

**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: M. Damodara Rao

Name of the College: GDC (MEN) Srikakulam

Registration Number: 2122001067068

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

Name & Address of the Intern Organization: FOREST DEPARTMENT  
Srikakulam

## Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the persons working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
  - Data and Information you are expected to collect about the organization and/or industry.
  - Job Skills you are expected to acquire.
  - Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.



12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. **Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.**
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

**An Internship Report  
On  
(FOREST DEPARTMENT)**

*Submitted in accordance with the requirement for the degree of B.com (General)*

Name of the College: GDC (MEN) SIKLM.

Department: FOREST DEPARTMENT

Name of the Faculty Guide: K. CHINNA RAO

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

Name of the Student: MENDA. DAMODARA RAO.

Programme of Study :

Year of Study: FINAL Year.

Register Number: 2122001067068.

Date of Submission: 2/11/23

### Student's Declaration

I, M. Ramodara Rao Short term Internship 2122001067068  
a student of .....Program, Reg. No. ....of the  
Department of Commerce, CVU Degree College do hereby declare that I have  
completed the mandatory internship from 15/05/23 to 30/09/23 in Forest Department  
(Name of the intern organization) under the Faculty Guideship  
of S. S. S. Rao K. Chinnappa Rao  
(Name of the Faculty Guide), Department of Commerce..  
CVU Degree College (Umer) SKLM  
(Name of the College)

(Signature and Date)

### Endorsements

K. Chinnappa Rao  
Faculty Guide

[Signature]  
Head of the Department

[Signature]  
Principal



### Certificate from Intern Organization

This is to certify that M. Damodara Rao (Name of the intern) Reg. No. 212200106706 of DC Men Srikulam (Name of the College) underwent internship in Forest Department (Name of the Intern Organization) from 01/8/2023 to 30/09/2023.

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 all those who helped me in successful completion of my internship Programme with deepest sense of gratitude. In Acknowledge the inspiring guidance positive criticism and encouragement secured by respectable ERO madam through the period of her investigation and preparation of the project I'm really thankful. For her valid suggestions advice and help in completion of project.

MENDA. DAMODARA RAO

M. Damodara Rao.



## 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 objectives of Forest Department is to ensure environment stability and preservation of Forest Lands to maintain the ecological balance for healthy environment.

This Project helps to improve verbal and written communication skills it provides awareness and understanding of different view point and demonstrable knowledge of a Forest sustainable Forest Department and to ecosystem services.

The Activities done by me during the internship includes visiting of coastal area plantations, NGOs who are trying to enact action towards the villagers to awareness about the need of protecting. The Forest area for our future generation.

## 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 is Night Junction the main scope of  
Forest Department is to protect the wild life

B. The mission of Forest department is mandant  
to manage conserve & protect forest & wild  
life reserve is the range through afforest-  
ation the subscription & balance environment  
services.

C. Policy of Organisation → create awareness pro-  
tection forest.  
→ conducting dialy class  
→ Planning + care to  
this for practical  
knowledge.

D. PCCF → ADCCF → CCF ⇒ DCF → ACF ⇒ FBO.  
⇒ FSO → 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 and to improve the style of wild animals by providing care to their lives in this department we learned about the works done by the officers to improve we tend increase the Forest area and Forest acts that are implemented to action on those who are damage and cause harm to trees and animals.

We know about that plantation. Programmes to control the pollution in coastal belts in degradation areas and road sides we learn about the measurement taken by the Government to protect the wild life on generally for maintaining the ecological balance.

We increase the knowledge and to necessary of forest management and not wait for future's generation.



# ACTIVITY LOG FOR THE FIRST WEEK

| DAY<br>&<br>DATE | BRIEF DESCRIPTION OF THE DAILY<br>ACTIVITY      | LEARNING OUTCOME                                                    | Person<br>In-charge<br>Signature                                                     |
|------------------|-------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Day -<br>1       | Theory class tribes<br>management               | Tribal communities have deep<br>forest for their                    |                                                                                      |
| Day -<br>2       | Awareness camp.                                 | Creating awareness<br>in Tribal People                              |                                                                                      |
| Day -<br>3       | Theory class opportunities<br>for Tribal areas. | Giving opportunity<br>to local people<br>to protect forest<br>area. |                                                                                      |
| Day -<br>4       | Theory class.<br>forming of VSS                 | VSS- Vana<br>Samrakshana<br>samithi                                 |  |
| Day -<br>5       | Theory class                                    | Providing chiefly<br>in reserve<br>forests.                         |                                                                                      |
| Day -<br>6       | Awareness camp.                                 | Improving comm-<br>unication skills                                 |                                                                                      |

## WEEKLY REPORT

WEEK - 1 (From Dt. 18/08/23 to Dt. 24/08/23)

Objective of the Activity Done:

Detailed Report:

Tribal management :-

Historically, Tribal community have depend on forest for their live and food is culture and forest produce collection.

Provide employment in the reserve forest formation of VSS.

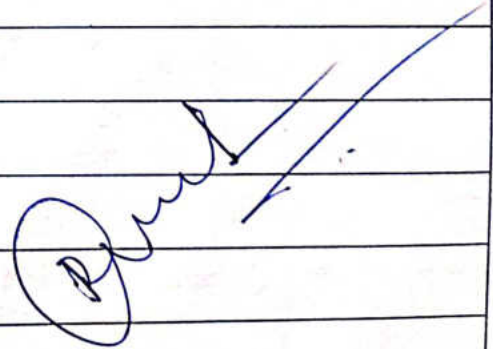
Give opportunity to local to protect the forest area.

Awareness camps.

Formation of Roads.

Giving Priority to women department collection of minor forest produce.

Involve Local people in work in protection





# ACTIVITY LOG FOR THE SECOND WEEK

| DAY<br>&<br>DATE | BRIEF DESCRIPTION OF THE DAILY<br>ACTIVITY | LEARNING OUTCOME                            | Person<br>In-charge<br>Signature |
|------------------|--------------------------------------------|---------------------------------------------|----------------------------------|
| Day -<br>1       | Theory class                               | Telichaparam,<br>bird sanctuary             |                                  |
| Day -<br>2       | Theory class.                              | Protection. for<br>bird sanctuaries         |                                  |
| Day -<br>3       | Theory class                               | Scientific names<br>of<br>Animals & Birds   | Pundarik                         |
| Day -<br>4       | Theory class                               | Scientific names of<br>National Parks       |                                  |
| Day -<br>5       | Theory class                               | Olive Ridely<br>- sea turtle.               |                                  |
| Day -<br>6       | Theory class                               | Endangered species<br>of<br>Birds & Animals |                                  |



## WEEKLY REPORT

WEEK - 2 (From Dt. 26/08/23 to Dt. 02/09/23)

Objective of the Activity Done:

Detailed Report:

In this entire week the information above Bird Sanctuary of Telinilepuram.

Those are two Birds Sanctuaries in A.P.  
⇒ Nela Pattu Bird Sanctuary.  
⇒ Uppalapudi Bird Sanctuary.

We also know about the scientific names of the sanctuaries.

We also know about the Birds and Animals of Wild Life Protection Act - 1972 of the sanctuaries.

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

Some of them are vaquites. Animals showed mating habits, siberian crane sociable swimming, yellow basking to bunting.

Ramabhar

# ACTIVITY LOG FOR THE THIRD WEEK

| DAY<br>&<br>DATE | BRIEF DESCRIPTION OF THE DAILY<br>ACTIVITY | LEARNING OUTCOME                                                   | Person<br>In-charge<br>Signature |
|------------------|--------------------------------------------|--------------------------------------------------------------------|----------------------------------|
| Day -<br>1       | Theory class                               | Know about<br>Forest department<br>structure.                      |                                  |
| Day -<br>2       | Theory class                               | Some of the<br>Forest Act's.                                       |                                  |
| Day -<br>3       | Theory class                               | Duties of Forest<br>officers.                                      |                                  |
| Day -<br>4       | Theory class                               | Advantages &<br>significance of<br>Forest                          |                                  |
| Day -<br>5       | We attended for the<br>field work of       | information of<br>Forests Protection<br>and forest<br>fire safety. |                                  |
| Day -<br>6       | Theory class                               | Know about the<br>Hierarchy of Forest<br>Department                |                                  |



## WEEKLY REPORT

WEEK - 3 (From Dt. 4/9/23... to Dt. 11/9/23..)

Objective of the Activity Done:

Detailed Report:

In the entire we know the information above the Forest Department of structure act. Principal chief conservation of forest and head of forest forest under the part Additional officers and are Assi State DFO's Forest range, reading of range officers, Forest section, and Forest Beat officers.

We know about Forests Acts.

India Forest Act - 1967

Andhra Pradesh Forest Act - 1972.

Forest conservation Act - 1980.

A.P. WOLIA Act - 2002.

A.P. Transit rules - 1970 Act.

Forest:-

⇒ Protective duties.

⇒ wild life protection.

⇒ protection of boundaries.

⇒ we also know about different types of politics are in Forest Department.



# ACTIVITY LOG FOR THE FOURTH WEEK

| DAY<br>&<br>DATE | BRIEF DESCRIPTION OF THE DAILY<br>ACTIVITY    | LEARNING OUTCOME                                         | Person<br>In-charge<br>Signature              |
|------------------|-----------------------------------------------|----------------------------------------------------------|-----------------------------------------------|
| Day -<br>1       | TPP Theory class                              | Introduction<br>of<br>nurseries.                         |                                               |
| Day -<br>2       | Theory class                                  | Basic information<br>of<br>Forest Department             |                                               |
| Day -<br>3       | we attended for the<br>class about Field work | information about<br>the nursery.<br>and Field works.    | Shukla<br>Forest Section Officer<br>Kandiyala |
| Day -<br>4       | Theory class                                  | Different types<br>of plantation and<br>SciencLife names |                                               |
| Day -<br>5       |                                               |                                                          |                                               |
| Day -<br>6       | Theory class                                  | Important of<br>plantation. on<br>Forest department      |                                               |

## WEEKLY REPORT

WEEK - 4 (From Dt. 12/09/23 to Dt. 18/09/23.)

Objective of the Activity Done:

Detailed Report:

In This entire week know the information about sections of Forest Department. There are 17 sections of Forest Department.

We went for field work at to visit the nursery of Forest Department.

Temporary nursery are raised in lands. They can be stilled.

Permanent nursery in garden and lands / areas.

They are also two types of beads. They are raised beads.

We also know the sizes of beads used for a such as 5/9, 8/12, 4/7, 3/4, 12/6.

We saw different types of plants Sindur, bawlia weed sindur plantation such as pelican Roja, Neelgovi plants etc.

We also know their dimension means the dimension of beads.

*Ghilla*  
Forest Section Officer  
Kandivalasa



# ACTIVITY LOG FOR THE FIFTH WEEK

| DAY & DATE | BRIEF DESCRIPTION OF THE DAILY ACTIVITY       | LEARNING OUTCOME                                            | Person In-charge Signature                |
|------------|-----------------------------------------------|-------------------------------------------------------------|-------------------------------------------|
| Day - 1    | Introduction class about Eco-tourism.         | it is a form of tourism market as tourist travels.          |                                           |
| Day - 2    | class about famous places in SKLM             | Asagomvili SKLM - m. SKLM halies are temples in Srikakulam. |                                           |
| Day - 3    | A visiting tour to Asagomvili                 | it is the second famous sun of in the world.                | Shubho Forest Section Officer Kandivalasa |
| Day - 4    | Theory class about beaches and war filly      | Beaches are situated as a halige place Bhadrachalam.        |                                           |
| Day - 5    | Theory class about Reservoirs                 | Reservoirs are the lakes at a artificial to water.          |                                           |
| Day - 6    | Knowing about the culture age of Eco-tourism. | it maximizes the local economic benefits                    |                                           |



## WEEKLY REPORT

WEEK - 5 (From Dt. 20/09/23 to Dt. 26/09/23)

Objective of the Activity Done:

Detailed Report:

Eco-Tourism is a form of tourism marketed as responsible tourism to nature's conservation and improving the well local to people.

We visited the famous sun temple in the world Arasavalli to know the history and to build communication with foresters who visited the temple.

We know about the use of a reservation in work supply. Also we learn about the national and state identified.

We know about the use of a advantages of Eco-Tourism as it is wage in collaboration and maximize the local economic benefits.

*Shila*  
Forest Section Officer  
Kandivalasa

## 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 & meaning to improve our communication skills and to build intership with the Forest Department we have to attend the office from 10 AM - 5 P.M. They conduct classes and provide not only understanding about forest resources.

We conduct awareness program in villages to create way among about the forest and resources.

our Range officer helped us to gain knowledge which may help in career for future. Top planing we build up the motivation to move forward in the Forest Department.

GROUP discussion and 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 dam. forced concrete which be easily constructed. on skilled labour.

we learned about dat entry  
we acquire leverage in inner member  
primary hunger belt for treatment for  
seed preparation of primary beetle shifting  
plants into bages.

we know about different forest  
laws and forest acts that help 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 divided us as groups and a leader for each group. We all attend the class and clearly our motto that at our leader our leader is always supports and share our thoughts in group discussion.

We also give our own velocity of planning things we arrange our own work in the group. We submitted our class project communication and it was little more completion in each group.

This leadership helped me in good decision making which are acceptable by all our teammates.



Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

As I complete this internship it helps me to improve myself in communication.

The leadership helps me to improve my oral communication which 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 classes as a leader it helps me to control and improve by others.

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

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

I improved by communication abilities as a leader due proper explanation and group discussion. It leads to easy acceptance of my term. I agreed with them as it helps about my provisions without my personal issues.

our teammates are always supported and look me forward in this successful completion of project.

I hope this leading nature helped me to a good term 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 forests for surveillance and mapping.

Scientific Forestry is a new development. It is the foundation of a science of forest and plantation tree management.

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

# Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: M. Damodara Rao, 2122001067068

Term of Internship: From 14/07/23 To 30/09/23

Date of Evaluation:

Organization Name & Address: Forest Department Sairajkulam.

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 |

M. Damodara Rao.  
Signature of the Student



## Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: M. DAMODARARAO, 2122001067068

Term of Internship: From 18/8/23 To 30/9/23

Date of Evaluation:

Organization Name & Address: Forest Department, Sriakulam.

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

  
 Signature of the Supervisor  
 Forest Range Officer  
 SRIKAKULAM



