

# 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)



## 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.

# Program Book for Short-Term Internship

Name of the Student: SAVARA. JEEVA

Name of the College: GOVERNMENT DEGREE COLLEGE [MEN] SRIKAKULAM

Registration Number: 2122001066042

Period of Internship: From: 18/08/2023 To: 30/09/2023

Name & Address of the Intern Organization Agriculture . Rhyvi, .



**An Internship Report**  
**On**  
**(Title of the Internship)**

Submitted in accordance with the requirement for the degree of *B.COM.*

Name of the College: *GOVERNMENT DEGREE COLLEGE [MEN] SRIKAKULAM*

Department: *B.COM [Computer]*

Name of the Faculty Guide:

Duration of the Internship: From *15/08/2023* To *30/09/2023*

Name of the Student: *SAVARA. JEEVA*

Programme of Study *2<sup>nd</sup> year*

Year of Study: *2022 - 2023*

Register Number: *2122001066042*

Date of Submission: *15/10/23*

### Student's Declaration

I, S. Jeeva, a student of B.COM Program, Reg. No. 2122001066042 of the Department of....., GDC (MEN) College do hereby declare that I have completed the mandatory internship from 18/8/23 to 30/09/2023 in Agriculture.... (Name of the intern organization) under the Faculty Guideship of Dr. N. PAVAN (Name of the Faculty Guide), Department of Commerce..... Government Degree college (men) (Name of the College)

S. Jeeva  
(Signature and Date) 18/10/23.

### Endorsements

Faculty Guide 

Head of the Department 

Principal 

### Certificate from Intern Organization

This is to certify that S. Jeeva..... (Name of the intern) Reg. No. 2122001066042 of GDC (men)..... Name of the College) underwent internship in Agriculture..... (Name of the Intern Organization) from 18/08/2023 to 30/09/2023....

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

  
Authorized Signatory with Date and Seal  
Mandal Agriculture Officer  
SRIKAKULAM

## ACKNOWLEDGEMENTS

First of all I am very much thankful to my major Agriculture internship report is the result of an end of a way of two months it would not have been possible without the participation assistance of numerous brave and courage people along the way. This I have to thank they all.

First and foremost I would like to give special gratitude to my reports who give me every opportunity to key my step a head.

I am indebted to my college teachers and the principle for their version encouragement and educating interest in the internship special thanks must be given to the teacher staff and of valence used grown in agriculture Bhyri for the feed back love and a support with which I achieved skills and development.

S. Teera



## 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 selection

To given advise for agricultural machainzation

Learning out comes =

I have learned and helped me during the intern with Group Discussion

without pation we cannot handle and explain the

them to Farmers.

## 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 agriculture department that mandala vyavasaya salaha mandal srikakulam mandal the head of the department is MAD SIR.  
M. Usha Kumari madam.

### B. vision mission and values of the organization :-

The organization mission provides every farmer to give a good farming techniques and good seeds and agriculture mechanization

### C. Future plans of the organization :-

They are aim to build a Great agriculture development in india and good reach organization technicians 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 sort to end by and organization for a limited time period.

The students will get benefit from these placements because they after recruit employ some their best interns placement.

#### Skills acquired during internship :-

I will get to learn a lot of agriculture skill how to interest with farmer.

positive attitude.




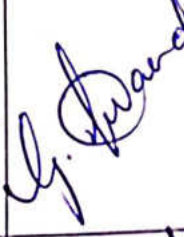


creativity.

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	Reported at MAO office and interacted with mandal Agriculture Officer.	They work to ensure high quality in crops cultivated by farmers.	
Day - 2	Brief Explanation of Internship by MAO Sir	An internship gives a student the opportunity for career exploration and skills	
Day - 3	Hierarchy of Agriculture Development	The hierarchy is which gives the information of agriculture of various ways.	
Day - 4	Department of Agriculture and Department	allied sectors are fishery animal husbandry milk production industries in dairy farm etc.	
Day - 5	Basic of Agriculture and Explanation	Agriculture Basics are crop and live stock matters etc for food and non-food products.	
Day - 6	Statistics of Agriculture in Indian and world wide	Agriculture sector which statistical data across in the country.	

**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 deals with trees, shrubs, flowers, fruits, and nuts	
Day - 2	What is GDP and the contribution of agriculture to GDP.	While agriculture and allied sector share 20.19%	
Day - 3	Agriculture sector and its contribution to the GDP.	While agriculture and allied sector share 20.19%	
Day - 4	Schemes implemented by state agriculture department and central Govt.	AP Rythu Raksha Scheme and PM Kisan	
Day - 5	Benefits received by the farmer state Government, farmer, state, central Government.	So many benefits are taken by the farmer families is common	
Day - 6	Importance of fertilizer and pesticides in agriculture and their health	Fertilizer here and beneficial things offer wise they can do for soil health.	









**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 forces in agriculture and subjects covered in the graduation or agriculture.	planning sowing transplantation etc.	
Day - 2	main seasons of agriculture	Rabi Kharif and Zaid.	
Day - 3	Important crops grown in india and andhra Pradesh.	Raddy white ground nut, rubber and cotton etc.	
Day - 4	Polam Badi and NFSM schemes	Grow a healthy crop conserve natural resource.	
Day - 5	Green revolution and its importance	dramatic increases in incomes and food supplies.	
Day - 6	structure of RBI? roles of RBI? what are important roles of NAA?	they are one step advisory for farmers.	



**ACTIVITY LOG FOR THE FIFTH 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.	
Day - 2	paddy procurement through RBKS.	The farmers are paid for paddy they have sold at msp through A/c play.	
Day - 3	what is irrigation and types of irrigation.	Former border stop and base in irrigation are three types of surface irrigation	
Day - 4	importance of extension in agriculture.	provide information to farmers and passes to the farmers new ideas development agriculture research.	
Day - 5	Agriculture Research Station in Srikakulam district Role of Scientist in agriculture.	analyzing farming method and food production method to enhance safety and crop yield.	
Day - 6	Green manure crops and its importance for improving soil health.	Building soil organic matter and soil in structure.	

### ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Quality checking of inputs supplied TO farmers	farmers can opt to buy from a Retailer in the Near By Town	
Day - 2	Soil Testing procedure and it's' Importance	The Test is used to Monic The Function of Roots to asamble minerals	
Day - 3	Sustainable Agriculture and it's' Importance	An eco - friendly approach That of Reduces on limited Natural Resources.	
Day - 4	Important of Soial health	Soial Supply The els nartical Nutriem costs Ogen And root Support Theatour Food in producing phats	
Day - 5	Major challenges faced By farmer in Agriculture.	limited knowledge And Insufficient in frastructure	
Day - 6	Meehenizations in Agricu ture And it's' Importance	The Inputs used in Crop production There By also incr esing the producing of crops.	



## WEEKLY REPORT

WEEK - 1 (From Dt. 18/08/2023 to Dt. 19/08/2023.)

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 candidate company with state and accession registration agriculture officers may help audit investor activity and test agriculture goods.
- (2) an internship is a profession 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 husbandary, will product industries Dairy Farming agriculture and Farmers department.
- (4) it is headed by amble, ministries of agriculture by an office of the principle secretary (5) agriculture economic crop and production agriculture fisheries and firstly for food and non food products (6) india holds hot search position world wide in term of farm output agriculture sector accounts to 18.3% of the GDP 2020.



## WEEKLY REPORT

WEEK - 2 (From Dt. 21/08/2023 to Dt. 26/08/2023)

Objective of the Activity Done:

Detailed Report:

- (1) while agriculture deals with all aspects of crop cultivation horticulture deals with vegetables, trees, flowers, shrub, shrubs, fruits and nuts.
- (2) the services sector accounts for 58.87% of total India's GVA of 1-19.16 lakh crore Indian rupees while agriculture and allied sector share 20.19%.
- (3) with GVA of Rs. 46.44 lakh crore. the industry sector contributed 25.92% while agriculture and sector share 20.18%.
- (4) national food security mission (NFSM) Kargiya kasha ucas yojana (Rural) national mission on oilseeds and oil palm (NMOOP) supply of seed on subsidy to the farmers.
- (5) the farmers families who collectively own cultivated land will get a benefit of Rs 12,000 per family per year, including Rs 6,000 from the PM kisan land in three instalments. irrespective of the size of land holdings.
- (6) fertilizers is 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 reduced soil fertility.



## WEEKLY REPORT

WEEK - 3 (From Dt. 28/08/2023 to Dt. 31/08/2023.)

Objective of the Activity Done:

Detailed Report:

(1) The major BSc agriculture subjects are Plant Genetics, agriculture metrology, Food Technology, Horticulture, agronomy, animal husbandary, Entomology, Extension of an agriculture, Genetics, soils, since.

(2) it provide employment opportunity to the rural agriculture as well as non-agriculture labors. Important rule in business in important an export activity. (3) India is a vast country so it has various food and non food crops. are cultivate in three main cropping seasons which are Rabi and zaid. Food crops rice, wheat, millets, maize and pulses, cash crops sugarcane, oilseeds, Horties, Hare crops, Tea, coffee, rubber, cotton and Jute etc. in Rice, cotton, Ground, Pigeon pea, sunflower, Black gram and sorghum. (4) The main principle or polambadi are (1) grow a healthy crop, (2) conserve natural resources (3) conduct regular (weekly) field observation (5) The Green revolution has had a dramatic impact on income and food supplies in many developing countries (6) The RBKs are unique seeds to sales signal window service centre for farmers that have been set up across the state to make available quality agri-inputs. Farms implementy Fish Feed, cattle feed.

## WEEKLY REPORT

WEEK - 4 (From Dt. 4/09/2023 to Dt. 9/09/2023)

### Objective of the Activity Done:

#### Detailed Report:

- (1) To ensure quality inputs, farmers can opt to buy from a retailer in the nearby town. However, they may not be able to obtain input or credit without a reference from the market immediately.
- (2) A soil test can determine fertility or the expected growth potential. For this, the test is used to maintain the function of roots to assimilate minerals.
- (3) Sustainable agriculture is an eco-friendly approach that reduces the reliance on limited natural resources. Careful farming methods such as crop rotation, intercropping, and companion planting help soil health.
- (4) Indeed, soil quality and soil supply the essential nutrients, water, oxygen, and root support that all food-producing plants need to grow. They also serve as a shield to protect plants.
- (5) The present challenges that India's agriculture are limited knowledge that introduction in the rural areas in the.
- (6) Agriculture machinery is credit in the agriculture sector as it helps towards improving the effectiveness of the input used in crop production. This is also the production of crops.



## WEEKLY REPORT

WEEK - 5 (From Dt. 11/09/2023 to Dt. 16/09/2023.)

Objective of the Activity Done:

Detailed Report:

- (1) minimum support price (MSP) in the minimum price set by the government for certain agriculture of product at which the product in world directly be bought from the farmer if the open market prices are less than the MSP. This is the their an important topic for UPSC Exam.
- (2) The farmer are paid for the paddy in state fixed into MSP through also payee cheques the paddy. Gurry bags. each gunned bag is 60 kg to the mill.
- (3) What travels over the surface of agriculture fields in surface irrigation system to maintain it and promote in the society. (4) If produce information to farmer and passes to the new in ideas developed of agriculture programme. (5) A breed including improved crop varieties better pest control improved water management and the use of plants diseases. (6) Through research in agriculture since work on new and innovative ways to increase the quality of food grown and the supplied (7) green revolution are crops with a job in for purpose building social organisation for the in social structure building supplying following crop of soluble nutrients 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 relaxed very pleasantly, they are very in senior in their jobs. They interacted like very peacefully, their introduction with us very softly (softly). They are very educated. They tell us how to acquire is at center of the city the surroundings are cultivated like in nursery. The all facilities are cultivated like available the agriculture office they are very in loved their job. They are sincerely tries complete tasks in times. The MAO. Sir in very discipline in doing his job. He is teach for are specially focussed on new internship programme. He in our life Madam also teachers 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 trusted 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 they can understand 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 in improve my listening skills it also develops our oral communication and develops our body language can improve written communication as review grammar and spelling. Basics read what you want to write proceed, get feedback etc. -

The first step in improving our speaking skills is actually working on your listening. It can improve our little bit our communication skills. I speak with confidence and it can gain good attention for you from other people understand others feelings listen what they are said 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. There are changes digital is bringing to today's and will be 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 occupations such as scientists now require some level of programming in skills. Digital technology enable the storage of massive amounts of information in them relatively in relatively small spaces in large amount of media. Such as photos, music, videos, contact, knowledge, and other repository can be carried around on small devices like mobile phones. They can improve your confidence to use technology for work, in learning and daily life.



Describe how 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 conformations to norms decision-making ability cooperations. We are end have abilities in group discussion are. Be an active listener. Know good ideology listen with open mind. Testing understanding asking myself questions as I listen Having a clear objective and getting leadership skills Team participation in primarily about communicating with your teammates and then executing what you have communicated participation in the key to their results. Leadership activities include events, games, and training to teach teams and leaders to be better leader. The executives develop leadership skills like problems - solving better communications. Decisions making and observations skill. A team leader in a professional in changes of leading monitoring and leading and entire group they can work together in toward activities 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 must also have hard skills such as technical knowledge crop management from operation and management and financial planning skills we acquire how to motivate farmers for best cropping technologies and past crops for best yielding we can gain some knowledge on agriculture how to manage crop and best technologies on past resistance we acquire skill like problem solving in personal farm management and organization skills are all importance for successful farming you apply these abilities in various situation including managing farmers and cultivating crops and farming machinery we are learn from them how to help to develop and important in to improve production and in agriculture with the aim of ensuring food security for the country they teaches and education farmer on soil and water conservation technologies through implementing of watershed project in undertaking measures to provide agriculture credit crop insurance and help the farmers in getting return for their produce.



**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.

management skills are abilities and tools needed to perform certain duties usually as it pertains to over seeing firm such as solving problems communicating well and motivating employees such skills can be learned through practical and experience or in critical situation how to solve problem how to behave with firm members how to plan active and complete our tasks in time how to performance good leader in time how to the manage skills are acquire in our daily life also we placed many challenge we can sometimes easily solves we are planning for goals in certain time period the time management is the certain time management is the very important for leader do not show partiality for those person our behavior with team members is very important for learn with we can take a decision we can discussion with our learn members is good.

## Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: SAVARA . JEEVA - 2122001066042

Term of Internship: From 18/08/2023 To 30/09/2023

Date of Evaluation: 18/08/2023

Organization Name & Address: Bhyri Agriculture Department

Name & Address of the Supervisor G. Prasad .

with Mobile Number: 9705687853

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	2	3	4	5
1) Oral communication				✓	5
2) Written communication				✓	5
3) Initiative				✓	5
4) Interaction with staff				✓	5
5) Attitude				✓	5
6) Dependability				✓	5
7) Ability to learn				✓	5
8) Planning and organization				✓	5
9) Professionalism				✓	5
10) Creativity				✓	5
11) Quality of work				✓	5
12) Productivity				✓	5
13) Progress of learning				✓	5
14) Adaptability to organization's culture/policies				✓	5
15) OVERALL PERFORMANCE				✓	5

  
Signature of the Supervisor  
Village Agriculture Assistant  
BHYRI RBK  
SRIKAKULAM



**Student Self Evaluation of the Short-Term Internship**

Student Name: & Registration No: SAVARA. JEEVA. - 2122001066042

Term of Internship: From 15/8/23 To 30/09/2023

Date of Evaluation: 18/08/2023

Organization Name & Address: Bhyri Agriculture Department

Name & Address of the Supervisor G. Prasad.  
with Mobile Number: 939097018. 9705687853.

**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

*S. Jeeva*  
Signature of the Student



PHOTOS & VIDEO LINKS







## **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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