

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: V. SAI DURGA HARSHAVARDHAN
Name of the College: GOVT DEGREE COLLEGE FOR (MEN)
Registration Number: 2122001036058
Period of Internship: From: 16/08/2003 To: 30/09/2003
Name & Address of the Intern Organization :- ETCHERIA, POLICE QUARTERS

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the persons working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.

12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. **Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.**
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and reputation of your College.

An Internship Report
On
(Title of the Internship)

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

Name of the College: GOVT. DEGREE COLLEGE (MEN)

Department: ECONOMICS

Name of the Faculty Guide: PR. K. VASUDEV RAO

Duration of the Internship: From 16/11 To... 30/11

Name of the Student: V. SAI DURGA HARSHANARDHAN

Programme of Study BA (HIPS)

Year of Study: 2021-2024

Register Number: 2422001036058

Date of Submission: 03/10/2023

Student's Declaration

V. Sai durga harshavardan
I, ~~.....~~, a student ofProgram, Reg. No. 2122001036258 of the
Department of Economics..... College do hereby declare that I have
completed the mandatory internship from 08/8 to 30/9.....in
(Name of the intern organization) under the Faculty Guideship
of K. VASUDEVA RAO (Name of the Faculty Guide), Department of Govt.....
degree college (men.) (Name of the College)

V. Sai durga harshavardan
(Signature and Date)

Endorsements

Faculty Guide

K. Vasudeva Rao

Head of the Department

C. S. S.

Principal

B. S. S.

Certificate from Intern Organization

This is to certify that V. Sundaragharsha vardan (Name of the intern) Reg. No. 92200103603 of G.V.T. Degree College (men) (Name of the College) underwent internship in (Name of the Intern Organization) from to

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



Authorized Signatory with Date and Seal
[Signature]
ETCHERLA P.S.
Srikakulam Dist.

ACKNOWLEDGEMENTS

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.

- ① out come of police department it should be provides an security to the public and maintain an non-violence in the surroundings.
- ② The head of department in the police station is S.I he controls the station authority and takes an actions.
- ③ In the police station different types of cases would be come and their problems should be told to the department of police, Later than they show an problem checks the both member and takes an correct decision would annouce it the people.
- ④ In Every village the police station would be there It should be controls non-violence and robberies from an temples and houses they should be protect.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

- ① maintain the rules and regulations.
- ② Follow sections from the police department.
- ③ In police station decision would be correct.
- ④ Any type of problems should be solve.
- ⑤ It can be makes us protect each and every place to awareness, should mainly important.
In this aspect.
- ⑥ All would their in police department like's constables, police officers and an home guards they would be there to do the work in the station.

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.

- ① In the police department is an important the public service sector, because so many things happens in our surroundings.
- ② police department having a right to involve in an type of case to fight with offence.
- ③ Final decision would be taken in the police department.
- ④ Once F.I.R Should be filed it become an Case.
- ⑤ The writer in the police Station, he writes the total information each and each information, to develop the better option to solve an Case.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Etchorla police station Khajipela has 11 functionaries & volunteers.

Main functions are in follows.

1. Panchayati secretary
2. Digital Assistant
3. Welfare and Education Assistant.
4. Engineering Assistant
5. Village and Education Revenue Officer
6. Agricultural Assistant
7. Veterinary Assistant
8. Village survey
9. Matula surveyor police
10. Constable
11. Line man

Overall - in charge is Panchayati survey who is maintaining all the activities in and around

Field visit by SI give an opportunity how well the organization state is behaving with the villagers.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Roles and responsibility of digital assistant and welfare education Assistant	various services to citizens and type of welfare schemes	
Day - 2	Roles and responsibility of VRO and village surveyor	- Do -	
Day - 3	responsibility of constable and SI	- Do -	
Day - 4	responsibility of SI Sir	Roles in Animal -s in the Park - of police department	
Day - 5	Rule of welfare and education Assistant & visits	visit in the every rules and regulations.	 16/9/23
Day - 6	field visit by SI, constable Distribution	all every Problem are the main incha rge.	 16/9/23

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Deriving of Division (citizen) of a shelter possible time

1. Inverse of caste & income
2. Halation (land)
3. family member certificate
4. Birth & death conditions

applying for the schemes of the eligible condition part of field verification

1. YSR Premium
2. YSR chayutha
3. YSR Rice card
4. YSR Ammavadi
5. YSR vidya devina

field activity:- Ration distribution to house hold at door step by MOS

field Activity:- land Resurvey using 'CORS' the local technology & recover for accuracy in a main point.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division and Responsibility of malixila police.	Awareness program for safety of women and child	Summi 16/9/2023
Day - 2	Division and Responsibility of engineering Assistant	ongoing walk Requirements and measures	Shubal 16/9/2023
Day - 3	field Activity SPG survey PM-Jay survey	knowing about type of house hold & their eligibility	Summi 16/9/2023
Day - 4	field Activity House hold survey PDS Distribution	knowing about types of house hold & their eligibility	Sadumou 16/9/2023
Day - 5	online service by digital Assistant	know how to apply caste / income Certificate	Chinu 16/9/2023
Day - 6	re-brief on last 5 days Activation.	overall I learned maintenance & implementation to do better for notification	Lokesh 16/9/2023

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the unit by ANM we visited several for any health issues and recommended few medications. Also spoke to pregnant women for any difficulties observed the well being and kindness to the people with ANM.

Also accompanied by Habila police visited house to educate the children for good touch and bad touch awareness for the girl for not being shy. Any harassment happened should be reported.

No of online services & survey are going on and participation and acquired knowledge about how a system women are demand of

Acquired knowledge on digital literacy, how application are filled online what are the demands are attached and concerned.

Knowing the eligibility criteria of all welfare schemes of State Government.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Define the SI in an beyond SCA cloused beyond SCA	shortest possible time for service	Cml 16/04/2023
Day - 2	Definition of GDP and its objection overcome	Development process	msb 16/04/2023
Day - 3	finds allocated to Grama Police station.	General test for 15th toll management	sal 16/04/23
Day - 4	house and shops hold survey in system. 1, 2, 3, 4, 5	most likely to income security	msb 16/04/2023
Day - 5	home held survey of cloths 6, 7, 8, 9, 10	categories of house hold	Chine 16/04/2023
Day - 6	home held survey of 11, 12, 13, 14, 15	- do -	A. madhu 16/4/2023.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

S/A service like Agreement
In Gram ward police station there are more
than 546 service each service in having their
own sale.

for eg:-

1. Inname in its shops :- 7 days

2. shop schedule - 30 days

3.

4.

Gp op - police department programme.

It is a planning program for the
development of the police department.

→ Road survey planning

→ Street program planning

→ new over need towns.

finds - for smooth skims & development acts
in Grama panchayat branch are being held
general funds house for properly run
15th finance - gramina from state.
Government.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	types of state government welfare schemes & their eligibility	welfare in the primary concern for the existing government	Arun 16/9/2023
Day - 2	welfare calendar for the year 2022-2023	planned execution and implementation of welfare schemes	Chir 16/9/2023
Day - 3	field visits what is gramapanchayat what is agriculture land what is my land?	Basic knowledge of a village visit and boundaries	Sanjay 16/9/2023
Day - 4	E-KYC mandatory for all the welfare schemes how E-KYC is done	Digital literacy using mobile/small phones	Saswathi 16/9/2023
Day - 5	six step validation of eligibility for all welfare and non-welfare schemes	Digital literacy training acquired.	Chir 16/9/2023
Day - 6	De brief of all the 5 days activation.	very informative	A. Kumar 16/9/2023.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

sale Government welfare schemes and its eligibility criteria. application program. field verification. E-kyc program.

eg: ↓ police department ↓
↓ ↓ ↓
aap widow singlwomen disability kharid

All these types of pension have a different types of police certificate.

Welfare calendar shown the decisions planning and implementation are known at right time in a project and police department.

E-kyc [Electronic know your citizen] which given, then the live location of the citizen it is mandatory for all the house holds for all welfare schemes.

Six-steps validation. to make eligible for a scheme.

- 1) NO Govt employer in house counts.
- 2) NO Income tax pay in house holds.
- 3) NO more than 3 Acres of police department.
- 4) Disha app in all mobiles are the survey in the police department.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Introduction of state and roles	organization structure	Hong
Day - 2	We review functions and their responsibilities.	organization working hands	V. K. Sme
Day - 3	various functions and their defined were and responsibility.	- DO -	K. Reave
Day - 4	field visit by Constable Anam and SI in PM - Jay survey	Implementation of PM - Jay scheme	T. Wos
Day - 5	field visit by SI Anmental survey	How ANM's are survey and police support.	K. Rave
Day - 6	field visit by ays school visit	Awareness Program - e of Disha	malal

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 experienced a very good working environment with professional knowledge & kind of people in this organization all the staff are very punctual in attending the office.

They had shown an interest in technology and how the system working and administration activities are handled in a procedural manner.

The time they spent for us in being working schedule are appreciable, the shall co-operation & extended their operation in the Internship programme.

The digital assistants are used for helping in hearing advanced and needs all this moment of accountability, which keeps the system trust and worthy.

I am satisfied myself to this organization (namam word Sachivalayam) protocols, and working culture.

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

→ Each work is systematically managed

Application program - Digital Assistant
field revalidation - welfare Assistant

third party verification - Administrative staff

pre - Applied - VRO

Final - Applied - MPNDRRO

Every one is using the technology band
work to avoid duplicity and ignore transparency
in the eligibility of any scheme.

- 1) Bio - metric Division
- 2) Android Smart phones
- 3) IRIS scanners
- 4) face Authentication.

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.

1. achieved the real-time governance process real predicting which is very realistic and given management, competence & analog skills

Every work in time is bounded and can't be neglected whole work is observing the activity, & decision making is very important

for doing any thing firstly practical know ledge and secondly planning and the procedure for implementation

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.,)

My communication skills are modified and improved myself in communications to different people in different places.

My written communication has improved by writing my evolution description/ thoughts.

My confidence level is very high and will continue with the same.

My anxiety level is low. I am very much patient and listen to music when I feel anything & I learn more anxiety management technologies.

My speech ability is moderate and it will be improved by communication skills.

I always greet every one when I see them & those then whenever they do good.

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

In group discussion. I always speak with point to point and don't try to improve I will be clear as what I am saying

I also encourage others to participate in the discussions to share I am saying

I always conclude the group discussion in a friendly & formal manner

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

first things:

1. Handling of smart phones
2. Bio-Metric Drision
3. TRIS scanner
4. face authentication program

which given the realistic procedure

Secondly :-

using E-pos machine in pos

thirdly :-

- using 'Cops' & 'Reven in land Re-namely program.

- using Drones in identification of marks in land allotment program

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: V.SAT DURGA HARSHA VARDHAN

Term of Internship: From 16/8/23 To 30/9/23

Date of Evaluation:

Organization Name & Address: ETCHERIA, POLICE QUARTERS

Name & Address of the Supervisor with Mobile Number: ETCHERIA, POLICE STATION

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: V.SAJ DURGA HARSHA VARDHAN

Term of Internship: From 16/08/23 To 30/9/23

Date of Evaluation:

Organization Name & Address: ETCHERLA, POLICE QUARTERS

Name & Address of the Supervisor: ETCHERLA, POLICE STATION
with Mobile Number:

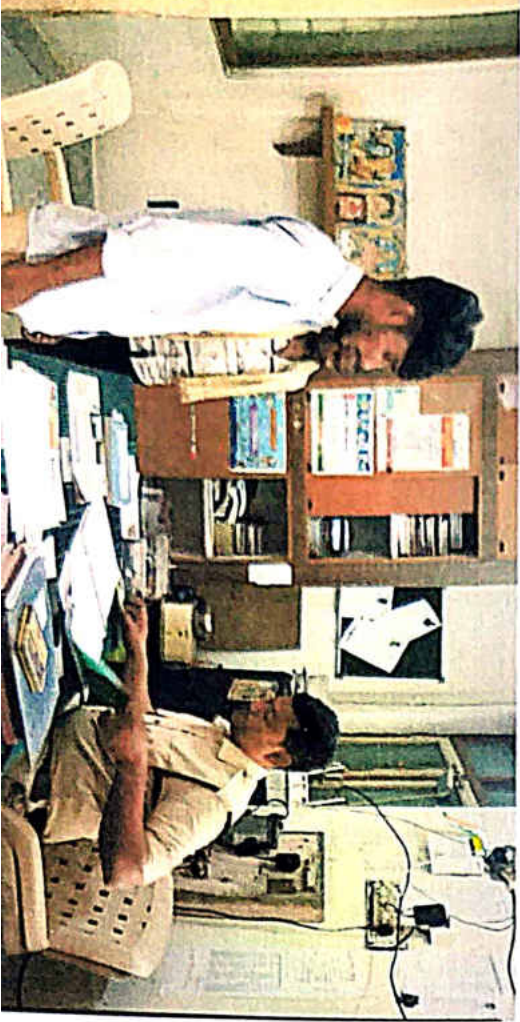
Please rate the student's performance in the following areas:

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
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13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5


Signature of the Supervisor





PHOTOS & VIDEO LINKS