

# 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: Darshita Bhatnagar

Name of the College: Government Degree College, Man...

Registration Number: 2023/2024/2023

Period of Internship: From: 18/08/2023 To: 25/09/2023

Name & Address of the Intern Organization: Finance department

Ambedkar University  
YEAR



## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Padada. Agathri  
Programme of Study: Fisheries department  
Year of Study: 2022-2023  
Group: B2C  
Register No/H.T. No: 2122001049068  
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

  
Signature of the Faculty Guide

Certified by   
R. Gangadhar Rao  
Fisheries Development Officer,  
FSF, 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.

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# An Internship Report on

short term internship in fisheries department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

BSC. BZC

Under the Faculty Guideship of

Ravi babu Sar Harathi Madam

(Name of the Faculty Guide)

Department of

zoology, Govt degree Collage (Men) skm

(Name of the College)

Submitted by:

P. Gayathri

(Name of the Student)

Reg.No: 9192001049068

Department of

zoology Govt degree Collage (Men)

(Name of the College)

## Student's Declaration

I, P. Gayathri a student of Internship  
Program, Reg. No. 212 203104968 of the Department of zoology Government degree  
College do hereby declare that I have completed the mandatory internship  
from 20/08/2023 to 30/09/2023 in Fisherie (Name of  
the intern organization) under the Faculty Guideship of  
Harathi madam (Name of the Faculty Guide), Department of  
zoology, GDC (M) sklm  
(Name of the College)

P. Gayathri

(Signature and Date)

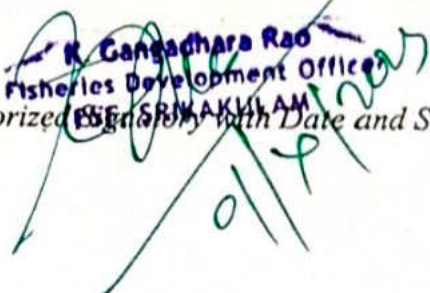
## Certificate from Intern Organization

This is to certify that PEDADA GAYATHRI (Name of the intern)  
Reg. No 2122001049068 of GIDC (M) SKLM (Name of the  
College) underwent internship in Dept. of fisheries, Govt. of AP (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).- ✓

  
Asst. Director of Fisheries  
PALASA



  
R. Gangadhara Rao  
Fisheries Development Officer  
Authorized Signatory with Date and Seal



## Acknowledgements

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

I Acknowledge the inspiring guidance, positive criticism and Encouragement rendered by respectable F00 Sir through 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.

# Contents



## CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

The Sustainable Fisheries management Project will be identify innovative for strengthening fisheries management. The Goal of Fisheries management is to produce Sustainable biological, Environmental and Socio Economic benefits from renewable aquatic resources. Resource Conservation, food production, generation of Economic wealth, generation of reasonable income for Fisheries, maintain Employment for fisheries, maintain Employment for fisheries, maintaining the viability of fishing communities are the main objectives 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 for quality, Nitrate levels in the water, DO's and Cont's of fish culture. Selection 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 identify innovative, cost effective mechanisms 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 of pond etc., major carps include catla, Rohu, mrigal and about their Raring and feeding habits. And management capacity of Secretariat of agriculture, live stock, Fisheries and food (SAGPVA), particularly those functions required. Local & foreign techniques for testing the quality, salinity of water. Skills acquired during the project include management of fishes, lab Equipment of fishary department communications.

## 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 be affected by various factors in pond.	
Day -2	<u>Soil and water</u> : - the soil type of water and its fertility is necessary	It controls pond stability, pH & salinity of water	
Day -3	<u>Aquatic weed</u> : they not only take away nutrients but also upset $O_2$ balance	If left unchecked may choke the water body posing a serious threat to fishes.	
Day -4	<u>Unwanted fishes (or) predators</u> : they may be unwanted fishes & predators were there	They compete with culture fish for food, nutrients	
Day -5	<u>Liming</u> : - liming should be done to the pond based on variety of culture	Liming includes $(CaCO_3)$ [ $CaMg(CO_3)_2$ ]	
Day -6	<u>Fertilizers</u> : plays a crucial role in fish culture	Ammonium phosphate (20-30 kg/ha)	



## WEEKLY REPORT

WEEK - 1 (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 0.1-2.0 hectares with depth ranging from 2.0 to 3.0 meters. The soil type of pond and its fertility status for the fresh water fishes especially the carp is alluvial soil with neutral P.H ranging between 7.2-8.0. The pH has to be brought to neutral if the pond soil and water are saline alkaline.

The aquatic weeds in fishpond are undesirable. They not only 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 predatory. They can be eliminated through repeated netting of pond.

The type of lime to be used depend on the water. pH. It is recommended the lime ( $CaCO_3$ ) or  $[CaMg(CO_3)_2]$  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 SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	<u>Selection</u> :- male and female fishers 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 shifted 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	measure 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.

Selecting: about 15-20 days after the initial manuring selected species of carps are introduced into the pond when several species of fishes are reared together in pond in an intensive way.

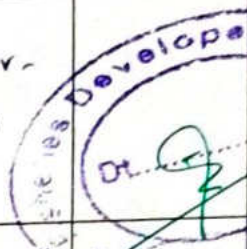
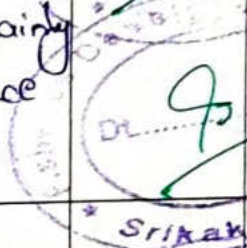
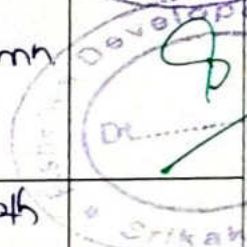
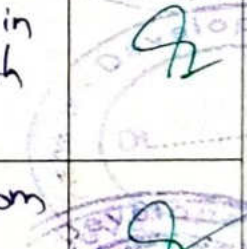
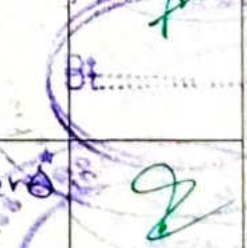

The survival of fingerlings introduced into particular pond depends very much in their size bigger than size. it should have size of 10-15 cm.

From the temperature point of view the best time of stock of pond will be when the water in the pond is with in the optimum range of 20°-30°. obviously temperature below 30°C will affect the growth of the fish.

Feed for the carps may be are of two types:- Natural, artificial feeds and probiotics also. The natural growth of feeding in pond can be increased by regular measuring.

In water management all proper depth of water should be maintained. Harvesting can be done either by partially draining water out of pond by repeated netting.

### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction of major Carps 1. Catla - Large & broad Head protruding Saw	Rearing upper-column	
Day -2	Feed: Fingerlings consume some plankton algae, zooplankton.	Adults feed mainly on the surface	
Day -3	Rohu: coloured fish with dark scales on its upper body	Rearing: middle column	
Day -4	Feed: Eat zooplankton phytoplankton	Feedable growth booster helps in faster growth	
Day -5	Mrigal: it is a ray finned fish, covered with cycloid scales, snout blunt	rearing: Bottom Column	
Day -6	Feed: Phyton feeder, debris found in bottom	Bottom feeders	



## WEEKLY REPORT

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

Objective of the Activity Done:

Introduction of major cards.

Detailed Report:

Catla fish:-

Catla fish is a large and bear broad head, with a large protruding lower jaw, and upturned mouth. It has large, greyish scales on its dorsal side and whitish on its belly. It reaches up to 132cm in length and 36kg in weight.

- It is a surface and mid water feeder.
- Adults feed on zooplankton and phytoplankton.

Rohu fish:-

Rohu fish has small head, sharp face, and lower lip is trill like long circular body covered with scales, it has maximum length of 1 meter.




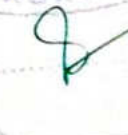
- Feed is in form of pellet, proteins etc..

Mrigal fish:-

Mrigal fish is large & long upper lip is curved to down, pair of trunk body is silver coloured, average body length is about 1 meter.

- > Feed is bottom based feeder
- > catch small insects, decomposed organic elements

## ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Salinometer: Device used to measure the salinity in a solution	Read out the percentage of salt in solution.	
Day -2	pH meter; It measures the hydrogen ion activity in water	Neutral: pH = 7 Acidic = pH < 7 Basic = pH > 7	
Day -3	Nitrate test: indicates high nitrate levels in a pond.	low nitrate levels improves health of fishes	
Day -4	Test: 5 drops of reagent A and reagent B in a test tube & shake it will.	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:

Laboratory

Detailed Report:

Salinometer

It is a device used to measure the salinity or dissolved content of a solution.  
→ it 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  $\text{pH} = 7$

Acidic solution  $\text{pH} < 7$

Basic solution  $\text{pH} > 7$

Nitrate Test:- High nitrate levels in pond indicates 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.

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	Selection of shrimp:- Sampling is most important factor in selection of juveniles.	Don'ts: blowing should not be checking the quality of fry	
Day -2	Fodder:- Fresh Fodder with good nutritional value should be selected and Purchased	Don'ts: Fodder should not be fed without calculating ICR.	
Day -3	Water ownership:- Before stocking the water quality should be tested in a lab	Don't: without testing the quality of shrimp fry should not be released	
Day -4	Aeration:- Additional aeration must be properly arranged because few shrimps require a lot of vital gas	Don'ts: High density cultivation should not be done without aeration.	
Day -5	Health ownership: Bio Security arrangements should be regularly reviewed	Don'ts: the fence around the pond and bird net should not be torn.	
Day -6	Harvest:- planning should be done based on market demand.	Don'ts: 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't's in culture.

Detailed Report:

After stress tests microscopic and PCB tests for shrimps, quality seed is selected and stocked.

Don't's:- Shrimp fry should not be purchased from hatcheries not licenced by CCA.

Fodder:- Fresh fodder with good nutritional value should be selected.

Don't's:- DO NOT use cheap fodder.

Water ownership:- check the standard range. oxygen 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 up on no. of aerators pond should be arranged in a circle.

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

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

Don't's:- Same tools used in one pond should not be used in other pond.

## CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Good Environment is very important for learning and doing for or any other work. Good Environment is always boosting up your interest. A working Environment is the sitting social feature and physical conditions in which you perform your job. These Element can impact feelings of well being, work place relationships, collaboration of well being, ~~work place~~ Efficiency and Employee health. The office is more comfortable and improving your communication. The work Environment impacts my mood, drive, mental health and performance. My confidence is increased. Overall environment is good at fisheries department through positive influence the entire work in Environment. The office is more comfortable and improving my communication. I feel there is a good interaction at the Department. Minimum facilities to learn there is enough. They fixed the time from morning to evening for classes and fromed timetable according.



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 us to test the theories and concepts we have been introduced to through out our colleg carrier skills we have picked up during the course area 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 carries field that have the capacity to teach really valuable lessons for an interns future ~~see~~ carrier path.
- > It teaches us to be great listeners who knows ~~base~~ how to take decisions.
- > showing the willingness to learn the work 'Experiment' at fields to after the Host Employees.
- > Every learning opportunities that comes our way, familize, ourself with various aspects of related areas.
- > Segregation ourself with other interns to hang out with other interns and make sure to establish a good work relation 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 to what you say and how you say it.

written things down:-

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

Body language matters:-

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

Maintain a positive attitude:-

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

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

The participating candidates will be assessed interns of clarity of thoughts, Expression and openness of language.

### Importance of inter persons skills:-

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

- > Emotional maturity and balance promotes good interpersonal relationships.
- > The person has to be more centric and less self centered.

### Importance of presentation of skills:-

Presentation is an effective way to communicate to a large number of people at the same skills.

### Leadership skills:-

Ability to take leadership roles and ability to lead inspire and carry the team along to help them achieve groups objective.

### Analytical skills:-

Ability to analyze and presude 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 product. Processing technology helps reduce food loss and waste. Thus reducing the pressure on the fisheries resources and fostering sustainability of the sector. Processing often results in quantity of by products harvesting of aquatic resources and production is done either in the wild or in controlled environments estimates can be made easily, meaning fish spend less time out of the water, increasing their survival rate. Technologies like ~~ecogenomics~~ and genetic analysis are useful technologies for improving productivity and quality of aquaculture products. SNPs have been emerged as a genotyping technology which is widely used lab equipment like Salinometer, pH meter helps in maintaining the quality of salinity of water before introduction of fishes in pond for culture. Tests include nitrate test will help to identify the nitrate levels in the pond (or) in culture.

## Student Self Evaluation of the Short-Term Internship

Student Name: P. Gayathri	Registration No: 2122001049068
Term of Internship: From: 20/08/2023 To: 30/09/2023	
Date of Evaluation: 1/10/2023	
Organization Name & Address: K. Gangadhar Rao, A/c officer sklm 9865 08 9765	

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:

R. Gayathri  
Signature of the Student



## Evaluation by the Supervisor of the Intern Organization

Student Name: <u>P. Gayathri</u>	Registration No: <u>2122001049068</u>
Term of Internship: From: <u>20/08/2023</u> To: <u>30/08/2023</u>	
Date of Evaluation: <u>1/10/2023</u>	
Organization Name & Address: <u>Fisheries development office, skm</u>	
Name & Address of the Supervisor <u>K. gangadhararao, FDO skm</u> with Mobile Number <u>9866089765</u>	

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



  
 Signature of the Supervisor  
 FSE, SRIKULAM

## PHOTOS & VIDEO LINKS







# EVALUATION





- 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)**

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