

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: B. Rambabu
Name of the College: Government Degree college for Men (Sklm)
Registration Number: 212200/067018
Period of Internship: From: 18/8/2023 To: 30/9/2023
Name & Address of the Intern Organization: Forest Department
(Kazibga)

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 (120 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)

Fiscal Department

Submitted in accordance with the requirement for the degree of ..B.A.M

Name of the College: *Gov. Degree college (Men) Srikakulam*

Department: *Commerce*

Name of the Faculty Guide: *S. Eswar Rao (Sir)*

Duration of the Internship: *From 18.8.23 To 30.9.23*

Name of the Student: *Budumuru. Larnabalu*

Programme of Study *Fiscal Department*

Year of Study: *2023*

Register Number: *212200106 7018*

Date of Submission: *6/11/2023*

Student's Declaration

I, B. Rambabu, a student of II.B.Com Program, Reg. No. 2122001067018 of the Department of Comm. Gov. Degree College do hereby declare that I have completed the mandatory internship from 8-8-23 to 30-9-23 in Estal. Department (Name of the intern organization) under the Faculty Guideship of Surya Rao (Surya) (Name of the Faculty Guide), Department of Gov. Degree College for (Hun) Skhm. (Name of the College)

B. Ramakrishna
(Signature and Date)

Endorsements :-

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Budumuru Lambu (Name of the intern) Reg. No. 212200106106 of G.P.C. [H.N.]..... Name of the College) underwent internship in Forest department (Name of the Intern Organization) from 18-8-23..... to 30-9-23.....

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
SRIKAK

ACKNOWLEDGEMENTS

First of all I am very much thankful to my mentor / Supervisor Lakshmi pathi my class mentor Lecturer in Commerce in Gov Degree College for men sklm] for guiding me throughout my internship. he has given to valuable suggestions to complete the internship in stipulated time. without his support, I cannot complete the given assignment. I am also thankful to our principle of the college for men to his cooperation and suggestions. I would like to thank to the next Department, Srikakulam for enlightened about the basic knowledge of forest protection and other knowledge which I acquired.

I am very happy to and thankful to the teaching forest officers and staff valuable inputs to learn the knowledge on forest protection because of internship programme.

B. Ramasabne

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.

Internship organization scheme is used for everyone to develop skills. I have internship in development significant contribution to the manual, has been made by forest officers who have educated attention of forest the protection of the process of change.

We also learned from animal protection and they protect over all forest area many animals, birds so many smugglings are offered to the many colleagues who attempted to keep in on straight and narrow on the preparation of the book.

Our thanks are also extended to the Agricultural lands so near to forest areas in Forest Department Farmity guide to encourage to learned forest protect schemes.

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.

It is an art and science of obtaining information about object, area or phenomenon through the analysis of data acquired by a device without being in physical contact.

Silviculture System:-

The set of silviculture procedure worked out in accordance with accepted set of silvicultural principles by which crop constituted forest area landed harvesting and replaced by new crop distinctly.

Silviculture:-

Branch of forestry which deals with establishment, development, care and reproduction of stands of timber.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- Introduction of the Organization
- Vision, Mission and Values of the Organization
- Policy of the Organization, in relation with the intern role
- Organizational Structure
- Roles and responsibilities of the employees in which the intern is placed.
- Performance of the Organization in terms of turnover, profits, market reach and market value.
- Future Plans of the Organization.

Forest Creation of the after Forest Department in 1861, Indian Forest Act was passed in 1861, Indian Forest Act was passed in 1873, and the national forest policy was enunciated on 19th October 1894 with the following objectives.

Objectives:-

an objective thereof is to create an atmosphere of growth of the comprehensive approach of students that will generate not only integrity but also give back to Society their skills and create a world.

Vision & Goal:-

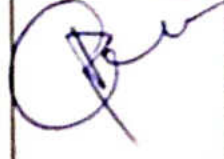
to create a world in different areas in tribal areas and forest areas.

to protect plants, birds, animals etc means wild life.

provides the soil fertilizer.

Helps to the tribal people.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Learned about forest - teachers & their staff	organisation & structure	
Day - 2	Forest policies discussed	organisation acts	
Day - 3	About forest protection	Forest protect	
Day - 4	about forest acts	- acts	
Day - 5	about forest areas visited	Forest areas	
Day - 6	about forest cultivation	Some knowledge has gained by regular in forest	

WEEKLY REPORT

WEEK - 1 (From Dt. 21.8.23... to Dt. 26.8.23)

Objective of the Activity Done:

about forest department & forest protection

Detailed Report:

IPCCF → principle chief Conservator

↓
Additional IPCCF → State officer

↓
CCF (S) CC → chief Conservator of forest

↓

DFD (S) DF → District forest officer

↓
Sub DFD (S) ACF → Assistant Conservator

↓
FYO → Forest range officer

↓

Deputy range (pro)

↓

FSD → Forest Section officer

↓
FBO → Forest Beat officer

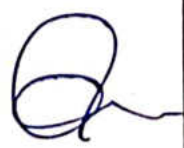
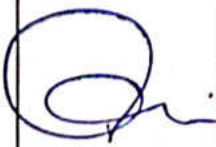
↓
ABO → Assistant Beat officer

↓
TM (S) DM → Draft man

↓

Elephant tracers.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Learned about nurseries and Sea area plantation	How learned about nurseries and plantation	
Day - 2	Learned about a venue plantation	Improve venue plantation	
Day - 3	Learned about soil tests	How to test soil	
Day - 4	Learned about soil mineralization	about soil	
Day - 5	about learned protect the animals	How to protect animals	
Day - 6	learned about soil smuggling	How to deal soil immigration cases.	

WEEKLY REPORT

WEEK - 3 (From Dt. 28-7-23 to Dt. 2-8-23)

Objective of the Activity Done:

Detailed Report:

Act in spirit of Departmental order, Section

① - Forest protection act: 1993

② - Forest act: 1967

- Forest starting: 1927

after 12th March 1967 charging

③ - Environmental protection act → 1986

④ - Wild life protection act → 1972

⑤ - RFO Act → 2006

⑥ - Forest Conservation act → 1980

⑦ - Bio-diversity act → 2002

⑧ - VotA act - 2002

Rules & Sections :-

FSR → Joint Scheduled state
work FSR Afforestation FSR

① work FSR - about Rule

② afforestation FSR - eligible timber transfer

Part 3 :- 2

Part 3 - 15 - Reserved

Part 3 - 24 - protected

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge. Signature
Day - 1	about- learned Environment	Improved environment protection	
Day - 2	about- the environment protection	How protect Environment	
Day - 3	Evenue plantation	about- evenue plantation	
Day - 4	-Forest Eco- System	Improve Ecosystem.	
Day - 5	about- I go to field tip nursery	How build nursery	
Day - 6	Soil tests and plantation	I learn Soil Test which plant & give that place.	

WEEKLY REPORT

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

Objective of the Activity Done:

Conservation policies

Detailed Report:

- ① National forest policies → 1952
 - ② National forest policy → 1982
 - ③ Bio Sphere reserves - 52
 - ④ Wild life Sanctuaries → 565 in India
 - ⑤ National parks → 106
 - ⑥ Kuno National park → మధ్య ప్రదేశ్
 - ⑦ Andaman nicobar - 9
 - ⑧ In Andhra - 3
 - ⑨ Papikondalu National park - Rayamahendravaram
 - ⑩ Srikanthawasa National park - Tirupathi
 - ⑪ Wild life Sanctuaries in AP - 13
 - ⑫ Great Indian Bustard - Bird
 - ⑬ Nagarjuna Sagar Wildlife tiger reserve Kannel
- DET :- Department extraction timber.
- SPB :- shelter belt plantation.
- అను :- బీజం, ఉత్పాదన, సంరక్షణ, విశేష నిర్వహణ
- permission గొంత.
- మొదట :- నిర్వహణ permission ఉత్పాదన విలు
- forest effere - నిర్వహణ.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY to DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	about GTC. GPS application	to learn how to use GTC, GPS. application	Pu
Day - 2	Siliculus trees & Siliculus	to learn silic- ulus & trees	Pu
Day - 3	Learned about Selvia	Knowledge about selvia	Pu
Day - 4	Learned about siliculus of trees	plantation	Pu
Day - 5	About soil science & in plant tip	soil science plant tip.	Pu
Day - 6	about working plan	thinking and handwork.	Pu

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Agro forest:- Agro forest is a collective land use system where such plants like trees bamboo and used on the same land manage agricultural.

Ecology:- branch with biology that deals the relation of organisms and another (21)

The improved of hills from the forest both in quality quantity -

Forest management:-

Its practical application of the scientific - technical and economic principle of a forest -

Forest - Legislation:-

Forest laws are laws pertaining to forest and all other forest related activities

Forest protection:-

The branch of forestry that deals with the activities directed towards the prevention and control of damage to entire forest ecosystem by human beings domestic animals

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Learned about -biology	to learn about -biology	
Day - 2	Learned about water shed management	I learned -sed management	
Day - 3	Learned about wildlife management	I learned how to improve wild life	
Day - 4	Learned about wood -technology	to learn how to cut wood and 2 how to saw	
Day - 5	Wld trip on Kalinga- patnam plantation	plantation	
Day - 6	read about -forest extinction	-Forest extinction.	

WEEKLY REPORT

WEEK - 5 (From Dt. 25-9-22 to Dt. 30-9-22)

Objective of the Activity Done:

Detailed Report:

Environment:- Can be define as the physical chemical biological world that surrounds as well as the complex of social and cultural condition affecting individual and community.

Environmental Science:-

The application of scientific method & principle to the study of environmental issues.

Forest economics:-

- Application of economic principle to the forest trees management and planting in forest.

Ves

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 also learned from animal protection and they protect their overall forest area many animals birds so many singhling is offered to many collegues who attempted to keep in a straight and narrow on the preparation of this book.

Our thanks are also extend to the agricultural lands so near to forest areal protect schemes.



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

IT is art and Science of obtaining information about an object, area or phenomenon through the analysis of data acquired by a device without being in physical contact

→ Each work is systematically managed
Project → Department activities PCC → Additional
PCC → CCF (2) CE → DEO (2) DP → Sub DEO (2)
→ ACE → FIO → PRO → ESO → FRB → ARB →
elephant → tractor → HM (2) PM

Every one is using the technology based work
to avoid display and error thus in eligibility
of any scheme
① Biometric

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 new time quarantine procedural profile with in very scientific and given time management, competence & and giving skills.

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

Forest department visited to Sreekulam area then working was learn about animal protection in that timber dipe, and Soil test and even plantation.

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.,)

my Communication skills are modify
and in improve my self with Communication
diffourent people with different polices.

my written Communication skill was
improved it by writing say evaluation scriptin
thoughts.

my Confidence level are very high step
writing with continue with the name.

my speech ability in mederate and
it will be improve by Communication skills

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

In ~~fact~~ Department always ~~space~~
with point to point and don't log the ~~improvis~~
I will the clear of what I am saying.

I also encourage often to participate
in the describe to the share their views.

I always concluded the group discuss
in ~~friend~~ & friendly manner.

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

Firstly thing.

- 1) — Handling of forest areas
- 2) — tests in soil
- 3) Soil measurement
- 4) — Animal protection
- 5) eucalyptus plantation
- 6) time dip
- 7) irrigation

In forest department about protect the forest area and their forest animals, birds improve eucalyptus plantation.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: *B. Ramkumar* No:- *2122001067018*

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

Date of Evaluation:

Organization Name & Address: *Forest Department (Kazibga)*

Name & Address of the Supervisor
with Mobile Number: *0*

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1) Oral communication	1	2	3	<u>4</u>	5
2) Written communication	1	2	3	4	<u>5</u>
3) Initiative	1	2	3	4	<u>5</u>
4) Interaction with staff	1	2	3	<u>4</u>	5
5) Attitude	1	2	3	<u>4</u>	5
6) Dependability	1	2	3	4	<u>5</u>
7) Ability to learn	1	2	3	<u>4</u>	5
8) Planning and organization	1	2	3	4	<u>5</u>
9) Professionalism	1	2	3	<u>4</u>	5
10) Creativity	1	2	<u>3</u>	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	<u>4</u>	5
13) Progress of learning	1	2	<u>3</u>	4	5
14) Adaptability to organization's culture/policies	1	2	3	<u>4</u>	5
15) OVERALL PERFORMANCE	1	2	3	4	<u>5</u>

B. Ramkumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: *Budhanta Rana 101: 212200/067018*

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

Date of Evaluation:

Organization Name & Address: *Forest Department (Nawalpalli)*

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
OVERALL PERFORMANCE	1	2	3	4	5


 Signature of Forest Range Officer
 SRIKAKOTA

PHOTOS & VIDEO LINKS

