

Program Book for Short-Term Internship

Name of the Student: KOYYANA GOVINDA RAO

Name of the College: GOVA. Degree College (MEN)

Registration Number: 2122001562014

Period of Internship: From: 19/8/2023 To: 30/4/2023

Name & Address of the Intern Organization FOREST DEPARTMENT
SRIKAKULAM

Certificate from Intern Organization

This is to certify that Kaywana Gwinda Rao (Name of the intern) Reg. No. 2122001562014 of Govt. Degree College (MEN) (Name of the College) underwent internship in P Forest Department (Name of the Intern Organization) from 10/08/2023 to 30/09/2023

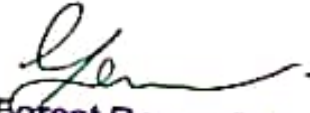
The overall performance of the intern during his/her internship is found to be Satisfactory (Satisfactory/Not Satisfactory).


Forest Range Officer
Authorized Signatory With Date and Seal

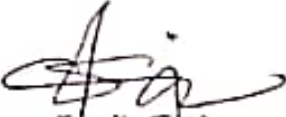
Official Certification

This is to certify that K. Govinda Rao (Name of the student) Reg. No. 2122001562014 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 _____ in the Department of G.D.C.(MEN) Srikakulam (Name of the College).

This is accepted for evaluation.


Forest Range Officer
Srikakulam
(Signature with Date and Seal)

Endorsements


Faculty Guide

Head of the Department

Principal

Page No.

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.

Student's Declaration

I, ~~K. Gwendolyn~~ a student of Program, Reg. No. 212200156 2014 of the Department of ~~Govt. Degree Coll.~~ College do hereby declare that I have completed the mandatory internship from to in ~~Forest Dept.~~ *Forest Dept. Report*
(Name of the intern organization) under the Faculty Guideship
of ~~Satyakam~~ *Satyakam* (Name of the Faculty Guide), Department of ~~Analytical~~ *Chemistry*
..... (Name of the College)

(Signature and Date)

Endorsements

Faculty Guide

Head of the Department

Principal



An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of ... **BSc (MCAC)**

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

Department: **Forest department**

Name of the Faculty Guide: **VSSWS Sathyan. Srinivasan Sir.**

Duration of the Internship: From: **14/04/2023** To: **30/04/2023**

Name of the Student: **Kalyana Govinda Red.**

Programme of Study **3rd Year BSc (MCAC)**

Year of Study: **3rd Year**

Register Number: **2122001562014**

Date of Submission:

CHAPTER 1: EXECUTIVE SUMMARY

The information 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 urban organization and summary of all the activities done by the intern during the period.

even when the "youngster" comes to spend an absolute no opportunity to contribute through practical opportunities. It provided a direct benefit experience to the user as various roles and involving also "fluctuation" in certain activities in the current development.

Foreign identity is designed to make the development of a proper receptive professional disposition, towards disposition, sensitivity, and select. abundant, difference, divine needs & desires in best interests.

internship.
You need you the graduated &
great. "Bryson College. can college is the KSC and
you should be 'internship in different departments
have been sent to my personal department & Srikantham
have the 'internship for two months

This letter represents my very warmest to the
 world of my friends & my mother. I would not have
 been able to attend the graduation ceremony to receive
 my degree and my friends & family. I am very glad to
 be able to do all.

First and foremost, I would like to
 give my thanks to my friends who gave me
 every opportunity to keep my step ahead of me
 in the college. I would like to thank you
 for your encouragement and loving support which
 is the best.

I would like to thank you for the
 love & support which I would like to have
 from you. I would like to have the love &
 support which I would like to have from you.

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 Resource	Indian council of Forestry research &.	Shw FBO
Day - 2	Human use of Resource	The forestry and Training division handles.	Shw FBO
Day - 3	how to Human Resources	Introducing afforestation programs.	Shw FBO
Day - 4	Human Resource Management	The process of planning and implementing practices for the forests.	Shw FBO
Day - 5	Human Resources which type	protecting the resources. ① HRD for an organization.	Shw FBO
Day - 6	how to use and develop the resources.	improving literacy skills, skill development and training	Shw FBO

Forest Beat Office:
Dharmavaram



WEEKLY REPORT

WEEK - 1 (From Dt. 21/02/23 to Dt. 26/02/23)

Objective of the Activity Done:

Detailed Report:

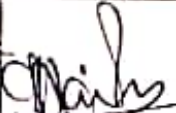
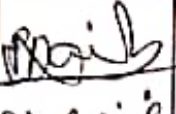
Human resource management.

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 maximize employee performance in service of an employer's strategic objectives.

Human resource management is primarily concerned with the management of people within organization focusing on policies and system. 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 benefits system.

Best Best Original
Viharmavaram

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	patrolling activities	Seeking to observe and hence detect illegal extraction activity.	 R. Appalaiah Dy. R.O.
Day - 2	Type & offences.	any offences provided for by law in respect of a forest timber.	 R. Appalaiah Dy. R.O.
Day - 3	protect forest and wildlife?	Developing protective areas such as national areas, wildlife sanctuaries to protect.	 R. Appalaiah Dy. R.O.
Day - 4	purpose of patrolling.	to maintain the security of the area and act as a crime deterrent.	 R. Appalaiah Dy. R.O.
Day - 5	punishment for forest offences.	Imprisonment for a minimum term of six months which may extend to two years or with minimum	 R. Appalaiah Dy. R.O.
Day - 6	types of forest in forest act.	reserved forests, protected forests and village forest. Section 33 the Indian forest act. 1927.	 R. Appalaiah Dy. R.O.

WEEKLY REPORT

WEEK - 2 (From Dt. 22/02/23 to Dt. 27/02/23)

Objective of the Activity Done:

Detailed Report:

Power of Forest Offences.

Power to issue a search warrant under the code of Criminal procedure, 1898. Power to hold an inquiry into forest offences and in the course of such inquiry to receive and record such evidence.

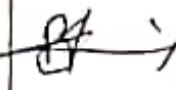
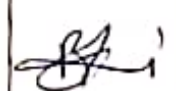
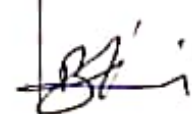
Section 68 Act.

The State Government through a notification in the official Gazette can empower a forest officer to accept from an offender a sum of money by way of compensation for the offence that such person has been suspected of committing.

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	Swachh Bharat	
Day - 2	SMC works → the Tree plantation	Tree plantation	
Day - 3	Weeding and trees	Tree plantations and protect of Trees	
Day - 4	SMC Mulching on campus	Sanitation in your campus.	
Day - 5	SMC mulching on the Sanitation	Swachh Bharat and sanitation	
Day - 6	SMC Seeing area Tree plantation	Seeing area Tree weeding.	

WEEKLY REPORT

WEEK - 3 (From Dt. 04/09/23 to Dt. 09/09/23)

Objective of the Activity Done:

Detailed Report:

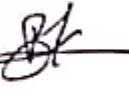
SME works → Srikakulam Municipal Corporation works.

Under the auspices of Srikakulam Municipal Corporation, cleaning up the environment around us planting trees, going to the coastal areas of Srikakulam removing waste from the surrounding areas on 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 those who destroy trees such as Sundar tree, palm, etc. growing in the coastal area.

They deserve no punishment. Awareness programs are being done to create awareness among people without destroying them.

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 feeding some to climb a ladder	
Day - 2	Social forestry works tree identification	1) Extension forestry mixed forestry. identification trees	
Day - 3	taxonomy	Coconut, weeping willow, Ginkgo deciduous and coniferous.	
Day - 4	nurseries plantations	how to nurseries plantations in lowes area	
Day - 5	tribal area management	Tribals follow environmental conservation rule in harvesting edible plants which establishes ecological prudence.	
Day - 6	wildlife management turtles nesting and bird nesting	Using her back. flippers the Reptile digs a nest in the sand.	

WEEKLY REPORT

WEEK - 4 (From Dt. 11/04/23 to Dt. 16/04/23)

Objective of the Activity Done:

Detailed Report:

Social Forestry works

The Social Forestry Scheme Sought to enable the common people to raise plantations which could meet the growing demand for timber, fuelwood, fodder, etc.

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. Tree Species can be identified in many ways including by visible and genetic attributes.

Role of tribes in forest and management?

Tribals follow environmental conservation rule in harvesting edible plants which establishes ecological prudence.

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 Scheduled Tribes (FRDST) and 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, birdwatching, wildlife viewing.	type of activities Eco-tourism	M. P. S.
Day - 2	Eco-tourism responsible travel to natural areas.	natural areas to save Eco-tourism	M. P. S.
Day - 3	Forest laws and forest protection.	Importance of the forest officers.	M. P. S.
Day - 4	Importance of the forest officers.	Duty of forest officer	M. P. S.
Day - 5	Job roles of forest officers.	power of forest officer.	M. P. S.
Day - 6	Forest law in ap	Sections and Acts in Ap forest.	M. P. S.

WEEKLY REPORT

WEEK - 5 (From Dt. 18/04/23 to Dt. 20/04/23.)

Objective of the Activity Done:

Detailed Report:

Eco-tourism in forestry:-

Eco-tourism may be defined as responsible travel to natural areas that conserves the environment and improves the well-being of local people (TIES)

Forests and wildlife are elements of nature and inseparable part of the environment.

activities of eco-tourism?

* (1) Hiking, birdwatching, wildlife viewing

(2) water adventures, mountain biking, caving climbing

(3) Trekking experience with local communities.

(4) Tree-planting experiences.

Importance of the forest officers:

protective duty, guarding against fire and trespass,

fighting fires and stopping trespass, as well as

assisting the state authorities in the protection of

game. power to issue a search warrant under the

code of criminal procedure sec. 9.

Job roles of forest officers: manage the

forest, wildlife and environmental issues at different

states.

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

Forest law in AP:-

The Act provides for the transit possession of timber and other forest produce and regulates or prohibits the occupation, clearing, ploughing or breaking up of land for cultivation, the cutting, sawing, conversion and removal of trees.

Section 2a of the AP Forest Act:- power to make rules to regulate the transit and possession 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 laws The Forest (Conservation) Act of 1980, forest Act and the laws Indian Forest Act 1927 (16 of 1927) type of forest laws Intended to protect resources and prevent forest clearing, logging, hunting 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 Srikakulam 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. Isn't it true that there should be a department to protect the forests in such an environment be?

How would that department be? What are the intended consequences of them, what is the purpose of them, what does this department do? Apart from us, we also learned that we should educate the people around us that we should protect the we should protect the forests.

This is what we learned from them. In the forest, of Srikakulam, in that coastal area i.e tree plantation in special places, doing many kinds of activation activities, plying, singing, playing of fires 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 fieldwork classes I did were done as connected team work.

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

Surrounding areas tried to remove the government owned trees like casuarine, eucalyptus, palm, which grow according to the climate in the area and tried to plant commercial trees.

Also let's learn about various important aspects of technological developments such as governmental forests and lands under the

control of the forest department, what kind of areas are occupied by the forest, what kind of encroachment on the living species,

what kind of disturbance, what kind of penalties are there, etc.

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 the 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 kastil area is good for the climate. I learned 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 protecting the forest living in the forest.

The diversity of life in which the gods live is known about their habitats.

We have learned about the government

laws regarding various types of women, especially those who have missed 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)

Integrity in forest department is very useful for me. It will help me a lot in A Studies.

Not only by the forest department but we also have to protect the forests of our surrounding areas and save species of animals without any harm to them.

If the forest police is to continue without any food problems for our future generations, such philosophy actions are very much needed by such departments.

Thanking you for successfully conducting this two months internship 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. Govinda Rao. 2122001562014
Term of Internship: From 9/09/23 To 30/09/2023
Date of Evaluation: 30/09/2023
Organization Name & Address: Forest department in Srikakulam.
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

K. Govinda Rao.
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: K. Govinda Rao 2122001562014
Term of Internship: From 14/06/2023 To 30/09/2023
Date of Evaluation:
Organization Name & Address: Forest department in Srikakulam.
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


Forest Range Officer
Signature of the Supervisor







INTERNAL ASSESSMENT STATEMENT

Name of the Student: K. Govinda Rao

Programmer of Study: Forest department

Year of Study: 2nd Year

Group: B.Sc (MCAC)

Register No/H.T.No: 2122001562014

Name of the college: G D C (MEN) Srikakulam

University: B R Ambedkar University.

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	
2	Internship Evaluation	30	
3	Report	25	
4	Oral presentation	25	
5	GRAD TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal

