

Program Book

Short Term Internship

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

Program Book for Short-Term Internship

Name of the Student: Angura . Dilleswari

Name of the College: Govt Degree college (Men) Sriakulam

Registration Number: 2122001067002

Period of Internship: From: $\frac{21}{8}$ 2023 To: $\frac{30}{9}$ 2023

Name & Address of the Intern Organization - forest department
Patapatnam

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 (G)

Name of the College: Government Degree college (Men) Srikakulam

Department: Forest department

Name of the Faculty Guide:

Duration of the Internship: From ~~8/08/23~~ To ~~20/09/23~~ (From - $\frac{21}{8}$ 2023 to $\frac{23}{9}$ 2023)

Name of the Student: Anguru. Dilleswari

Programme of Study 3rd year B.com (General)

Year of Study: IIIrd year

Register Number: 2122001067002

Date of Submission: 2-11-23

Student's Declaration

I, A. Dileswari, a student ofProgram, Reg. No. 2122001067002 of the Department of Govt. Degree College College do hereby declare that I have completed the mandatory internship from 21.08.2023 to 23.09.2023 in F.A. Officer, PATHAPATTANAM (Name of the intern organization) under the Faculty Guideship of S. Eswarappa (Name of the Faculty Guide), Department of B.com (G) Govt. Degree College (Non) (Name of the College)

A. Dileswari
(Signature and Date)

Endorsements

Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that A. Dilleswari..... (Name of the intern) Reg. No. 212001061002 of Govt Degree (Men) (Name of the College) underwent internship in Forest Department (Name of the Intern Organization) from 21-08-2023 to 23-09-2023

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



FOREST RANGE OFFICER

Authorized Signature, Place and Date and Seal

ACKNOWLEDGEMENTS

This forest department internship report is the result

of an easy of two months it would

not have been possible without the participation

assistance of numerous one and colleagues people

along the way these I have thank them all

Forest and Forest I would like to

Special gratitude to my presutors who give me

undebd encouragement and endwing continuous

Interest the intechip

I achieved skills and developments

course & most importantly I would like to all

these who made this report possible

between an mulling with their kind Forest

Officers.

A-Dilleswari

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.

Name :-

Internship date :-

Internship company :-

I have finished my internship in forest department with vision of knowing some knowledge against forest department. Forest department play a important role to protect forestry areas and with life.

Before of this department was learn and know about it. I worked directly with the department in field days.

During my internship with forest department was able to experience working first hand with task of visiting and knowing about forest ecosystem I have learned many soft and hard skills.

I would be able to polish my skills more saving the forest in this department.

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.

• I have finished my internship in forest department at Pathapattinam Range Srikakulam district.

The vision of this department is to protect forest and wild life.

This organisation is government based and it must follow some policy provided by government on base of forest sector.

This is multisectoral organisation It really has one leader that delegates work to under officers

• In this department The whole employee is divided into my codes from principal date conservation of forest to forest guard.

This organisation is totally a government based

future plans of this organization is to develop forest and provide good biodiversity.

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.

The main responsible of forest department is avoid deforestation hunting of animals and trading of wood and animals.

In this department you must have trading of wood and an skill along with. In this department officers must work in forest areas face the threats by wild fire you ready to work in forest to protect the forest.

In this department forest officers work every day in the work they don't have any holidays they must attend daily.

We use many equipment in field day In that survey we measure boundary of reserved forest along with forest officers they use many equipment like ranging rods, compass meaning chains etc

Technical hand skill will play main role in this department.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 21/2023 8	Introduction of forest and types of plant species in the forest	Forest is the habitat for many plants and wild life.	
Day - 2 22/23 8	About useful outcomes from the forest	Forest give many useful outcomes like food, shelter, air etc.	K. Laxminarayana Forest Beat Officer ANTHARABA
Day - 3 23/23 8	About the medicine plants and poisonous plants in the forest	There are many medicine plants in the forest like tulsi, neem and also poisonous	
Day - 4 24/2023 8	about the illegal mining in forest and its effects	There are many disadvantage which human cause forest	
Day - 5 25/2023 8	about the illegal mining in forest and its effects.	With the mining affecting trees, many pollutants are released.	
Day - 6 26/2023	class about the dominated species and hard species in the forest	In forest there are many species. some are tall and some are small	

WEEKLY REPORT

WEEK - 1 (From Dt. 22/8/2022 to Dt. 24/8/2022)

Objective of the Activity Done:

Forest and species

Detailed Report:

Forest

A forest is a large area dominated by trees and other woody vegetations typically covers a significant extent of land and can be home to a diverse range of plant and animal species. Forest plays a crucial role in the ecological balance of our planet providing habitats for wildlife, regulating climate and oxygen. They come in various types including tropical rainforest, temperate forest etc. forest can be included with

* Trees :- These are the dominant plants like eaks, maples, pines, birches etc.

* Shrubs :- These are small woody plants like Rhododendrons, blueberries, hollyhocks

* Herbs :- These are non-woody plants if have short lifespan they include wildflowers, grasses and ferns.

* Vines :- These are climbing plants like ivy

* Cypresses :- These are non-climbing plants.

* Epiphytes :- These plants grow on other plants.

* Lichens :- fungi and algae like organization.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
28/08/23 Day - 1	class is about the soil moisture conservation (smcs) and its examples	It is useful to conserve bio diversity	
29/08/23 Day - 2	class about the rock fill dams and its uses	These are the part of smc works to protect forest	
30/08/23 Day - 3	class is about check dams and its uses in the forest	This one recharge pits to help ground water increases	
31/08/23 Day - 4	class is about check dams and its uses	They are temporary construction to stop soil erosion	
01/09/23 Day - 5	class is about the reforested trenches in the forest	These are the holes or gaps to control increase	
02/09/23 Day - 6	about the cct dams and its uses	these cct dams play a key role in optimizing process	K. Laxminarayana Forest Beat Officer ANTHARABA

WEEKLY REPORT

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

Objective of the Activity Done:

Forest and comes

Detailed Report:

Forest provide a wide range of
useful and come fore both the environment
and human society some of them

* carbon sequestration :- forest absorb CO₂ helping
to mitigate climate changes

* Biodiversity :- Forest providing habitats for
countless plants and animal species

* Oxygen :- The produce oxygen for us

* water regulation :- Forest play a critical
role in regulating water cycle

* Soil protection :- Trees roots help bind soil
and prevent soil erosion

* Timber and non-Timber products :- Forest provide
timber for the construction as well as
non-timber products like honey, wax, etc.

* Recreation and Tourism :- Forest is destination for
hiking, camping, birdwatching etc

* Economic benefits :- The support livelihood through
logging, tourism, timber and non-timber

* Climate regulation :- Forest help regulate
local and global climate by influencing
temperature, humidity and precipitation.

WEEKLY REPORT

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

Objective of the Activity Done:

forest outcomes

Detailed Report:

Forest provide a wide range of useful outcomes for both the environment and human society some of them

* Carbon sequestration :- Forest absorb CO₂ helping to mitigate climate changes

* Biodiversity :- Forest providing habitats for countless plants and animal species

* Oxygen :- The produce oxygen for us

* Water regulation :- Forest play a crucial role in regulating water cycle

* Soil protection :- Trees roots help bind soil and prevent soil erosion

* Timber and non-Timber products :- Forest provide timber for the construction as well as non-timber products like honey, etc.

* Recreation and Tourism :- Forest is destination for hiking, camping, birdwatching etc.

* Economic benefits :- The support livelihood through logging, tourism, timber and non-timber

* Climate regulation :- Forest help regulate local and global climate by influencing temperature, humidity and precipitation.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
04/09/23 Day - 1	A bout the coders in the forest department and their Job roles	These are many types of division called to protect forest	
05/09/23 Day - 2	About the nursery bed formations in the forest and process of planing	we are developing the nursery wing bed formation.	
06/09/23 Day - 3			
07/09/23 Day - 4	A bout the plantation and types of plantation method and management	I learn the method of plantation	
08/09/23 Day - 5	A bout the maintment of plants after plantation	And I learn the maintenance and risk of plantation	
09/09/23 Day - 6	A bout 2nd year and 3rd year of plantation	After 2nd year the maintnece of 2nd & 3rd year of weeding.	K. Lakshmi Narayana

WEEKLY REPORT

WEEK - 3 (From Dt. 21/1/2023 to Dt. 27/1/2023)

Objective of the Activity Done:

coders in forest department

Detailed Report:

The first day of this week is about Forest department codes and their job duties.

These are classified into many posts they are.

* PCCF = Principal Chief Conservator of Forests - This is

The higher-ranking position department they provide state or region forest department they related provides

leadership and direction for all forest-related activities

* Additional PCCF = This is a higher-ranking position that oversees a large regions or states forest department

ment of to reporting directly to the principal chief organization of forest for different systems. different

Add PCCFs are appointed.

* CCF = Chief Conservator of Forests - This is higher ranked and they manage multiple ranges and the reservation parks, biological parks and zoos.

* CFC = Conservator of Forests - This is higher ranked and they manage multiple ranges and the responsibilities for the overall management and conservation efforts with their jurisdiction

* DCF / DFO = Deputy Conservator / District Forest Officer.

They assist the conservator of forest and

may have a specific focus on wild life conservation.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
11/09/23 Day - 1	class is about how to forest plants and wild animal in the forest	In the forest animals must be protected	
12/09/23 Day - 2	class is about the illegal mining illegal constitution and soil conservation Act	soil. conservation Act tell about soil. protection in forest	
13/09/23 Day - 3	today is about wild life protection Act 1972 and about Schedules.	wild life protection Act is main food to over wild life	K. Lakshmi
14/09/23 Day - 4	today about schedule in WPA 1972	schedule classifying help to save animals.	
15/09/23 Day - 5	today about WATA Act and its uses	WATA Act help to save water, land, and and trees	
16/09/23 Day - 6	And finally today is about Acts and their uses to protect forest	Act helps. to protect biodiversity.	

WEEKLY REPORT

WEEK - 4 (From Dt. 4/3/2023 to Dt. 7/3/2023...)

Objective of the Activity Done:

Wild life protection Act

Detailed Report:

Today is about wild protection act 1972. This Act is mainly involved in protecting wild life and more one actively involved in protecting the wild life comprising national parks and sanctuaries. In India this Act is mainly classified the wild life animals and plants in VI schedule they are

Schedule I of WPA 1972 :-

- * This schedule deals with endangered species.
- * This schedule gives protection and get greatest punishment for law violation by humans.
- * It is illegal to trade and blue whale, Blackbuck, Tiger, cheetah, Lion, Blue whale, Blackbuck, Himalayan Brown bear, Brown antelope, clouded leopard, Hornbills Indian gaur etc. ---

Schedule II of WPA 1972 :-

- * Animals on this list are afforded high protection with trade prohibited.
- * They will be punished by violation of law.
- * Illegal to trade or hunting of this schedule animals
- eg:- Assamese macaque, Bengal human macaque, stump tailed macaque, Pig tailed macaque Black Bear, Himalayan monal pheasant, Spotted Indian langur, King cobra, etc.

WEEKLY REPORT

WEEK - 4 (From Dt. 4/9/2023 to Dt. 9/9/2023...)

Objective of the Activity Done:

Detailed Report:

Wild life protection Act

Today is about wild protection act 1972
This Act is mainly involved in protecting wild life and
more one actively involved in protecting the wild
life sanctuary national parks etc. In this Act
There is mainly classified the wild life animals and
plants in VI schedule they are
Schedule I of W.P.A 1972 :-

- * This schedule deals with endangered species.
- * This schedule gives protection and get greatest
punishment for law violation by humans.
- * It is illegal to trade and blue. whale, Blackbuck
eg:- Tiger, cheetah, lion, blue whale, blackbuck.
Himalayan brown bear, brown antelope, clouded
leopard, Hornbills Indian gaur etc. ---

Schedule II of W.P.A 1972 :-

- * Animals on this list are afforded high protection
with trade prohibited.
- * They will be punished by violation of law
- * Illegal to trade or hunting of this schedule animals
eg:- Assamese macaque, Bengal human macaque
stump tailed macaque, pig tailed macaque Black Bear
Himalayan salamander sperm whale Indian elephant, King
fisher, sahyar etc.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
18/09/23 Day - 1			
19/09/23 Day - 2	A bout the ord. life animal and life sty. of animal	I learn about animal and uses	
20/09/23 Day - 3	A bout the field visit day at AS Kaviti Soda Village	learn that in field sury and process	
21/09/23 Day - 4	Briefly say. a know the field visit day in resanee forest	I lean how to fix the bounditer to resene forest	
22/09/23 Day - 5	A bout NTFPS Brochers and explain it benfey	I learn about non timber forest product	K. Laxmi Narayana Forest Beat Officer ANTHARABA
23/09/23 Day - 6	about NTFPS products	I lean that differnet product from forest	

WEEKLY REPORT

WEEK - 5 (From Dt. 11/9/2020 to Dt. 16/9/2020)

Objective of the Activity Done:

Wild life Animal

Detailed Report:

Today is about one wild life animal that is leopard

The leopard (*panthera pardus*) is one of the five extant species in the dark genus *panthera*. It has a pale yellowish to dark golden fur with slender and muscular reaching a length of body is 92-183 cm and with a 66-102 cm long tail and shoulder height of 70 cm. males typically weigh 30-97.2 kg and females are 21 to 43 kg

Facts about leopard :-

- * The leopard was first described in 1758 and several subspecies in 19th & 20th century. Today eight subspecies
- * It is adapted to a variety of habitats ranging from rainforest to steppe
- * females usually give birth to a litter 2-4 cubs one in 15-24 months of gestation period
- * Both male & female typically reach sexual maturity at the age 2-2.5 years
- * It is listed as vulnerable on the IUCN Red list
- * Scientific name of leopard *panthera pardus*
- * It is a solitary animal unlike many felines.

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 forest department is government
procedured job. It must follow some rules
and laws to protect the forest ex This
department may. Job roles are there in this
department forest beak officers have right to file
a case against smuggler (or) who violate the
laws

There are many laws and acts are
passed in this department they must follow some
protocole as per the laws and sections

They are manage the time very well
they are available at any time to protect the nature
and biodeity

I am inspired of their teamwork and
their devotion. This department is socialised
and well discalned I have learned many things
in this department

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

I have chose to intern in this forest department because I want to contribute to their mission which is aligned and related to my career goal.

In this forest department organization I have learn many hard and soft skills like

- * field visiting
- * plantation
- * cutting like production etc
- And some soft skills like
- * accounting
- * kindling
- * tours and lectures
- * Arts etc

There are very useful to build my knowledge against forestry and nature.

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 the period of internship we are done some activities like plantation. purely holding field visit with help of forest officer and our team with different members we divided into groups company our staff which then forest officers to us

And we leave the product of quality there and serves machine and painting of valuation of laws

We maintain a Raining Dot, book to write diary and weekly work of forest department clearly we learn time management skill in this period

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.,)

I choose to intern in forest department because I want to know about and protect nature in the period of this internship I have learn many skill mainly communication skill

In this forest department they were conduct weekly seminars about forest importance and activities range in this department

I gave seminars about wild life protection act and about schedules and laws involved in it and a particular week seminar and many and field visiting

And also I have learn and listen many speeches from my friends and forest officer a best forest department.

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

Before this internship I have lot of stage fearness and not able to break pro perge in bet ween my classmates But when I done by

Intern in this department I enhance my communication skill time management and also team work.

I particular in many seminar in this internship period abhy got also team work

I particular in many seminar in this Intern ship that chy I lost my for now I able to teach properly

every time we form a time to learn about nature and each other and follow one institation throug our work.

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

I have been in forest department and it is totally based on government and its department also depend on government but they are truly for protecting and developing the forest and also wildlife. They are depend technology very few they only depend on imaging and accounting and low establishment other than they only depend on non-technical activity like forest activities and forestry forest.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **A. Dillekari . 2122001067002**

Term of Internship: From **15/8/23** To **30/9/2023**

Date of Evaluation: **30/09/2023**

Organization Name & Address: **Forest department in Pathapantam**

Name & Address of the Supervisor: **Gr. Rameth** **94905761989**
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

A. Dillekari
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: A. DilleSuboni 2122001067002

Term of Internship: From 21/08/2023 To 30/9/2023

Date of Evaluation: 30/9/2023

Organization Name & Address: Forest department Pathapatnam

Name & Address of the Supervisor: Gr. Ranesh with Mobile Number: 9490596102

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
 PATHAPATNAM

