

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: G. Purna Rao

Name of the College: Government Degree College for men (Salem)

Registration Number: 2192001067088

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

Name & Address of the Intern Organization Forest Department
(Kosibugga)

An Internship Report
On
(Title of the Internship)

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

Name of the College: Govt. Degree College (MEN) Srikakulam

Department: Commerce

Name of the Faculty Guide: S. ESWARAO [SIR]

Duration of the Internship: From 8-8-23 To 30-9-23

Name of the Student: Suravurapu. Purma Rao

Programme of Study Forest Department

Year of Study: 2023

Register Number: 2122001067088

Date of Submission: 2/11/23

Student's Declaration

I, S. Purna Rao, a student of II B Com Program, Reg. No. 212201067066 of the
Department of Commerce, Govt Degree College (MEN) do hereby declare that I have
completed the mandatory internship from 2-8-23 to 20-9-23 in Forest Department
(Name of the intern organization) under the Faculty Guideship
of S. S. E. S. Rao (Name of the Faculty Guide), Department of Govt Degree
College for (MEN) SKM (Name of the College)

S. Purna Rao

(Signature and Date)

Endorsements

Faculty Guide



Head of the Department



Principal

Official Certification

This is to certify that SURAVARAO, PURNA, RAO (Name of the student) Reg. No. 2192001067088 has completed his/her Internship in Forest Department (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com (General) in the Department of Govt Degree College (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)

Forest Range Officer
SRIKAKULAM

Endorsements

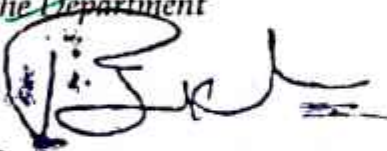
Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that Suryakumar P. Purnu Rao (Name of the intern) Reg. No. 2122001067088 of CIDC (MEN) SKM (Name of the College) underwent internship in 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
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.

ACKNOWLEDGEMENTS

The B.com (General) 2nd Year students for internship in different departments have been sent to Forest department TEKKAZI for the internship for two months.

This Forest department internship report is the result of an anyway of two months the participation it would not have been possible without the participation assistance of members and courageous people the way these I have thanked them all.

I achieved skills and developments course & most importantly, I would like to all those who made this report possible become a mummy with these kind Forest officers.

SURAVARAO. PURNA.

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 through practical experiments. It provided direct forest experience to the intern on various roles of Including tree plantation in more than activities in the forest department.

Forest internship is designed to make to the development of an persons respective professional Capabilities teacher disposition.

Student officers devise needs of Females in Forest internship.

I am Second year B.Com (General) Graduated of Govt degree college our college.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

Forest Department of Kasibugga is located Railway Station the main Scope of forest department is to protect the wild life.

The mission of forest department is mandated to manage conserve is protect forest & wild life resources is the range through afforestation the vision is planning & operating an sub-systems is balance Environment services.

Policy of the organization.

⇒ create awareness protection forest

⇒ conducting daily due up

⇒ planning tours to the sites for the practical knowledge.

So forest is nature of the Scope of all things Save to the earth.

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 life style of wild animals by providing care to their wilds. In this department we learned about the role done by the officers to improve and increase the forest areas and government takes that are implemented to protect the animals from human and to take immediate action on those who are damage and cause harm to tree and animal.

We know about the plantation programme to control the pollution in coastal belts industrial areas and road sides. We learn about the movement taken by the government to protect the wild life and greenery to maintaining the ecological balance.

We acquire the knowledge and necessity of forest management and natural resources for our future generation.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Human Resources	Indian Council of Forestry. research.	
Day - 2	Human use of resource	The research and training division handles	
Day - 3	Human, How to Save resources	Introducing afforestation programs.	
Day - 4	Human resource management	the process of planning & implementing policies for the forests.	
Day - 5	Human resources which types	protecting the resources ① HRD for an organization	
Day - 6	How to use and develop the resources	Improving literacy skills, skills develop- ment and training.	

WEEKLY REPORT

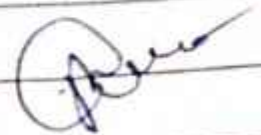
WEEK - 1 (From Dt. 18/8/22 to Dt. 24/8/22)

Objective of the Activity Done:

Detailed Report:

Human Resources management :-

Is the strategic and current approach to the effective and efficient management people in a company or organization such that they helps their business gain a competitive advantage. It is designed to maximize employee performance in service of an employer's strategic objectives.



DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	patrolling activities	observe and note cluttered entrance activity	
Day - 2	Types of offences	Any offences provided for by law in respect	
Day - 3	protected forest and wildlife	developing protective areas such as nature and areas wildlife.	
Day - 4	purpose of patrolling	To maintain the security to the area and act as a crime deterrent	
Day - 5	punishment for forest offences	Imprisonment for a minimum term of 6 months and 2 years or with minimum.	
Day - 6	Types of forest in forest Act 1927	Reserved forest protected forest & village forest.	

WEEKLY REPORT

WEEK - 2 (From Dt. 26/8/22 to Dt. 2/9/22)

Objective of the Activity Done:

Detailed Report:

power of forest offences:-

power to issue a search warrant under the code of criminal procedure 1998. power to hold an inquiry into forest offence and in the course of such inquiry to receive and record such evidence.

Section 62 and 63 act:-

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



ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Smc works	Suruchh Bharat	
Day - 2	Smc works	Tree plantation.	
Day - 3	Weeding and trees	Tree plantation and protects of trees	
Day - 4	Smc mulching on Campus	Sanitation in your campus.	
Day - 5	Smc mulching on the Sanitation	Suruchh Bharat and sanitation	
Day - 6	Smc Society area Tree plantation	Secure area Tree weeding.	

WEEKLY REPORT

WEEK - 3 (From Dt. 11/9/22 to Dt. 11/9/22)

Objective of the Activity Done:

Detailed Report:

Smc →

Municipal Corporation works

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

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	
Day - 2	Social forestry works trees identification.	1) Extension forestry 2) mixed forestry identification trees.	
Day - 3	Toxonomy	Coconut, weeping willow, Crinkling deciduas.	
Day - 4	Nurseries plantation	How to nurseries plantations in queries areas	
Day - 5	Tribal area management	Tribales follows Environment conservation rule in harvesting edible plants.	
Day - 6	wildlife management turtles nesting and birds nesting.	Using hard buck flippers the reptile digs nest in the sand.	

WEEKLY REPORT

WEEK - 4 (From Dt. 12/9/23 to Dt. 18/9/23...)

Objective of the Activity Done:

Detailed Report:

Social Forest works :-

The Social Forestry Scheme Sought to enable the common people to raise plantation which would meet the growing demand of timber around today etc.

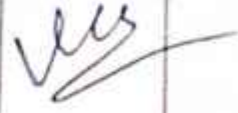
Social function of forest :-

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

Taxonomy of a tree :-

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

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, wildlife viewing.	Types of activities Eco-tourism	
Day - 2	Eco-tourism responsible travel to natural area	Natural areas to save Eco-tourism	
Day - 3	Forest laws and forest protection	Importance of forest officers.	
Day - 4	Importance of the forest officers	Duty of forest officers	
Day - 5	Job roles of forest officers	Power of forest officers	
Day - 6	Forest law in AP	Sections and Acts in AP forest.	

WEEKLY REPORT

WEEK - 5 (From Dt. 20/9/23 to Dt. 26/9/23)

Objective of the Activity Done:

Detailed Report:

Geo-tourism in Forests :-

Geo-tourism may be defined as responsible travel to natural areas responsible that conserves the Environment and improves the well doing of local people.

Plants and wildlife are element of nature and inseparable part of the environment.

Activities of Geo-tourism :-

- ① Hiking, bird watching, wildlife viewing
- ② Water adventures, mountain biking
- ③ Trekking experience
- ④ Tree plantation.

Job role of forest officers: manage the forest, wildlife and environment issues at different states.

Wey

CHAPTER 5: OUTCOMES DESCRIPTION

26/9/23

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.)

Intern's work environment is one of the aspects of Intern's quality addressed in this report. I enjoyed very much by taking Forest department as my 2 months short-term Internship. I learned very new creative activities in choosing this field.

The staff members of forest department had provided good facilities for use they explained in a clear way about the maintenance of forest and the duties that are provided to them.

We worked as a team in the fields. We gathered together discussed lots of valuable things regarding Agriculture, Farming, Protection of environment etc.

I am very satisfied by choosing this department and also with protocols and their procedures. The officers and us have a good harmonious relationship they clearing every doubt of us and they are very friendly. Give lots of awareness Regarding environment socialization. The time management and discipline is incredible. Every day is fruitful for us. We had a great experience by joining this department.

DT-27/9/23

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

The word technical skills refers that "the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations.

there are some common skills for forestry such as:

* GPS

* Smart phones

* Data Collections

* Harvest

* Drones

* Patrol

* Plantation works

* Rehabilitation

The above are some technical skills in this department. we are observed these while they were working. In the Forest department every work done by a specific time management. this job as a forestry technical skills under the broader career category of foresters.

we learned many technical skills by listening to our officers like manage public and private forested lands for economic, recreational and conservation purposes.

Dt 28/9/22

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

What are the Skills I have learned in forest department?

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

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

Dt: 29/9/23

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 good enough communication skills in the forest department. These are very useful for everyone's life. Before joining this department I was very poor at communication and had a lot of fear by speaking with others. These skills which also increased my confidence in daily life.

Especially the below communication skills which are useful to us.

* leadership skills * problem solving
* written communication * decision making
* oral communication * work management
* understanding skills etc. ... were taught by our staff, they inspired us in many ways give motivation for us in our speaking.

These are few examples of the skills that are acquired by us. I am very thankful for the every one who gave support to me and over come my fears while speaking to others.

DT: 30/9/23

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

I am very glad that I enhanced many abilities by choosing this forest department mainly there are few things which I want to discuss making me get more anxiety is the first and foremost is group discussions. In this we are curious to say our answers and put info of others.

We form as a team for doing team work. Team work gives us support and adds shine to a spark. The contribution of a team member, everyone used to do their part of job to complete the full work. We used to discuss lot of thing with other team mates and understands one another among us. We also got awareness by speaking to others.

We share knowledge and learned new activities together. What our teacher says we would listened to it and aligned to that path to complete the duty tasks successfully.

DT 20/9/23

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

I observed that technology is helping and providing more useful in forest department. We do store huge amount of data accurately, easily and efficiently.

The LTEM is an online database system that aims at understanding the dynamics of forest ecosystem and developing appropriate management strategies.

For instance, the system help forest managers identify areas of grazing pressure and assess non-Timber forest products (NTFP) potential and use.

Forest technology also encompasses environmentally sound harvesting of forest and transport operating those are essential components of sustainable forestry as they ensure the maintenance of the productivity of forests and the associated benefits.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: S. Purma Rao No: 2122001067088

Term of Internship: From 18-8-23 To 26-9-23

Date of Evaluation:

Organization Name & Address: Forest Department (Asihogga)

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	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				✓	

S. Purma Rao
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Sudavara Pu. Panna Rao

No: 2122001467088

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

Date of Evaluation:

Organization Name & Address: Forest Department (Kagibugan)

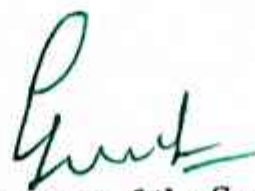
Name & Address of the Supervisor
with Mobile Number:

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
Forest Range Officer

PHOTOS & VIDEO LINKS

