

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: *Konthala Laxmana*

Name of the College: *Government Degree College (men)*

Registration Number: *2122001067057*

Period of Internship: From: *19/08/23* To: *30/09/23*

Name & Address of the Intern Organization *Forest Department in Srikalahasti*

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 Degree College (men)*

Department: *Forest Department*

Name of the Faculty Guide:

Duration of the Internship: From *19/08/23* To *30/09/23*

Name of the Student: *Koivuthala Lakshmana*

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

Year of Study: *3rd year*

Register Number: *2122001067057*

Date of Submission:

Student's Declaration

I, K. Laxman, a student of Program, Reg. No. 2122001067057 of the Department of Govt Degree (men) College do hereby declare that I have completed the mandatory internship from 19-8-23 to 30-9-23 in Food Department (Name of the intern organization) under the Faculty Guideship of Satya Narayan (Name of the Faculty Guide), Department of Commerce (Name of the Department), GNDU (men) Srikantham (Name of the College)

K. Laxman

(Signature and Date)

Endorsements

K. Laxman
Faculty Guide

[Signature]
Head of the Department

[Signature]
Principal

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 opportunity to consolidate their knowledge through practical experience it provides an Direct honest experience to the Intern on various roles & including tree plantation in more than activities in the Forest Department

Forest Department Internship is designed to make to the development & a prepare respective pro- gressional capacities teacher dispoition responsibilities and subjects student. officers divide needs & learner in Forest Internship

I am second year Bcom (general) & Govt Degree collage for men. our collage is the Bcom 2nd year student for Internship in Dilberet Departments these been sent to Forest Department for the Internship for two months

ACKNOWLEDGEMENTS

Thus Forest Development Internship reports is the result to an any way do two months it would not have been possible without participation assistance of sumaras are and courageous people climb the way trees I have thank them all

First and foremost I would like to express gratitude to my parents who give me opportunity to keep my steps ahead I am indebted to my college teachers the principle teacher encouragement and ending continuous interest the Internship

I achieved skills and developments course & most importantly I would like to all those who made this report possible become a mufy with their kind forest officers

K. Laxmana

Certificate from Intern Organization

This is to certify that K. Lakshmana..... (Name of the intern) Reg. No. 12.20010675 of Govt. Degree (M.C.) (Name of the College) underwent internship in Forest Department..... (Name of the Intern Organization) from 19/08/23 to 30/09/23.....

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


Authorized Signatory with Date and Seal

Forest Range Officer
SRIKAKULAM

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

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	HUMAN RESOURCES	India council to forestry researches	<i>[Signature]</i>
Day - 2	HUMAN USE to RESOURCES	The Resident and Training Division Handlers	<i>[Signature]</i>
Day - 3	How to HUMAN How to saves Resources	Introducing al- litration progna mms	<i>[Signature]</i>
Day - 4	HUMAN Resources manag -ment	The process of pla -ning and Imple menting practices for the forests	<i>[Signature]</i>
Day - 5	HUMAN RESOURCES with TYPE	protecting the Resour -ces WHRD for an orga -nization.	<i>[Signature]</i>
Day - 6	How to use and develop the RESOURCES	Improving literacy skills skill Development and tra -ining	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 1 (From Dt 11.08/23. 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 organization such that they help their business gain a competitive advantage. It is designed to maximise employee performance in service to an employer's strategic objectives.

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

[Signature]

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	patrolling activities	seeing to observe and hence deter illegal extraction activity	SP
Day - 2	type of offences	any offences provided for by law in respect of a forest timber	SP
Day - 3	protect forest and wildlife	developing protective other such as national areas wild life sanctuaries to protect	SP
Day - 4	purpose of patrolling	to maintain the security of the area and act crime deterrent	SP
Day - 5	punishment for forest offences	imprisonment for a minimum term of six months which may extend to two years or with minimum	SP
Day - 6	type of forest in forest act	conserved forest protected forest and Billings section 33 of Indian forest act 1927	SP

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Power of Forest officers

power to issue a search warrant under the code of criminal procedure 1898 power to hold an inquiry into forest officers and is the power of such inquiry to receive and record such evidence

Section 68 Act

The state government thought a notification in the official gazette can empower a forest officer to accept from an officer a sum of money by way of compensation for the officer that such person has been suspected of committing

Section 62 and 63 act

The compounding of offences by a forest officers excludes officers mentioned in section 62 and 63 of the act

[Signature]

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	SMC works	swatch Bazar	
Day - 2	SMC works → Tree plantation	Tree plantation	 Forest Section Officer Sreekrumam
Day - 3	weeding and trees	Tree plantation and protect the trees	
Day - 4	SMC making to campus	sanitation in your campus	
Day - 5	SMC making on the sanitation	swatch Biorath and sanitation	
Day - 6	SMC saving area tree plantation	specifying areas tree weeding	

WEEKLY REPORT

WEEK - 3 (From Dt. 11-9-23 to Dt. 19-9-23)

Objective of the Activity Done:

Detailed Report:

Some works → soilakulam corporation works

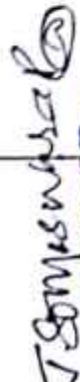
under the auspices of soilakulam municipal corporation cleaning up the environment around as planting trees going to the coastal areas of soilakulam removing waste from the surrounding areas as the sea shore and learning how to preserve the plants that grow according to the climate of those surrounding areas

what kind of action will be taken the who destroy trees such as swave cassive Palm etc growing in the coastal area

they deserve no punishment Awareness programs are being done to create awareness among people without Distorting them

J. Somenwaral
Forest Section Officer
Sreekurram

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	
Day - 2	social forestry works tree identification	1) Extensive forestry 2) mixed forestry identification trees	 J. Ganesan Forest Section Officer Sectt. Man
Day - 3	foromony	coconut weeping willow vitreous diciduas and cubiduas	
Day - 4	university plantation	How to survive pla- -ntation in our areas.	
Day - 5	tribal area management	tribes follow environmental conserva- -tion rules in homestay plants with establishes	
Day - 6	wild life management further nesting and bird nesting	ecological province using have birds the report change nest in - the sand	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Social Forestry works

The social forestry scheme sought to enable the common people to raise plantation which would meet the growing demand for timber. Further it

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 the many ways including by visible and genetic attributes.

Roles of tribes in forest and management

tribes follow environmental conservation rule in harvesting edible 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 Schedule Tribes (DST) 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	ecotourism activities - hiking bird watching wild life viewing	type of activities eco-tourism	m.p.v.
Day - 2	eco-tourism responsible travel to natural areas	natural areas to save eco-tourism	m.p.v.
Day - 3	forest laws and forest protection	Importance of the forest officers	m.p.v.
Day - 4	Importance of the forest officers	Duty of forest officers	m.p.v.
Day - 5	Job Roles of forest officers	power of forest officers	m.p.v.
Day - 6	forest law in AP	sections and act in AP forest - sts	m.p.v.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

ECO-tourism in Forests

ECO-tourism may be defined as RESPONSIBLE travel to natural areas that conserve the environment and IMPROVES the well-being of local people. ITIES

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

activities of ECO-tourism

- 1) Hiking, birdwatching, wildlife viewing
- 2) water activities, mountain hiking covering climbing
- 3) making experience with local communities
- 4) Tree-planting programme

Importance of the Forest officers

Protective duty guarding against fire and trespass
Fighting fires and stopping trespasses as well as assisting the state authorities in the protection of game power to issue a cash warrant under the code of forest procedure 1898

Job Rules of Forest officers

manage the forest utilise and environment
-ital issues at different states

M.R.L.

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

Forest law in APs -

The act provides for the transit provision of timber and other forest produce and regulates the prohibition the acquisition clearing planting or bonafide up to land for cultivation the cutting saving conversion and demand for taxes

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

Andhra Pradesh Forest Act 1967

1 to 1967

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

② it extends to the whole of the state Andhra Pradesh

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 & 16 of 1927

Type of Forest law - Intended to protect reserved forest prevent forest clearing logging burning 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 Srikantham Forest Department the officers 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 Just here that there should be a Department to protect the Forest in such an environment be?

How would that Department be what are the intended consequences to them what is the purpose to them what does this Department adapt from us we also learned that we should educate the people around us that we should protect the Forests

This is what we learned from them in the Forest of Srikantham is that coastal area is a forest plantation in special places closing many kinds of activities playing singing playing 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 field work classes I did were done as co-ordinated team work

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

surrounding areas tried to remove the government owned trees like cause suolivi, plant what grow according to the climate in the area and tried to plant commercial trees

Also let's look about various important aspects of Technological Department such as governments Forests Department what Forest the control of the Forest Department what kind of areas are acquired by the Forest what kind of encroachments on the living species what kind of disturbance what kind of poaching things etc

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 used to protect save species of animals I learned that what kind of plants and trees to grow in which areas is good for the climate I learned what kind of plants grow in what kind of plants grow in what kind of plants grow according to type of terrain in terms of climate in our surrounding areas drive area people their importance in protectivity the forest living in the forest

The diversity of life in which the goods have is know about their habitats

We have learned about the government laws regarding various types of women especially those who have misused 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)

Intership in Forest Department is very usefully
for me it will help me a lot my a studies

not only by the Forest Department but
we also have to protect the forests & our
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 genera-
tion such philosophy actions are very much
needed by such Department

Thanking you for successfully conducting
this two months Intership 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: & Registration No: K. Lakshmao - 2122001067057

Term of Internship: From 19/8/23 To 30/9/23

Date of Evaluation: 30/09/23

Organization Name & Address: Forest Department In Sri Kalahasti

Name & Address of the Supervisor
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

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: K. Laxman - 2122001067057

Term of Internship: From 19/08/23 To 30/09/23

Date of Evaluation: 30/09/23

Organization Name & Address: Forest Department in Solikulam

Name & Address of the Supervisor
with Mobile Number:

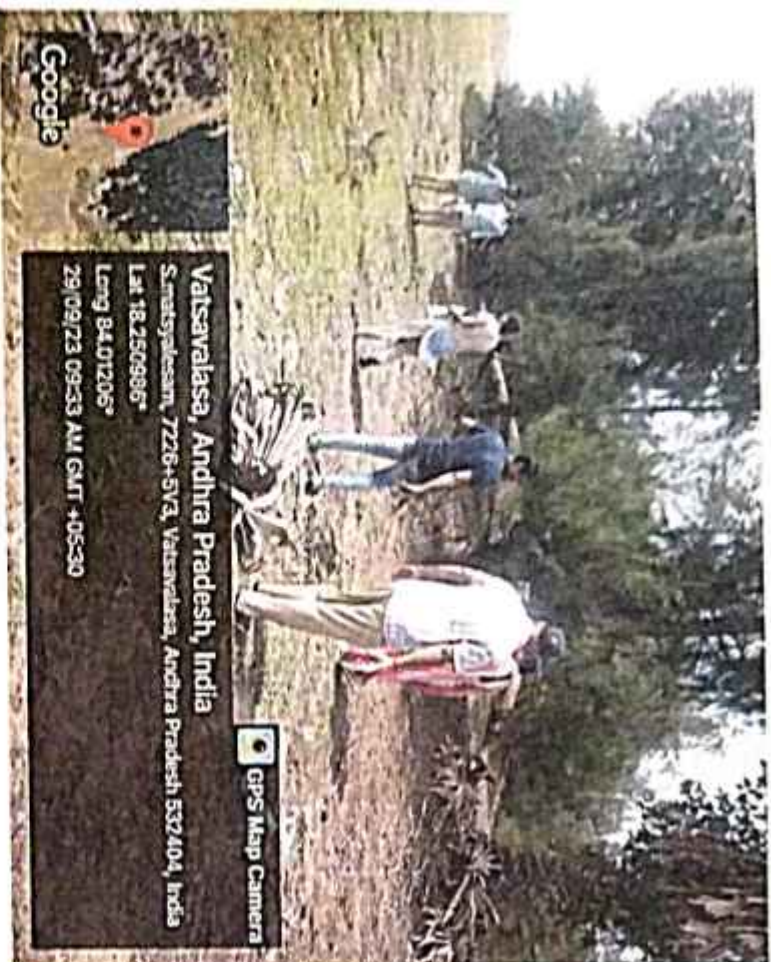
Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

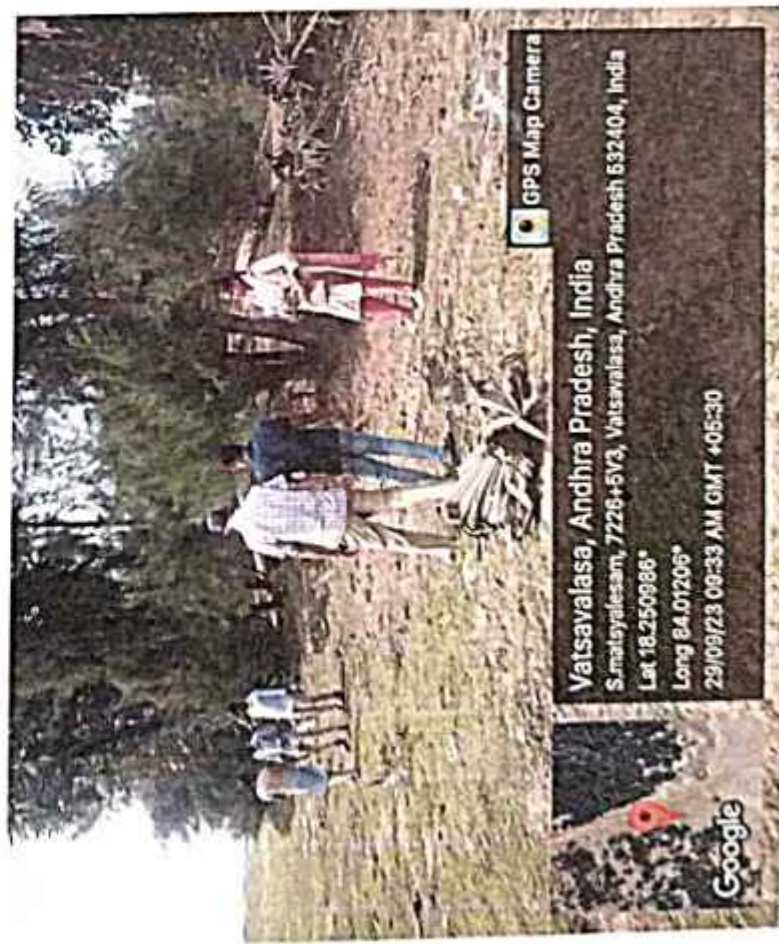
Rating Scale: 1 is lowest and 5 is highest rank

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


 Signature of the Supervisor
 (Name of the Supervisor)
 (Address of the Supervisor)







GPS Map Camera

Vatsavalasa, Andhra Pradesh, India
 S.matsyalesam, 7726+5V3, Vatsavalasa, Andhra Pradesh 532404, India
 Lat 18.250986°
 Long 84.01206°
 29/09/23 09:33 AM GMT +05:30

Google