

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: Kapiśū. Keesiṭhi

Name of the College: Government De gowd college (MEN) Sōṭakulom

Registration Number: 2/2200/067045

Period of Internship: From: 19/08/2023 To: 30/09/2023

Name & Address of the Intern Organization Forest Department In Sōṭakulom

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.....

Name of the College: Government Degowd College (Men) Saikakulam

Department: ~~Forest~~ Department (Commerce)

Name of the Faculty Guide:

Duration of the Internship: From 19/06/23 To 30/06/23

Name of the Student: Kapiou. Keesathu

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

Year of Study: 3rd year

Register Number: 2122001067045

Date of Submission:

Student's Declaration

I, K. Keerthi, a student of ^{short} ~~term~~ ^{internship} ~~Program~~, Reg. No. 2122001067045 of the Department of Govt. Degree College College do hereby declare that I have completed the mandatory internship from 18/8 to 30/8/23 in Forest department (Name of the intern organization) under the Faculty Guideship of S. S. Rao (Name of the Faculty Guide), Department of Forest Govt Degree College (Men) (Name of the College)

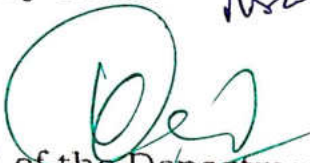
K. Keerthi
(Signature and Date)

Endorsements

Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that K. Keerthi (Name of the intern) Reg. No. 2/2207/06-7045 of Govt. Degree (Men) Name of the College) underwent internship in Forest Department (Name of the Intern Organization) from 19/08/23 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
SRIKAKULAM

ACKNOWLEDGEMENTS

This forest development Internship supposes in the result in any way of two months it would not have been possible without participation assistance of someone and encourage people along the way for which I have thank them.

First and foremost I would like to express special gratitude to my parents who give me opportunity to keep my parents who my step a head I am indebted to my college teachers the principle their encouragement and kind continuous interest in the Internship.

I achieved skill and development course and it is impossible I would like to all those who made it possible to become an officer with their kind help and officers.

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 provided one students the opportunity to consiliable thorough practical experience + provided on Direct honest experience to the Item on various roles of including tree plantation in more then activities in the forest department.

Forest Department Internship is designed to make to the development of a prepare respective probbional to capacities teacher disportion responsibilities and selects student, officers diwine needs of linear in forest internship.

I am Second Year B.Com (general) of Government college for men our college is the B.Com 2nd Year student for internship in different departments there been nt to forest department for the internship for two onths.

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.

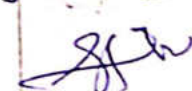
A. Forest department of Sri Lanka is located at day night junction the main scope of forest department is to protect the wild life.

B. The mission of forest department is mandated to manage, conserve & protect forest & wild life resource is the range through afforestation the vision is planning & operating are sustainable & balance environmental services.

C. Policy of the organisation → create awareness
protection forest
→ conducting daily classes
→ planning tours to the sites for practical knowledge

D. PCCF → APCF → CCF → DCF → ACF → FRO → FBO → ABC

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Human Resources	Indian context of forestry research	
Day - 2	Human use of resources	This research & Training division Handlen	
Day - 3	Human how to handle resources	Introducing of allocation programs	 Forest Section Officer Forest Section
Day - 4	Human Resource management	The process of Planning & implementing Practices for the forests	
Day - 5	Human Resource which type	protecting the resources OHRD for an organization	
Day - 6	How to use and develop this resources.	Improving literacy skills Development & training.	

WEEKLY REPORT

WEEK - 1 (From Dt. 21/08/23 to Dt. 24/08/23)

Objective of the Activity Done:

Detailed Report:

Human Resources Management

Is the strategic and coherent approach to the effective and efficient management of people in a company or organisation such that they help their business gain a competitive advantage. It is designed to maximum employee performances in service of a company strategic objectives.

Human Resources management is primarily concerned with the management of people within an organisation focusing on policies and systems. HR departments are responsible for overseeing and employee benefits design employee recruitment training and development performance appraisal and reward management such as managing pay and employee benefit 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	being to observe & sense deter illegal interactive activity	m. R.
Day - 2	Type of offences	any offence provided for by law in respect of a forest timber.	m. R.
Day - 3	protect forest & wildlife	Developing protective of other such as wild life & act various to protect	m. R.
Day - 4	purpose of <u>patrolling</u> patrolling	To maintain the security of the area and act crime deterrent.	m. R.
Day - 5	punishment for forest officer	Imprisonment for a minimum of six months which may extend to two years & with.	m. R.
Day - 6	Type of forest in forest act.	Reserved forest prohibited forest & Billange section 33 the Indian forest act 1927	m. R.

Forest Section Off.
Vasavalasa

WEEKLY REPORT

WEEK - 2 (From Dt. 28/08/23 to Dt. 2/09/23..)

Objective of the Activity Done:

Detailed Report:

Power of forest office

Power to issue a search warrant under the code of Criminal procedure 1898 Power to hold an Inquiry into forest officers and in the course of such Inquiry to Receive and Record such a evidence.

Section 68 act:-

The State Government through notification in the official Gazette can empower a forest officers to accepted from an officer a sum of money by way of compensation for the office from that such person has been suspected of committing.

Section 62 & 63 act:-

The compandany of officer by a forest officers excludes officers mentioned in section 62 & 63 of the act.

M. R. S.
Forest Section Officer
Yatsavallasi

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

Interactivity in forest department is very usefully for me it will help me a lot my studies.

Not only by the forest department but we also have to protect the forests of on the surrounding areas and our species of animals without any harm to them.

If the food police is to continue without any food problems for our future generation such philosophy actions are very much needed by such department.

Thanking you for successful conducting this two months internship with your help and support thanks to our officers who led us successfully through this course especially section range officers.

M. R. S.
Forest Section Officer
Vatavala

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	SMC work	Swatch Bharat	N. S. e
Day - 2	SMC works → Tree plantation	Tree plantation	N. S. e
Day - 3	weekly & Trees	Tree plantation & protection of trees	N. S. e
Day - 4	SMC making of campus	Sanitation in your campus	N. S. e
Day - 5	SMC making on this sanitation	Swatch Bharath & sanitation	N. S. e
Day - 6	SMC saving area tree plantation	saving area trees weeding.	N. S. e

Head Seat Officer
N. S. e

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SMC works - Saikatum cooperation works

under the auspices of Saikatum municipal corporation can claim up the environment around as planting trees going to the coastal areas of Saikatum remove from the surrounding areas as the share and learning how to the preserve the plants that grow according to the climate of those surrounding areas.

What kind of action will be taken the who destroy trees such as nurse canine palm limit etc growing in the coastal area.

They deserve no punishment answers the programs are being done to create awareness among people without destroying them.

N. S.
FOREST OFFICER
KOTAKULAM

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Social forestry works	To improve the environment have to climate.	<i>[Signature]</i>
Day - 2	Social forestry works tree Identification	Extension forestry. Mixed forestry Identification tree	<i>[Signature]</i> Forest Section Officer
Day - 3	Forest mow	coconut weeping with low could grow deciduous & coniferous.	<i>[Signature]</i>
Day - 4	universe plantation	How to revise plantation in our area.	<i>[Signature]</i>
Day - 5	Tribal area management	Tribes Follow environmental consumption rule in homestay	<i>[Signature]</i>
Day - 6	wild life management and biodiversity.	Ecological province using have bank accept change next in the house.	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 4 (From Dt. 11/09/2023 to Dt. 16/09/2023)

Objective of the Activity Done:

Detailed Report:

Social forestry works

The social forestry scheme to enable the common people to basic plantation which would meet the growing demand for timber produced fodder.

Social functions of forests

Realise tourism introduction and conservation of life with cultural or spiritual importance.

Taxonomy of a tree:-

King → phylum → class → order → family → genus → species
the species can be identified in the many ways including by visible and genetic attributes.

Role of tribes in forest and management:-

Tribes follow environment conservation Rule in introducing public plants which establish ecological paradise.

Forest management rights of tribes:-

The forest Act 2006 the Act recognizes and vests the forest rights and occupation in forest land in forest rights.

dwelling scheduled Tribes other traditional forest dwellers.



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	 J. Somena Forest Section Officer Sreaturman
Day - 2	Eco-tourism responsibility travel to natural areas.	Natural areas to have eco-tourism	
Day - 3	Forest law and forest protection	Importance of the forest officers.	
Day - 4	Importance of the forest officer	Duty of forest officers.	
Day - 5	Job Roles of forest officers	power of forest officer.	
Day - 6	Forest law in A.P	actions and act in AP forests.	

WEEKLY REPORT

WEEK - 5 (From Dt. 8/9/2023 to Dt. 20/09/23)

Objective of the Activity Done:

Detailed Report:

Eco-tourism In forestry

Eco-tourism may be defined as Responsible travel to natural areas that conserve the environment and improve 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, birdwatching, wildlife viewing.
- 2) water adventures mountain, hiking covering climbing.

3) Traveling experience with local communities.

4) Tree-planting projects.

Importance of the forest officer

protective duty guarding against fire and poaching fighting fires and stopping poachers as well as game power to issue a catch certificate under the code of channel procedure 1898.

Job Rules at forest officers

Manage the forest welfare and environment issues at different states.

J. Suresh Babu
Forest Section Officer
Sreekurman

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 Naitakulam forest department the officer was very 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 department is. It's true that there should be a department to protect the forest in such an environment.

How would that department be what are the intended consumer shows of them what is the purpose of them what does this department AP adopt from us also learned also that we should educate the people around us that we should protect the forest.

This is what we learned from them in the forest of Naitakulam is that central area is free pollution in special places doing many kinds of activities a playing singing playing officers also got involved with us who got along 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 tolling and permission of timber and other forest produce and regulates or prohibits the occupation clearing of land for cultivation or breach 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 tolling and permission of timber and other forest produce

Andhra Pradesh Forest Act 1967 to 1 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 appointment.

Major forest law:- The forest Conservation Act of 1980.

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

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.,)

What are the skills I have learned in the forest department?

I learned that we need to protect rare species of animals. I learned that what kind of plants and trees grow in which area is good for the climate. I learned what kind of plants grow in what kind of terrain in terms of climate in our surrounding areas. I learned the importance of sustainability in the forest.

The devastating fire in which the goods were known about their liabilities.

We have learned about the government work regarding various types of women, especially those who have mined and scientific the forests of lands owned by the government or in the surrounding areas.

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 class I did work done as connected team work.

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

Surrounding area. forced to remove the government owned trees like Casuarina, which grow according to the climate in the area and tried to plant commercial trees.

Also let's learn about various important aspects of Technological department such as government forest department what forest the control at the forest department what kind of areas are acquired by the forest what kind of encroachments on the living species what kind of disturbances what kind of the pollutions there are etc.

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

UAV are increasingly used in forestry for surveillance & mapping.

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

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

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: K. Keerthi, 2122001067045
 Term of Internship: From 18/08/2023 To 30/9/2023
 Date of Evaluation: 30/09/2023
 Organization Name & Address: forest department in srirakulam.
 Name & Address of the Supervisor: K. Keerthi (8125610373)
 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

K. Keerthi
 Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: **K. Keerthi, 2122001067045**

Term of Internship: From **18/08/2023** To **30/09/2023**

Date of Evaluation:

Organization Name & Address: **forest department in srikakulam.**

Name & Address of the Supervisor with Mobile Number: **Nihaxika (9022474448)**

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



