

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: Dugana . GIAYATHRI

Name of the College: Government Degree men Srikakulam

Registration Number: 2122001067029

Period of Internship: From: 18-8-23 To: 30-09-23

Name & Address of the Intern Organization forest department Srikakulam

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 (General)

Name of the College: Government Degree Men Srikulam

Department: Forest Department (Commerce)

Name of the Faculty Guide: S. Eswara Rao

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

Name of the Student: Dugana Gayathri

Programme of Study 3rd Year B.Com (General)

Year of Study: 3rd Year 2021-24

Register Number: 2122001067029

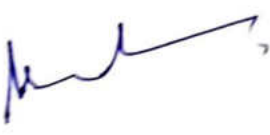
Date of Submission: 2/11/23

Student's Declaration

~~D. Ganga Gaithe~~ student of ^{short term internship} Program, Reg. No. ~~2122001067028~~ the Department of ~~Commerce (BBA)~~ ^{College (M)} College do hereby declare that I have completed the mandatory internship from ~~18-12-23~~ to ~~30-09-23~~ in ~~Forest Department~~ (Name of the intern organization) under the Faculty Guideship of ~~S. E. Swag, Rho~~ (Name of the Faculty Guide), Department of ~~Commerce~~ ~~Government Degree College~~ (Name of the College)

D. Ganga Gaithe
(Signature and Date)

Endorsements

Faculty Guide 

Head of the Department



Principal

Certificate from Intern Organization

This is to certify that Dugana Gopal Rao (Name of the intern) Reg. No. 21220016729 of GOVERNMENT SKLM (Name of the College) underwent internship in Forest Department (SKM) (Name of the Intern Organization) from 18.12.23... to 30.1.23.....

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
SRIKAKULAM

ACKNOWLEDGEMENTS

I would like to thank you all those people who helped me in successful completion of my internship programme with deepest sense of gratitude. I acknowledge the guiding guidance, positive criticism and encouragement rendered by respectable FRO Dhanu through the period of investigation & preparation of the project. I'm really thankful for her valuable suggestions, advice & help in completion of project.

D. Gayathri

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 objective of forest department is to ensure environmental stability & preservation of forest lands to maintain the ecological balance for healthy environment.

The project helps to improve verbal, written & communication skills. It provides awareness & understanding of different viewpoint & demonstrate knowledge of forestry sustainable forest management & ecosystem services.

The activities done by me during the intern period includes visiting of central area plantation, nursery management & taking action towards the villages who are trying to encroach the forest area & create the awareness about the need of protecting the areas for our future generations.

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 Sriharikulam is located at Jay in
right junction the main scope of forest department is
to protect the wild life.

The mission of forest department is mandated to manage
conserve & protected forest & wild life forest resources is
to change through afforestation the vision is planning
operations are sustainable & balance environmental services.

Key of the organisation → create awareness Protection forest
→ conducting tours to the sites
→ Practical knowledge.

AP → AP → CP → CF → DC F → AC F → FR → F 50 → FB 9
→ ABO.

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 forest department plays a key role in maintaining the ecological balance & to improve the life style of wild animals by providing care their lives. In this department we learned about the works done by the officers to improve & increase the forest areas & ban acts that are implemented to protect the animals from human & to take immediate action on those who are damage & to cause harm to forests & animals.

We know about the plantation programmes to control the pollution in coastal belts industrial areas & road sides & learn about the measurement taken by the government to protect the wild life & biodiversity by maintaining the ecological balance.

We acquire the knowledge & necessity of forest management & natural resources been across border generally.

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 communi- ties have dependents on forests for their.	<i>[Signature]</i>
Day - 2	Awareness camp	creating aware- ness in tribal people	<i>[Signature]</i>
Day - 3	Theory class opportunities for tribal areas.	Giving opportunity to local people to protect forest area.	<i>[Signature]</i>
Day - 4	Theory class formation of VSS	VSS - Vana Samarakshana Samithi	<i>[Signature]</i>
Day - 5	Theory class	Providing employ- ment in reserve forests.	<i>[Signature]</i>
Day - 6	Awareness camp	Improving comm- unication skills	<i>[Signature]</i>

WEEKLY REPORT

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

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 priority to women development
- * collection of minor forest produce.
- * involve local people in lok in protection.

SJW

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	theory class	telineela Puram Bird sanctuary	
Day - 2	theory class	Protection for Bird sanctuary	
Day - 3	theory class	Scientific names of Animals & Birds	
Day - 4	theory class	Sanctuaries and national Parks	
Day - 5	theory class	olive Reddy sea turtle	
Day - 6	theory class	Endangered species of Birds Animals	

FOREST SECTION OFFICER
CAUNGAPATNAM

WEEKLY REPORT

WEEK - 2 (From Dt. 28-8-23... to Dt. 3-9-23...)

Objective of the Activity Done:

Detailed Report:

In this entire week we know the information about Bird Sanctuary of Telineelapuram.

There are two Bird Sanctuaries in AP.

→ Nela Patti Bird Sanctuary

→ Uppalapadu Bird Sanctuary

We also know the Protection Act for Birds & Animals of Wild life - Protection Act - 1972 of the Government.

We also know about the scientific names of Birds and animals.

There are so many sanctuaries National Parks in AP - There are - Sri Venkateswara National Park, Pelli-Kondala National Park.

We know also about olive ridley sea turtle of Pacific ridley. There are the weight of 36-50 kg (79-110 kg) and feed up to 25-30 eggs for babies.

There are also so many endangered species of Birds & Animals.

Some of them are Vulture, Amurle Porcupine, maling habits, Siberian Crane, sociable Lapwing, Yellow-bellied bunting.

P. J. [Signature]
OFFICER

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Potential activities	seeing to absence of mens defen Pilligal entoractiu -e activity.	m.p.l.
Day - 2	Type of offences.	any officers provided for by law in respect of a forest timber	m.p.l.
Day - 3	Protect forest & wildlife	Developing Protec. tive of others such as wild life & Auch various to protect	m.p.l.
Day - 4	Purpose of Pot-selling	to maintain the security of the area and act crime delegement.	m.p.l.
Day - 5	Punishment for forest offices	Imprisonment for a minimum of six month which may extend to two years.	m.p.l.
Day - 6	Type of forest in forest act	Reserved forest Pro tected forest & Billang section 33 the India forest 1927.	m.p.l.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Forest law in AP

The act provides for the transit and possession of timber and other forest produce and regulates or prohibits the occupation clearing or breaching up to land for cultivation the cutting sawing conservations and removal of trees.

Section 29 of the AP Forest Act:- Power to make Rules to regulate the transit and possession of timber and other forest produce.

Andhra Pradesh Forest Act 1967 to 1967:-

1) This act may be called the Andhra Pradesh Forest Act 1967.

2) It extends to the whole of the state A.P

3) It shall come to force on such as the state

Government may be notification in the Andhra Pradesh government.

major forest law:- The forest conservation Act at 1980.

Forest act & the law:- India forest act 1927 & 16 of 1927..

m.p.t.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Theory class about nursery management.	Forest department provides timber valuable plants to farmers.	S. Brath
Day - 2	Theory class about need of plantation.	It controls the pollution.	S. Brath
Day - 3	Theory class about types of plantation.	Avenue plantation Coastal belt plantation Urban plantation Institutional plantation	S. Brath
Day - 4	We visited nursery having mixed plantation	There are 20,000 plants are present in this nursery	S. Brath
Day - 5	We visited coastal area to know about coastal belt plantation.	Plants like <i>Palmyra</i> <i>E. carinata</i> <i>Acacia</i> <i>Albizia</i> are planted	S. Brath
Day - 6	A brief explanation about shifting bags	The germinated plants are shifted from small to large bags.	S. Brath

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Plant nursery is an area where plants are grown kept or maintained for transplanting for use of states for buying or grafts or for sale. We learn about types of beds in nurseries & steps in nursery management seed collection, seed germination & pre-treatment of seeds to avoid seed deterioration & ~~pre-treatment of seeds~~ pre-germination of primary bed structure & treatment of plants.

We know about the types of plantation & the necessity of plantation to reduce the types of plantation & the forest the surrounding humans form hamlets. Diseases in shore area coastal plantation is done. They used to plant plants like Plamal & Casuarina & acacia. It helps in coastal belt areas which can absorb the salty in atmosphere & reduces the causes of diseases to the surrounding villagers.

Awareness programmes are conducted to realise the villagers about the effect the planting of mangroves in Casuarina & acacia plants.

S. S. Sathish
Forest beat officer,
Chikmagalur.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Eco-tourism activities Hiking bird watching wild life viewing	type of activities Eco-tourism	
Day - 2	Eco-tourism responsibility travel to natural areas	Natural areas to have Eco - tourism.	
Day - 3	Forest laws and forest Protection	Importance of the forest officer	
Day - 4	Importance of the forest officers	Duty of forest officers.	
Day - 5	Job Roles of forest officer.	Powers of forest + officers.	
Day - 6	Forest law in A.P	sections and act in AP forest	

WEEKLY REPORT

WEEK - 5 (From Dt. 25.9.22 to Dt. 30.9.22)

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.

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

Activities of Eco-tourism:-

- 1) Hiking, sightseeing, wildlife viewing.
- 2) water advantages mountain, hiking covering climbing.
- 3) Traveling experience with local communities
- 4) tree-planting programs.

Importance of the forest officer:-

Protective duty against fire and forest pests fighting fires and stopping transgression as game warden to issue a catch certificate under the code of channel forest code 1898

Job rules at forest officers.

manage the forest utilize and environment issues at different states.

P. Ith

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 & meaningful to improve our communication skills & to build friendship with the co-student. We have class room facilities in forest department. We have to attend the office from 10 AM to 5 PM. They conduct classes & provide not only technical knowledge but also practical knowledge which helps in our understanding about the forest department.

We conduct awareness programme in villages to create awareness among villagers about the biodiversity & resources.

Our on-site activities help us to gain knowledge which may help in career & future job planning in the forest department.

Group discussion & team work help us to improve the communication & to enhance the group work.

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

We learn to build rock fill dam with
barred concrete which can be easily constructed
by unskilled labour.

We learned about data entry

We acquire knowledge in nursery management
preparing nursery bed preparing pre-treatments
for seeds. Preparation of primary beds.
shifting plants into bags.

We acquire knowledge in usage of mist
chamber both houses & cooling systems

We know about different forest law and
forest act 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 & appointed a leader for each group. We all attend the class & clarify our doubts regarding the timings of our leader our leader is always supportive & friendly to clarify our doubts. We all are equally share our thoughts in group discussion.

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 teams working week by week we improve our communications & it helps us to become little more competitive in reach our goals.

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.

The leadership helps me to improve my oral communication which reduce stage fear.

It helps me to improve my writing skills. & grammar skills, as I improve by own report.

This leads to friendly conversations about the classes. As a leader it helps me to control my anxiety & improves my understanding abilities & I'm getting understood by others.

The group discussions & debates helps have to start & close a conversation with good greeting & self introductions.

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

Our team mates are always supportive & took me forward in this successful completion of project.

I hope this leading nature helped me to form a good ~~in~~ 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 boreal forest surveillance & mapping.

Scientific forestry is a new development in forestry. It is the practice of conservation & management of forests based up on science & it is the science of forest & plantation techniques management.

Transplantation of trees from one place to another helps to reduce tree loss & improve the forestry.

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Dugana. Gokarthy 2122001067029

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

Date of Evaluation:

Organization Name & Address: Forest department serikakulam

Name & Address of the Supervisor with Mobile Number: Nihameke

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

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:	Ko Dugana. Gathari 2122001067029
Term of Internship: From	To 18-08-23 To 30/09/23.
Date of Evaluation:	
Organization Name & Address:	Forest department sika kulam.
Name & Address of the Supervisor with Mobile Number:	Nihazika.

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 ✓

D. Gayathri
Signature of the Student

