

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: Mandangi. SureSH

Name of the College: Govt Degree College (H.E.N.)

Registration Number: 2122001066027

Period of Internship: From: 03/7/2023 To: 30/09/2023

Name & Address of the Intern Organization Seethampeta police station
Seethampeta Police Station,

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 prestige of your College.

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of B. COM (Computer)

Name of the College: Government Degree College (men) Srikakulam.

Department: B. COM (Computer)

Name of the Faculty Guide: N. Pavan

Duration of the Internship: From 15/09/2023 to 30/09/2023

Name of the Student: Handangi. Suresh

Programme of Study 2022 - 2023

Year of Study: 2nd Year

Register Number: 2122001066027

Date of Submission: 15/10/2023

Official Certification

This is to certify that Hamolangi, Swadesh (Name of the student) Reg. No. 2122001066027 has completed his/her Internship in Seethampeta police station (Name of the Intern Organization) on police station of Seethampeta (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B. Com. (Computer) in the Department of Govt. Degree College (men) ^{Grikakulatti} (Name of the College).

This is accepted for evaluation.

 19/11/2023.

(Signatory with Date and Seal)

Sub Inspector of Police
Seethampeta Police Station
Parvathipuram Manyam Dist. A.P.

Endorsements


Guide


Head of the Department


Principal

Student's Declaration

I, M. Madhavi Suresh, a student of Short term internship Program, Reg. No. 2122001066027 of the Department of B.COM. (Computer) College do hereby declare that I have completed the mandatory internship from 15/1/23 to 20/9/2023 in Seetharipeta police station (Name of the intern organization) under the Faculty Guideship of M. Ravani, (Name of the Faculty Guide), Department of Govt. Degree College. (M.E.N.) Sakshi (Name of the College)

M Suresh
(Signature and Date)

Endorsements

[Signature]
Faculty Guide

[Signature]
Head of the Department

[Signature]
Principal

Certificate from Intern Organization

This is to certify that V. Sankarajeyar Suresh (Name of the intern) Reg. No. 2122001066072 of Govt. Degree College (1st) (Name of the College) underwent internship in Seethampeta Police Station (Name of the Intern Organization) from 12/08/2023 to 30/9/2023.

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

Authorized Signatory with Date and Seal

 09/11/2023.

Sub Inspector of Police
Seethampeta Police Station
Parvathipuram Manyam D.S.L.A.P.

ACKNOWLEDGEMENTS

The Internship Opportunity I had with Police Department -
Mandalay was great - chance for learning and
professional development.

I Express my deepest Thanks to my
Supervisor Sir for taking me to useful to work
in petty use in Police station, and useful to decision
& Given necessary advices and guidance and arranged,
all facilities.

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 from our
Specialty and Principle Madam.

M. Suresh

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 Main Objective of The Police department responsible for Maintaining public order and safety Enforcing The law and preventing detecting and investigating Criminal activities,

The Project help to improve Verbal written and, Community skills, It provides, awareness, and, Understanding of different point and demonstration, Knowledge of police job and objectives, of police department.

The activities, done by me during the Intern, Period includes, Visiting of Traffic Police duty It shall be the duty Every police officer Promptly to obey and, Execute all orders, notices, Law fully issued, to him, By any Competent Authority.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

Police department at located at ^{Seetharipeta} ~~Amambaka~~ the mission of police department to keep you and your family and our community. Safe calls, for services, will be, answered, in a positive and helpful manner if all instance, where possible,

They encourage, the applicants, to apply early & suggest doing a ride along with the agency it would, also help review, public information, on the city.

DGP → ADGP → IGP → DIG → SP → ASP → DSP
PC ← HC ← ASI ← SI ← Insp ←

The main responsibility of police officers, is to uphold, law and order in its area,

the police are expected, to play a society are
Maintainance, of law and Maintanace of order.

CHAPTER 3: INTERNSHIP PART

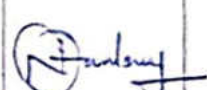
Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

The police department plays a key ^{role} in society to secure people. The police are entrusted with the duty of taking the peace and harmony of a society role over, also have the friendly nature and logical thinking. activities,

they conduct some awareness, camps on Traffic rules, and necessity of wearing helmet. We visited, the Traffic and Control the regarding vehicles, Regarding The signals.

We impose fine fee to those who are in drunk drive, who doesn't obeys Traffic Rules And, we didn't helmet.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	To written pity cases.	I learn how to write pity case in station.	
Day - 2	To written pity cases.	I learn how to write pity Case in station.	
Day - 3	To written pity cases.	I learn how to write pity Case in station.	
Day - 4	To written pity cases.	I learn how to write pity Case in the station.	
Day - 5	To written pity cases.	I learned how to write pity Case in station.	
Day - 6	To written pity cases.	I learned how to write pity Case in the station,	

WEEKLY REPORT

WEEK - 1 (From Dt. 18/8/2023 to Dt. 20/9/2023)

Objective of the Activity Done:

Detailed Report:

In this week I learn about how to write the petty cases in the station. In the part of it I learned so much the petty cases.

are the case I written, here I learn in internship at police station, in Southampeter that is a wonderful experience here,

The petty cases I written in this those are someone has come to police station, then case has to write in a paper, according to that the police officer inspect & also in that there are in those are mark & address of the person, whether, where he was missed, something that is also written in the petty cases.

I learned a lot of things from a lot of things in the police station, as a internship.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	To write pity cases	I learn how to write pity cases in station	
Day - 2	write pity cases	I Learn how to write pity case s in station	
Day - 3	write pity cases	I Learn how to write pity cases in station	
Day - 4	write pity cases	I Learned how to write pity cases in station	
Day - 5	write pity cases	I Learned how to write pity cases in station	
Day - 6	write pity cases	I Learned how to write pity cases in station	

WEEKLY REPORT

WEEK - 2 (From Dt. 15/8/2023 to Dt. 20/9/2023)

Objective of the Activity Done:

Detailed Report:

In this week I learn about the how to write the petty cases in the petition in the part of it. I learned so much the are written petty cases means small cases those case are written by me.

The petty cases in those involved, many more small cases I learned some petty cases those are some body stolen, the wallet-thing is the open petty cases, another one is a person come and said the mobile phone was missed, in the bus.

these type of petty cases are written, in this week it's a great-experience from this internship.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I stand on road to Control Traffic	I learn to travel on the road safety	(Signature)
Day - 2	I Control Traffic	I learned to travel on the road safety	(Signature)
Day - 3	Control Traffic	I learned how to travel on the road safety	(Signature)
Day - 4	Control Traffic	I Learned how to Travel on the road safety	(Signature)
Day - 5	Control Traffic	I Learned how to Travel on the Road safety	(Signature)
Day - 6	Control Traffic	I Learned how to Travel on The road safety	(Signature)

WEEKLY REPORT

WEEK - 3 (From Dt. 20/8/2023 to Dt. 26/9/2023)

Objective of the Activity Done:

Detailed Report:

In this week I learnt a lot of things here when daily activity is assigned for the this week up to Control the Traffic. It's a part of it I can give my best.

In the Traffic Controlling Police are instructed know to do what are the type of traffic signals. There are three signs are there are Red green & Orange.

In the Red sign we have to stop when ever the green sign is given. Then only go. Orange sign is indicated to ready to start.

As a part of traffic rules I learned we always walk on left side of the road. In this week I learned some things.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I stand on road, checking vehicles	I learn how to write on the road safety	(Signature)
Day - 2	I control check	I learn how to write on road safety	(Signature)
Day - 3	I vehicle check	I learned how to write on road safety	(Signature)
Day - 4	I vehicle check.	I learned how to write on road safety	(Signature)
Day - 5	I vehicle check	I learned how to write on road safety	(Signature)
Day - 6	I vehicle check	I learned how to write on road safety	(Signature)

WEEKLY REPORT

WEEK - 4 (From Dt. 21/8/2023 to Dt. 30/9/2023)

Objective of the Activity Done:

Detailed Report:

The Main objective of The police department is responsible for maintaining public order and safety enforcing the law and preventing detecting and investigating criminal activities.

The project help to improve verbal written and communication skill it provide awareness and understanding of: direct-point-and demonstrate knowledge of police services and objectives of police department.

The activities done by me during the intern period, includes visiting of Traffic police duty it shall be the duty Every police officer promptly to obey and execute all orders arrements law fully issued to him by any competent

Authority.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	To write in Crimp,	I learn how to write cases in station.	<i>(Signature)</i>
Day - 2	write pithy Crimes	I learn how to write pithy cases in station.	<i>(Signature)</i>
Day - 3	write pithy Crimes	I learned how to write pithy cases in station.	<i>(Signature)</i>
Day - 4	write pithy Crimes	I learned how to write pithy cases in station.	<i>(Signature)</i>
Day - 5	write pithy Crimes	I learned how to write pithy cases in station.	<i>(Signature)</i>
Day - 6	write pithy Crimes	I learned how to write pithy cases in station.	<i>(Signature)</i>

WEEKLY REPORT

WEEK - 5 (From Dt. 22/8/2023 to Dt. 30/9/2023)

Objective of the Activity Done:

Detailed Report:

The police department play a key role in society to secure people. The police are entrusted with the duty of bringing the peace and harmony of a society more over also have the friendly nature and logical thinking activities.

They conduct some awareness camps on traffic rules necessity of wearing helmet. We visited the Traffic Control Centre and control the vehicles regarding the signals.

We impose fine fee to those who are in drunk drive. who doesn't obeys traffic rules and we didn't helmet.

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.)

In this week I learn about the how to write the petty cases in the station. In the part of it I learned so much. the petty cases means small cases those case are written by the

the petty cases in those involved, many more small cases I learned some petty cases. those are some body steals the wallet. this is the open petty cases another one is a person come and, said my mobile phone was missed, in the bus.

these type of petty cases are written in this week it's a great experience & also I learned a lot-thing from this internship.

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

Police department at-located to Seethampeta
The Mission of Police department to keep you
and your family and our Community safe
Call for Services will be answered in a positive
and help-ful manner in all instances where
possible.

They encourages the applicants to apply
early & suggest doing a ride with along
with the agency. It would also help review
public information, on the city.

DGP → ADGP → IGP → DIG → SP → ASP
PC ← HC ← ASI ← SI ← INSP ← DSP ←

The Main Responsibility of police
officers is to uphold Law and Order
in it's area.

The police expected to by a society
are Maintenance, if Law and Maintenance
of order.

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.

I learned about the how to write the pity cases in the station, In the part of it. I learned so much, the pity cases means small cases those cases are written, by me.

The pity cases in those involved many more small cases. I learned some pity cases those are somebody's stolen. The wallet- this is the open pity cases, another one is a person, come & said my mobile phone was stolen in the bus.

These type of pity cases are written in this week it's a great experience & also I learned a lot- thing from this internship.

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.)

In this week I learned a lot of things here when daily activity is assigned for the this week as to Control The Traffic only a part of it I can give my best.

In the Traffic Controlling police are instructed show to a what are use of Traffic Signals. In the Traffic Signal there are three signs are there are Red, Green, & Orange.

In the Red Sign we have to stop when even the green sign is given then only go. Orange sign is indicated to Ready to start.

As a part of Traffic Rules I learned we always walk on left side of the Road. In this week I learned some much.

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

I Express my deepest-Thanks to My Supervisors sir for taking part- to use full to while in pity use in police department- and use full to decision & Given necessary advices and guidance and arranged all facilities,

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

I acknowledge the inspiring guidance from our faculty and police department- opportunity I had with police department individual was great- change for learning and professional department-

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

The main objective of the police department responsible for maintaining public order and safety enforcing the law and preventing detecting and investigating criminal activities.

The project help to improve verbal written and communication skills It provides awareness and understanding of different point and domestic knowledge of police and objectives of police department.

The activities done by me during the Intern, period includes visiting of Traffic police duty It shall be the duty every police officer, promptly to obey and execute all orders, warrants law fully issued to him by any competent Authority.

Student Self Evaluation of the Short-Term Internship

Student Name & Registration No: Manchangi Suresh : Reg ' 2122001066027
 Term of Internship: From 18/8/2023 To 30/9/2023
 Date of Evaluation: 30/9/2023
 Organization Name & Address: Seethampeta police station
 Name & Address of the Supervisor: @thorlaug
 with Mobile Number:

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

M. Suresh
 Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Mandangi Suresh Reg: 2122001066027
 Term of Internship: From 18/8/2023 To 30/09/2023
 Date of Evaluation: 30/9/2023
 Organization Name & Address: Seetharipeta police station.
 Name & Address of the Supervisor with Mobile Number: (Signature)

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
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(Signature)
 Signature of the Supervisor
 Sub Inspector of Police
 Seetharipeta Police Station
 Parvatipuram Barampudi D.D. A.P.

PHOTOS & VIDEO LINKS

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

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Name of the College: Govt Degree College (MEN)

Registration Number: 2122001066027

Period of Internship: From: 03/7/2023 To: 30/09/2023

Name & Address of the Intern Organization Seethampeta police station
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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.
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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.
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On
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Submitted in accordance with the requirement for the degree of B. Com (Computer)

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Department: B. Com (Computer)

Name of the Faculty Guide: N. Pavani

Duration of the Internship: From 15/09/2023 to 30/09/2023

Name of the Student: Handangi. Suresh

Programme of Study 2022 - 2023

Year of Study: 2nd Year

Register Number: 2122001066027

Date of Submission: 15/10/2023

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This is accepted for evaluation.

 19/11/2023.

(Signatory with Date and Seal)

Sub Inspector of Police
Seethampeta Police Station
Parvathipuram Manyam Dist. A.P.

Endorsements


Head of the Department


Principal

Student's Declaration

I, M. Suresh, a student of Short term internship Program, Reg. No. 2122101066027 of the Department of B.COM. (Computer) College do hereby declare that I have completed the mandatory internship from 15/1/23 to 20/5/23 in Seetharipeta police station (Name of the intern organization) under the Faculty Guideship of M. Ravi, (Name of the Faculty Guide), Department of Govt. Degree College. (M.H.N.) Sakshat (Name of the College)

M Suresh
(Signature and Date)

Endorsements

[Signature]
Faculty Guide

[Signature]
Head of the Department

[Signature]
Principal

Certificate from Intern Organization

This is to certify that T. Sankarajeyan (Name of the intern) Reg. No. 2122001066072 of Govt. Degree College (1st) (Name of the College) underwent internship in Seethampeta Police Station (Name of the Intern Organization) from 12/08/2023 to 30/9/2023.

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

Authorized Signatory with Date and Seal

 09/11/2023

Sub Inspector of Police
Seethampeta Police Station
Parvathipuram Manjram D.S.L.A.P.

ACKNOWLEDGEMENTS

The Internship Opportunity I had with Police Department -
Mandalay was great - chance for learning and
professional development.

I Express my deepest Thanks to my
Supervisor Sir for taking me to useful to work
in petty use in Police station, and useful to decision.
& Given necessary advices and guidance and arranged,
all facilities.

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 from our
Specialty and Principle Madam.

M. Suresh

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Suggestive contents

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

Police department at located at ^{Seetharipeta} ~~Amambaka~~ the mission of police department to keep you and your family and our community. Safe calls, for services, will be, answered, in a positive and helpful manner if all instance, where possible,

They encourage, the applicants, to apply early & suggest doing a ride along with the agency it would, also help review, public information, on the city.

DGP → ADGP → IGP → DIG → SP → ASP → DSP
PC ← HC ← ASI ← SI ← Insp ←

The main responsibility of police officers, is to uphold, law and order in its area,

the police are expected, to play a society are
Maintenance, of law and Maintenance of order.

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 police department plays a key ^{role} in society to secure people. The police are entrusted with the duty of taking the peace and harmony of a society role over, also have the friendly nature and logical thinking activities,

They conduct some awareness camps on Traffic rules and necessity of wearing helmet. We visited, the Traffic rule Center and control the regarding vehicles, Regarding The signals.

We impose fine fee to those who are in drunk drive, who doesn't obeys Traffic Rules And, we didn't helmet.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	To written petty cases.	I learn how to write petty case in station.	(Signature)
Day - 2	To written petty cases.	I learn how to write petty Case in station.	(Signature)
Day - 3	To written petty cases.	I learn how to write petty Case in station.	(Signature)
Day - 4	To written petty cases.	I learn how to write petty Case in the station.	(Signature)
Day - 5	To written petty cases.	I learned how to write petty Case in station.	(Signature)
Day - 6	To written petty cases.	I learned how to write petty Case in the station.	(Signature)

WEEKLY REPORT

WEEK - 1 (From Dt. 18/12/2023 to Dt. 20/12/2023)

Objective of the Activity Done:

Detailed Report:

In this week I learn about how to write the petty cases in the station. In the part of it I learned so much the petty cases.

are the case I written, here I learn in internship at police station, in Southampeter that is a wonderful experience here,

The petty cases I written in this those are someone has come to police station, then case has to write in a paper, according to that the police officer inspect & also in that there are in those are mark & address of the person, whether, where he was missed, something that is also written in the petty cases.

I learned a lot of things there a lot of thing in the police station, as a internship.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	To write pity cases	I learn how to write pity cases in station	(Signature)
Day - 2	write pity cases	I Learn how to write pity cases in station	(Signature)
Day - 3	write pity cases	I Learn how to write pity cases in station	(Signature)
Day - 4	write pity cases	I Learned how to write pity cases in station	(Signature)
Day - 5	write pity cases	I Learned how to write pity cases in station	(Signature)
Day - 6	write pity cases	I Learned how to write pity cases in station	(Signature)

WEEKLY REPORT

WEEK - 2 (From Dt. 15/8/2023 to Dt. 20/9/2023)

Objective of the Activity Done:

Detailed Report:

In this week I learn about the how to write the petty cases in the petition in the part of it. I learned so much the are written petty cases means small cases those case are written by me.

The petty cases in those involved, many more small cases I learned some petty cases those are some body stolen, the wallet-thing is the open petty cases, another one is a person come and said the mobile phone was missed, in the bus.

these type of petty cases are written, in this week it's a great-experience from this internship.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I stand on road to Control Traffic	I learn to travel on the road safety	(Signature)
Day - 2	I Control Traffic	I learned to travel on the road safety	(Signature)
Day - 3	Control Traffic	I learned how to travel on the road safety	(Signature)
Day - 4	Control Traffic	I Learned how to Travel on the road safety	(Signature)
Day - 5	Control Traffic	I Learned how to Travel on the Road safety	(Signature)
Day - 6	Control Traffic	I Learned how to Travel on The road safety	(Signature)

WEEKLY REPORT

WEEK - 3 (From Dt. 20/8/2023 to Dt. 26/9/2023)

Objective of the Activity Done:

Detailed Report:

In this week I learnt a lot of things here when daily activity is assigned for the this week up to Control the Traffic. It's a part of it I can give my best.

In the Traffic Controlling Police are instructed know to it what are the type of traffic signals. There are three signs are there are Red green & Orange.

In the Red sign we have to stop when ever the green sign is given. Then only go. Orange sign is indicated to ready to start.

As a part of traffic rules I learned we always walk on left side of the road. In this week I learned some much.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I stand on road, checking vehicles	I learn how to write on the road safety	
Day - 2	I control check	I learn how to write on road safety	
Day - 3	I vehicle check	I learned how to write on road safety	
Day - 4	I vehicle check.	I learned how to write on road safety	
Day - 5	I vehicle check	I learned how to write on road safety	
Day - 6	I vehicle check	I learned how to write on road safety	

WEEKLY REPORT

WEEK - 4 (From Dt. 21/8/2023 to Dt. 30/9/2023)

Objective of the Activity Done:

Detailed Report:

The Main objective of The police department responsible for maintaining public order and safety enforcing the law and preventing detecting and investigating criminal activities.

The project help to improve verbal written and communication skill it provide awareness and understanding of: direct-point-and demonstrate knowledge of police services and objectives of police department.

The activities done by me during the intern period, includes visiting of Traffic police duty it shall be the duty Every police officer promptly to obey and execute all orders arrements law fully issued to him by any competent Authority.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	To write in Crimp,	I learn how to write cases in station	<i>(Signature)</i>
Day - 2	write pithy Crimes	I learn how to write pithy cases in station	<i>(Signature)</i>
Day - 3	write pithy Crimes	I learned how to write pithy cases in station	<i>(Signature)</i>
Day - 4	write pithy Crimes	I learned how to write pithy cases in station	<i>(Signature)</i>
Day - 5	write pithy Crimes	I learned how to write pithy cases in station	<i>(Signature)</i>
Day - 6	write pithy Crimes	I learned how to write pithy cases in station	<i>(Signature)</i>

WEEKLY REPORT

WEEK - 5 (From Dt. 22/8/2023 to Dt. 30/9/2023)

Objective of the Activity Done:

Detailed Report:

The police department play a key role in society to secure people. The police are entrusted with the duty of bringing the peace and harmony of a society more over also have the friendly nature and logical thinking activities.

They conduct some awareness camps on traffic rules necessity of wearing helmet. We visited the Traffic Control Centre and control the vehicles regarding the signals.

We impose fine fee to those who are in drunk drive. who doesn't obeys traffic rules and we didn't helmet.

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.)

In this week I learn about the how to write the petty cases in the station. In the part of it I learned so much. the petty cases means small cases those case are written by the

the petty cases in those involved, many more small cases I learned some petty cases. those are some body steals the wallet. this is the open petty cases another one is a person come and, said my mobile phone was missed, in the bus.

these type of petty cases are written in this week it's a great experience & also I learned a lot-thing from this internship.

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

Police department at-located to Seetharipeta
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Call for Services will be answered in a positive
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They encourages the applicants to apply
early & suggest doing a ride with along
with the agency. It would also help review
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The Main Responsibility of police
officers is to uphold law and order
in it's area.

The police expected to by a society
are maintenance, if law and maintenance
of order.

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.

I learned about the how to write the pity cases in the station, In the part of it. I learned so much, the pity cases means small cases those cases are written, By me.

The pity cases in those involved many more small cases. I learned some pity cases those are somebody's stories. The wallet- this is the open pity cases, another one is a person, come & said my mobile phone was stolen in the bus.

These type of pity cases are written in this week it's a great experience & also I learned a lot- thing from this internship.

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.)

In this week I learned a lot of things here when daily activity is assigned for the this week as to Control The Traffic only a part of it I can give my best.

In the Traffic Controlling police are instructed show to a what are rule of Traffic Signals. In the Traffic Signal there are three signs are there are Red, Green, & Orange.

In the Red sign we have to stop when even the green sign is given then only go. Orange sign is indicated to Ready to start.

As a part of Traffic Rules I learned we always walk on left side of the Road. In this week I learned some much.

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

I Express my deepest-Thanks to my Supervisors sir for taking part-to use full to while in pity use in police department- and use full to decision. & Given necessary advices and guidance and arranged all facilities.

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

I acknowledge the inspiring guidance from our faculty and police department- opportunity I had with police department individual was great- change for learning and professional department-

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

The main objective of the police department responsible for maintaining public order and safety enforcing the law and preventing detecting and investigating criminal activities.

The project help to improve verbal written and communication skills It provides awareness and understanding of different point and domestic knowledge of police and objectives of police department.

The activities done by me during the Intern, period includes visiting of Traffic police duty It shall be the duty every police officer, promptly to obey and execute all orders, warrants law fully issued to him by any competent Authority.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Manchingi Suresh : Reg ' 2122001066027
 Term of Internship: From 18/8/2023 To 30/9/2023
 Date of Evaluation: 30/9/2023
 Organization Name & Address: Seethampala police station
 Name & Address of the Supervisor: Chowdary
 with Mobile Number:

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

M. Suresh
 Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Mandangi Suresh Reg: 2122001066027
 Term of Internship: From 18/8/2023 To 30/09/2023
 Date of Evaluation: 30/9/2023
 Organization Name & Address: Seethanipeta police station.
 Name & Address of the Supervisor with Mobile Number: (Signature)

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
11) Quality of work	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)
 Signature of the Supervisor

Sub Inspector of Police
 Seethanipeta Police Station
 Parvatipuram Mangam Dist. A.P.

PHOTOS & VIDEO LINKS