

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: KOMARA. DHANALAXMI

Name of the College: Government Degree men Srikakulam

Registration Number: 2122001067053

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.

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.

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.

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An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of

ame of the College: Government Degree Men Srikakulam

epartment: Forest Department [Commerce]

ame of the Faculty Guide: S.ESWAR RAO

uration of the Internship: From 18/8/23 To 30/09/23

ame of the Student: KOMARA. Dhanulaxmi

rogramme of Study 3rd year Bcom [General]

ear of Study: 3rd year 2021-24

egister Number: 2122001067053

ate of Submission: 2/11/23

Student's Declaration

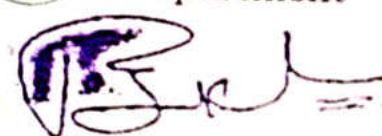
~~Kompa Tharalaxmi~~ student of ~~.....~~ ^{Start Internship} Program, Reg. No. ~~2122601061063~~ of the Department of ~~Commerce~~ ^{College (M)} do hereby declare that I have completed the mandatory internship from ~~12.12.20~~ ^{20.12.23} in ~~for~~ ^{for} (Name of the intern organization) under the Faculty Guideship of ~~S. E. S. S. S. S.~~ (Name of the Faculty Guide), Department of ~~Commerce~~ ^{College (M)} Government Degree ~~College~~ ^{College (M)} (Name of the College)

K. Tharalaxmi
(Signature and Date)

Endorsements

Faculty Guide 


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that Komasa Dhanalaxmi (Name of the intern) Reg. No. 2122001061053 of GIDC (M) SKLM (Name of the College) underwent internship at 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
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 inspiring guidance, positive criticism and encouragement rendered by respectable FRO sir through the period of my investigation & preparation of the project I'm really thankful for his valid suggestions advice & help in completion of project

I am indebted to my college teachers and principal for their version, encouragement and locating contagious interest in the internship

I extended my gratitude to my classmates and specially to our group members with whom I shared my work days and together we short cut academic & social problems.

Special thanks must be given to the teachers staff & of forest department in Srikakulam for their feed back support with which I achieved skill & development.

K. Bharalaxmi

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 environment stability & preservation of forest lands to maintain the ecological balance for healthy environment.

This project helps to improve verbal, written & communication skills it provides awareness & understanding sustainable forest management & ecosystem services.

The activities done by me during the intern period includes visiting of control area, plantation, nursery management & taking action towards the villages who are trying to encroach the forest area & conduct the awareness about the need of protecting the forest 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.

- A. Forest department of Srikkakulam 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 in 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 → APCCF → CCF → DCF → ACF → FRO → FBO → 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 to their lives in this department we learned about the works done by the officers to improve & increase the forest areas & forest acts that are implemented to protect the animals from human & to take immediate action on those who are damage & cause harm to trees & animals.

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

We acquire the knowledge & necessity of forest management & natural resources for our future generations.

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 communities have depend on forests for their	
Day - 2	Awareness	creating awareness in tribal people	
Day - 3	Theory class opportunities for tribal areas.	Giving opportunity to local people to protect forest area.	
Day - 4	Theory class formation of VSS	VSS - Vana samarakshana samithi	
Day - 5	theory class	providing employment in reserve forests	
Day - 6	Awareness camp	improving communication skills	

WEEKLY REPORT

WEEK - 1 (From Dt. 01.08.23 to Dt. 07.08.23)

Objective of the Activity Done:

Detailed Report:

Tribal management :-

Historically, tribal community have dependence on forest 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 camp.

- * formation of Road.


- * Giving priority to women development

- * collection of minor forest produce

- * involve local people in work in protection

A/Am

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	pottery theory class	telineelapuram Bird sanctuary	 J. Srinivasan Forest Section Officer Sreekurumam
Day - 2	Theory class	protection for Bird sanctuary	
Day - 3	theory class	scientific names of Animals & Birds	
Day - 4	theory class	Sanctuaries of national parks	
Day - 5	theory class	Olive Reddy sea turtle	
Day - 6	theory class	endangered species of Birds & Animals	

WEEKLY REPORT

WEEK - 2 (From Dt. 23.7.23 to Dt. 29.7.23)

Objective of the Activity Done:

Detailed Report:

In this entire week we know the information about Bird sanctuary of telneelapuram.

There are two Bird sanctuaries in A.P.

→ Nela pattu Bird sanctuary

→ Uppalapadu Bird sanctuary

We also know the protection Act for Birds & Animals of [Wild life - protection Act - 1972 of the sanctuaries.

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

There are so many sanctuaries National parks in A.P. - There are :- Sivalankalesu wasa National park, Papi kondal National park.

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

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

Some of them are Vaquita, Amur leopard, white tiger, Siberian crane, sociable Lapwing, yellow-bellied bunting.

J. Sureshwarao
Forest Section Officer
Sreekurmam

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	potterling activities	Seeing to observe se sense detor illigal entroactive activity	M. P. L.
Day - 2	type of offeness	any officers provided for by law in respect of a forest timber	M. P. L.
Day - 3	protect forest & wildlife	Developing protec- tive of otheysuch as wild life & Auct various to protect	M. P. L.
Day - 4	purpose of potterling	to maintain the security of the area and act crime determent	M. P. L.
Day - 5	Punishment for forest offices	Impresment for a minimum of six month which may extend to two years or with.	M. P. L.
Day - 6	Type of forest in forest act	Reserved forest protected forest & Billang section 33 the Indian 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 transist & possisia of timber and other forest produce and regulates or prohibits the occupation clearing, planting or breaching up to land for cultivation, the cutting, sawing, conservation and removal of trees.

• Section 29 of the AP forest Act:- power to make rules to regulate the transist and possisian 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 forest force on such a date as the state

Government may be notification in the Andhra Pradesh appointment.

major forest law:- the forest conservation Act of 1980.

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

M. R. L.

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 provide 7 types of valuable plants to farmers	Bti
Day - 2	theory class about need of plantation	It controls the pollution	Bti
Day - 3	theory class about types of plantation	Avenue plantation coastal belt plantation urban plantation institutional plantation	Bti
Day - 4	we visited nursery having mixed plantation	There are 30,000 plants are present in this nursery	Bti
Day - 5	we visited coastal area to know about coastal belt plantation	plants like pl Palm and casuarina are <i>albizia</i> are planted	Bti
Day - 6	A brief explanation about shifting bags	The germinated plants are shifted from small to large bags	Bti

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 stocks for budding & grafts & 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 dormancy & preparation of primary bed structure are the measurement should be taken for healthy improvement of plants.

We know about the types of plantation & the necessity of plantation to reduce the types of plantation & to protect the surrounding humans from harmful diseases.

In shore area coastal plantation is done. They used a plant, plants like palmar & casuarina equisetifolia in coastal belt areas which can absorb the salty in atmosphere & reduces the causes of diseases to the surrounding villages.

Awareness programmes are conducted to realize the villagers about the effect the planting almond trees in casuarina equisetifolia plants.

Bti

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 officers	
Day - 4	Importance of the forest officers	Duty of forest officers	
Day - 5	Job Role of forest officers	power of forest officers	
Day - 5	forest law in A-p	Sections and act In AP forest	

J. Sankaravardhan
Forest Section Officer
Guntur

WEEKLY REPORT

WEEK - 8 (From 25.09.22 to 30.09.22)

Objective of the Activity Done:

Detailed Report:

Cro-tourism in forestry

Cro-tourism may be defined as responsible tourism to natural areas that considers the in dependent and improves the well being of local people.

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

Activities of cro-tourism:-

- 1) Hiking, sightseeing, wildlife, viewly
- 2) water advantage mountain, hiking covering climbing
- 3) Total welling experience with local communities
- 4) tree-planting degress.

Importance of the forest officer

protective duty guarding against fire and transpara fighting fires and stopping transpara well as game power to issue a catch connect unclear the code of channel procedure 1898

Job Rules of forest officers

Manage the forest wisely and environment issues at different states


Forest Section Officer
Sreekumam

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-students 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 bookish knowledge but also practical knowledge which helps for easy understanding about the forest management.

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

Our range officer helps us to gain knowledge which may help in career for future job planning & he build up the motivation to move forward in the forest department.

Group discussion & team work helps us to improve the communication & to enhance the stage fear.

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

We learn how to build rock fill dams with faced 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, lath 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 a groups & appointed a leader for each group we all attend the class & clarity as doubts regarding the timings at our leader our leader is always supportive & friendly to clarity 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 making week by week we improve our communication & it helps us to become little more competitive in work 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.

Oral communication was improved a lot due to interactions with the villagers and tribes.

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

It helps me to improve my writing skills and Grammar skills as I prepared by own report.

This leads to friendly conversations about the classes.

As a leader it helps me to control my anxiety and improves my understanding abilities and I'm getting understood by others.

The group discussions and debates helps how to start and close a conversation with good greetings and self introductions..

Closing the conversation was learnt in the discussions happened with encroachment people.

With Appreciating was an live help learnt with our officers.

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 and group discussions it leads to easy acceptance of my team members about my thoughts and decisions.

And also they give good ideas than me. I agreed with them as it improves my sportiveness without any personal issues.

participation in teams is an integral part while attending a field area so that no wild animal attacks us on alone.

Our teammates are always supportive and took me forward in this successful completion of project.

We must contribute our level best as a team member towards the program scheduled.

leading an activity of the Internship was a herculean task but on completion it built up a confidence in me that we can do our work in a better way than what we thought.

I hope this leading nature helped me to run a good 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 forestry for surveillance and mapping.

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

Digital technologies include the GPS mapping using drones and satellites.

GPS tracking must be installed in animals in a safe way to find their movement.

Computer based assessment must done for all the field work done by the officers.

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

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Komaga Dhanalaxmi 213200167052
 Term of Internship: From To 18-08-23 To 30/09/23

Date of Evaluation:

Organization Name & Address: forest department wikkulam

Name & Address of the Supervisor Nihazika
 with Mobile Number: 9494696787

Please rate your performance in the following areas:

Letter grade of CGPA calculation to be provided

Rating Scale:

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

K. Dhanalaxmi
 Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Komarja Dhana [wcm] 2122001067053

Term of Internship:

From 18/08/23 To 30/09/23

Date of Evaluation:

Organization Name & Address: forest department Srikakulam

Name & Address of the Supervisor: Niharika

with Mobile Number: 7995792527

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

