

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: AISHANU SHYAM

Name of the College: St. Ignace College, IITM

Registration Number: _____

Period of Internship: From: To:

Name & Address of the Intern Organization

University

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

Fisheries department Aquaculture o/o FDO, Srikakulam.

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

harathi

(Name of the Faculty Guide)

Department of

Zoology

(Name of the College)

Submitted by:

Govt Degree College (MEN) SKLM .

(Name of the Student)

Reg.No: 2122001049088

Department of

Zoology

(Name of the College)

Govt. Degree College (MEN), SKLM

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: **VASANA BHI BHARATH .**
 Programme of Study:
 Year of Study:
 Group: **(CBI) (B)**
 Register No/H.T. No: **2122001049088**
 Name of the College: **Govt Degree College (men)**
 University:

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded	
1.	Activity Log	25	24	21
2.	Internship Evaluation	50	50	50
3.	Oral Presentation	25	22	22
	GRAND TOTAL	100	96	93

Date: **01/11/2021**



Signature of the Faculty Guide

K. Gangadhara Rao
 Fisheries Development Officer
 FSF, SRIKAKULAM

Certified by **Fish**

Date:

Signature of the Head of the Department/Principal

Seal:

Student's Declaration

I, VASANTH BIJATH a student of Internship
Program, Reg. No. 2122001049088 of the Department of Zoology
College do hereby declare that I have completed the mandatory internship
from 16-08-2023 to 30-08-2023 in Fisheries department (Name of
the intern organization) under the Faculty Guideship of
harathi (Name of the Faculty Guide), Department of
Zoology, Govt. Degree college (MEN), SKM
(Name of the College)

N. Bharath
(Signature and Date)

Official Certification

This is to certify that VASANABHATH BHARATH (Name of the student) Reg. No. 21220010491086 has completed his/her Internship in Aquaculture w/o FDO, SKLM (Name of the Intern Organization) on Fisheries department (Aquaculture) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of _____ in the Department of Govt. Degree College (Men), SKLM (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide V. V. Murthy

Head of the Department [Signature]

Principal

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 Acknowledgements the inspiring guidance, positive criticism and encouragement rendered by Respectable Food Sir.

through the period of his investigation and preparation of the project, I am greatly indebted for his valid suggestions advice and help in collecting the project.

CHAPTER 1: EXECUTIVE SUMMARY

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

The sustainable Fisheries management project will be identity innovative for strenghting Fisheries management.

The goal of Fisheries management is to produce sustained biological, environmental and Socio-economic benefits from renewable aquatic resource conservation, food production, generation of economic wealth generation of reasonable income for Fisheries maintain employment for Fishers maintaining the viability of Fishing Communities are the main objective of Fish management.

The activities done during the intern period includes pond preparation for culture selection of Crop Fodder Feeding habits. Laboratory techniques for testing for quality Salinity Nitrate. Dissolved oxygen in water.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents



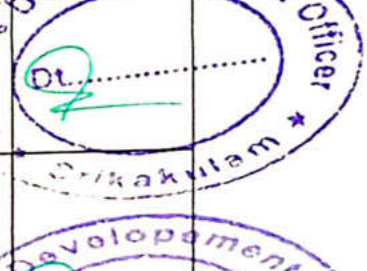


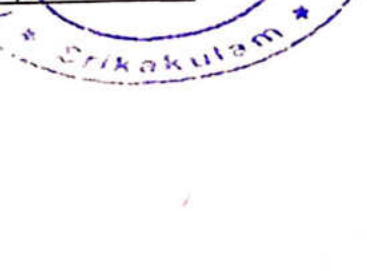
- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization 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 identity. innovative cost effective mechanisms for strengthening Fisheries management capacity. an accord with the strategic context to modernize the role of the public sector on this. we have learned about the pond management Section of shrimp Fodder given to the fish. Recored maintenance, water quality of pond etc major crops include Catla, Rohu, marigal and about their Raring and feeding habits and mangement Capacity of Subcentral agent. live stock Fisheries and tod (SAGP4A) . particularly those function required local & Foreign technique For testing the quality. Salinity & water skills. acquired during the project make mangement of fish equipment fishing Dependent 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 effected by various factors in pond	 Dt. _____ Srikakulam
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	 Dt. _____ Srikakulam
Day -3	<u>Aquatic weeds</u> : They not only take away nutrition but also upset O_2 balance	If left unchecked may choke the water body and reduce of fisher.	 Dt. _____ Srikakulam
Day -4	<u>unwanted fishers</u> They may be unwanted fishes & predators were there	They compete with culture body posing a serious feed nutrients	 Dt. _____ Srikakulam
Day -5	<u>Liming</u> : - liming should be done to the pond based on variety of culture	Liming includes $[CaCO_3]$, $[CaMg(CO_3)_2]$	 Dt. _____ Srikakulam
Day -6	<u>fertilizer</u> plays a crucial role in fish culture	Ammonium phosphate $(20-30 \text{ kg/ha})$.	 Dt. _____ Srikakulam

WEEKLY REPORT

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

Objective of the Activity Done: Preparation of pond

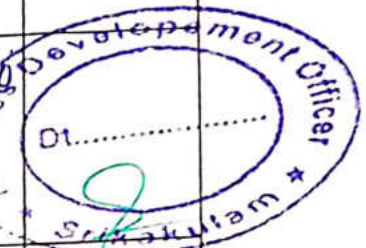


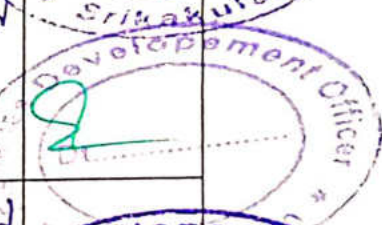

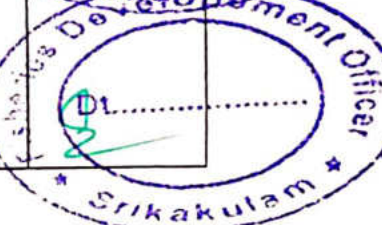
Detailed Report: Preparation of pond:- The optimum size of the pond is rectangular with size varying from 0.1-20 hectares with depth ranging from 2.0 to 3.0 meters. The soil types of pond and its fertility status for the fresh water fishes especially the common alluvial soil with neutral pH ranging between 7.5-8.0. The pH has brought to pond soil and water are saline alkaline.

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







The unwanted fishers may be they can be eliminated through repeated netting of pond.

The types of lime to be used depend on the water pH. It is recommended the [COCOS] organic fertilizers such as [46-1-0] compound like ammonium phosphate [16-20-0] can be used at 20-30 kg/ha.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	selection male and female fishes are introduced for breeding season	reclosed egg (1-10 days) is known as spawn	
Day -2	spawn : (20-25 days) is called fry (30-40 days) Advanced fry	fry should shifted to rearing tank	
Day -3	stunted finger ling :- High amount of density culture is called stunted fingerling	High priority is given for this	
Day -4	feeding :- General feed should given at morning and evening	on 6th day food protein - egg feed	
Day -5	water management :- measure should be taken to ensure water, soil quality	meo Sule should be adopted to prevent fish for diseases	
Day -6	kacha nursery Advance fry is added to kacha nursery	for good management practices	

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 crops 1. <u>caha</u> :- large & broad head protruding saw	Rearing :- upper column	
Day -2	<u>feed</u> :- fingerlings consume some algal zoo plankton	Adults feed mainly on the surface	
Day -3	<u>Rahu</u> :- colored fish with dark scales on its upper body	Rearing :- middle column	
Day -4	<u>feed</u> :- eat zoo plankton + phyto plankton	feed wale growth booster helps its faster growth	
Day -5	<u>mrigal</u> :- It is a ray fined fish covered with cyloid scales snout black	rearing :- Bottom column	
Day -6	<u>feed</u> :- plankton feeder debris found in bottom	Bottom feeders	

WEEKLY REPORT

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

Objective of the Activity Done: Introduction of major crops

Detailed Report: Calta fish

calta fish is a large and broad head with a long protruding lower jaw and upturned mouth it has scales on its side and whitish on its belly it reaches up to 182 cm in length and weight 36 kg
- it is a surface and mid water feeder.


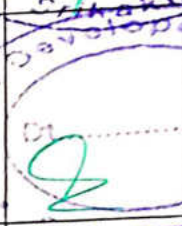
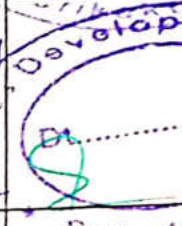
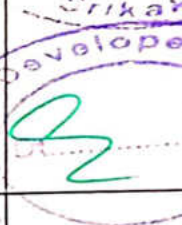
Rohu fish: Rohu fish has small head snout face and lower lip is like long circular body covered with scales length at meter.

- feed is in front of pectoral fins etc.

Mrigal fish: mrigal fishes large & long upper lip is curved to down pair. trunk body is silvered colour.

→ feed is bottom based feeders

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 salt in solution.	
Day -2	<u>pH meter</u> :- It measures the hydrogen activity in water	Neutral :- pH = 7 acidic = pH < 7 Basic = pH > 7	
Day -3	<u>Nitrate test</u> indicates high nitrate levels in a pond	low nitrate levels improves health of the fishes	
Day -4	<u>Test</u> :- 5 drops of reagent A and reagent B in a test tube shake it well	Red or pink nitrate reduction Red - violet present of nitrate	
Day -5			
Day -6			

WEEKLY REPORT

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

Objective of the Activity Done: laboratory

Detailed Report: Salina meter:-


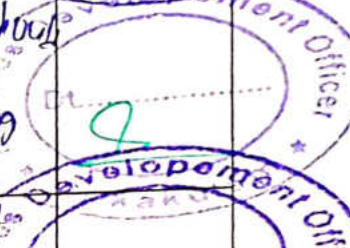
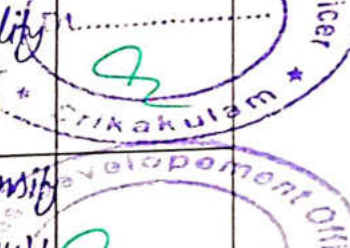


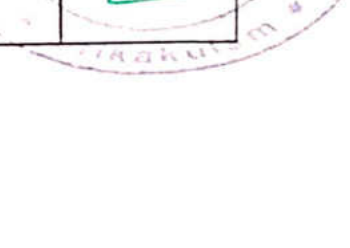
It is device used to measure the salinity or dissolved content of a solution
→ It is specially a calibrated hydrometer to read out the percentage of salt in a solution

pH meter:- A pH meter measures the hydrogen ion activity in water based solution.
indicates acidity of 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
→ low nitrate improves health of fish
→ high nitrate level increases.

TEST:- 5 drops of reagent A and reagent B in test tube & shake it well
Red (or) pink - nitrate reduction
Red (or) violet - presence of nitrate

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 yuvahiles	Don't's stocking should not be checking the quality at day	
Day -2	Fodder: fresh fodder with good nutritional value should be selected and purchased	Don't's fodder should not be fed with out calculating FCR	
Day -3	water owner ship Be for stocking the water quality should be tested	Don't's with out testing the quality at shrimp fry released	
Day -4	regulation: Additional aeration must be properly at of vited gas	Don't's: High density cultivational should not be done with out aeration	
Day -5	Health ownership: Bio security arrangements should be reviewed	Don't's: The ponds around the pond and bio d net shouldn't be torn	
Day -6	Ited: planning should be done based on market demand	Don't's: don't caught without proper mg on day	

WEEKLY REPORT

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

Objective of the Activity Done: Do's and don'ts in culture

Detailed Report: After stress test microscopic and PCR test for shrimp quality and is selected and stocked.

Don'ts: shrimp fry should not be purchased from hatcheries not licensed by CRH.

Fodder Fresh fodder with good nutritional value should be selected.

Don'ts : do not use cheap fodders.

water ownership: check the standard range oxygen and pH should be checked every morning and evening.

Don't : in saline ponds there is no need to add minerals every week.

Aeration depending up on no of aerators pond should be going in 2 circles

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 interest. A working environment is the setting in which you perform your job. These elements can impact feelings of well-being, work place relationships, collaboration, and employee health. There is more comfortable and improving your communication. The work impacts my mood, drive, mental health, and my confidence is increased overall. Environment is good at Fisheries Department through positive influence.

The office is more comfortable and improving my communication skills. I feel there is more. A good interaction at the Department minimum facility to learn accordingly.

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

Internship provides valuable practical experience and allow us to test the theories and concepts been introduced. 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
- at good team work to contribute to increased top satisfaction among the people.
- A successful and qualified intern needs to learn
- Internships are introduction to various fields that have the capacity to teach really.
- It teaches us to be good listeners who know how to take decision.
- Showing the willingness to learn the work experience at fields to offer the employees.
- segregation oneself with others to hang out with other interns & make sure to establish a good quality of 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 & pay close attention say & how you say it.

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

Body language matters:- This is important for face to face meeting & for also video conference make sure that appear accessible so hence open body language keep in eye on contact maintain a positive attitude

Your positive attitude will touch & other person will know it is 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 in terms of clarity and through expression and aptness of language.

Importance of Inter personal Skills

Inter personal skills reflect the ability of individual to interact with other members of the group.

→ Emotional maturity & balance promotes good self inter personal relationship.

Importance of presentation of Skills

presentation is an effective way to communication to a large number of people at the same time.

Leadership Skills

Ability to take leadership roles & ability to lead inspire & carry the team along to help them achieve group objectives.

Analytical Skills :-

Ability to analyze & persuade others to solve the problems of groups.

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 development include equipment & practices used for finding harvesting. handling processing at aquatic resources and their product. Process technology helps reduce food loss & waste the reducing the pressure on the fishers. by products harvesting at aquatic resource producing is done either in the wild or in controlled environment estimates be made easily meaning fish spend less time out of the water increasing their survival rate.

For improving productivity & quality of products SENS have been employed like salinometer, pH meter helps in maintaining the quality salinity of water before introduction of fisher in pond for identify the nitrate levels in the pond for in culture.

Student Self Evaluation of the Short-Term Internship

Student Name: **VASANABHI BHARATH** Registration No: **21220001049088**
 Term of Internship: From: **20/08/23** To: **30/09/23**
 Date of Evaluation: **K. Ganga Jhararao, FDO.**
 Organization Name & Address: **Fisher development OFFICE Ilispu**

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:

V. Bharath
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: VASAMBHI BHI RATH .	Registration No:
Term of Internship: From: 20/08/23	To: 30/09/23
Date of Evaluation:	
Organization Name & Address: Fisheries development office, Tiru ram, sklm.	
Name & Address of the Supervisor with Mobile Number: K. gangadhara Rao	

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

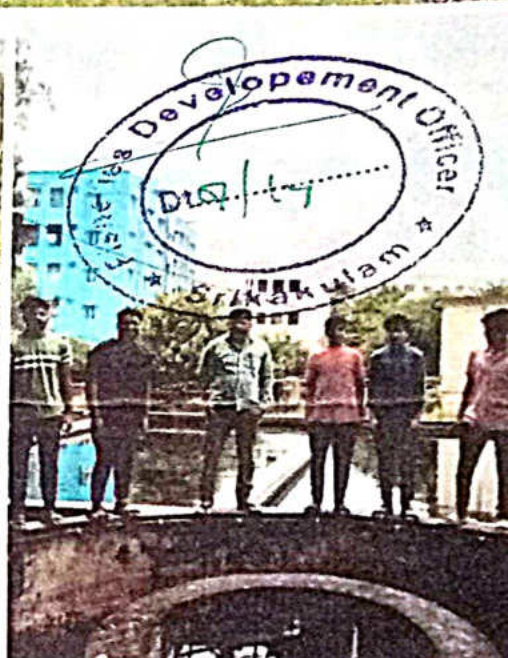
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
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7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	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



Page No:

Signature of the Supervisor

K. Gangadhara Rao
Fisheries Development Officer
FSF, 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