

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

Name of the Student: KONDO :- ROSHINI

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

Registration Number: 2122001049054

Period of Internship: From: To:

Name & Address of the Intern Organization fisheries Development office
Ilisuparam Srikkulam

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: K. Roshini
Programme of Study: FISHERIES DEPARTMENT
Year of Study: 2022-2023
Group: B2C 11th 48
Register No/H.T. No: 2122001049054
Name of the College: Government degree collage (MEN)
University: Ambedkar 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

Date: 01/10/2023


02/11/23
Signature of the Faculty Guide

Certified by


K. Gangadhara Rao
Fisheries Development Officer
ESF, SRIKAKULAM



Signature of the Head of the Department/Principal


Asst. Director of Fisheries
PALASA

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.

-----<<@>>-----

An Internship Report
On
(Title of the Internship)

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

Name of the College: *Government Degree College (men) Srīkakulam*

Department:

Name of the Faculty Guide:

Duration of the Internship: From.....To.....

Name of the Student: *KUNDO:- Roslini*

Programme of Study

Year of Study:

Register Number: *2122001049054*

Date of Submission:

Student's Declaration

I, K. Roxhini a student of Internship
Program, Reg. No. 2022001049054 of the Department of Zoology Govt Degree
College do hereby declare that I have completed the mandatory internship
from 20-08-23 to 30-09-23 in Fisheries Department (Name of
the intern organization) under the Faculty Guideship of
 (Name of the Faculty Guide), Department of
Zoology Government, Degree college Srikkulam
(Name of the College)

K. Roshini
(Signature and Date)

FACULTY GUIDE :  02/11/23

HEAD OF THE DEPARTMENT: 

PRINCIPAL:

Certificate from Intern Organization

This is to certify that KONDU:- Rashini (Name of the intern)
Reg. No. 222001049054 of Gvrl. degree college (m) (Name of the
College) underwent internship in Depl. of Fisheries (Name of the
Intern Organization) from 20-08-2023 to 30-09-2023

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



[Signature]
Asst. Director of Fisheries
PALASA

[Signature]
K. Gangadhara Rao
Authorized Signatory with Date and Seal
FSF, SRIKAKULAM

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 management the Goal of fishers management is to produce Sustainable biological environmental and Socio Economic benefits from renewable aquatic resources Resource conservation food production generation of Economic wealth generation of reasonable income for fishers maintain employment for fishers maintaining the viability of fishing communities and fishers maintaining the viability of fishing communities are the main objectives of fisheries management

The activities done during the Intern period include pond preparation done for culture Selection of crop for seed for feeding habits laboratory techniques for testing for quality Salinity nitrate levels in the water DO's and pH and fish culture Selection and Stocking of crops and introduction of some major crops

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

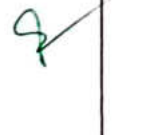
- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization 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.

the Sustainable fisheries management project will be identifying innovative cost effective mechanism for strengthening fisheries management capacity in accord with the strategic context to modernize the role of the public sector in this we have learned about the pond management Selection of shrimp fodder given to the fish Record maintenance water quality pond e-f-c - - major of The include casta Rohu -marigal and about their Raring and feeding habits and management capacity of Secretariat of agriculture live stock fisheries and food (SAGPYA) particularly those functions like quality Salinity of water Skills acquired during the project include management of fishes 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 pond is rectangular in size	fish yield in pond can affected by various factors in pond	
Day -2	<u>Soil and water</u> :- The soil type of water and its fertility is necessary	It left controls pond stability pH & salinity of water	
Day -3	<u>Aquatic weeds</u> :- they not only away nutrients but also upset O ₂ balance	it left unchecked may choke the water body posing a serious of fishes	
Day -4	<u>unwanted fishes (or) predators</u> :- They may be unwanted fishes & predators were there	They compete with cultured fish for feed nutrients	
Day -5	<u>Liming</u> :- liming should be done to the pond based on variety of culture	Liming includes $(CaCO_3)$ $[Ca(OH)_2]$	
Day -6	<u>Fertilizers</u> :- plays a crucial role in fish culture	Ammonium-phosphate (20-30 kg/ha)	

WEEKLY REPORT

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

Objective of the Activity Done: preparation of pond

Detailed Report: preparation of pond:- The optimum size of the pond is rectangular with size varying from 0.1 - 20 hectares with depth ranging from 2.0 to 3.0 meters. The soil type of pond is fertility status for the fish water fisher especially the crop's alluvial soil with nutrient pond soil and water are saline alkaline.

The aquatic weeds in fishpond are undesirable as they not take away the nutrients but also upset the oxygen balance in the water by releasing CO_2 into pond during nights.

The unwanted fishes (or) predators may be present in the pond. They can be eliminated through repeated netting.

The types of lime to be used depend on the water pH. If it is recommended the $(CaCO_3)$ or $[Ca(OH)_2]$ organic fertilizers (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 fishes are introduced for breeding Season	released Egg (1-10 days) is known as Spawn	
Day - 2	<u>Spawn</u> :- (20-25 days) is called fry (30-40 days) advanced fry	fry should shift to rearing tank	
Day - 3	<u>stunted fingerlings</u> :- High amount of density culture is called stunted fingerling	High priority is given for this	
Day - 4	<u>Feeding</u> :- General feed should given at morning and evening routine	on 6th day food protein - Egg feed	
Day - 5	<u>water management</u> :- measure should be taken to ensure adequate water & soil quality	measures should be adopted to prevent fish from stress diseases	
Day - 6	<u>kacha nursery</u> :- advance fry is added to kacha nursery	for good management 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

Selection :- a bout 15-20 days after the initial manuring selecte
-d Species of carps are introduced into the pond when
Several Species of fishes are reared together in pond in
an intensive way

The Survival of fingerlings introduced into particular pond
depends vary much in their size bigger than size it should
-d have size of 10-15 cm

From the temperature point view the best time o
Stock of pond will be when the water in the pond is with
of 20° - 30° Obviously temperal are below 30° will affect the
growth of the fish

feed for the carps maybe are of two types
Natural artificial feeds and probiotics also the natura grow
the of feeding in pond can be increased by regular measu
ring

In water management all proper depth of water should
be maintained Harvesting can be done either by partially
drain 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	<u>Introduction of major carps</u> <u>Catla</u> :- large & broad head protruding saw	<u>Rearing</u> : upper-column	
Day -2	<u>feed</u> :- Fingerlings consume some plankton algae zooplankton	adults feed mainly on the surface	
Day -3	<u>Rohu</u> :- coloured fish with dark scales on its upper body	<u>Rearing</u> :- middle column	
Day -4	<u>feed</u> :- eat zooplankton on phyto plankton	feed water growth booster helps in faster growth	
Day -5	<u>Mrigal</u> :- is a ray finned fish covered with cycloid scales snout blunt	<u>rearing</u> :- Bottom column	
Day -6	<u>feed</u> :- plank feeds debris found in bottom	Bottom feeders	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: preparation of pond the optimum size of the

pond is rectangular with size varying from 0.1-20 hectares with depth ranging from 2.0 to 3.0 meters the soil - the of pond water fishes especially the crop alluvial soil with neutral pH ranging between 7.5 - 8.0 the pH has brought to neutral if the pond soil and water are saline alkaline

the aquatic weeds in fish pond are undersirable

They not take away can be eliminated through repeated netting of pond

The type of lime to be used depend on the water pit it is recommended the lime (CaCO_3) or $(\text{CaMg}(\text{CO}_3)_2)$ organic fertilizers such as urea (46% N) compound fertilizer like ammonium phosphate (16:20:0) can be used at 20-30 Kg / hectare.

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	read out the percentage of 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	<u>Nitrate test</u> :- indicates high nitrate level in a pond	Low nitrate levels improves health of fish	
Day -4	<u>Test</u> :- 5 drops of reagent in and reagent in test tube & shake it well	Red (or) pink: nitrate reduction Red - violet presence of nitrate	
Day -5			
Day -6			

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Salinometer:-

It is a device used to measure the salinity or dissolved content of solution
→ is specially a calibrated hydrometer to read out the percentage of salt 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 pond indicates a build up of fish waste

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

Red (or) pink nitrate reduction

red (or) violet - presence of nitrite

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	<u>Selection of Shrimps</u> — Sampling is most important factor in selection of juveniles	Don't Stocking should not be checking the quality of fry	
Day - 2	<u>Feeding</u> — Fresh fodder with good nutritional value should be selected and purchased	Don't's fodder should not be fed without catcubs -ting FCR	
Day - 3	<u>Water ownership</u> — Before stocking the water quality should be tested in lab	Don't without testing the quality of shrimp fry should not be released	
Day - 4	<u>Aeration</u> — Additional aeration must be properly arranged because few shrimps require a lot of vital	Don't High density cultivation should not be done without aeration	
Day - 5	<u>Health ownership</u> — Bio Security arrangements should be regularly reviewed	Don't the fence around the pond and bird net should not be torn	
Day - 6	<u>Hed</u> — planning should be done based on market demand.	Don't: Don't caught without proper planning caught on full moon days	

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 microscopic and PCR tests for shrimps quality seed is selected and stocked.

Don'ts:- Shrimp fry should not be purchased from hatcheries not licensed lay SSA

Feeders:- Fresh fodder with good nutritional value should be selected

Don'ts:- Do not use cheap feeders

Water ownership:- Check the standard range

oxygen and pH should be checked Every morning and evening

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

Aeration:- Depending up on no. of aerators pond should be arranged in 2 circles

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

Health ownership:- probiotics used instead of antibiotics
prawn in a check tray should be checked

Don'ts:- Some tools used in one pond should n't 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 for or any other work. Good environment is always boosting up your interest. A working Environment is the suitable social features and physical condition in which you perform your job. These elements can impact feelings and even being work place relationships collaboration and efficiency and employee health. The office is more comfortable and improving your communication. The work environment impacts

My confidence is increased overall environment is good at fisheries department through positive influence the entire working environment. The office is more comfortable at the Department. Minimum facilities to learn the is enough. They fixed the time from morning to evening for classes and framed timetable accordingly.

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 and allow as to test the theories and concepts we have been introduced to throughout our college carrier skills we have picked up during the course work is

Real Time Skills:-

- 1) communication
- 2) collaboration
- 3) time management
- 4) critical thinking
- 5) patience

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 to contribute to increased job satisfaction and active management of idea sharing among the people
- A successful and qualified intern needs to have a willingness to learn
- Internships are introduction to career fields that have the capacity to teach really valuable lessons for an intern's future career path
- It teaches us to be great listeners who know how to take decisions.
- Segregation myself with other interns to hang out with other interns and more 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 to mind take a moment and pay close attention that you go to what you say and how you say it

written things down:- Take a note when you are listening in a class or when you are in a meeting in internship or when talking to another person

Body Language matters:- This is important for face to face meeting and this for also video conference make

sure appear contact
maintain a positive attitude:- your positive attitude will shine through and other persons will know it and helps in people will 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
Society of thoughts Expression and aptness of language

Importance of Interpersonal Skills:-

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

* The person has to be more centric and less self centered

Importance of presentation of skills:-

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

Analytical Skills:- Ability to analyse and persuade others to
see the 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 finding harvesting handling processing and distributing of aquatic resources and their products. Processing technology helps reduce food loss and waste thus reducing the pressure on the fisheries resources and ensuring sustainability of the sector. Processing often results in a variety of by products harvesting of aquatic resources and produced is done either in the wild or in controlled environment. Estimates can be made easily meaning fish spend less time in widely used lab equipment like salinometer of water before introductions of fishers in pond for culture. Tests include nitrate test will be to identify the nitrate levels in the pond for in culture.

Student Self Evaluation of the Short-Term Internship

Student Name: **KUNDO:- Roshini**

Registration No: **212200109
-054**

Term of Internship: From: **20-08-23** To: **30-09-23**

Date of Evaluation:

Organization Name & Address: **Fisheries development office ilisopuram
-sririkaKulam.**

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:

K. Roshini
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: KUNDU:- Rashmi

Registration No: 212100109054

Term of Internship: From: 20-08-23 To: 30-09-23

Date of Evaluation:

Organization Name & Address:

Name & Address of the Supervisor
with Mobile Number

Please rate the student's performance in the following areas:

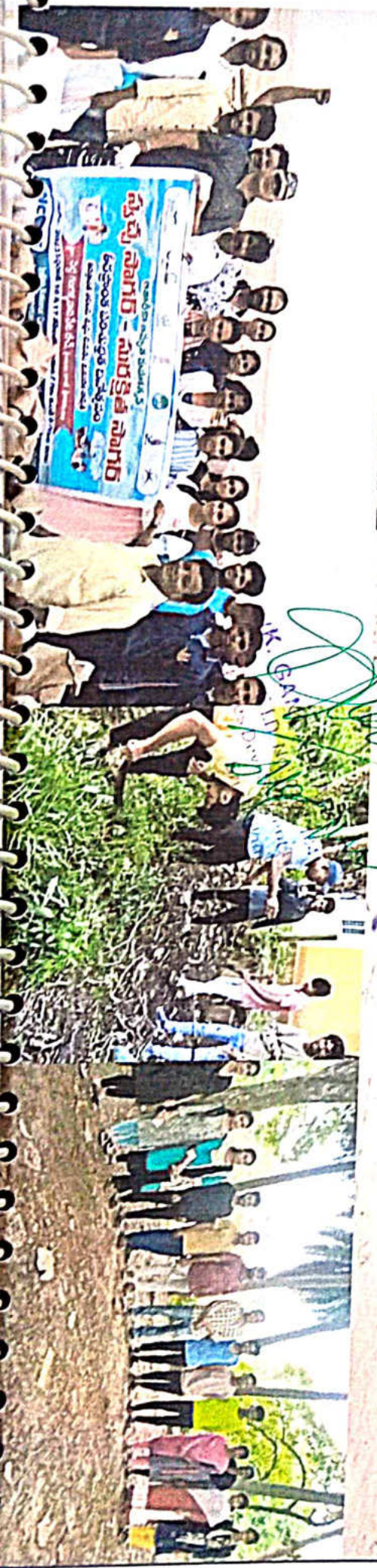
Please note that your evaluation shall be done independent of the Student's self-evaluation

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



K. Gangachari Rao
Signature of the Supervisor
F.S. SRIKAKULAM



EVALUATION

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)



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in