

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:

S. Muthalingam.

Name of the College:

Ganesh Degree College

Registration Number:

2/220014400034.

Period of Internship:

From:

To:

Name & Address of the Intern Organization

University
YEAR

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.

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Student's Declaration


I, S. Merhalingam a student of internship
Program, Reg. No. 2/2200/4400034 of the Department of BA Port Govt college.
College do hereby declare that I have completed the mandatory internship
from 14/9/23 to 14/11/2023 in fishers department. (Name of
the intern organization) under the Faculty Guideship of
Gjanganadhar. (Name of the Faculty Guide), Department of
BA PGE, Govt degree college.
(Name of the College)

S. Merhalingam
(Signature and Date)

Certificate from Intern Organization

This is to certify that S. Marhalingam (Name of the intern)
Reg. No 21220014400034 of _____ (Name of the
College) underwent internship in Dept of fishers (Name of the
Intern Organization) from _____ to _____

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


Authorized Signatory with Date and Seal
(R. GANGADHARA RAO)
E.I.D. No: 104 104
Fisheries Development Officer
Srikakulam Dist

Acknowledgements

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

I Acknowledge the inspiring guidance, positive criticism and encouragement provided by Respected Sir.

Throughout the period of his investigation and preparation of the project, I am really indebted for his valid 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 fishery management project will be identity innovations for strengthening fisheries management. The goal of fisheries management is to produce sustainable livelihood, environment is to secure economic of benefits from quality resource.

Resource conservation food of the production, generation of economic wealth, generation of income of fisheries of the department income for fishers maintain, employment for fishers for maintaining the viability of fishing of communities are the main objective of the management of the activities done of during intern period of the includes of the pond preparation for culture, selection of crop, fodder feeding habits, laboratory techniques, of the for testing for quality don't fish culture, selection and stocking crops and introduction of some major crops.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggested contents

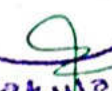
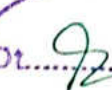



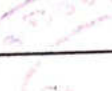
- A. Introduction of the Organisation
- B. Vision, Mission, and Values of the Organisation
- C. Policy of the Organisation, in relation to the purpose and
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the interest is placed
- F. Performance of the Organisation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

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 sustainable fishers management will be drafting innovative cost effect measures for organizing fishers. management capacity in accord with hygiene context. to motivate the role of public sector or the in this of the have learned about public cost. It was many problems in intern organization during internship, which shall include daily working cond, location and weekly schedule, equipment, used in include catla, Rohu, mrigal, and about their Rearing and feeding habits and management it was the capacity. food (saw) partially these of functions required. local and foreign feeders, quality, salinity of water.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	<u>Pond preparation</u> :- the optimum size pond see tangual size.	fish yield in pond can affect by various factors in pond.	 Development Officer Srikakulam
Day - 2	<u>Soil and weeds</u> :- They not type of water and its fertility in size.	If controls pond salinity risk. Salinity of water.	 Development Officer Srikakulam
Day - 3	<u>Aquatic weeds</u> :- They not only take away nutrients but also upset a balance.	It left much side may choke the water body, posing serious to fish.	 Development Officer Srikakulam
Day - 4	<u>Unwanted fishes or predators</u> :- They may be unwanted fishes and predators.	They complete with culture fish for food, nutrients.	 Development Officer Srikakulam
Day - 5	<u>Liming</u> :- Liming should be done of pond base of variety of culture.	Liming includes 'CaCO ₃ ' 'CaMg(CO ₃) ₂ '	 Development Officer Srikakulam
Day - 6	<u>Fertilization</u> :- plays a crucial role in fish culture.	Ammonium Phosphate '(20-30kg th.)'	 Development Officer Srikakulam

WEEKLY REPORT




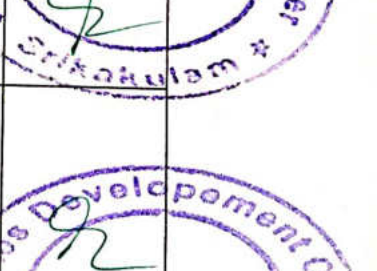


WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Preparation of pond size of the in water. rectangular with side varying from 0.1-20 heabars with depth ranging from 20 to 5. meters the type of the pond and its fertility status of for the soil fresh water in the expanse in cages placed in the ranging between on the 7-5-8-0 the put has brought to natural pond soil water and saline allium.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	<u>Salmon</u> :- male & female fishes are introduced for breeding season.	Released egg (1-10 days) is known as spawm.	 Dt.
Day - 2	<u>Spawm</u> :- (20-25 days) is called fry (30-40 days) advance fry.	fry should shifted to raising tank.	 Dt.
Day - 3	<u>Fingerling</u> :- High amount of density culture amount called fingerlings.	High priority is given for this.	 Dt.
Day - 4	<u>Feeding</u> :- General food should given at morning and evening routine.	on 6th day food protein - eggs and	 Dt.
Day - 5	<u>Water management</u> :- measured should taken to ensure adequate soil.	measure should be adopted to prevent fish.	 Dt.
Day - 6	<u>Kacha nursey</u> :- Advance fry added to kacha nursey.	for good management practices.	 Dt.

WEEKLY REPORT





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

Objective of the Activity Done:

Detailed Report: Seeding & Stocking of crops of the

Section: - About 15-20 days after the initial sowing the selected fish in the crops are introduced into the pond. In the many problems it was fishes depend on the water level in the pond. The species of the introduced of the particular pond depends very much into the many problems it may be in their size 10-15 mm from the temperature point of view the best time of stock of pond will be when the water in the pond is within an optimum range of 20-30 degrees Celsius. Temperature below 30°C obviously 30°C will affect the growth of the fish.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of majora 1. Catte large a broad Head producing Cav.	Reading :- upper Cawmenen	
Day - 2	Plank:- fingerling com and some plankton at 700 Plankton.	Assets given mainly the Safare	
Day - 3	Reels:- Clowes fish with defect zooples is upper body.	Reving:- Inkedl cauls	
Day - 4	Feed; eat Zooplankton Plank panston,	Feed note growth baffer fels in Jasper growth.	
Day - 5	Thru:- it is ayy fion fish cover with lyule of Seakes auth blution.	Region baffur Clous.	
Day - 6	Plank:- Plankton feeds due:- Ground in bottom.	Bottom peuplers.	

WEEKLY REPORT

WEEK - 3 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report:

Coral Fish



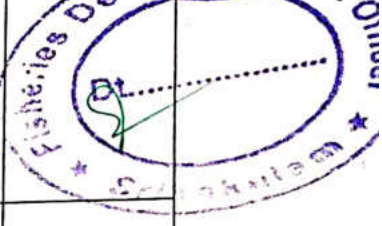


Coral fish a large and laused has with a large p. r. h. e. r. g. l. u. s. and cuped motion large g. u. s. o. t. h. e. section of the coral size and arish on its belly rather length ant long weight.

Adults feed on zooplankton and phytoplankton.

Rohu Fish:-

Rohu fish has small, shape and deepes ill. like large direction today, coral with section it has more depth 4 meter.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Salinity:- Dine used up measure the (Salinity Solution).	Recall out the prestage of salt solution.	
Day - 2	PH if measures the hydrogen ion acting in water	NaOH:- PH 7 acetic :- PH 7 Basic :- PH 7.	
Day - 3	Nitrate test:- indicates High nitrate levels in a pond.	low nitrate levels improve health of fish.	
Day - 4	Prot:- 5 drops of Lugol's reagent 'B' are tested	Red (or) pink Nitrate indicator presence of.	
Day - 5			
Day - 6			

WEEKLY REPORT

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

Objective of the Activity Done:

Laboratory

Detailed Report:

Salinometer:-

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

→ It is specially calibrated hydrometer to measure out the percentage salt in solution.

pH meter:-

pH meter measures the hydrogen ion activity in water based solution.

Natural solution $pH \approx 7$

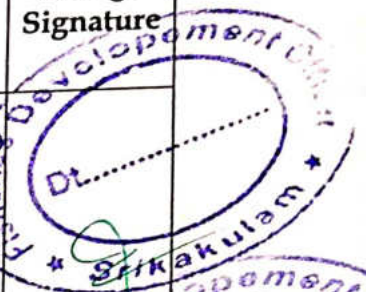




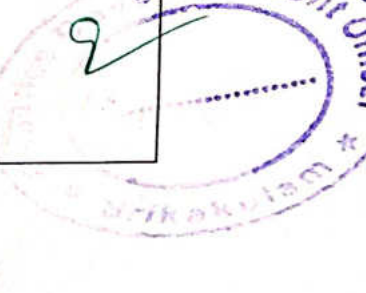
Natural solution $pH < 7$

Acidic solution $pH < 7$

Basic solution $pH > 7$

Nitrate Test:- High nitrate levels in pond water are a build up of fish or fish.

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	Don't stocking should not be checked over Quality of fry	
Day - 2	Fodder:- Fish fodder with good nutrition should be value.	Don't fodder should not be with out cat Catering of tv.	
Day - 3	water Ownership:- Before feeding the water quality should be tested.	Don't High den calibration should be done water Calibration	
Day - 4	Aeration:- additional aeration because of pressure arranged be care few ships.	Don't the fence around the pond level not should not be torn.	
Day - 5	Health ownership:- Bio security arrangements should be regular reviewed	Don't. caught with proper planning, caught, gull & torn.	
Day - 6	Net planning should be done based on market demand.	Don't. caught with proper planning caught gull moony day.	

WEEKLY REPORT

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

Objective of the Activity Done:

Diss and Bonts in culture after stress tests, microscopes and PCR tests for ships, quality used is selected and stocked.

Detailed Report:

Bonts :- shrimp fry should not be purchased from fresh from hantors not license by C.A.

fodder :- fresh fodder with good nutritional value should be selected.

Bonts :- Do not use cheap fodder water ownership

water ownership :- check the standard range oxygen of pool should be checked every morning and evening

Aeration :- Depending up on no of 9 cubes pond of should be arranged in a correct health.

ownership :- probiotics used instead of antibiotics. Prawn in a check of antibiotics prawn in try should be checked.

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

Internship provides valuable personal experience of and allow us to test the theory and concepts we have learnt skills we have picked up during the course area is.

Real Time Skills.

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

Technical Skills.

1. Data collection
2. Harvest Time
3. Data entry.
4. Fish health
5. Laboratory equipment.
6. Fish culture.

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 two characteristics.
- of good team work contribute to increased increased job satisfaction and active management.
- A Successful and qualified among the people needs to have willingness to intern.
- Mentorship are introduction to career fields that have the capacity to teach really valuable lessons for intern future career path.

Think before you speak:-

Always pause before you speak not saying the first thing that comes to mind a moment and pay close attention to what you say and how you say it.

Written things says:-

Pause a when you are testing take a class or when you are in a meeting intership or talking to another person.

Body language matters:-

This is important for your meeting this is and also for video conference make sure also for appear accessible, so have a good body language keep an eye on contact.

The participating candidates will be assessed
in terms of clarity of thought express of
and aptness of language, Importance of interpersonal
skills:- Interpersonal skills select. skills:-

Interpersonal skills reflect ability of candidate
to interact with other members of the group
in a brief situation

⇒ Emotion maturing and balance promotes
good interpersonal relationship

→ The person has to be more confident and
less self centered.

Importance of presentation skills:-

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

Oral skills:- Ability to analyse persuade
others to solve the problems.

Technological development include and practices used for finding harvesting handling processing and distribution of aquatic resources and distributing process. Technology helps reduce processing technology helps reduce food loss and waste thus reducing the process of the fishers losses.

Food loss and waste thus reducing and fostering of by products harvesting of aquatic of by products is done neither in the wild or in confined environment estimated can be managed, meaning fish spend less time out of water increasing their yield or in confined environment estimated can be managed meaning fish spend less time out of water increasing their survival rate.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>S. Muthalingam</u>	Registration No: <u>2/220014400039</u>
Term of Internship: <u>From: 14/08/2023.</u>	<u>To: 14/9/2023.</u>
Date of Evaluation:	
Organization Name & Address: <u>fishers development. office Srikalasa.</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

S. Muthalingam
Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: *S. N. Khalingom.*

Term of Internship:

Registration No: *2/220014400034.*

Date of Evaluation:

From: *14/08/2023.*

To: *14/9/2023.*

Organization Name & Address: *Fishers development office, Srikakulam.*

Name & Address of the Supervisor *K. Gangadhar Rao, P.O. Srikul.*
with Mobile Number *7569956828.*

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
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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. GANGADHAR RAO)
E.I.D. No: 0404 104
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.

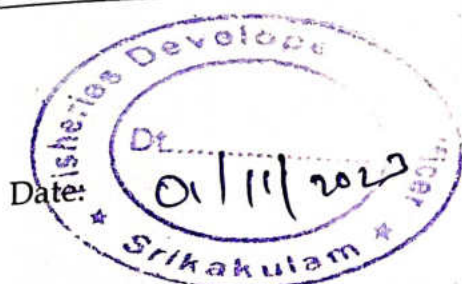
- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *S. Marthalingam.*
Programme of Study: *B.A.*
Year of Study:
Group: *B.A. (T.G.E).*
Register No/H.T. No:
Name of the College: *Opus Degree College (MEND).*
University: *Ambalasar 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
Fisheries Development Officer
Srikakulam Dist

Certified by

Signature of the Head of the Department/Principal
4/11/23

Date:

Seal:

INTERNAL ASSESMENT STATEMENT

Name of the Student : S. Moshalingam.

Programme of Study : B.A.

Year of study : 2021-2024.

Group : B.A. (TGE)

Regd.No/HT.No : 2122 00144 00034.

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

University : Annamalai University.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Project Log	20	20
2.	Internship Evaluation	30	25
3.	Reporting	25	20
4.	Presentation	25	20
5.	Grand Total	100	85

Prathishtha
Signature of the Faculty Guide

Date:

Certified by

Date :

Seal:


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