

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

Short Term Internship

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

Program Book for Internship

Name of the Student: DASARI. RAJESH.

Name of the College: Govt Degree college (men) Srikakulam

Registration Number: 2122001067028

Period of Internship: From: 21/08/23 To: 23/09/23

Name & Address of the Intern Organization: police department
Etcherla (mandalam) police
station, Srikakulam

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 6 months of 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 (u)
Department of police station "Etcherla" (m)
J.R puram (varele)

Name of the College: Govt. Degree college (men) srikakulam
Department: B.com (varele)

Name of the Faculty Guide: S. Eswara Rao

Duration of the Internship: From 21/08/23 To 23/09/23

Name of the Student: DASARI. RAJESH.

Programme of Study Department of police station

Year of Study: 2023

Register Number: 2122001067028

Date of Submission: 02-11-2023

Student's Declaration

I, D. Rajesh, a student of B.com (G) Program, Reg. No. 2122001067028 of the Department of Art's group College do hereby declare that I have completed the mandatory internship from 21/08/22 to 23/09/23 in police department (Name of the intern organization) under the Faculty Guideship of S. Suman Rao sir (Name of the Faculty Guide), Department of police department Commerce Department Govt. Degree College (men) (Name of the College)

D. Rajesh

(Signature and Date)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that DASARI RAJESH (Name of the intern) Reg. No. 2122001067028 of Govt. Degree (M) Srikakulam Name of the College) underwent internship in Police Department (ETC) (Name of the Intern Organization) from 21/08/23 to 23/09/23.....

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


Sub-Inspector c
Authorized Signatory with Date and Seal
Srikakulam

ACKNOWLEDGEMENTS

This police department internship support it this result of an amalgam of two motifs is would not someone possible without the participation.

assistance at numbers are and people alongs to the way these I have thank them all police department that was in care of would into special juvenile department.

police department I achieved skills and development's course and most would like to all these who make this respect possible between on making with their kind forest of others all their

In care of all logistics of more then I started by the short-term Internship of Department of police.

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.

Department of police in that office on that respect for job. and get that more then value of society of knowledge.

I am choosing that short term internship was led into that recording and management so to that honor.

police Department has that facility of knowledge and get on that recording of moment of that Department of police that as happen.

objection of police department.

- * Rural development
- * No crime Rate of society.
- * No Law & order work.

not came of work hard to Department providing it needs to that option.

That remake of possible,

Importance of need security of society

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.

Introduction of police Department :-

The Department of police on that sub of security of society.

single criminal of service system.

That had been that police service of level. on that Department also.

The Request of Department of police
I get that record on that moment to
a classic organization.

the police Department and criminal base
formation on that project.

Impact of organization and get record
that implement and get record.

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.

Version service of police Department.

Various welfare schemes.

on going project work on the department
public security of management Department

Gramama soagathar.

working method on that project work.

Field weight.

- Necessary of organization and

- Animal survey.

- Hook hold survey.

pre production of natural collection

- 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 staff and workers.	organization of staff police Department.	
Day - 2	Various functions of police department.	organization working hard to that complete	
Day - 3	The Third day of police department went came to that court of Delet to that situation.	The mobile court has decided by that option.	
Day - 4	The department got impact of management S.I. situation to criminal situations handle.	The whole Depart ment and get that recording of income.	
Day - 5	Field visit by (H. G) Home guard 112 call Therapulem.	Indecent drinking and in functions of manager.	
Day - 6	That last week and get Impact of day's aforementioned.	same knowledge of matter in Their work.	

WEEKLY REPORT

WEEK - 1 (From Dt. 21/08/23. to Dt. 26/08/23)

Objective of the Activity Done:

Detailed Report:

Police Department of Etcherla
The department functioning.

main functions are in follow:-

- * Respect S.I sir on that duty of Head of police station.
- * The digital medical information.
- * Singlet of Alleted.
- * mandal of head station
- * criminal case of Law
- * Department of police.
- * Veterinary Adjudend.
- * security of Department.
- * ASI and get more then constable and Home Guard's

over all in charge i police report security who in that mandalony it chivation in and a good

field of visit by on that station and information on that reporting that them.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division of Department and drink and drive ride to go and SI sir and me also.	Imp. That was SI sir to that 4 mems of SI. sharanarayan	
Day - 2	The police Department C.I. sir office go there on that Ranasthalam C.I. office J.R. Poomam	It's happened to also been take then what like to say of Record	
Day - 3	The Responsibility of method and get record and getting on that order to come	in case of logic and managed of clark to that Department	
Day - 4	Import of criminal Law's and section's telling to me	It's happened to that more information.	
Day - 5	field visit by C.I. sir to come of charla	That happened to get record crime report.	
Day - 6	Then what happened Even get helmet import us and managed.	security of Logistics and management also.	

WEEKLY REPORT

WEEK - 2 (From Dt. 28/05/23 to Dt. 02/07/23)

Objective of the Activity Done:

Detailed Report:

morning! - Early morning to crime report
to send that sp office and
information to get recording
* improve that one of Income
* The health, Accented, of classic
* birth & death of logicians

Applying that scheduled to be
eligible of part of field verification
on that recording information.

* Importance of

- 1! - Don't drink and drive

- 1! - No helmet with very
usally of lines are classed

- 1! - Importance to Thorpe Ride
to very big lines are count
negotiated.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division of responsibility of Department of Police.	That make happens together recording of classic.	
Day - 2	The value to get recording that plan and managed.	Importance to get recording that happened of life.	
Day - 3	Information of activity of Department and England that have.	Involving that happened to be their one option	
Day - 4	Field of activity of House of sovereign & reporters of locality	That service of recording that happened to closed.	
Day - 5	Acknowledge that opened of knowledge that option.	very detailed of managed get importance	
Day - 6	De herself of list of stage of activities	make sure of Department And get.	

WEEKLY REPORT

WEEK - 3 (From Dt 24/09/23. to Dt 09/09/23)

Objective of the Activity Done:

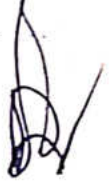
Detailed Report:

Early visit of Department to
gather the information on that
police department and getting that level
of simple street programme of local
that was made been happened to
have. Police department used.

The strategy to get income to
that regarding on that CI sir also
concerning on that importance to get
succeeding and that management also
important of logic.

There was to go of modeling
impulse. That sir was also
to Chelapalam to Accident zone also
to get improve your mind further
to get succeeding that option.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Director of police department and magt to get record.	in Case of importance of Engelthly	
Day - 2	The department of society of clinic to get record.	one option of that managed to get record	
Day - 3	Important on that and that log on that manage.	Learning that office of to get recording there.	
Day - 4	police department made make benbox happen to case.	implement of classification on that record record.	
Day - 5	Department managed on that clinic to get recording that	The department to get record on that police	
Day - 6	SI sign to great time to upgrade to change.	improvement also to make Happend	

WEEKLY REPORT

WEEK - 4 (From Dt. 11/09/23 to Dt. 16/09/23)

Objective of the Activity Done:

Detailed Report:

The police Department officer

* CI sir called to that Disha Team.

* Improve of clinic of program to get facility on that report.

* Improvement and get recording that happened to case.

* Improve to hand that make bea select to serve to work.

* The police Department was happy to that improve that clinic on that recording that happened.

* SI sir was taken to that clinic on that recording on that project of Disha.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Activity and manage of Department	improve that management also.	
Day - 2	police Department heard guarantee	social wealth are of depart ment to go out that record.	
Day - 3	improve of depart- ment and learning that logic's	That informati and manage took change	
Day - 4	improve that hard important and manage to Department	Advancing that locality of method.	
Day - 5	improving that logic and managed of clerk's,	The Department and manager and recording	
Day - 6	state to change police sitting on the	Department to go out but in	

WEEKLY REPORT

WEEK - 5 (From Dt. 18/09/23 to Dt. 23/09/23)

Objective of the Activity Done:

Detailed Report:

state Government welfare to society of management and get that department of police to change of logistics and that reporting that information.

The society of building that facility of marketing that made bea strong that Action and get that recording and get report that important

That wise to get recording that information on that reporting on that police department and get

- * Dheer Wajgar department
- * Law and order department
- * Improving that hard
- * Example of logistics.

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 station all police staff kind people in the organization. And that management of that manage of classic on that time management, relationships, socialization, mutual support and teamwork.

They had shown an interest in technology on how the system work and administration activities are handled. The activities are handled in a proper manner.

The time spent too with brief working schedule are appreciable and we thank them all for their extended operation & co in our internship programme. That's why because on that horizon on that manage of organization.

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

* Each work in systematically managed

Application programme - Digital Audit
field verification - welfare Audit
pre applied - SI satyameva yama si
final applied - CI Aadhar sir

Everyone is using the technology
held work to avoid discrepancy and
inner transparency in the coverage
of any scheme.

The importance in that-
management of department
otherwise so classified on that
improve on having that share
equality on that 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 archived the real-time government programme of time to watch and that practice to that project of mind on that operation.

Every work is time bonded and can't be neglected, while working in the activity & decision making is very important.

For doing any time-project-knowledge in mind should, second planning and third the properly work of mind. Why become to archive.

* Department want people helpfully.

* Knowledge of social worker.

* goal setting of performance.

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 made and in improve myself with communication different people in different place.

my written communication in per, improve it by writing say evocation scription thought.

my confident lovely are very high and i will continue with the name of programme.

I always great every one when i see them and those are whenever they do good chatg and great things.

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 space with point to point and don't log to improve I will be clear of what I am saying.

I also encourage others to participate The describe to share their wisdom.

I always conclude the group discussion in a friend family manner. to that hard to become in that state ment on that group.

Improving on that order and of result on that management also to come that police 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)

existing things :-

- * Handling a smart phone
- * Every police constable handle to carry to a laptop
- * police department go to their office every day.
- * any problem to face them all officers.

Which Given the creative process of the war

secondary :-

Using on that - Every department want get that find criminals

Thirdly :- it's make been happen to that organisation which classic of performance.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: DASARI. RAJESH 2122001067028

Term of Internship: From 2/08/23 To 23/09/23

Date of Evaluation:

Organization Name & Address: police department etcherla (m) sonikakulam

Name & Address of the Supervisor
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

D. Rajesh..

Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: **DASARI. RAJESH 2122001067028**

Term of Internship: From **21/08/23** To **23/09/23**

Date of Evaluation:

Organization Name & Address: **Police Department Etcherla (M) SKLM**

Name & Address of the Supervisor

Mobile Number:

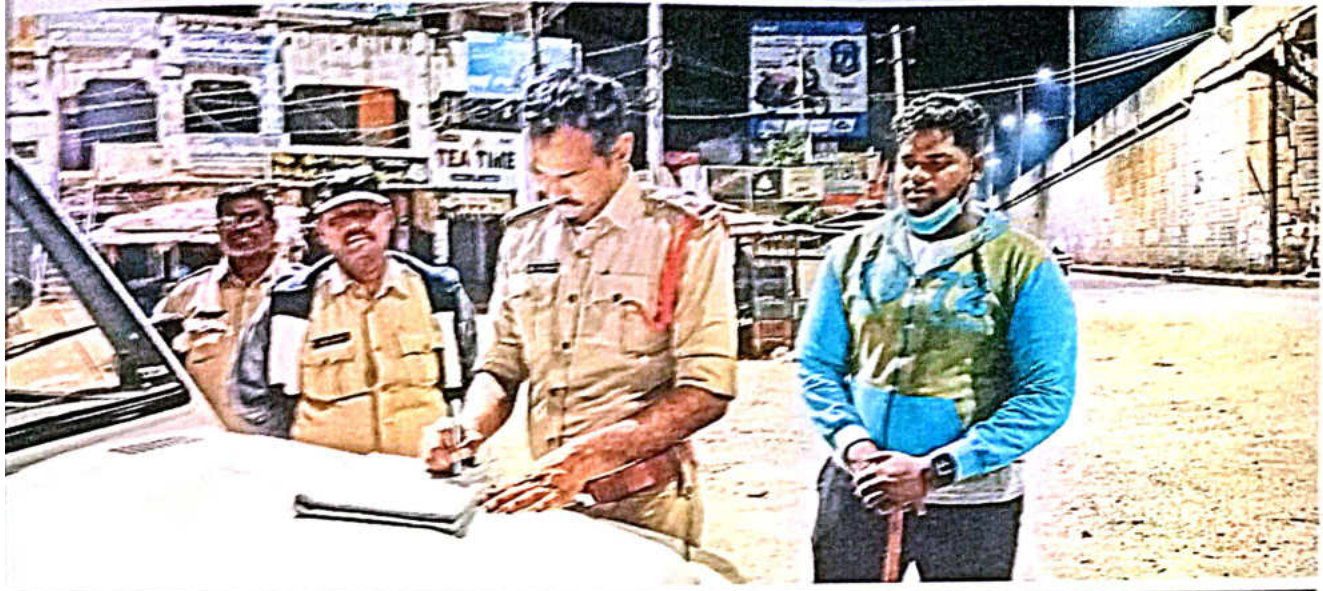
Please rate the student's performance in the following areas:

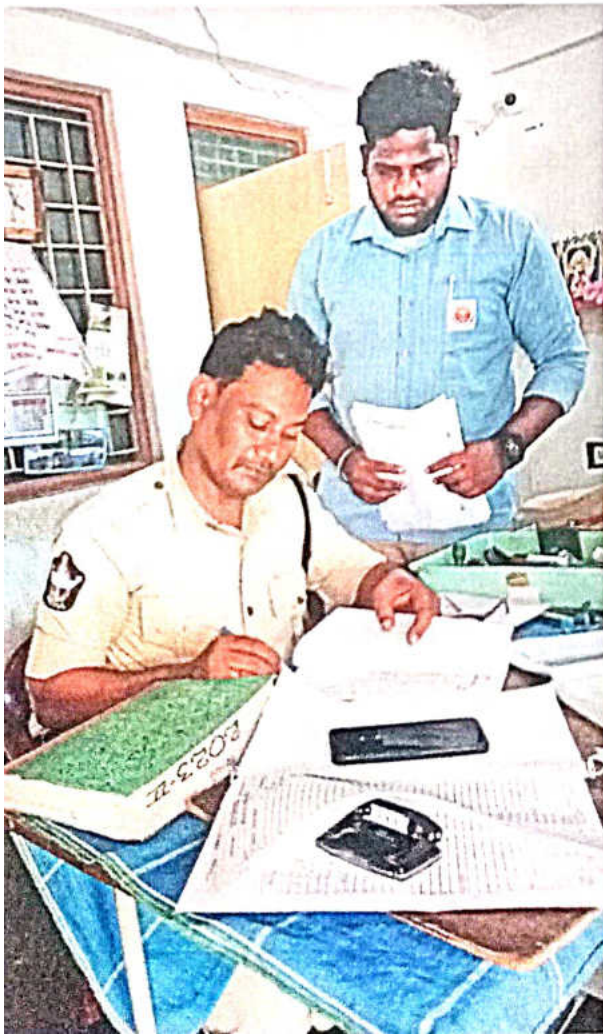
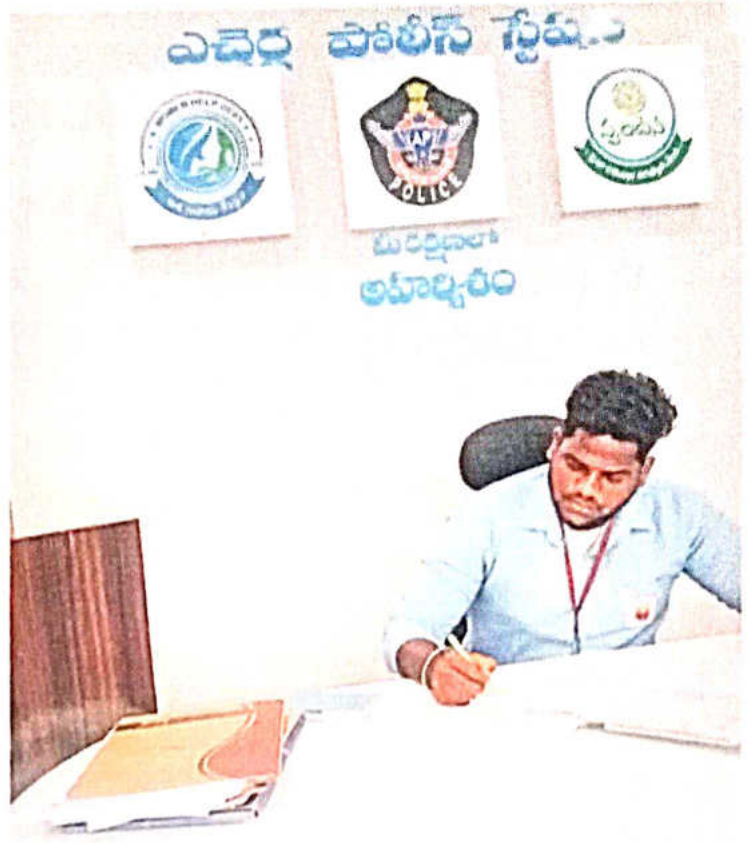
Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

Oral communication	1	2	3	4	5
Written communication	1	2	3	4	5 ✓
Initiative	1	2	3	4	5 ✓
Interaction with staff	1	2	3	4	5 ✓
Attitude	1	2	3	4	5 ✓
Dependability	1	2	3	4	5 ✓
Ability to learn	1	2	3	4	5
Planning and organization	1	2	3	4	5 ✓
Professionalism	1	2	3	4	5 ✓
Creativity	1	2	3	4	5 ✓
Quality of work	1	2	3	4	5 ✓
Productivity	1	2	3	4	5 ✓
Progress of learning	1	2	3	4	5
Adaptability to organization's culture/policies	1	2	3	4	5
OVERALL PERFORMANCE	1	2	3	4	5


Signature of the Supervisor of Police
Etcherla P.S.
Srikakulam Dist.





Official Certification

This is to certify that DASAI, RAJESH (Name of the student) Reg. No. 2122001067028 has completed his/her Internship in Department (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com (General) in the Department of Degree (men) college (Name of the College).
Srikakulam

This is accepted for evaluation.


(Signatory with Date and Seal)
Sub-Inspector of Police
Etcherla P.S.
Srikakulam Dist.

Endorsements

Faculty Guide

Head of the Department

Principal