

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the student: Chintada Ganapathi

Name of the collage: GOVERNMENT DEGREE COLLAGE (MENS) SRIKAKULAM

Registration number: 2022001066011

period of internship: from 07-12-2022 to 18-03-2023

Name & address intern organization

Forest Deportment (srikakulam)

DR.B.R. AMBEDKAR UNIVERSITY ETCHERLA, SRIKAKULAM

2022-20323

An Internship Report on

4 months internship program

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.com. computer Application

Under the Faculty Guideship of

J. Manjula Devi

(Name of the Faculty Guide)

Department of

Government Degree college (men) Srikakulam

(Name of the College)

Submitted by:

Chintada Manapathi

(Name of the Student)

Reg.No: 2022 0010 66011

Department of commerce

Government Degree college (men) Srikakulam

(Name of the College)

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 Semester internship either in V Semester or in VI Semester.
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 for 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 people 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 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:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. 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 the 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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Student's Declaration

I, Chintada Mahapathi a student of 4 months Internship
Program, Reg. No. 2022001066011 of the Department of commerce
College do hereby declare that I have completed the mandatory internship
from 07/12/2022 to 18/03/2023 in Finance Department (Name of
the intern organization) under the Faculty Guideship of
S. Sharmila Rani (Name of the Faculty Guide), Department of
commerce, Chaitanya Degree College Men's, Nizakuram.
(Name of the College)

Ch. Mahapathi (04/05/2023)
(Signature and Date)

Official Certification

This is to certify that chintada mahapathi (Name of the student) Reg. No. 2022001066011 has completed his/her Internship in Forest Department (SKM) (Name of the Intern Organization) on Forest Department (SKM) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of commerce in the Department of Grant Degree college (SKM) (Name of the College).

This is accepted for evaluation.

M. P. L. 18.03.2023
(Signatory with Date and Seal)
Forest Section Officer,
Vatsavallase

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that GRANATHI (Name of the intern)
Reg. No 2022001065011 of Govt. Degree College Melur ^{Sriakulam} (Name of the
College) underwent internship in Forest Department (Name of the
Intern Organization) from 07/12/22 to 18/05/23

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
18/05/23

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief 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.

Executive summary:-

an internship gives a student the opportunity for career expansion and development and to learn new skills. I did my internship in FOREST DEPARTMENT I learned about protection of forest and duties done by the Forest office & had experience with expertise of forest department and the significant contribution of forest to this nation and environment.

I learned about different schemes that related to forest department:

I learned about vanasamraksha sishu (VSS) how they work. How they created the VSS groups, what ment by VSS what are the benefits they got by joining the VSS I had interacted with some VSS members in forest areas and villages.

I learned not only practical knowledge but also when theoretical knowledge. In there I learned about forest and its importance, significant forest and branches of forest - etc.

* I learned about how to greet superior officers, protocol of parent office and how to behave with the parent officers.

The main role of parent department 3, contains the parent along with wild life and their habits, safe grading and upgrading - heritage values.

* I learned and improved my communication skills during the interaction with the parent officers and (CIV) skills members.

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 to 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 is started in 1864 by the British Raj
- due to extensive exploitation of forest resources for
construction of the railway lines.

vision:
= =

* Entertainment services from forest are recognized and protected
* Forest planning and operation are basing in government
- service and local use and commercial extraction.

mission:
= =

* The forest department is mainly engaged in conservation
- and development of forest in the state.
* protection, conservation, of forest, and wild resource. In
- state through afforestation and regeneration of degraded
forest.

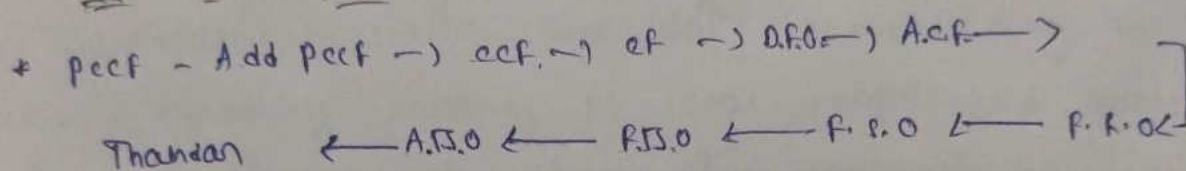
policy:
= =

- maintenance of environment stability preservation
- and restoration of ecological balance conservation of
natural structure

I learned how to greet superiors officers protocol of The Forest department and how to behave with the forest officers.

I learned & improved my communication skills during the interaction with the forest officers and VHS members.

organization sector:-



Role:

- The main role of forest department is to conserve the forest along with its wild life and their habitat, safe guarding and upgrading tourism values.

Responsibility:-

The main responsibility is to protect the forest and its wild life from fire man made damages and encroachment and safe guarding. The forest boundary raising forest and some works.

Future plans of organization:-

The forest policy an aim to increase the forest area by 33.3% of the geographical by planting more trees and also protecting forest by engaging local people.

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.

during The Internship I was assigned to Varavara section. I was closely monitored by the concerned forest officers. The activity was done by me in checking the boundary of Varavara section and daily patrolling the forest areas, creating awareness to local people and about information, significance of forest, fire management, insect pest management, and sanitation, vehicle checking, identifying the forest offence and book cases against the forest offence submitting the bear infection report for every 6 months rescue of wild animals, soil moisture conservation works submitting forest damages, interacting with VSI members maintaining the VSI bank accounts tree enumeration, equipment used by forest officers in the field is GPS, binocular, cloth tape and with some recorder.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	met with parent department staff	contracted with them	M. Gindrani
Day -2	met with concerned parent section officers and beat officers.	contracted with them	M. Gindrani
Day -3	discussed about their duties	How they work	M. Gindrani
Day -4	discussed about parent protection	to protect the parent	M. Patel
Day -5	vision and mission of the parent department	How they work	M. Gindrani
Day -6	carders of parent department	to protect the parent	M. Gindrani

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	field visit to Kanada peta VSS	interacted with VSS members	M. Andrani
Day - 2	field visit to Dohka - 1a peta VSS	interacted with VSS members	M. Patel
Day - 3	field visit to Chinha Vatsavara VSS	interacted with VSS members	M. Andrani
Day - 4	visited CRZ - zone at Chinha Vatsavara - 3a	learned about coral area	M. Patel
Day - 5	visited CRZ - zone at Kanadara peta	learned about coral plantation	M. Andrani
Day - 6	conducted the camp by forest officers on above forest works	discussed about the forest workers	M. Andrani

WEEKLY REPORT

WEEK - 2 (From Dt. 13.12.2022 to Dt. 18.12.22)

Objective of the Activity Done: Interacted with The vss members.

Detailed Report: During The second week I had interacted with The vss members in The Vattavara section.

I had learned about The vanasamalakmha samithi by small village group and wanted to protect and Reclaim degraded forest lands. Through collective action it seeks to develop partnership between local community people and state forest department.

A joint account was taken for forest Beat officers in that account. The boundary will be created by The government.

* carrying out natural operation related to The forest.

At The fourth day I visited to coral zones and shelter belt areas and how they want to protect The white Pinom-sea.

M. Indrani

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	visited to 11 hectare of casuarina plantation work at kanadapeta	plantation works	M. Indrani
Day - 2	visited to 16 hectare casuarina plantation work at donkara peta	plantation works	M. Indrani
Day - 3	visited to 21 hectare work casuarina plantation work at donkara peta	plantation works	M. Indrani
Day - 4	visited 35 hectare casuarina plantation work at chinnu varanavasa	plantation works	M. Reddy
Day - 5	visited to 15 hectare natural Acacia at chinnu varanavasa	plantation works	M. Reddy
Day - 6	conducted the day-on plantation work.	—	—

WEEKLY REPORT

WEEK - 3 (From Dt. 23.12.23 to Dt. 29.12.23)

Objective of the Activity Done: Ration plantation and protect plantation.

Detailed Report: I had visited different plantation in various sections there over the week. At day one I visited 2005 to 07 11 hectares casuarina plantation at Kanadapeta. The plantation was very dense and leaf litter.

At 2 day-2, I visited 2002 - 109 16 hectares casuarina plantation and I observe 12 1/2 a. coffee regeneration plantation.

Day 3 I visited 2006-07 planted 21 hectares of casuarina plantation and I observed the trees are decayed in condition due to 1/2 a. melastoma plantation. Day 4 I visited 2006-07 35 hectares of casuarina plantation in Chinnu, Vatalavale and I observed a lot of decay and plant trees in the plantation. Day 5 I visited 15 hectares natural forest where it was very dense at 10% and I had learned about the plantation work to be done in the plantation.

M. Indrani

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	conducted class on parent and it's importance.	importance of class.	M. Patel.
Day - 2	conducted class on detailed study on parent department	detailed study of parent.	M. Patel.
Day - 3	conducted the class on different branches of parentery	Branches of parentery	M. Indrani
Day - 4	conducted the class on different branches of parentery	Branches of parentery.	M. Indrani
Day - 5	discussed - conducted the class on nursery - ary.	nursary work.	M. Indrani
Day - 6	conducted the class on nursery	nursary works.	M. Indrani

WEEKLY REPORT

WEEK - 4 (From Dt. 3.01.23 to Dt. 2.02.23.)

Objective of the Activity Done:

- Discussed about The Forestry and its branches

Detailed Report:

Day 1 I learned about Forestry and Importance That Forestry is derived from Latin words from Fore means outskirts of The Village.

Day 2 I learned about The detailed study of Forestry department That Forestry department started in 1864 by William Ross.

At Day 3 I learned about different branches of Forestry. That silviculture of operations, tree culture of trees, tree improvement wood technology,

agry, GIS, GPS and Remote sensing.

The Day 4 I learned about remaining Forestry That Agro Forestry, Forestry Mangement Forestry seedling, Forestry engineering, Forestry Roads soil moisture conservation.

Day 5 I learned about different types of nursery They two types temporary and permanent nursery. A Day 6 I learned about How to site nursery, Requirements of nursery etc...

M. Indrani

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	conducted The clay on planation works	planation works	M. Indrani
Day - 2	learned about soil operations	soil operation - only	M. Indrani
Day - 3	learned about singling operations	singling operations	M. Reddy
Day - 4	CCT works	learned about CCT works	M. Indrani
Day - 5	learned about weeding operation	Weeding operations	M. Reddy
Day - 6	learned about planation works and duty's	planation works and duty's	M. Indrani

WEEKLY REPORT

WEEK - 5 (From Dt. 08-01-23 to Dt. 13-01-23)

Objective of the Activity Done: plantation works

Detailed Report: On The first day of The week I had discussed about The plantation work. On That week I had learned about planting operation

- * soil operation
- * singling operation
- * c.c.t. works (continue trenching)
- * watering
- * Bedding

All These operations are to be done after the raising of The plantation are very useful to grow The plants fast and healthy in The hilly areas. The continue c.c.t. works are mandatory done after the raising of plantation.

U. Indrani

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	learned about different types of parent	different types of parent	M. Andrani
Day - 2	learned about plantation boundaries	plantation boundaries	M. Andrani
Day - 3	soil test in the plantation area	soil test	M. Andrani
Day - 4	learned about different types of plantation	types of plantation	M. Andrani
Day - 5	learned about	—	—
Day - 6	Holiday	—	—

WEEKLY REPORT

WEEK - 6 (From Dt. 19-01-23, to Dt. 24-01-23)

Objective of the Activity Done: different types forest and plantation

Detailed Report: In The 6th week I learned about different types of forest based on average rain fall

* tropical evergreen forest

* tropical deciduous forest

* shrub and thorn

* mangrove forest

* montane forest

Later I had discussed about boundaries of the plantation area and I also learned about plantation to be done by the type of soil and mainly before visiting the plantation the soil for the forest is known where the plantation is been raised

M. Indrani

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Holiday	—	—
Day - 2	Holiday	—	—
Day - 3	Holiday	—	—
Day - 4	Holiday	—	—
Day - 5	learned about different types of plant actions.	types of plant actions	M. Indrani
Day - 6	learned about different types of plant actions.	types of plant actions.	M. Indrani

WEEKLY REPORT

WEEK - 7 (From Dt. 29.12.22 to Dt. 04.01.23)

Objective of the Activity Done:

- Different types of plantation

Detailed Report:

I learned about different types of plantations like avenue plantations, band plantations, shelterbelts plantations, industrial plantations.

- 1) Avenue plantation
- 2) Band plantation
- 3) shelterbelts plantation
- 4) industrial plantation

M. Indrani

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I learned about Indian Forest Act	I can learn Indian Forest Act	M. Indrani
Day - 2	learned about wild life act	I can learn learn wild life act	M. P. S.
Day - 3	learned about bio-diversity act	I can learned bio-diversity act	M. Indrani
Day - 4	Holiday	—	—
Day - 5	learned about AP Forest Act	I can learned AP Forest Act	M. Indrani
Day - 6	learned about KOPR Act.	I can learned Forest Act.	M. Indrani

WEEKLY REPORT

WEEK - 8 (From Dt: 01/02/23 to Dt: 07/02/23.)

Objective of the Activity Done: Different types of Act related forest department.

Detailed Report: In this week I learned about different types of forest acts in forest department.

* Indian Forest Act: It is enacted in 1927 and the main regulation dealing with the forest in India. This act is 13 chapters and 86 sections.

* The Wildlife Act: It is came into force in 1972 and it is basic law governing wild

life in India. It consists of 7 chapters, 65 sections & procedure.

* Bio-diversity Act: It came into force in 2002 and it aims at the conservation of biological resources.

* Day 5 AP Forest Act: came into force from 15th, 1969

* Day 6 RFR Act: Act was enacted in 2006

M. Indrani

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	learned about protected forest	can learn protected forest	M. Indrani
Day - 2	learned about protected forest	protected forest	M. Indrani
Day - 3	learned about reserved forest	learned about reserved forest	M. Indrani
Day - 4	learned about reserved forest	reserved forest	M. Indrani
Day - 5	visited reserved forest at chinna vatsavara	chinna vatsavara	M. Indrani
Day - 6	learned about village forest	village forest	M. P. L.

WEEKLY REPORT

WEEK - 9 (From Dt. 13/02/23 to Dt. 21/02/23)

Objective of the Activity Done:

reserved and protected forest

Detailed Report:

In This week I learned about types of forest based up on degree of protection.

Reserved protected forest: The state government is approved to constitute any land other than the reserved forest as protected forest as over which the government has property rights and the power to issue regarding the use of such forest.

Reserved forest: Reserved forest as most reserved area and are controlled by the state government on any forest land are with land which the government land in reserved forest local people are which specifically allowed by a forest officers in the course of management.

Village forest: The forest used by the villagers. The f the raising of plants under the supervision of villagers.

M. Indrani

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	learned about turtle hatchery	learning about hatchery	M. Indrani
Day - 2	learned about The turtle hatchery	learning about turtle hatchery	M. Indrani
Day - 3	learned about The turtle hatchery	The turtle hatchery	M. Indrani
Day - 4	learned about The turtle hatchery	learning about The hatchery	M. Indrani
Day - 5	learned about The turtle hatchery	The turtle hatchery	M. Indrani
Day - 6	learned about The rearing of turtle hatchery.	The turtle hatchery	M. Indrani

WEEKLY REPORT

WEEK - 10 (From Dt. 29.02.23 to Dt. 04.03.23)

Objective of the Activity Done:

Turtle hatchery

Detailed Report:

In this week I learned about Turtle (olive ridley sea turtles) and their olive ridley are considered as the most abundant sea turtle in the world. These turtles grow nearly 61 cm (2ft) in length and we had visited the 13 hatchery near the Ganagani Vaniya peta and collected the data about the turtles. It helps of villagers. These turtles lay 120 at a time and within 40 to 45 days they hatch. The hatchlings will be hatched the period mainly in March in every year.

M. Indrani

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	learned about fire management.	fire management	M. Indrani
Day - 2	learned about fire management	about fire management	M. Indrani
Day - 3	learned about fire management	learning about fire management	M. Indrani
Day - 4	learned about fire management	learned about management	M. Indrani
Day - 5	learned about fire management.	fire management - etc	M. Indrani
Day - 6	learned about fire management.	fire management - etc	M. Indrani

WEEKLY REPORT

WEEK - 11 (From Dt. 09/07/23 to Dt. 14/07/23)

Objective of the Activity Done:

Detailed Report:

In This week I learned about forest fires. Forest fires may be defined as many unwanted and non prescribed burning of plants in a natural way forest and grass land and specially according to the environmental condition. They Three types of forest fires
1) surface fire 2) crown fire 3) ground fire
causes of forest fire:

The Reason of FF

Including lightning which is the natural cause of forest fire - some time high atmospheric temperature and dry conditions can cause fires. Man made causes are most dangerous. Fire is caused because of the naked play, cigarette, electrical cause are any source of ignition.

Other human i.e. causes are plan making and different agricultural activities.

M. Indrani

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	learned about how to control fire	know about the control fire	M. Indrani
Day - 2	learned about how to control fire	How to control fire	M. Indrani
Day - 3	learned about how to control fire	How to control fire	M. Indrani
Day - 4	learned about how to control fire	How to control the fire	M. Indrani
Day - 5	learned about how to control fire	How to control fire	M. Indrani
Day - 6	learned about how to control fire.	How to control fire	M. P. S.

WEEKLY REPORT

WEEK - 12 (From Dt. 18/03/2020 to Dt. 27/03/2020)

Objective of the Activity Done: forest fire prevention and control

Detailed Report: In This week I learned about prevention forest fires and control of forest fires.

* Forest fire prevention: obey local laws relating to forest fires as well as campaigns of fire fighting tools nearby. keep all ignitable objects far away from the forest escape heavy leaves twigs and grass within 10m diameter escape

carefully extinguish smoking material

control of forest fires:

= = = = GIS based fire management system to identify the forest fire prone areas creation of fire lines in forest to minimize damage and spread of fires awareness to the local people for preventing the forest fire.

M. Indrani

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	learned about plantation work	learning about plantation work	M. Indrani
Day - 2	Extraction of casuarina trees	about Turkey	M. Perli
Day - 3	Visit to temporary Tembur Depo	visit the Tembur Depo	M. Indrani
Day - 4	learned about casuarina trees	learn Turkey	M. Perli
Day - 5	learned about casuarina trees	learning about casuarina trees	M. Indrani
Day - 6	Holiday	—	—

WEEKLY REPORT

WEEK - 13 (From Dt. 22/03/23 to Dt. 28/03/23)

Objective of the Activity Done: Department of Lembar ex

Detailed Report: In this week I learned about casurina plantation work and extraction of lembar. casurina as a fast growth it's mainly grow in coastal areas. This plants are used to stop the wind blow from the ocean in the times of tsunami. These trees act as wind breakers.

Later we learned about extraction work casurina lembar and learned about the temporary lembar depo and after the extraction the area is replanted by casurina trees and all the culture operation.

U. Andriani

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	learned about wild life sanctuaries	wild life sanctuary	M. Indrani
Day - 2	learned about wild life sanctuaries	wild life sanctuary	M. Indrani
Day - 3	learned about wild life sanctuaries	wild life sanctuaries	M. Indrani
Day - 4	learned about national park	national park	M. Reddy
Day - 5	learned about national park	about the national park	M. Indrani
Day - 6	learned about national park	national park	

WEEKLY REPORT

WEEK - 14 (From Dt. 29/03/23 to Dt. 04/04/23)

Objective of the Activity Done: wild life sanctuaries and national park.

Detailed Report: In this week I learned about wild life sanctuaries and national park.
wild life sanctuaries:- wild life sanctuaries is a protected area of land that is set aside specifically for the conservation of plants and animals species. These areas can be privately or publicly owned and they are typically designated by government on known or people's rights.

- Hon:

They are 552 existing wild life sanctuaries in India among them 13 wild life sanctuaries in Andhra Pradesh.

National park: A national park is an area set aside by the national government for the preservation of the natural environment. It is for public recreation and enjoyment in most of the landscape and company with plants and animals in their natural habitat.

WEEKLY REPORT

WEEK - 15 (From Dt. 07/03/23 to Dt. 13/03/23)

Objective of the Activity Done: Tree enumeration and wild animal

Detailed Report: In this week I learned about the tree enumeration and different types of wild life animals and soil moisture conservation conservation work. In this week I also learned about the section related to forest officers very well. I got a pure knowledge about this all matters. My range officer discussed about the different types of wild animals very well.

In this week I also learned about vatma narava beach and perambalur The vatavallasa field. In that vatavallasa field we learned very importance matters which is related to the vatavallasa field. My range officer discussed that place and vatavallasa vatavallasa people. How they people distributed the forest trees. we are work in the vatavallasa very hardly.

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.)

- * I felt very grateful to work with Forest Department as an officer. The interaction between the Forest officers is in very good. They explain the all the department's activities very clearly.
- * I like working with the Forest department. The commitment to wards. Their work is good. They do their job perfectly. They follow the instruction and rules and regulation of the superior officers. Protocol is maintained in the Forest department. All the Forest officers are in the Forest department. They are in the friendly nature and they explain the all the Forest activities which are done in their department. The Forest officers maintain the protocol time management. The time they spent in the duty is appreciable. The supported and the Forest staff cooperation and extended in their operation. In an environment.
- * Friendly environment, well explained.
- * Working with Forest department to complete the duty in Forest department.

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.

I learned some managerial skills in The Parent Department
at are very much use full to The future

- 1) leader ship skills
- 2) Decision making skills
- 3) problem solving
- 4) goal setting
- 5) planning
- 6) work man ship

There are mainly use and learned That are needs
to every ones life

managerial skills are The knowledge and ability of
The individuals in a managerial position to fulfil some special
tasks and activities

used to learned and practical That to implement
my knowledge in appropriate way That is required
activities and tasks.

There are just a few examples of The skills That
manage and higher officers, professional officers The
specific skills are also required for any where.

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.,)

* I learned an improve my communication skills through interacting with different peoples while in the internship programme.

* I always greet every parent officer when I see them in the office

* I always used to pay attention while writing the diary and noted down in my logbook

* During the field visit when I talked in front of right officer and I had modified my communication skills

* confidence levels and also very well developed when compared to before the internship.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Chintada Ganapathi</u>	Registration No: <u>2022-00106607</u>
Term of Internship: From: <u>07/12/2022</u> To: <u>18/03/2023</u>	
Date of Evaluation: <u>4 months Internship</u>	
Organization Name & Address: <u>Forest Department, Day and Night Junction, Srikakulam</u>	

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:

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Ch Ganapathi

Registration No: 202200066011

Term of Internship:

From: 07-12-2022 To: 18-03-2023

Date of Evaluation: 4 months internship (23-03-2023)

Organization Name & Address: Pankaj department, day and night Junction
Muvareddi

Name & Address of the Supervisor
with Mobile Number

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

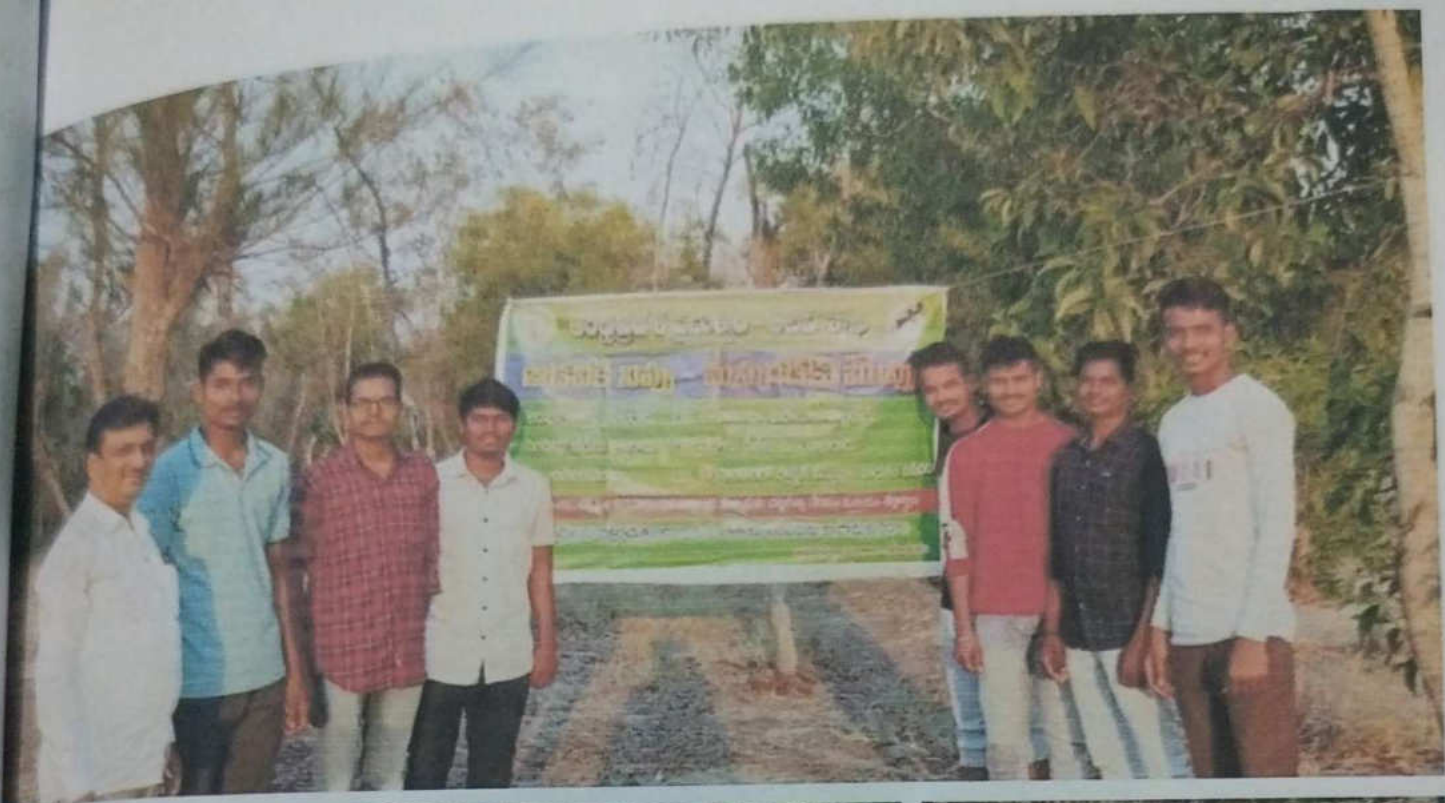
Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

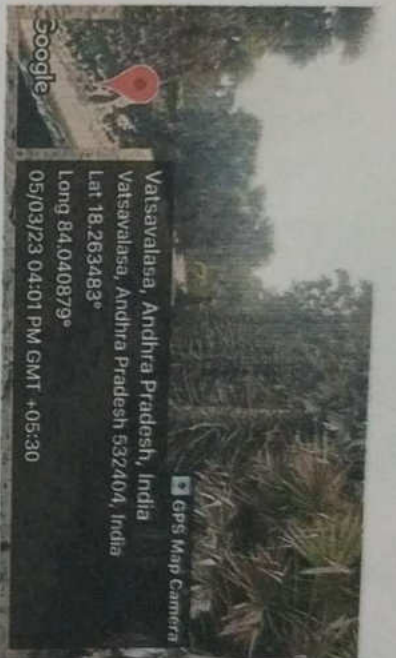
1	Oral communication	1	2	3	4✓	5
2	Written communication	1	2	3	4✓	5
3	Proactiveness	1	2	3	4✓	5
4	Interaction ability with community	1	2	3	4✓	5
5	Positive Attitude	1	2	3	4✓	5
6	Self-confidence	1	2	3	4✓	5
7	Ability to learn	1	2	3	4	5✓
8	Work Plan and organization	1	2	3	4	5✓
9	Professionalism	1	2	3	4	5✓
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:

M. K. Reddy
Section Officer
Signature of the Supervisor
Vatsavala







Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

- the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.