

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: KARAGANA . GAYATRI DEVI

Name of the College: Government Degree College (Men) Sankakulam.

Registration Number: 2122001067046

Period of Internship: From: 18-08-2023 To: 30-09-2023

Name & Address of the Intern Organization FOREST DEPARTMENT
TEKKALI

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of..B.Com .

Name of the College: Government Degree college [Men]

Department: Forest Department

Name of the Faculty Guide: S. Eswara Rao

Duration of the Internship: From 18-08-23 To 30-09-23

Name of the Student: KARAGANA . GAYATRI DEVI

Programme of Study 3rd year B.Com [General]

Year of Study: 3rd year [2021 - 2024]

Register Number: 2122001067046

Date of Submission: 2 . 11 . 23

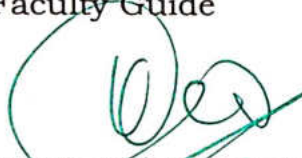
Student's Declaration

I, K. Gayatri Devi, a student ofProgram, Reg. No. 2122001067046 of the
Department of Govt. Degree [Men] College do hereby declare that I have
completed the mandatory internship from 18-8-23 to 30-9-23 in FOREST DEPARTMENT
(Name of the intern organization) under the Faculty Guideship
of S. Eswararao, (Name of the Faculty Guide), Department of COMMERCE Govt.
degree College [MEN] S.K.L.M (Name of the College)

K. Gayatri Devi.
(Signature and Date)

Endorsements


Faculty Guide


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that KARAGANA. GAYATRI DEVI (Name of the intern) Reg.
No. 2122001067046 of GIDC [MEN] SKLM (Name of the College) underwent internship
in Forest Department (Name of the Intern Organization) from 18-08-2023
to 30-09-2023

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

[Signature] 03/11/2023
Authorized Signatory with Date and Seal
FOREST RANGE OFFICER
TEKKALI

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.

ACKNOWLEDGEMENTS

I am the B. Com [General] IInd year student for internship in different departments these been sent to forest department Tekkali for the internship for two months.

This forest department internship report is the result of an anyway of two months it would not have possible without the participation assistance of members and colleagues people the way they I have thank them all.

I achieved skills and developments course & most importantly I would like to all these who make this report possible become a mufthy with these kind forest officers.

K. Gayatri Devi

CHAPTER 1: EXECUTIVE SUMMARY

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

The internship programme aims to provide our students the opportunities to consolidate through provided direct forest experience to the intern on various roles of including tree plantation in more than activities in the forest department.

Forest internship is designed to make to the development of a proper respective professional capacities teacher, disposition responsibilities and selects student officers derive needs of learn in Forest internship.

I am second year B.Com [General] of Govt. Degree College For Men. our college is the B.Com 2nd year student for internship in different departments these been sent to forest department for the internship for two months.

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 son Tekkali range works under guidance of district forest department [office] Tekkali. The vision and mission of the organization is to protect and preserve the reserve forest areas and natural Eco system under the range the is further divided in to several beats which are under the control of Beat officers and Asst Beat officers...

The role and responsibilities includes educating villagers and tribes planting of new plantation cutting down of old trees for timber [under supervision] and cultivating and preserving the wild life resources...

Turnover and profits includes the auction of timber and BET works which be funded the government. Future plans includes the increases in number of trees and land of vegetation and increase the number of migration birds in the :.

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 Council of Forestry research.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Human use of resource	The research and training division handles.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Human how to save resources	Introducing afforestation programs.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Human resource management.	The process of planning and implementing practices for the forests.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Human resources which type	protecting the resource ① HRD for an organization.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	How to use and develop the resources.	Imparting literary skills, skill development and training.	P. Tharun FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

WEEK - 1 (From Dt. 21/08/23 to Dt. 26/08/23)

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 organization such that they help their business gain a competitive advantage. It is designed in service of and employees' strategic objectives.

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

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Patrolling Activities.	observe and hence curbed illegal encroachment activity.	P. Thanni FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Types of offences.	any offences provided for by law in respect.	P. Thanni FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Protected forest and wildlife.	Developing protected areas such as national parks and wildlife.	P. Thanni FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Purpose of patrolling	To maintain the security of the area and act as deterrent.	P. Thanni FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Punishment for forest offences.	Imprisonment for a minimum term of six months and two years or with minimum.	P. Thanni FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	Types of forest in forest act 1927.	reserved forest protected forest and village forest	P. Thanni FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

WEEK - 2 (From Dt. 28/08/23 to Dt. 02/09/23)

Objective of the Activity Done:

Detailed Report:

Power of forest offences :-

Power to issue a search warrant under the code of criminal procedure 1898. Power to hold an inquiry into forest offences and in the course of such inquiry to seize and record such evidence.

Section 68 Act :-

The state Government through a notification in the official Gazette can empower a forest officer to accept from an offender a sum of money by way of compensation for the offence that such person has been suspected at committing.

Section 62 And 63 Act :-

The compounding of offences by a forest officer excludes offences mentioned in section 62 and 63 of the Act.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	SMC works	Swachh Bharat	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	SMC works	Tree plantation and protect of trees.	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	weeding and trees.	Tree plantation and protect of trees.	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	SMC mulching on Campus	sanitation is your Campus.	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	SMC mulching on the sanitation	swachh Bharat and sanitation	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	SMC society area Tree plantation.	secure area Tree weeding	P. J. Hanu FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SMC → Municipal cooperation works.

Under the auspices of municipal cooperation cleaning up the environment around of planting trees to the coastal areas of removing waste from the surrounding areas on the sea shore and learning how to preserve the plants that grow according to the climate of these surrounding areas.

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

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

ACTIVITY LOG FOR THE 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 save to climate.	P. Jhanan FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	social forestry works tree identification	1. Extension forestry 2. Mixed forestry identification trees.	P. Jhanan FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	Taxonomy	Coconut, keeping willow, jinku deciduous and coniferous.	P. Jhanan FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Nurseries plantations	How to nurseries plantations in areas.	P. Jhanan FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Tribal area management.	Tribal follows environment conservation rule in harvesting edible plants.	P. Jhanan FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	wild life management turtles nesting and bird nesting.	using have buck flippers the olive-chestnut noddies rest in the sand.	P. Jhanan FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

WEEK - 4 (From Dt. 11/09/23 to Dt. 16/09/23)

Objective of the Activity Done:

Detailed Report:

Social forest works :-

The social forest scheme sought to enable the common people to raise plantations which would meet the growing demand for timber, fuel, fodder etc.

Social functions of forests :-

Recreation, tourism, education and conservation of sites with cultural or spiritual importance.

Taxonomy of a tree :-

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

Roles of tribes in forest and management :-

Tribals follow environmental conservation role in harvesting edible plants which establishes ecological balance.

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 [FSD] and 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.	Types of activities Eco-tourism.	P. Thanesi FOREST BEAT OFFICER NARASINGAPALLI
Day - 2	Eco-tourism responsible travel to natural area	Natural areas to save Eco-tourism	P. Thanesi FOREST BEAT OFFICER NARASINGAPALLI
Day - 3	forest laws and forest protection	Importance of the forest officers.	P. Thanesi FOREST BEAT OFFICER NARASINGAPALLI
Day - 4	Importance of the forest officers.	Duty of forest officers.	P. Thanesi FOREST BEAT OFFICER NARASINGAPALLI
Day - 5	Job roles of forest officers	Power of forest officers.	P. Thanesi FOREST BEAT OFFICER NARASINGAPALLI
Day - 6	Forest law in AP	Sections and Acts in AP forest.	P. Thanesi FOREST BEAT OFFICER NARASINGAPALLI

WEEKLY REPORT

WEEK - 5 (From Dt. 18/09/23 to Dt. 30/09/23).

Objective of the Activity Done:

Detailed Report:

Eco - Tourism in forestry :-

Eco - tourism may be defined as responsible travel to natural areas that conserves the environment and improves the well-being of local people [TIES]. Forests and wild life are elements of nature and inseparable part of the environment.

Activities of Eco - Tourism :-

- ① Hiking, bird watching, wildlife viewing.
- ② Water, bio adventures, mountain biking, caving, climbing.
- ③ Trekking experience with local communities.
- ④ Tree plantation experiences.

Importance of the forest officers :-

Protective duty, guarding against fire and trespass, fighting fires and stopping trespass, as well as assisting the state authorities in the protection of game. Power to issue a search warrant under the Code of Criminal Procedure 1898.

Job Roles of forest officers :-

Managing the forest, wildlife, and environmental issues at different scales.

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

Forest law in Ap :-

The Act provides for the transit possession of timber and other forest produce and regular or prohibits the occupation, clearing, playing or breaking up of land for cultivation the cutting saving conservation and movement 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 :-

- ① This Act may be called the Ap forest Act 1967.
- ② It extends to the whole of the state Ap
- ③ It shall come into force on such as the state Government may, by notification in the Andhra Pradesh Gazette appoint.

Major forest law :- The forest [Conservation] Act of 1980.
Forest Act and the law :- Indian forest Act 1927

Type of forest law :- Intended to protect resources and prevent forest clearing, logging, hunting and collecting vegetation.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

We really liked the environment of Tekkali Forest Department. The officers were very friendly with us and showed us many different things about the 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 is true that there should be a environment like

How would that department be? What are the intended consequences of them, what is the purpose of them, what does this department do? Apart from us, we also wanted that we should educate the people around us so that we shall protect the forests.

This is what we learned from them in the Forest of Tekkali. In that coastal area, it is true plantation in special places doing many kinds of activation activities like playing, singing. The officers also got involved with us who got along well with us beyond their level.

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

Any fieldwork classes I did were done as connected team work.

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

while going to the postal area. Surrounding areas tried to remove the government owned trees like cassettes, Sami, Palm, which grow according to the climate in the area and tried to plant commercial trees.

Also lets learn about various Important aspects of technological developments such as government forests and lands under the control of the forest department, what kind of areas are occupied by the forest what kind of environment on the living species, what kind of disturbance what kind of pesticides are there etc.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

What are the skills I have learned in forest department?

I learned that we need to protect some species of animals. I learned that what kind of plants and trees to grow in Kasid area is good for the climate. I learned what kind of plant grow in what according to the type of terrain in terms of climate in our surrounding areas. Dairi area people their importance in protecting the forest, living that habits.

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

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

Internship in forest department is very useful for me. It will help me a lot in my studies.

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

If the food people is to continue without any food problems for our future generations, such philosophy actions are very much needed by such departments.

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

Student Self Evaluation of the Short-Term Internship

Student Name: KARAGANA . GAYATRI DEVI Registration No: 2122001067046
Term of Internship: From: 18-08-2023 To: 30-09-2023
Date of Evaluation: Forest department Tekkali
Organization Name & Address: P. Jhansi, Forest department Tekkali

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

Date:

K. Gayatri Devi.
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: K. Gayatri Devi 2122001067046
Term of Internship: From 18-08-2023 To 30-09-2023
Date of Evaluation:
Organization Name & Address: Forest Department, Tekkali.
Name & Address of the Supervisor P. Jhansi, Forest Department Tekkali
with Mobile Number: 9550720304.

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
TEKKALI

