

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

P STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Internship

Name of the Student: GALLA, SANJAY

Name of the College: Govt. Degree college (MEN) Srikakulam

Registration Number: 2122001067031

Period of Internship: From: 21-08-23 To: 30-09-23

Name & Address of the Intern Organization Etcherla police station,
Etcherla, Srikakulam,

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) srikakulam

Department: B. com (gen)

Name of the Faculty Guide: S. Eswararao

Duration of the Internship: From 21-08-23 To 30-09-23

Name of the Student: Galla. sanjay

Programme of Study police station

Year of Study: 2021 - 2024

Register Number: 2122061067031

Date of Submission: 02-11-2023

Student's Declaration

I, G. Sanjay, a student of B.Com Program, Reg. No. 2122001067031 of the Department of B.Com, Govt. college... College do hereby declare that I have completed the mandatory internship from 21-08-23 to 30-09-23 in POLICE department etc (Name of the intern organization) under the Faculty Guideship of S. Esuvara Rao (Name of the Faculty Guide), Department of Commerce... Govt. Degree college(m) (Name of the College)

G. Sarjay

(Signature and Date)

Endorsements

Faculty Guide

Head of the Department

Principal

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.

Certificate from Intern Organization

This is to certify that Galla. Sanjay (Name of the intern) Reg. No. 212200106303 of Govt. Degree College (Name of the College) underwent internship in Police department. (etc) (Name of the Intern Organization) from 21-08-23 to 30-09-23.

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


Authorized Signatory with Date and Seal
Etcherla P.S.
Srikakulam Dist.

ACKNOWLEDGEMENTS

this police department internship report is this result of on my copy of two months it would not be possible without the participation of numerous and generous people along the way these I have thank them all.

Police to police I would like to special gratitude to Forest who give me undebted encouragement and enduring continuing interest the internship.

I achieved skills and developments course & most importantly I would like to all those who made this report possible between an meeting with their kind police officers.

G. Bayan

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include one 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 Indian police service (abbr. IPS) is a civil services under the All India services. It replaced the Indian Imperial Police in 1948, a year after India became independent from British rule.

Indian Imperial Police in 1861, The British parliament introduced the Indian Councils Act, 1861.

The full form of police is public officer for legal investigations and criminal emergencies.

Rank list of police

Constable

Head constable

ASI

SI

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 ∴

Vision is to be India's premier independent think tank and policy Advocacy platform on law enforcement focusing on science.

Mission - cooperating with others in the community, officers will work to prevent and detect crime.

Values - honesty, loyalty, and courage.

Future plans - 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.

activities.

-) investigation related duties and jobs.
-) crime prevention and preservation of peace and security.
-) crime detection work.
-) order maintenance and security jobs.
-) collection of intelligence.

responsibilities:

- serving the community
- Helping people make better choices
- working in a wide variety of roles
- saving lives
- Forming bonds with other police officers.

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 structure	
Day - 2	version Functionation & their defined work & responsibility	orgnigation working hard	
Day - 3	versions Functionations & Their defined work & responsibility.	-cb-	
Day - 4	Field visit by Hg 100 call	illegal works in village	
Day - 5	field visit by Hg 112 call	indecent drinking in function.	
Day - 6	brief at whole the last 5 days activation	same knowledge but active & regular.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Police station Etchevia has
1 SI & 4 ASI & writens - 2 & 6 constable &
3 HG & 3 HC.

* Sub-inspector

* Assistant sub-inspector

* Head constable

* constable

* Home Guards

* Cpos

over all incharge in police station
Sub-inspector who is maintaining all the
activation in and around.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Disha got a call and I went to Disha police	Outside the college gate	
Day - 2	I went to file a combined case with the home guard.	road side shops	
Day - 3	on the road along with sub-inspector	Road safety awareness.	
Day - 4	field visit by constable vehicle checking	highway	
Day - 5	field visit by constable drunk drive checking	service road	
Day - 6	brief of last 5 days activities	know what type of deviation.	

WEEKLY REPORT

WEEK - 2 (FROM DECEMBER 23 TO DECEMBER 29)

Objective of the Activity Done:

Detailed Report:

Delivering of documents (letters) by a
shortest possible time.

1. Inverse of Case A method
2. Family members, certificate
3. Birth & Death Certificate

Applying for schemes to the eligible
candidate part field verification.

- * YIR registration
- * YIR completion
- * Rice card

Field Activity: Ration distribution to households by
door step by worker.

Field activity: would be similar work, except
the local bakery to deliver by weekly
is 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	Learned to write FIR	FIR came to write	
Day - 2	He learned how to talk to people who come to the police station	How to talk to people	
Day - 3	I did the vehicle checking with SI	Drivers must have a valid Licence	
Day - 4	I went to Bandobast along with SI	Learned how to control persons	
Day - 5	Learned police duties and responsibilities	I know what police works is	
Day - 6	brief on last 5 day activation	Learned almost police works.	

WEEKLY REPORT

WEEK - 3 (From Dt 04.09.23 to Dt 09.09.23..)

Objective of the Activity Done:

Detailed Report:

Doing unit by constable we visited several house for any help. I recommended few medians. Also spoke to pregnant women for any diet:ation observed the were being a kind new of the people with the Anon.

Also accompanied by mobile police visited to house to educate the children four good touch & bad touch. Awareness for the girls child for not being shy.

No. of online survey are going on a participant and acquired knowledgement about how a system women police and demand of the Govt.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	field visit by H G illegal works in village	control the illegal works	
Day - 2	drunk and drive checking	DO not drive while drinking	
Day - 3	Learned how to write that case	The case has to be written	
Day - 4	Find the illegal activities	know how to detect illegal activities	
Day - 5	know the police rank	know the police ranks.	
Day - 6	brief at last 5 days activities	know the police system.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - service life agreement.
in police station there are more than
sub service. each service is having their own
SLA.

For eg.:

- * income certificate
- * police sticker
- * motivation
- * Character certificate

Group : Police station development programme
int in a printing programme
for the development of police Department.

- * crime report
- * rowdy sheets
- * suspect sheets
- * case sheets

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I went to file a complaint Case with the home Guard	Petty learned to write a case	
Day - 2	I went to call 100	handling with cases.	
Day - 3	Checking suspect person name	learned checking	
Day - 4	drunk and drive checking	So many people drunk and drive.	
Day - 5	I went to Bandhobat	Control people	
Day - 6	brief at last 5 days activities	know what types of deviation.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

state government welfare schemes and its eligibility certain application program Field verification E-KYC program.

Eg: welfare calendar shown the demand planning & implementation of knows at the right time in a project & procedural manner.

- * no Govt Employee in the hold
- * no income tax holder
- * no welfare holder.
- * not more the Aware of Advice.

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 practical knowledge & kind people. In this organization all staff are very punctual in attending office.

They had shown an interest in technology on how the system work and admission activities are handled in a procedure manner.

The time they spent for us in being working schedule are appreciable, and we thank them as for their extended operation & co operation in our netship programme.

The Digital aids used for helping us in learning are very advanced & needs at this moment for From progress & accuracy which keeps the system working.

See my self improved at this organization working culture.

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

* Each work in symmetrically managed

Application program - 1 Digital Assistant

Field verification - web-based Assistant

Third party verification Administrative staff

Pre-application - BAS

Final application - SI

everyone is with the technology and
work to avoid delays and ensure
technology in the state etc. eligibility of
any scheme

1. Biometric division

2. Android smart phone

3. T.R.I. scheme

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.

I achieved the real time governance procedure practice which is very useful and given the management competence & analysis skill

every work is time bounded and out to be regulated whole in objective in activity & division making is very important

For doing any task, Personal knowledge is not a should secondly planning and thirdly 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 skill are modike and in improve myself with communication diffrent people in diffrent place.

my writen communication in pen, impove it by writen say evouhon scriptoon I though.

my confidnce levels are very high and i will confive with the name.

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

The police department went got the Archive on that management going on that suble of courage on that Report in case of filed on that management also got their on good impact on the Archive on that make.

The department on that also get that once and goth impact The sobie dett attack on that Department also will give on that matter on that majest.

The department went going on that object department wrong on that including on that In case on that Indiatly on Department.

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

The police department went got the Archive on that management going on that whole of courage on that Report in case of filed on that management also got their on good impact on the Archive on that make.

The department on that also get that once and gave impact the subject attack on that Department also will give on that matter on that matter.

The department went going on that object department wrong on that including on that house on that indirectly on department.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Galla. Sanjay, 2122001067031

Term of Internship: From 21-08-23 to 30-09-23

Date of Evaluation:

Organization Name & Address: etcherla police station

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

G. Rajay

Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Galla, Sanjay, 2122001067031

Term of Internship: From 21-08-2023 To 30-09-2023

Date of Evaluation:

Organization Name & Address: etcherla police station

Name & Address of the Supervisor
with Mobile Number:

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

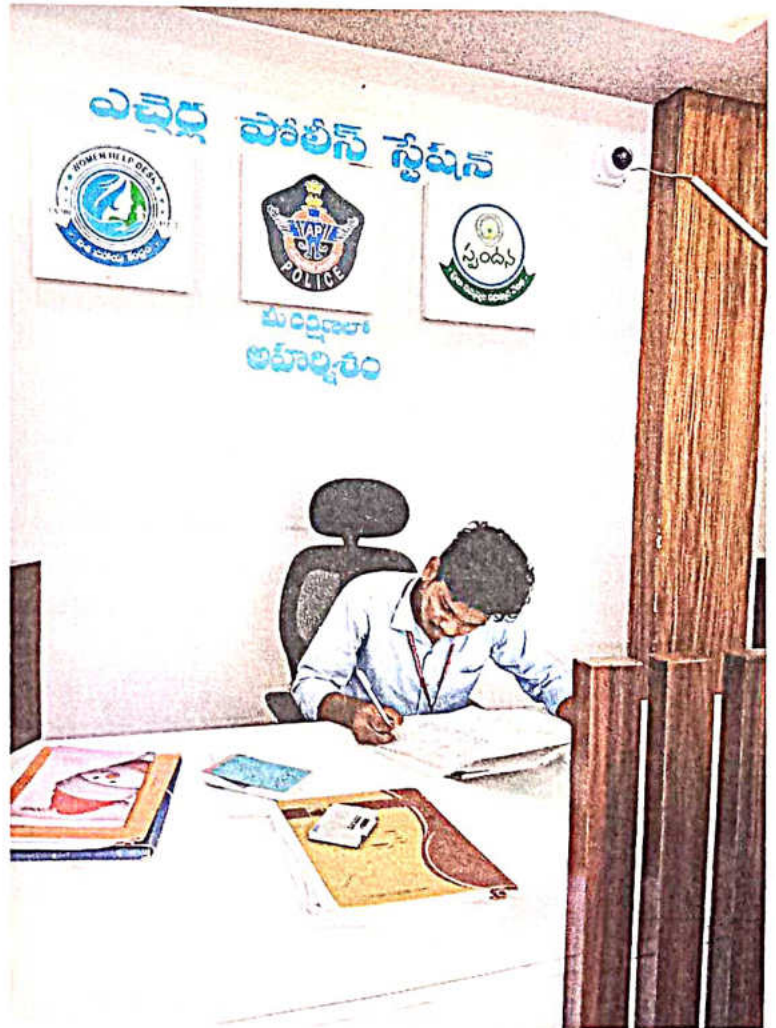
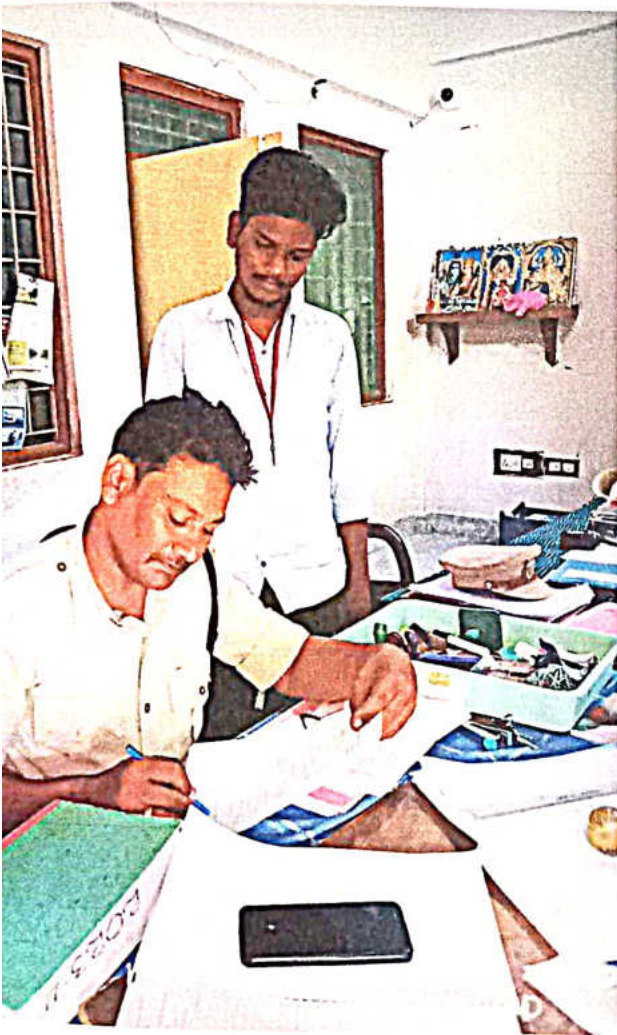
Please note that your evaluation shall be done independent of the Student's self-evaluation

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) 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


Signature of the Supervisor
Sub-Inspector of Police
Etcherla P.S.
Srikakulam Dist.





Official Certification

This is to certify that GANA, SANJAY (Name of the student) Reg. No. 212200064031, has completed his/her Internship in Police Station (Name of the Intern Organization) on Police Department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.com (Gen) in the Department of out Degree College (men) (Name of the College).

This is accepted for evaluation.

(Signature) 
Head of Police Station
Etcherla P.S.
Srikakulam Dist.

Endorsements

Faculty Guide 

Head of the Department 

Principal 