

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:

CH. ANILKUMAR

Name of the College:

GOVERNMENT DEGREE COLLEGE (MEN)

Registration Number:

2122001566012

Period of Internship:

From: 18-08-23 To:

30-09-2023

Name & Address of the Intern Organization

Amada Lavasa (model)

Saikalav.

Agriculture dept.

Amada Lavasa.

Dr. B. Ambekar University

YEAR

An Internship Report on

Agriculture department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.Sc (MCIC)

Under the Faculty Guideship of

MENTOR- R. VENKATESWARA RAO .

(Name of the Faculty Guide)

Department of

G.D.C (MEN) SHEL

(Name of the College)

Submitted by:

CHITTIVALASA ANILKUMAR

(Name of the Student)

Reg.No: 2122001566012

Department of

G.D.C (MEN) SHEL

(Name of the College)

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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Student's Declaration

I, CH. ANILKUMAR a student of G.D.C (MEN) SVLM
Program, Reg. No. 21220001566012 of the Department of B.Sc (MCIC)
College do hereby declare that I have completed the mandatory internship
from 18-8-2023 to 30-9-2023 in Agriculture department (Name of
the intern organization) under the Faculty Guideship of
R. VENKATESWARA Rao (Name of the Faculty Guide), Department of
G.D.C (MEN) SVLM
(Name of the College)

Ch. Anilkumar
(Signature and Date)

Official Certification

This is to certify that CHITRAVALASA AMALAKAMAR (Name of the student) Reg. No. 227700566012 has completed his/her Internship in AgriCultural 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 B.Sc (Med) in the Department of B.D.C (Med) SMM (Name of the College).

This is accepted for evaluation.

Endorsements


Faculty Guide


Head of the Department

Principal
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM



M. M. S. S. S. S. S.
20/10/22
(Signature of the Date and Sign)
Amadalavalasa
Srikakulam (Dist.)

Certificate from Intern Organization

This is to certify that Shoxt - team Internship (Name of the intern)
Reg. No 2122001566012 of B.D.C (MEN) SVLM (Name of the
College) underwent internship in Agriculture Dept (Name of the
Intern Organization) from 18-08-2023 to 20-9-2023

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

M. Mahanarayan
Authorized Signatory with Date and Seal
Amadalavalasa
Srikakulam (Dist.)

Acknowledgements

my sincere efforts have made me to accomplish the task of completing this short term internship I have taken effort in this project. However, it would not have been possible without the kind support and help of many individuals.

I would like to express my sincere gratitude to my principal Mrs. D. P. Surekha garu. and the college staff and our mentor - Rao Sir and Mr. Shanthosh Sir who are trained to us in field.

I am highly indebted to my mentor Sir. for his valuable guidance which has promoted my efforts in all the stages of this Internship.

Finally, words are not sufficient to express gratitude my cherished family members for supporting me without their encouragement and support I would have not reached this stage.

Contents

This is the Report of short term internship in agriculture department. Every thing is mentioned this Report. The security activities what have to be done and information about department in general will.

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.

Report of the Short term Internship :-

- * We have been gone for field inspection with Agriculture officers in certain working period.
- * And we learned how to inspect the fields.
- * In RBK (Rajshw barosa Kotham) the Agriculture are giving suggestion to farmers and getting awareness for the modernizing farming.
- * And we learn how to operate the various different machines that machines are highly useful to farmers for breeding crops and information getting about government schemes.
- * The farmers can sell the crops to directly in RBK with out mediators the government giving of reasonable costs to farmers.
- * RBK conducts is the seed quality test and soil test there are equipments for all that.
- * RBK gives vehicle and machine for farming to farmers of low cost.

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.

A:- Agriculture Department.

i.e. RBK (Raithu Berozha Kendram)

B:- Rythu Bhoosaba Kendram is one stop shop for supply of government certified Agriculture inputs (seeds, Fertilizers, Pesticides) Animal husbandry & Fisheries inputs to the farmers inputs to the farmers and farmer knowledge center for giving scientific agri advisories to the farmers.

C. under YSR Rythu Bhoosaba - PM Kisan scheme, farmers get a financial assistance of 13,500 per annum where the state government contributes 7,500 and 6000 is the contributed by the government of India. Tenant farmers were also considered eligible to the scheme.

D. RBK was established at every Panchayat i.e. Andhra Pradesh with the trained technical staff in Agriculture (VAA), Horticulture (VHA), Sericulture (VSA) - in areas with intensive sericulture, and fisheries RBKs maintain stricts of inputs for Agriculture and allied sectors.

E. Taken job duties very by industry but their responsibilities, include learning and becoming professional software, conflicting tasks assigned by their supervisor and attending meeting where they take minutes.

F:- RDS meaning women assurance centers. The government of Andhra Pradesh are the one stop shops for farmers' needs of panchayat level in the state of Andhra Pradesh. Govt has launched this scheme to bring more transparency and ensure quality of services to the farm community in the state.

G:- one - stop - sectors - to - sales service window the farmers set up by the Andhra Pradesh government have caught the eye at E. Ethiopia.

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.

- * There are various services in Rythu Bazarsha Kotham.
- * The A.P government releasing welfare schemes for farmers by the RBK.
- * The Farmers getting equipment for farming by RBK at seasonal wise.
- * The RBK is buy the cows from farmers directly with out mediator systems.
- * RBK Provide the vehicle power.
- * RBK Conducts the Agriculture test to seeds.
- * RBK maintains the digital libraries.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	meet the mandal Agriculture officer and allocated to RBK	Just observed the that soil test report	P. Santoshy..
Day - 2	Introduction of Staff .	Structure of organisation	P. Santoshy..
Day - 3	VA was explained about Fertilizer	Learn a bit the Fertilizer	P. Santoshy..
Day - 4	VA - Explained about what the villages highly	Learn about mtrug logu mtrull	P. Santoshy..
Day - 5	explained about e-crop booking in RBK	Learn about to book seeds e-crop	P. Santoshy..
Day - 6	Explained about tenant forms what will get from govt.	Learn about tenant farmer	P. Santoshy..

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Receiving the Soil tests from station in ADV	Just observed the that soil test report	P. Santoshy..
Day -2	VA was taught [explained] about soil carb's.	Learn about advantages of soil carb's	P. Santoshy..
Day -3	VA was explained about fertilizers	Learn about the fertilizers explain positions area.	P. Santoshy..
Day -4	VA explained about what the villages highly	Learn about mTulogal, 1064, mTuligal	P. Santoshy..
Day -5	explained about e-crop booking in RBD	Relationship to book gets e-crop	P. Santoshy..
Day -6	explain about tenant farmers what will get from govt	Learn about tenant farmer	P. Santoshy..

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VA explained about e-crop bootcamp	learned Advantages about e-crop boot to farmer	P. Santoshy..
Day - 2	shown e-crop bootcamp in iMC	learned how to login - crop bootcamp	P. Santoshy..
Day - 3	distributed the fertilizers to farmer	learned how to get farmers get fertilizers	P. Santoshy..
Day - 4	Interacted with local farmers and shown their fields	learn how farmers their fields	P. Santoshy..
Day - 5	explain about cve costs	learned about cve costs	P. Santoshy..
Day - 6	Applied the detail of farmers in cve.	learn about cve.	P. Santoshy..

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explain about CMC system	learned ship system	P. Sankar...
Day - 2	checked the farmers details for who are eligible for the RB.	learned how to check.	P. Sankar...
Day - 3	explained about make making out farmers fields	Just observed it.	P. Sankar...
Day - 4	explained about how much money getting money per Anum	farmers getting 130001- per a num form he state central	P. Sankar...
Day - 5	explained about he mediated system to farmers and traders	Got knowledge about.	P. Sankar...
Day - 6	explained about which facility giving by govt to farms	learned about that.	P. Sankar...

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge Signature
Day - 1	Learned about in substance system in e-crop system	know about in substance quality of crops in a crop	P. Sathish...
Day - 2	Went to field for observing cultivation	Learn about crop.	P. Sathish...
Day - 3	visited the learned library which was developed by govt.	watch out the library.	P. Sathish...
Day - 4	Learn about the digital library	learned about digital library	P. Sathish...
Day - 5	Attend the General meeting in Sachinrayam	Just attend it.	P. Sathish...
Day - 6	Learn the details about the (Vice) Raddy seeds.	learned about the Raddy seeds.	P. Sathish...

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	explained about CE (crop cutting) 515 cutting crop	learned about it.	P. Saitoh...
Day -2	explained about CE [crop cutting] 515 cutting crop	learned about it.	P. Saitoh...
Day -3	explained about DEU (for trading) farmers sell their crops	knew about farmer sell their crops to govt.	P. Saitoh...
Day -4	knew about Rati and what is farming in that season	learned about it.	P. Saitoh...
Day -5	knew about what transport techniques are given by govt.	govt is provide the transport facilities to farmer	P. Saitoh...
Day -6	distribute the facilities to farmers which is given by govt.	distributing the fertilization.	P. Saitoh...

WEEKLY REPORT
WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

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.)

I have experienced very well in my working area. The staff of my working area. who are very pretty interacted with me. They trained me very well.

The staff have a bunch. that is effected on me. I was learned lot of thing from them. mainly the VI santhosh kumar is pretty good.

The were shown the new techniques in agriculture. we are spent lot of time in field the RBK staff have a more necessary experience in technology and their fields.

There is marvellous team work between them.

They are mutually supporting everyone of them.

They had a good discipline.

Every thing have process.

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

- * Every work in systematically managed
- * The time punctuality most important.
we should have time punctuality in work
- * Discipline and respect which are we should have to maintain with farmer.
- * we have to get awareness in farmers on technology and modern farming.
- * Explain to the farmers from digital library information.
- * let them know about schemes which are released by Government.

Ex:- Rythu bharata (13,000 per annum)

- * To provide future vision on farming
- * And provide sense on climate
- * And motivate the farmers for using organic pesticides.

ex:- natural made pesticides.

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.

- * managerial skills are abilities and traits needed to perform certain duties, usually as it pertains to overseeing a team. Such as solving problems, communicating well, and motivating employees. Such skills can be learned through practical experience or courses and then honed on the job.
- * I have acquired leadership qualities like, endurance, courage, leading, responsible. and productively using of time, short goal setting and decision making.
- * analysis on every thing.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.)

- * I am learning communication skills through the reading news papers and interact the new people and participating in debates, visiting places.
- * I am improving my written skills through the writing essays.
- * I am make conversation b/w my friends and higher official for improve my conversation skills.
- * smiling greeting to my girl friends for learn and practice communication.
- * maintaining niceties and protocols are better practices for improving communication skills.
- * Giving speeches is also improving our skills.

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

- * The group discussions, I will speak clearly on topic. I will give proof on what speak.
- * And I will give opportunities to parents and friends in group discussion.
- * Contributing as a team member. I maintain the responsibility of my team.
- * I will lead the team and motivate them.
- * I am improving my skill by through a better decisions.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

A:- * In RBK (Aythya Basosa Khandram) there have been lot technologies developed.

eg:- Digital Kiosks machines.

* The Digital Kiosks machines are made for farmers.

* The Kiosks machines useful for online crop tracking he will get money in 21 days.

* The Kiosks machines have camera for capture farmer faces. and digital display for display the seeds with quality and the farmer can buy the seeds directly.

* machinery customs are available in RBK.

eg:- tractors, cutting machines, Ploughing Vehicles and transporting vehicles.

Student Self Evaluation of the Short-Term Internship

Student Name: CHITTIVALASA ANILKUMAR

Registration No: 2122005660 12

Term of Internship: Short From: 18-08-2023 To: 30-9-2023

Date of Evaluation:

Organization Name & Address: Agriculture Dept. (Aythya Bharosa Hachan)
Kangalavada (532185)

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:

Ch. Anilkumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: CHITIVALASA ANILKUMAR	Registration No: 217160156617
Term of Internship: Start From: 18-08-2023 To: 30-09-2023	
Date of Evaluation:	
Organization Name & Address: AGRICULTURE DEPT, KANAKALASA (531185)	
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
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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. Sathya ..
Signature of the Supervisor

Page No:

Evaluation by the Supervisor of the Intern Organization

Student Name: CHITIVALASA ANILKUMAR	Registration No: 217160156617
Term of Internship: Start From: 18-08-2023 To: 30-09-2023	
Date of Evaluation:	
Organization Name & Address: AGRICULTURE DEPT, KANAKALASA (531185)	
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

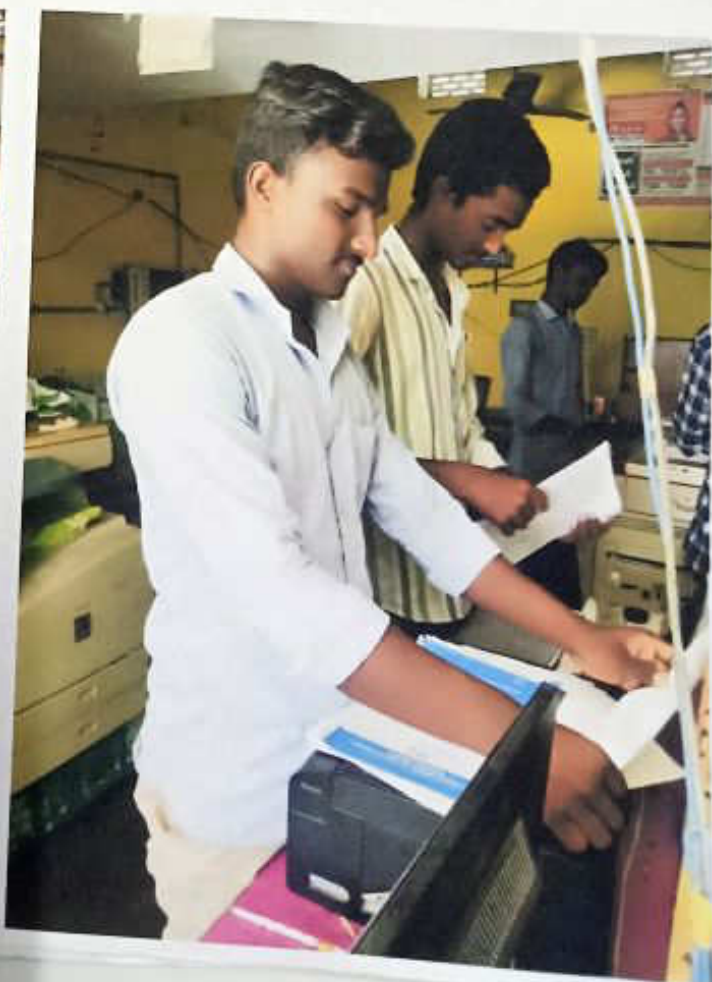
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
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11	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. Sathya ..
Signature of the Supervisor

Page No:

PHOTOS & VIDEO LINKS



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)

INTERNAL ASSESSMENT STATEMENT

Name of the Student: CHITTIVALASA ANILKUMAR

Programmer of Study: B.Sc (MCIC)

Year of Study: 2021-2023

Group: B.Sc (MCIC)

Register No/H.T.No: 2122001566012

Name of the college: G.D.C (MEN) SKLM

University: DY. DR. AMBEDKHAR UNIVERSITY.

SI.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	17
2	Internship Evaluation	30	20
3	Report	25	21
4	Oral presentation	25	20
5	GRAD TOTAL	100	78

Date:

Guide


Signature of the Faculty

Date:

Seal:

Department/Principal



Certified by

Signature of the Head of the
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM