

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: Navathela Gandhi

Name of the College: Government Degree college (men) srīkakulam

Registration Number: 2122001440025

Period of Internship: From: 14/8/23 To: 14/9/23

Name & Address of the Intern Organization Agriculture department

Samilada srīkakulam

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of.....

Name of the College: Government Degree College (mem) Sri Kukulam

Department: BA (T.G.E)

Name of the Faculty Guide: U-Prathista

Duration of the Internship: From 14/8/23 To 14/9/23

Name of the Student: Naveetha Gandhi

Programme of Study Agriculture department

Year of Study: 2021 to 2023

Register Number: 2122001440025

Date of Submission:

Student's Declaration

I, N. Gandhi, a student of BA II sem Program, Reg. No. 2122001440025 of the Department of English, G.D.C. College do hereby declare that I have completed the mandatory internship from 14/8/23 to 14/9/23 in Sani Uda (Name of the intern organization) under the Faculty Guideship of Karunika, (Name of the Faculty Guide), Department of Government Degree College (Name of the College)

N. Gandhi
(Signature and Date)

Endorsements

Faculty Guide Balteshika

B. S. S.
Head of the Department
14/11/23

Principal

Certificate from Intern Organization

This is to certify that Nb Gandhi..... (Name of the intern) Reg. No. 212200140025 of G.O.P.C. Mem. Name of the College) underwent internship in Sani Vada..... (Name of the Intern Organization) from 14/8/23... to 14/9/23.....

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

M. Karun
Authorized Signatory with Date and Seal
Village Agricultural Assistant
VAA (Sani Vada)
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.

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.

In agriculture department main role is teaching farmers advising farmers to form the new technique of agriculture giving good measure and fertilities the course aiming to new to interaction with farmers how to having advise to farmers to farming in good manner.

out comes :-

- To given basic knowledge to send self
- ction to given advise for agricultural mach
- ainization

Learning out comes

I have learned and helped me during the intern with group discussion

without ration we cannot handle and explain the form to farmer.

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) Introduction of the organization

my organization is agricultural department that mandala vyasaaya Sallaba mandal (MAA) vision mission and values of the organization
the organization mission provides every farmer to give a good farming technique and good seeds and agriculture mechanization.

Future plans of the organization

they are aim to build a great agriculture development in india and good mention in techniques for agriculture.

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.

Internship and its importance

An internship is a period of work experience sponsored by an organization for a limited time period

The student will get benefit from these placement because they attract or recruit employees from their best interns placement

Skills acquired during internship

I will get to learn a lot of agriculture skills how to interact with farmers
positive attitude

creativity

oral communication

search my self.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Departed as MAO office and interacted with mandal agriculture office	they work to ensure high quality income collaborated with farmers.	Xoonyg
Day - 2	Brief explanation of internship By MAO Sir	An internship gives a student the opportunities for career exploration and skills	Xoonyg
Day - 3	Hierarchy of agriculture development	The hierarchy is which given the information of agriculture of their area.	Xoonyg
Day - 4	Department of agriculture and department	Allied sectors are fishery animal husbandry milk production industries in dairy farm etc.	Xoonyg
Day - 5	Basic of agriculture and Explanation	Agriculture basic are crop and live stock matters etc for food and non food products	Xoonyg
Day - 6	Status of agriculture in india and world wide	Agriculture sector which statistical data across in the country	Xoonyg

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

- (1) they work to ensure high quality to crop growth by farmer agriculture or focus are also responsible for ensuring that all organization operations and company with state and accession registration agriculture officers may help audit university activity and accurate goods.
- (2) an internship is a professional learning experience that offers meaningful practical related to a student field of study or career interest.
- (3) Some of the important agriculture and allied are fishery animal husbandry civil product industries Dairy farming agriculture and farmer Department.
- (4) it is headed by able minister of agriculture by an office of the principle secretary. (5) agriculture and production agriculture fisheries and forestry for food and non food production (6) india holds 4th search position world wide in term of farm output agriculture sector accounts to 18.3% of the GDP 2020.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Agriculture and Horticulture	Agriculture is crop cultivation horticulture are deals with trees shrubs flowers fruits and dubs	<i>Harun</i>
Day - 2	What is GDP and the contribution of agriculture to GDP	while agriculture and allied sector scheme 20.19%	<i>Harun</i>
Day - 3	Agriculture sector and its contribution to the GDP	while agriculture and allied sector scheme 20.19%	<i>Harun</i>
Day - 4	scheme implemented by state agriculture department and central	AP shylthem saksma shema and pm kisan	<i>Harun</i>
Day - 5	Benefit received by the farms state government farms states central government	so many benefit are taken by the farmer families is arman	<i>Harun</i>
Day - 6	Importance of fertilizer and pesticides in agriculture and their health	Fertilizer here and beneficiary things other wise they can for soil health	<i>Harun</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- (1) with agriculture deals with all aspect of seed distribution horticulture deals with veg & fruits & seeds flowers, herbs, shrubs, fruits and jets.
- (2) The services sector accounts for 53.89% of total india's GVA of 1.19 m lakh crore indian sector while agriculture and allied sectors share 20.19%
- (3) with GVA of Rs 46.44 lakh crore the industry sector contributed 25.92% while agriculture and sector share 20.19%
- (4) National food security mission (NFSM) Rashtriya Krishi Vikas Yojana (RKVY) national mission on oil seeds and oil pulses (NMOP) supply of collectively owned cultivate land
- (5) The farmers families who collectively own cultivate land will get a benefit of Rs 13,500 per family per year including Rs 6,000 from the pm kisan and in year instalments. irrespective of the size of land holdings.
- (6) fertilized by a chemical substance that makes land and soil fertile for better growth of crops while pesticides are the chemical substance that protects the crop and land from pests but their usage has hardened the soil fertility.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	what are the main topics in agriculture and subjects covered in the graduation or agriculture	Planning housing transportation etc..	<i>Harun</i>
Day - 2	main seasons of agriculture	Rabi Kharif and zaid	<i>Harun</i>
Day - 3	Important crops grown in india and andhra pradesh.	Paddy, maize ground nut, rubber and cotton etc.	<i>Harun</i>
Day - 4	Palamkadi and NFSM schemes	Grow healthy group on some natural ammonia	<i>Harun</i>
Day - 5	Green revolution and its importance	dramatic incomes are incomes and food supplies	<i>Harun</i>
Day - 6	structure of RBK? roles of RBK? what are important roles of VAA?	they are one step activity for farmers.	<i>Harun</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

(1) The major BSc agriculture subjects are plant Genetics agriculture microbiology food Technology Horticulture agronomy animal husbandary entomology extension of an agriculture Genetics soils science.

(2) It provide employment to the rural agriculture as well as non-agriculture sectors. important rural in economy in important an export ability (3) India is a vast country so it has various food and non food crops are cultivated in three main cropping seasons which are Kharif and 2nd food crops rice wheat millets maize and pulses cash crops sugarcane, oilseeds. Horties, Hare crops, Ground Coffee Rubber, Cotton and jute etc. in Sorghum (4) the main principles or plan made are (i) Grow na heavy (easy) field observation (5) the Green Revolution has led a developing countries (6) the RBKs are curian seeds to sales digital window series centre for farmers that have been setup all over the state to make available quality agri. inputs farms implements fish feed, cattle feed.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	what is MSP (minimum support price) and its importance	MSP is main imp- topic in upsc examination	Jarunge
Day - 2	Raddy procurement through RBPS	The farmers are paid for Raddy they have sold at MSP through APC play.	Jarunge
Day - 3	what is irrigation and types of irrigation	farmers boarder stop and base in irri- gation are three typ- es of surface irrigation	Jarunge
Day - 4	Importance of examination in agriculture	provide information to farmers and passes to the farmers new ideas development agriculture research	Jarunge
Day - 5	Agriculture research station in Srikulam district roles of scientist in agriculture	Analyzing farming method and food production method of enhance yield and crop yield	Jarunge
Day - 6	Green manure crop and its importance for improving soil health	Building soil organic matter and soil in structure.	Jarunge

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- (1) TO assess Quality inputes can opt to buy from a Retail in the near by town. Hence they may not be to obtain input on credit or through a Reterence from the market immediately.
- (2) A Soil Test can determine fertility on the capied Ground's potential Toxicites or the Test is used to main the fun of Reets To assimilate mineral.
- (3) Sustainable agriculture is a eco-friendly approach that reduce the reliance on limited natural resource its conserved farming method such as crop rotation, inter cropping and compairing planting helps soil health.
- (4) Indeed soil Quality and Soil supply the essent nutrients, water oxygen and root support that also food producing plants need to grow they also serve as a protect.
- (5) the perient challenges that india agriculture are limit knowledge that introduction in the bulk area on the
- (6) agriculture machine is credit on the agriculture sector and towards improving the effectiveness of the input used crop production there by also the production of crops.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Quality checking of imports supplied to farmers	Farmers can opt to buy from a retailer in the near by town.	<i>Harunge</i>
Day - 2	soil testing procedure and its importance	the test is used to monitor the functions of roots to assembled micronutrients	<i>Harunge</i>
Day - 3	Sustainable agriculture and its importance	An eco-friendly approach that of reduces on limited natural resources.	<i>Harunge</i>
Day - 4	Important of soil health	soil supply the essential nutrient-coats oxygen and root support-thea four food impeding	<i>Harunge</i>
Day - 5	major challenges faced by farmers in agriculture	limited knowledge and insufficient infrastructure	<i>Harunge</i>
Day - 6	mechanization in agriculture and its importance	the inputs used in group production there by also increasing the production of crops.	<i>Harunge</i>

WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

- (1) minimum support price (msp) is the minimum price set by the government for certain agriculture products at which the product in world market be bought from the farmer is the open an important topic for upse exam.
- (2) the farmer are through also paddy in state tied into msp larger extent this paddy supply has each gulash 3000 is 100 kg to the milling.
- (3) what travels and the set all at agriculture seeds in situations in irrigation system to market it at promotes in the local (4) It provides information to farmer and passes to the new ideas enveloped of agriculture programme extension A record including water management and the list of pests diseases
- (5) through research an agriculture science work in new from various ways to increase the quality of food grain and its supply (6) green movement all groups with a notion for put set social organisation with A notion for put set Belonging social organisation following group of student from the.

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.)

The officers are interact with us are received very pleasantly they are very in sincere in their roles they interacted like very peacefully, their introduction with us very cordially (softly) they are very educated they tells us how to acquire is at center of the city the surroundings are cultivated like in luxury. That all facilities are cultivated like Available the agriculture office they are very in loved their job. They are sincerely loves completes tasks in times. The MAO sir in very discipline in doing his job. He is teacher for are specially focussed on new internship programme. He in our life modern also teaches very well she All over the department hierarchy and subject in their the officers are have the good mutual understanding their team work in good for completing their friendly nature in short of term we are very closely in interacted with the

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'm reducing my speaking speed ~~because~~^{also} they are understood easily. I speak softly and slowly with respect. They can automatically attract our speaking skills and oral communication. Our body language is very important for communication with others. Mostly I improve my listening skills. It also develops our oral communication and develops our body language. It can improve written communication as I review grammar and spelling. I know what I want to write. I don't forget to get back etc..

The first step in improving our speaking skills is actually working on your listening. It can improve on little bit our communication skills. I speak with confidence and it can gain good attention for you from other people. I understand other feelings. I listen what they are saying. Then they also give some respect for you automatically. Greeting, thanking and appreciating others are gain good relationship.

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

We are trained at the agriculture development of MAO office at the office digital of Technology the computer facilities and wifi facilities are arranged they have a protocol they are working in computer for data analysis have are changes digital is bringing to today's and while the job roles: (1) you will need new skills and will be exposed to opportunities for new skills and digital from cloud technologies demands range of skills from cloud architecture to social media. many occupation search as scientist. New require some level of programming in skills digital technologies enable the storage of massive amount of information in them relatively in relatively small spaces in large amount of media search as photos, music videos, contact, knowledge and other. Report can be carried around on small devices in like mobile phones they can improve your confidence to use technology for work in training and daily life.

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

The aspects which make up a group discussion are verbal communications non-verbal behaviour and confirmation to norms decision making ability cooperation we are and have abilities in group discussion are be an active listener know good ideology listen with open mind. Testing understanding asking myself question As a listener having a clear objective and getting leadership skills participation in primarily about communicating with your teammates and them executing what you have communicated participation in the key to them results, leadership activities include events games and training to teach teams and develop leadership like problems solving better communication decision making and observation skill A leader in a professional in charges of guiding monitoring and leading and entire group they can work together in towards achieving goals.

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

To become an agriculture officer you also have to have skills such as technical knowledge crop management operation and management and financial planning skills we acquire them to motivate farmers for best cropping technologies and post crop for best storing we are given some knowledge agriculture how to manage crop and best technologies we have resistance we acquire skill the problem solving in personal farm management and organization skills are all important for successful farming you apply these abilities in various situations including managing farmers and cultivating crops and farming machinery we are learn from them how to help to develop and improve production and in agriculture with the aim of ensuring food security for the country they teach and educate farmers on soil and water conservation technologies through implementing of underground project in undertaking measures provide agriculture credit crop insurance and help the farmers in getting return for their produce.

INTERNAL ASSESMENT STATEMENT

Name of the Student : NAVATHALA GANDHI
Programme of Study : Agriculture department
Year of study : 2021 - 2024
Group : BA (T.G.E)
Regd.No/HT.No : 2122001440025
Name of the College : Govt Degree College (Men) SRIRAKULAM
University : Dr. Ambedkar

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Project Log	20	20
2.	Internship Evaluation	30	25
3.	Reporting	25	25
4.	Presentation	25	20
5.	Grand Total	100	90

Date:

Prathishtha
Signature of the Faculty Guide

Certified by

Date :

Seal:

Bewin S
Signature of Head of department/principal
4/11/23.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: N. Gandhi 2122001440025
Term of Internship: From 11/8/23 To 14/9/23
Date of Evaluation:
Organization Name & Address: Agriculture department 'samileda' srikakulam
Name & Address of the Supervisor M. Karunaga
with Mobile Number: 9963 444064

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

N. Gandhi
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: No Gandhi 2122001440025

Term of Internship: From 14/8/23 To 14/9/23

Date of Evaluation:

Organization Name & Address: Agri culture department "sanivade" srikakulam

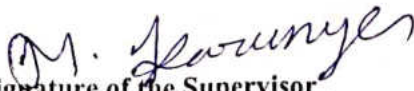
Name & Address of the Supervisor with Mobile Number: M. Karunye
9963444064

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
 Village Agricultural Assistant
 SANTIVADA L.R.K. OF
 VAA (Sanivade)
 Srikakulam

