

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

Short Term Internship

AP 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: SARDYAPALLI SATHIRAN

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

Registration Number: 2122001070029

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

Name & Address of the Intern Organization FISHERIES DEVELOPMENT
OFFICE, ILISIPURAM, SRIKAKULAM

University
YEAR

Program Book for Short-Term Internship

Name of the Student: SARIYAPALLI SAIKIRAN

Name of the College: Government Degree College (Men) , Srikakulam

Registration Number: 2122001070029

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

Name & Address of the Intern Organization Fisheries Development Office,
Ilisipuram , 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.

An Internship Report
On
(Title of the Internship)

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

Name of the College: Govt. Degree College (Men) Saikakulam.

Department: Commerce and Management.

Name of the Faculty Guide: Bolla Krishna Ravi Babu Sir.

Duration of the Internship: From 18.08.23 To 30.09.2023

Name of the Student: SARIYAPALLI SAIKIRAN

Programme of Study Fishery Department

Year of Study: 2023

Register Number: 2122001070029

Date of Submission: 7/11/2023

Student's Declaration

I, S. Saikiran, a student of Internship Program, Reg. No. 2122001070029 of the Department of, Govt. Degree College do hereby declare that I have completed the mandatory internship from 18-07-2022 to 30-09-2022 in Fisheries Department (Name of the intern organization) under the Faculty Guideship of Ravibabu Sir, (Name of the Faculty Guide), Department of Commerce & Management, Govt. Degree College (Men), SKM (Name of the College)

S. Saikiran
(Signature and Date)

Endorsements

B. Lakshmi
Faculty Guide

[Signature]
Head of the Department

[Signature]
Principal

Official Certification

This is to certify that Sariyapalli Saikiran (Name of the student) Reg. No. 2122001070029 has completed his/her Internship in Fisheries Dept. (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 Commerce & management in the Department of Govt. Degree College (Men) S.H. (Name of the College).

This is accepted for evaluation.

Endorsements

B. S. K. O. S.
Faculty Guide

[Signature]
Head of the Department

Principal

Certificate from Intern Organization

his is to certify that ...S. Saikrishnan..... (Name of the intern) Reg. No. 2122001070029 of Govt. Degree College (Mn) Name of the College) underwent internship at Department of Fisheries, Govt. of AP, % FDO, Srikakulam (Name of the Intern Organization) from 18/08/2023 to 30/09/2023.

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

Authorized Signatory with Date and Seal
(K. GANGA RAO)
E.D. No. 0104 104
Fisheries Development Officer
Srikakulam Dist

ACKNOWLEDGEMENTS

I Would like to thank all the people who helped me in successful completion of my internship programme with department service & guidance.

I Acknowledge the inspiring guidance positive criticism and Encouragement undered by respectable FDO Sir.

Through the period of his investigation and preparation of the project, I am really indebted for his valid suggestions, advices and help in collecting the information of the project.

S-Sai letran

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 social economic benefits from the renewable aquatic resources, resources conservation, food production, generation of economic wealth, generation of reasonable income for fisheries, maintain employment for fisheries, maintaining the viability of fishing communities are the main objective of fisheries management.

The activities done during the intern period includes pond preparation for culture, selection of crop, fodder or feeding habits, Laboratory techniques for testing quality, Salinity, Nitrate levels in H_2O , Do's and Don'ts of fish culture and introduction of some major crops.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

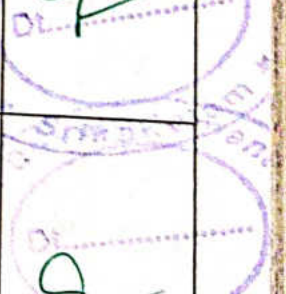
- A. Introduction of the Organization
 - B. Vision, Mission and Values of the Organization
 - C. Policy of the Organization, in relation with the intern role
 - D. Organizational Structure
 - E. Roles and responsibilities of the employees in which the intern is placed.
 - F. Performance of the Organization in terms of turnover, profits, market reach and market value.
 - G. Future Plans of the Organization.
-
- A. Fisheries Development Organization.
 - B. Pond preparation, selection of crop, feeding
The environment of aquatic in fisheries.
 - C. Timing, Cultivating etc.
 - D. Motivating, Directing and Team Spirit.
 - E. Employees Direct to how to develop, feeding,
Nitrate levels in H_2O .
 - F. It gives maximum profit in market. One
time investment.
 - G. Export the live fish to every person in
surrounding areas. Every thing was very good
There is no suggestion in Fisheries Development
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.

The Sustainable fisheries management project will be identify innovation and , Effective mechanism for strengthening fisheries management capacity in accord with the strategic content to modernize the role of the public sector in this we have learned about the pond management section of shrimp sector given to the fish , Record maintaining water quality to pond etc.... major crops includes cutra , Rahu , isral and about their raising and feeding habits and management capacity of secretarial of this agricultural required local and foreign techniques for testing the project includes management of fisheries & lab equipment of fishery department Communication .

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 of the pond in Rectangular in shape.	fish yield in pond can affected by the various factors to the pond.	
Day - 2	<u>Soil and water</u> ! The soil type & water and its fertility is necessary	It controls pond stability, pH and salinity of water	
Day - 3	<u>Aquatic Needs</u> ! They not only take a way nutrients but also upset O_2 balance.	If left unchecked may chokes the water body posing a serious to fisheries.	
Day - 4	<u>Unwanted fishes Predators</u> ! They may be unwanted fishes and predators were these.	They compete with culture fish for the feed and nutrients	
Day - 5	<u>Liming</u> ! Liming should be done to the pond based on the variety of culture.	Liming includes $[CaCO_3]$, $[CaMgCO_3]$	
Day - 6	<u>Fertilizers</u> ! Plays a crucial role in fish culture.	Ammonium phosphate (20-30 kg / ha)	

WEEKLY REPORT

WEEK - 1 (From Dt. 12.08.2023 to Dt. 24.08.2023)

Objective of the Activity Done:

Detailed Report:

PREPARATION OF POND

The optimum size of the pond is various from 0.1 - 20 hectares with depth ranging from 2.0 - 3.0 m with Rectangular shape. The solid type of pond and its fertility status for the fresh water fisheries especially the carp is alluvial soil with PH ranging from 7.5 - 8.0.

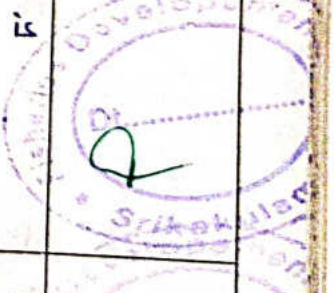
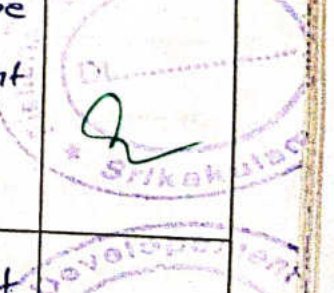
The PH has brought to neutral if the pond soil and H_2O are Saline Alkaline.

The aquatic weeds in fish ponds are undesirable. They not take away the nutrients but also upset the O_2 balance in the H_2O by releasing CO_2 into pond during night.

The unwanted fishes, predators may be predators they can be eliminated through repeated netting of pond.

The type of lime to be used depends on the water PH its recommended the lime $(CaCO_3) / [Ca(OH)_2]$ Organic fertilizers such as urea (46% N) Compound fertilizers 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 fish are introduced for breeding section.	Released Egg (1-10) is known as Spawon.	
Day - 2	<u>Spawon</u> : 20-25 days is called fry (30-40 days called advanced fry.)	fry should shifted to rearing in tanks.	
Day - 3	<u>Standard fingerling</u> : High amount of density culture is called Standard fingerling.	High protect priority is given for this	
Day - 4	<u>Feeding</u> : General feed should gives at morning and Evening routine.	On 6th day food is provide Egg feed.	
Day - 5	<u>Water management</u> : Measured should be taken to ensure adequate H ₂ O and Soil quality.	Measure should be adopted to prevent fish from stress disease.	
Day - 6	<u>Kacha nursery</u> : Advance fry is added to kacha nursery.	For good management practices.	

WEEKLY REPORT
WEEK - 2 (From Dt. 25-08-2023 to Dt. 01/09/2023.)

Objective of the Activity Done:

STAGES IN BREEDING

Detailed Report:

Growth of fish:

Male and female fish are introduced for breeding section. They released Eggs day 1 to day 10 is known as Spawn.

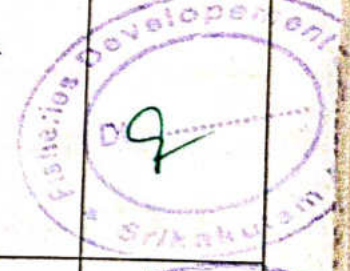
The growth of Spawn from day 20 to day 25 is known as fry. The day 30 to day 40 is known as Advanced fry. In fry stage it should shifted to rearing in tanks.

The high amount of density culture is called fingerling. High protect priority is given in this stage.

Feeding: General food should give at morning and evening. Only on 6th day of the week give - protein egg feed.

Advanced fry is added to kacha nursery for good growth and development purpose to fishes.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	<u>Introducing major Carps Cultiv</u> Large and broad head with protruding Jaw.	Rearing ÷ Upper Column.	
Day - 2	<u>feed</u> : fingerlings consume Some plankton algae, Zoo plankton.	Adults feed mainly on the Sunfall.	
Day - 3	<u>Rahu</u> ! Zoo plankton + phyto plankton coloured fish with dark scales on its upper body.	Feed well growth booster help with in faster growth Raring ÷ middle Column.	
Day - 4	<u>Mrigal</u> ! It is a ray finned fish covered with cycloid scales, Snout is blunt.	Rearing! Bottom Column.	
Day - 5	<u>feed</u> ! Zoo plankton + phyto plankton.	feed wale growth booster helps in faster growth.	
Day - 5	<u>feed</u> ! plankton feeder, debris found in bottom	Bottom feeder's.	

WEEKLY REPORT

WEEK - 3 (From Dt. 02.09.23 to Dt. 08.09.23)

Objective of the Activity Done: INTRODUCTION OF MAJOR CARPS

Detailed Report:

Catla fish

Catla fish is a large and broad head with large protruding lower jaw and cutla mouth. it has large, growth scales in its diamond side and whitish on its belly it reaches up to 182 cm length and 36 kg in weight.

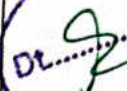
It is surface and mid water feeder.

Adult feed on zooplankton and phytoplankton.

Rohu fish : It has a small head, sharp face and lower lip is snail like as body covered with scales, it has maximum length of 1m feed is in form of pellet proteins.

Morrigal fish : It has long lip & upper side is curved to down a pair of trunk body is silver coloured, average body length is about 1 meter. Feed is bottom bayed feeders. Catch small, insects, decomposed organic elements.

ACTIVITY LOG FOR THE FOURTH 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.	Read out the % of Salt in solution	 Dr. S. Srikakulam
Day-2	<u>PH meter</u> : It measures the hydrogen ion activity in water.	$PH = 7$ = Neutral $PH < 7$ = Acidic $PH > 7$ = Basic	 Dr. S. Srikakulam
Day-3	<u>Nitrate test</u> : It measures the low nitrate level indicates high nitrate level in a pond.	low nitrate level improves health of fishes.	 Dr. S. Srikakulam
Day-4	<u>Rest</u> : 5 drops of reagent A and reagent B in a test tube and shake it well.	Read / Pink Nitrate Reduction Red-Violet ! presence of nitrate	 Dr. S. Srikakulam
Day-5			
Day-6			

WEEKLY REPORT

WEEK - 4 (From Dt. 09.09.2022. to Dt. 15.09.2022)

Objective of the Activity Done:

Detailed Report:

LABORATORY

Salinometer

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

→ It is specially a calibrated hydrometer to read out the % of salt in a solution.

PH meter : A PH meter measures the hydrogen-ion activity in water based solutions.

Indicates activity or alkalinity of a solution.

$\text{PH} = 7 \rightarrow \text{Neutral}$

$\text{PH} > 7 \rightarrow \text{Basic}$

$\text{PH} < 7 \rightarrow \text{Acidic}$

Nitrate test : High nitrate levels in pond indicate a build up of fish waste.

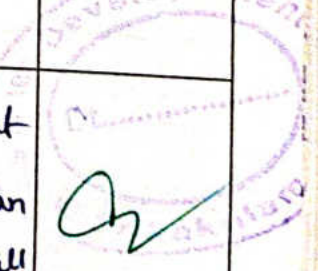
→ Low nitrate improves health of fish.

→ High nitrate level increases algae and poor quality

Test : 5 drops of reagent A and reagent B in a test tube and shake it well.

Red / Pink $\rightarrow$ Nitrate reduction

Red / Violet $\rightarrow$ Nitrate confirmation.

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	<u>Selection</u> of <u>shrimp</u> : Sampling is most important factor in selection of Juveniles.	<u>Don't</u> : Stocking should not be checking quality of fry.	
Day - 2	<u>Feeder</u> : fresh feeder with good nutritive value should be selected and purchased	<u>Don't</u> : Feeder should not be fed without calculating FCR.	
Day - 3	<u>Water Ownership</u> : Before stocking the water quality should be tested in a lab.	<u>Don't</u> : without testing the quality of shrimp for shouldn't release	
Day - 4	<u>Aeration</u> : Additional aeration must be properly arrangement because few shrimps require a lot of vital gas.	<u>Don't</u> : High density cultivation should n't be done without aeration.	
Day - 5	<u>Health Ownership</u> : Biosecurity arrangements should be - regularly reviewed.	<u>Don't</u> : To fence around the pond and bird not should n't be farm.	
Day - 6	<u>Harvest</u> : Planning should be done based on market demand.	<u>Points</u> : Don't layout without proper planning : caught on full moon days.	

WEEKLY REPORT

WEEK - 5 (From Dt. 16.09.2023 to Dt. 20.09.2023)

Objective of the Activity Done: Do's and Don't's in Culture

Called Report:

After stress tests, microscopic and PCB tests for

shrimps quality seed is selected and stocked.

Don't's : Shrimps fry should not be purchased from

hatcheries not licenced by CLA.

Food : Fresh fodder with good nutritional value

should be selected.

Don't's : Do not use cheap feeders.

Water Ownership : Check the standard range

O_2 and pH should be checked every morning

and evening.

Don't's : In saline ponds there is no need to add

minerals every week.

Aeration : Depending upon no. of aerators pond should

be arranged in 2 circles.

Don't's : Don't use poor quality aeration.

Health Ownership : Probiotics used instead of antibiotics

in a check tray should be checked.

Don't's : Same tools used in one pond shouldn't

used in another 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 the work. Good environment is always booking up your interest. A working environment is the sitting social security and physical condition in which you perform your job. The elements can impact feeling to well belong and place relationships collaboration and efficiency and employ health. The office is very comfortable and improving your communication the work environment impacts my mood skill. Mental health and performance.

My Confidence is increased overall environment good at the fisheries department through positive influence the entire week in environment the office more comfortable and improving my communication. I feel there is a good interaction at the department minimum facilities to learn there is enough they set the time from morning to Evening for classes and formed timetable accordingly.

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

Internship provide valuable personal experience and allows us to ~~that~~ ~~to~~ theories and concepts we have be introduced to through our college courses skills, we have picked up during the course area.

Real time Skill :

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

Technical Skills:

1. Data Collection.
2. Harvest time.
3. Data health.
4. Laboratory Equipment
5. Data Entry.
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 characters of good team work to contribute to increase job satisfaction and active management of sharing the people.

→ A Successful and qualified intern needs to have a willingness to learn.

→ Internship are introduced to companies filled that have a capacity to each reach really valuable.

→ It touch us to great interns who knows how to take decisions.

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 in first thing that comes to mind take a amount and pay attention to what you and say how you say it.

Written things done!

Take a note when you are listening a class or when you are in a meeting in internship or taking another ship.

Body language matters!

This is important for face to face meetings and for also video conference make a sure appear accessible, so have open body language keep an eye on contact.

Maintain Positive attitude!

Your positive attitude will share through and other person will know if 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 around interest to clarify through Experience and opens and large.

Importance and Interpersonal :

Interpersonal Skill reflect the ability of individual to interact with other members of group in perfect situation.

→ Emotional maturity and balance promotes good interpersonal relationship.

→ The person has to be more centric and less self cented.

Important of personal Skills :

presentation is a effective way to communicate to large no. of people at small skill.

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 practice used for finding harvesting handling processing and distsihon of aquatic resource that products processing technology helps reduce food us and waste then to reducing the produce on the fisher sustainability sector processing often recits the quantity of the products harvesting of aquatic resource and producing done either in the wild on the contend environment Estinnahing can be easy.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: S. Saikrishna and 2122001070029

Term of Internship: From 18/09/23 To 30/09/2023

Date of Evaluation:

Organization Name & Address: Fisheries Department office, Ilisipusam, SKLM.

Name & Address of the Supervisor: K. Gangadha Rao FDO Saikakulam
with Mobile Number: 9866089765.

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. Saikrishna
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: **SARANYAPALLI SAKARAN & 2022001070029**

Term of Internship: From **18-08-2023** To **30-09-2023**

Date of Evaluation:

Organization Name & Address: **Fisheries department office, Ilisipuram, SKLM.**

Name & Address of the Supervisor with Mobile Number: **K. Gangadhar Rao, ADO Srikakulam.**
9866089765

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

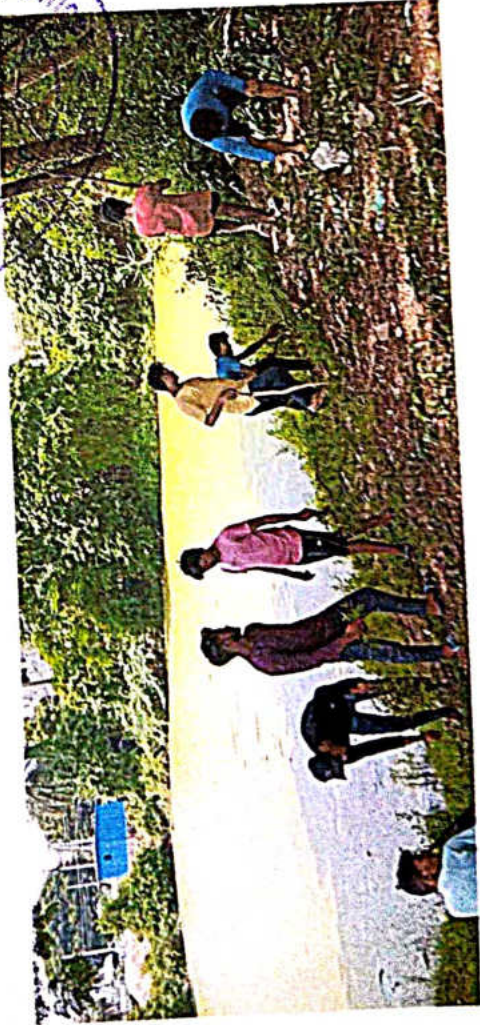
Rating Scale: 1 is lowest and 5 is highest rank

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
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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
(K. GANGADHAR RAO)
E.I.D. No: 2104 104
Fisheries Development Officer
Srikakulam Dist



Dr. [Signature]
Fisheries Development Officer



Dr. [Signature]
Fisheries Development Officer





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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www.apsche.ap.gov.in