the official gazette can empower a forest officer to accept pardon on offenders a sum of money by way of compensation for the offence that such person has been expelled at community

Section 62 and 63 act

The compounding of offences by a forest officers exclude offences mentioned in section the Act.

Pune

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	smc works	Swath Bharat	
Day -2	smc works → Tree plantation	Tree Plantation	
Day -3	weeding and trees	Tree plantation and profit to trees	
Day -4	smc mulching on Campus	Sanitation in your Campus	
Day -5	smc mulching on the Sanitation	Swath Bharat and sanitation	
Day -6	smc saving area tree plantation	See the area tree weeding	

WEEKLY REPORT

WEEK - 3 (From Dt. 4.2.23... to Dt. 9.2.23..)

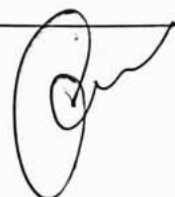
Objective of the Activity Done:

Detailed Report:

Smc works → srirakulam municipal corporation works under the auspices of srirakulam municipal corporation cleaning up the environment around as planting trees going to the coastal areas of srirakulam removing waste from the surrounding areas on the sea shore and knowing how to preserve the plants that grow according to the climate of these surrounding areas

what kind of action will be taken the who destroy trees as curve palm etc growing in the coastal areas.

They deserve no Punishment Awareness Programs are being done to create awareness among people without destroying them



ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	social forestry works	to improve the environment save to climate functions	cm
Day -2	social forestry works tree identification	1) extension forestry 2) mixed forestry identification trees	cm
Day -3	taxonomy	coconut, weeping willow, Ginkgo deciduous and coniferous	cm
Day -4	nurseries plantation	How to service planting in nurseries areas	cm
Day -5	tribal area management	Tribals follow environmental conservation rule in nursery plants with establishes	cm
Day -6	wildlife management turtles nesting and bival nesting	ecological produce using have back the Reptive clips a nest in the sand	cm

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Social Forestry works

The social forestry scheme sought to make the common people for basic plantations which would meet the growing demand for timber and fuelwood etc.

Social function of forests Recreation tourism education and conservation 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

Roles of tribes in forest and management

Tribe follows environment conservation rule in harvesting edible plants while establishes dense

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Ecofounism activities → thinking bird watching wild life viwing	type of activities Eco-tourism	
Day - 2	Eco-tourism responsible travel to natural areas	natural areas to serve eco-tourism	
Day - 3	forest laws and forest protection	importance of the forest officers	
Day - 4	importance of the forest officers	Duty of forest officers	
Day - 5	Job Rules of forest officers	power of forest officers	
Day - 6	forest law in AP	sections and Acts in AP forest	

WEEKLY REPORT

WEEK - 5 (From Dt. 25.7.23 to Dt. 30.7.23.)

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-being of local people.

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

Activities of eco-tourism

- 1) Hiking, bird watching, wild life viewing
- 2) Water adventure, mountain biking, caving, climbing
- 3) Gaining experience with local communities
- 4) Tree-planting programmes

Importance of the forest officers

Protective duty involving against fire and trespass, fighting fires and stopping trespass as well as assisting the state authorities in the protection of game laws and issue a search warrant under the code of criminal procedure 1898.

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 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 development to protect the forest in such an environment be.

How would that department be? What are the intended consequences of them? What does this department expect from us? We also learned that we should educate the people around us that should protect the forest.

This is what we learned from them in the forest of Tekkali in that coastal area i.e. with us who got along well with us beyond their level.

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 passion of timber and other forest produce and regulates or prohibits the occupation clearing plowing or breeding up to canal for cultivation the cutting seizing conversion and removal of trees

section 29 of the AP forest Act :

Power to make rules to regulate the transit and passisson of timber and other forest produce

Andhra Pradesh forest Act -1967

1 to 1967

- 1) This Act may be called the Andhra Pradesh forest Act 1967
- 2) it extends to the whole of the state Andhra Pradesh
- 3) it shall come into force unistification in the Andhra Pradesh Gagle appoint.

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

Any field work classes I did were done as connected team work

especialy when going to a wedding we all went as a group once we did a tree plantation while going to the postal area.

while going to the surrounding areas tried to remove the government owned trees like cosses sunay, palm, wich grow according to the climate in the area and tried to plant commerial trees.

Also lets learn about various important aspects of technological development such as development forests what kind of anchment at on the living species what kind of orstenance what kind of parmalities there etc.

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 the forest development

I learned that we need to protect
save species of animals i learned that what kind
of plants grow in what kind of plants grow and
trees to - in coastal area is good for the climate
I learned what type of terrain in terms of climate
in our surrounding areas drive area people there
importance in protecting the forest living in the forest
the diversity of life in which the goals
are known about their habitats.

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

internship in forest department is very useful for me it will help me lot many studies

Not only by the forest department but we also have to protect of animals without any harm to them

if the forest police is to continue without any food problems for our future generations such philosophy actions are very much needed by such department

Thinking you for successfully conducting this two months internship with your help and support thanks to our officers who led us

successfully through this course especially section Range officer

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>A. Sai Teja</u>	Registration No: <u>2122001067001</u>
Term of Internship: From: <u>19-08-23</u> To: <u>30-09-23</u>	
Date of Evaluation: <u>25/10/23</u>	<u>Forest department</u>
Organization Name & Address: <u>Kasibugga forest department</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

	1	2	3	4	5
1 Oral communication	1	2	3	4	5 ✓
2 Written communication	1	2	3	4	5 ✓
3 Proactiveness	1	2	3	4	5 ✓
4 Interaction ability with community	1	2	3	4	5 ✓
5 Positive Attitude	1	2	3	4	5 ✓
6 Self-confidence	1	2	3	4	5 ✓
7 Ability to learn	1	2	3	4	5 ✓
8 Work Plan 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 done	1	2	3	4	5 ✓
12 Time Management	1	2	3	4	5 ✓
13 Understanding the Community	1	2	3	4	5 ✓
14 Achievement of Desired Outcomes	1	2	3	4	5 ✓
15 OVERALL PERFORMANCE	1	2	3	4	5 ✓

A. Sai Teja

Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: A. Sai Teja

Registration No:

Term of Internship:

From: 19-08-23

To: 30-09-23

Date of Evaluation: 2/11/2023

Organization Name & Address: Kasibugga forest department

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	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan 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 done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor

Forest Range Officer
SRIKAKULAM

