

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: *SAVARA BENTAMI*

Name of the College: *Govt. Degree College (MEN) Grilakulern*

Registration Number: *2122001440035*

Period of Internship: From: To:

Name & Address of the Intern Organization

University

YEAR

An Internship Report on

Internship program in fisheries department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

B. Kumar

(Name of the Faculty Guide)

Department of

Govt. Degree College (MEN) Srilakulam

(Name of the College)

Submitted by:

SAVARA BENTAMI

(Name of the Student)

Reg.No: 2122001440033

Department of

Govt Degree College (MEN) Srilakulam

(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 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 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.

Student's Declaration

I, S. BENJAMIN a student of Internship
Program, Reg. No. 212200144003 of the Department of English Govt Degree
College do hereby declare that I have completed the mandatory internship
from 20-8-21 to 30-9-21 in Fisheries department (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
ENGLISH, Govt Degree College (MEN) Suli/Catlaam
(Name of the College)

x S. Benjamin
(Signature and Date)

Official Certification

This is to certify that SAVARA BENTAME (Name of the student) Reg. No. 2122001440033 has completed his/her Internship in fisheries (SKLM) (Name of the Intern Organization) on short term internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of ENGLISH in the Department of Grad Degree College (Name of the College).
(men) (SKLM)

This is accepted for evaluation.

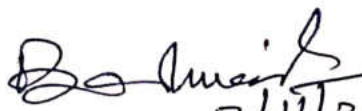


Endorsements


Asst. Director of Fisheries
PALASA


(Signatory with Date and Seal)
(K. GANGADHARAN)
E.I.D. No: 0104/104
Fisheries Development Officer
Srikakulam Dist

Faculty Guide


2/11/2023

Head of the Department

DDF

Principal

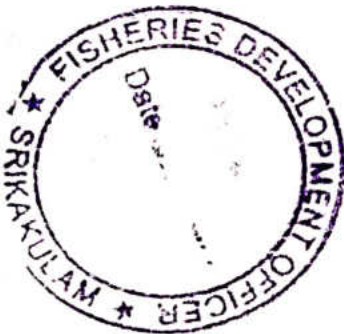
GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF FISHERIES

Certificate from Intern Organization

This is to certify that S. Benjami (Name of the intern)
Reg. No. 2122001440033 of Govt Degree College (MEN) (Name of the
College) underwent internship in Department of Fisheries ^{SKLM} (Name of the
Intern Organization) from 20-08-2021 to 30-09-2021

The overall performance of the intern during his/her internship is found to be

Satisfactory (Satisfactory/Not Satisfactory).



Authorized Signatory with Date and Seal
(K. GANGADHARA BABU)
E.D. No: 0104103
Fisheries Development Officer
Srikakulam Dist

Acknowledgements

I would like to thank all those people who helped me in successful completion of my internship programme with deep sense of gratitude.

I Acknowledge the inspiring guidance & positive criticism and encouragement rendered by respectable you sir

Through the period of his investigation and preparation of the project I am really indebted for his noble suggestions advice and help in collecting the project.

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 sustainable fisheries management project will be identify innovative for strengthening fisheries management the goal of fisheries management is to produce sustainable biological environmental and socio economic benefits from reasonable income

For fisheries maintain employment for fisheries maintaining the viability of fisheries communities are the main objective of fisheries management

The activities done during the intern period includes pond preparation for culture section of carp, pollock feeding habits laboratory techniques for testing for quality sampling nitrate levels in the water class and Dots of fish culture section and stocking of carps and introduction of some major crops

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

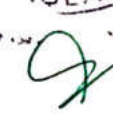
- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization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

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.

Sustainable fisheries management projects will be identify innovative cost effective mechanisms for strengthening fisheries management capacity in accord with the strategic context to modernize the rural public sector in this we have learned about the pond management selection of shrimp polter give to the fish record maintenance water quality of pond ect. engor Corps include cattle pake nugal and about their rearing and feeding habits and management and food particularly these question requires local foreign techniques for testing the quality salinity of water stills acquired during the project include management of fishery in equipment of fishery reserchment communication.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	pond preparation:- the optimum size pond is 1/2 acre in size	fish held in pond can affect by various factors in pond	
Day - 2	soil and water:- the soil types of water and its fertility is necessary	it controls pond stability PH & salinity of water	
Day - 3	aquatic weeds:- they not only take away nutrients by also upset of balance	if left unchecked may choke the water body posing a serious fishery	
Day - 4	unwanted fishes:- they may be unwanted fishes present there	they compete with culture fish for feed nutrients	
Day - 5	feeding- Feeding should be done to the pond based on variety of culture	feeding includes (color) (amplitude)	
Day - 6	fertilizer:- plays a crucial role in fish culture	Ammonium phosphate (20-30 kg)	

WEEKLY REPORT

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

Objective of the Activity Done: (preparation of pond)

Detailed Report: preparation of pond the depth of the pond is rectangular with size varying from 0.1-2.0 hectares with width ranging from 20 to 3.0 meters. The soil type of pond and its fertility status for the fresh water fish especially the carp is alluvial soil water neutral pH ranging between 7.5-8.0 the pH has brought to neutralization if the pond soil and water are saline alkaline.

The aquatic weeds in fishpond are undesirable - they not take the nutrients but also upst the oxygen balance in the water by releasing CO_2 into ponding of pond.

The types of lime to used depend on the water pH. It is recommended the lime (CaCO₃) or (Ca(OH)₂) organic fertilizer such as urea (46-1-1) compound fertilizer like ammonium phosphate (16-20-0) can be used at (20-30 kg) hectare.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	<u>Selection</u> :- male and female fisher are in breeder for breeding season	Released eggs (10 days) is known as sperm	
Day - 2	<u>Spawning</u> :- (20-25 days) is called yurg (30-40 days) advanced fry	Fry should shift to securing tanks	
Day - 3	<u>Stunted fingerling</u> :- high amount fertilization is called stunted fingerling	High priority is give yurles	
Day - 4	<u>Feeding</u> :- General feed should given at morning and evening routine	on 6th day total protein - Eggs feed	
Day - 5	<u>Water management</u> :- measure should be taken to sure adquisition water and quality	measure should be adopted to prevention of its earson	
Day - 6	<u>Facha mearg</u> :- Advance pryr after to kacha neruys	for good emangement practices	

WEEKLY REPORT

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

Objective of the Activity Done: (Selecting and stocking of carps)

Detailed Report: Selecting and stocking of carps

Selections:- About 15-20 days after initiation manuring selected species of carps are introduction into the pond when several species of fishes are reared together in pond in an intensive way.

The source of fingerlings introduction into production pond much in their size bigger than start and should have size of 10-16

Feed for the carps may be of types:-

Natural artificial feeds and production also thenatural growth of feeding in pond can be increased by regular manuring

In water management all proper depth of water selection manuring harvesting can be done either by partially draining water out of pond by repeated netting.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	introduction of major cars 1. cetera large broods shear producing saw	Reaching upper column	
Day - 2	<u>Feeds</u> :- fingerlings consume some plankton algae too plankton	Arts feed mainly on the surface	
Day - 3	<u>Roller</u> :- Colours just with faster scales on its upper body	Recovering:- middle column	
Day - 4	<u>Feed</u> :- eat zooplankton myton plankton	Feed water growth faster growth	
Day - 5	<u>Maython</u> :- it is army finned fish, covered with cycloid scales soft blution	<u>raising</u> :- bottom column	
Day - 6	<u>Feeds</u> :- planer feeders cetera found in bottom	Bottom predators	

WEEKLY REPORT

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

Objective of the Activity Done: (Introduction of moruo crops)

Detailed Report: *Alia fish*

Alia fish is a larger and broad head with a long protruding lower and upturned mouth. It has large greyish scales on its dorsal side and whitish on its belly. It reaches up to 152 cm in length and 36 kg in weight.

- It is a surface and midwater feeder.
- It feeds on zooplankton and phytoplankton.

Rohet fish:-

Rohet fish has small head, face and lower fin. It has long excavation. It has with section shows maximum length of meter.

Mongol fish has large long upper lips curved to form a pair of bags. Seven colours. Its length is about meter.

- It feeds on bottom based fishes.
- It catches small insects and aquatic organic elements.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	<u>salinometer</u> :- Device used to measure the salinity in a solution	Recall out the percentage salt in solution	
Day -2	<u>pH meter</u> :- it measures the hydrogen ion activity in water	Neutral:- pH = 7 acidic:- pH < 7 Basic = pH > 7	
Day -3	Nitrate test:- Indication high nitrate levels in a pond	low nitrate levels improves health of fishes	
Day -4	Test:- 5 drops of reagents and reagents should be well	Red (or) pink color reduction presence of nitrate	
Day -5			
Day -6			

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Laboratory
salinometry :-

It is a device used to measure the salinity or solution content of a solution

→ It is specially a calibrated hydrometer to read out the percentage of solution in a solution

pH meter :-

A pH meter measures the hydrogen-ion activity in water based solutions

Indicates acidity or alkalinity of a solution

Neutral solution $pH = 7$

Acidic solution $pH < 7$

Basic solution $pH > 7$

Nitrate Test :- high nitrate levels in part indication a bulk use of fish waste

→ low nitrate improve health of fish

Tests :- 5 groups of reagent A and reagent B in test tube shake it well

Red (or) pink - Nitration reaction

Test (or) presence of nitron

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	selection of shrimp Sampling is most important factor in selection of juveniles	Don'ts stacking should not be chattering quality of Fry	
Day -2	Feeders- Fresh fodder with good nutrition value should be selection and purchase	Don'ts torches should not be taken with out calculation and not	
Day -3	water ownership before start the water quality should be tested in a lab	Don'ts : High rearing cultivation should be taken without aeration	
Day -4	eration - Attached aeration must properly arranged because new shrimp require	Don'ts the fence around the pond and bird net should not be taken	
Day -5	Health ownership and security arrangements should be regularly reviewed	Don'ts the fence around the pond and bird net should not be taken	
Day -6	meal:- planning should be done based on market demand	Don'ts Don'ts caught without proper planning full mood class	

WEEKLY REPORT

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

Objective of the Activity Done: (Do's and Don'ts in culture)

Detailed Report: After stress tests microscope and PCB tests for shrimp's quality seed is sorted and stored

Don'ts:- shrimp prawns should not be purchased from hatcheries not licenced by CCA

Footer:- fresh water with good nutritional value should be selected

Don'ts:- Do not use cheap footers
waterworth ship check the standard ranges oxygen pH
salinity called every morning and evening

Don'ts:- In saline ponds there is no need to add minerals every week

eration:- Depending upon on water condition ponds should be arranged in aeration

Don'ts:- Don't use poor quality aeration

Don'ts:- Some books used in one pond should not be used in other pond

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.)

Good environment is very important for learning and doing any other work. Good environment is always good. In general, your interest in a working environment is the situation. Social structures and physical conditions in which you perform your job. These elements can impact feelings of well-being, work-life balance, relationship cultivation and efficiency and employee health. The office is more comfortable in the environment and improving your communication. The work impacts many moods like health, communication, improving it. Communication. It feels there is a good interaction.

At the department meeting, parties to learn there is an action. They fix the time from the evening per class and plans. Learning accordingly.

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

Internship provides valuable professional experience and allow us to test the theories and concepts we have been introduced to through our college courses. Similarly, we have practical us during the course work.

Real time skills:-

1. Communication
2. Collaboration
3. Time management
4. Critical thinking
5. Patience

* Technical skills:-

1. Address lines
2. Data entry
3. Guest health
4. Laboratory equipment
5. First aid

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.

- ⇒ open communication and mutual support are characteristics of good team work to contribute to increase job satisfaction and active management of talent sharing among the people
- ⇒ A successful and qualitative leader to have a willingness to learn
- ⇒ Intergrate are inclusion to career path that have the capacity to teach nearby values lesson for the entire organization culture path
- ⇒ showing the willingness to long the work experience at roles to offer the best employees
- ⇒ Every learning opportunity that comes our way facilitates connection with various teams to strengthen with other interest and makes sure to establish a good work relationship with others

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.,)

Think before you speak :-

Always pause before you speak not saying the first thing that comes mind lips amount pay attention to what you say and how you say it

written things run

Take a note when you are listening a class or when in a meeting in internship or talking to another person

Body language matter :-

This is important for you to face meeting and for also video conference make sure that appear accessible so have open body language keep an eye on contact

Maintain a positive attitude :-

Your positive attitude will shine through and other person will know it and helps in people will respond positively to you

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

The participating candidates will be assessed in terms of clarity of thoughts expression and aptness of language.

* Importance of interpersonal skill:-

Interpersonal skill reflect the ability of individual to interact with other members of the group in a brief situation

=> The person has to be more confident and less self centered

* Importance of presentation of skills:-

presentation is an effective way to communicate to a large number of people at the same time

* Leadership skills:-

ability to take leadership's rules and ability to lead inspire and carry the team along to help them achieve groups objective

* Analytical skills:-

ability to analyze and perceive other to solve problem from multiple perspectives without hurting the group members

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

Technological developments include equipment and practices used for ponding harvesting, handling processes distribution.

Ther products processing technology helps resource good loss and water

Ther reducing the pressure on the fisher. resources and foresting sustainability of the sector. processing

harvesting of aquatic resources and production is done either in the wild or in controlled environments

Techniques like technologies for improving production quality are useful technology for improving maintaining the quality

Salinity of water before introduction of fishes in pond for culture but include imitate test will help to identify the mortal levels in the pond in cultures

Student Self Evaluation of the Short-Term Internship

Student Name:	SAVARA BENJAMIN	Registration No:	
Term of Internship:	From: 20-08-2023	To: 30-08-2023	
Date of Evaluation:			
Organization Name & Address:	Fisheries development office (sklm)		

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:

S. Benjamine
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <i>S. Benjani</i>	Registration No:
Term of Internship: From: <i>20-08-2023</i> To: <i>30-09-2023</i>	
Date of Evaluation:	
Organization Name & Address: <i>Department of Fisheries Govt of Machilipatnam (SKM)</i>	
Name & Address of the Supervisor with Mobile Number <i>K. Gangadhara Rao FDO Srikakulam 9866089765</i>	

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



Page No:

Signature of the Supervisor

(K. GANGADHARA RAO)
E.D. No: 0104/1041
Fisheries Development Officer
Srikakulam Dist

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal 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 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- 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.

MARKS STATEMENT
(To be used by the Examiners)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: SAVARA BENJAMI

Programme of Study: FISHERIES

Year of Study: 2022 to 2024

Group: B.A (TUE) II year

Register No/H.T. No: 2122001440035

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

University:

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	25
2.	Internship Evaluation	50	50
3.	Oral Presentation	25	20
	GRAND TOTAL	100	95



Signature of the Faculty Guide
(K. GANGADHARA RAO)

E.I.D. No: 0104/104

Fisheries Development Officer

Srikakulam Dist

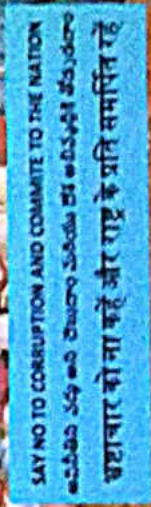
Certified by

Date:

Seal:

Signature of the Head of the Department/Principal

Asst. Director of Fisheries
PALASA





**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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