

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: K. Sandeep

Name of the College: Government degree college (men)

Registration Number: 21220010670/14

Period of Internship: From: 16/08/23 To: 30/09/23

Name & Address of the Intern Organization police department Amachlavara

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.

Official Certification

This is to certify that Kanmetla Sandeep (Name of the student) Reg. No. 2122001067044 has completed his/her Internship in Police Department (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 (General) in the Department of Commerce, Gudam Sikar (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of.....^{B. Com}

Name of the College: Government degree college [men]

Department: ~~po~~ B. Com [General]

Name of the Faculty Guide: S. Eswara Rao

Duration of the Internship: From. 12/8/23 To. 30/9/23

Name of the Student: K. Sandeep

Programme of Study B. Com (General)

Year of Study: 2021 - 2024

Register Number: 2122001067044

Date of Submission: 02/11/2023

Student's Declaration

I, K. Sandeep, a student of Short ^{term} internship Program, Reg. No. 2122001067044 of the Department of B.Com (or) B.A. (or) B.Sc. (or) College do hereby declare that I have completed the mandatory internship from 18/8 to 30/9/23 in police department (Name of the intern organization) under the Faculty Guideship of....., (Name of the Faculty Guide), Department of B.A. Com..... Government degree college (m) (Name of the College)

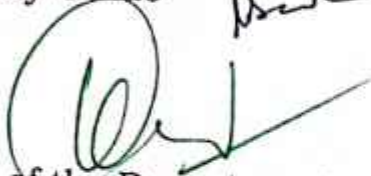
K. Sandeep
(Signature and Date)

Endorsements

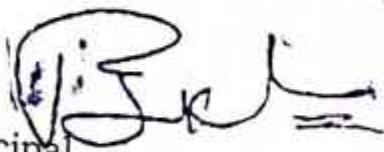
Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that .k..Sandeep..... (Name of the intern) Reg. No. 2122001067044 of .G.D.C...[Men]... (Name of the College) underwent internship in ...police..department... (Name of the Intern Organization) from ..18.12.23... to30.12.23....

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

Y. K. J.
Authorized Signatory with Date and Seal
Sub Inspector of Police
Amadalavalasa P.S.
Srikakulam Dist.

ACKNOWLEDGEMENTS

The internship opportunity I had with police department in mandalavasa was great chance for learning and professional development

I Express my deepest thanks to my Supervisor Mr. S. R. Sir for taking part to useful to work in petty case in police station and useful to decision & giving 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 deeped sense of gratitude.

I Acknowledge the inspiring guidance from our faculty and principle madam

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 helps to improve verbal, written and communication skills it provides awareness and understanding of different points and demonstrate knowledge of ~~forestry~~ police and objectives of police department

The activities done by me during the intern period includes visiting of a traffic police duty it shall be the duty of every police officer promptly to obey and execute all orders lawfully issued to him by any competent authority

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

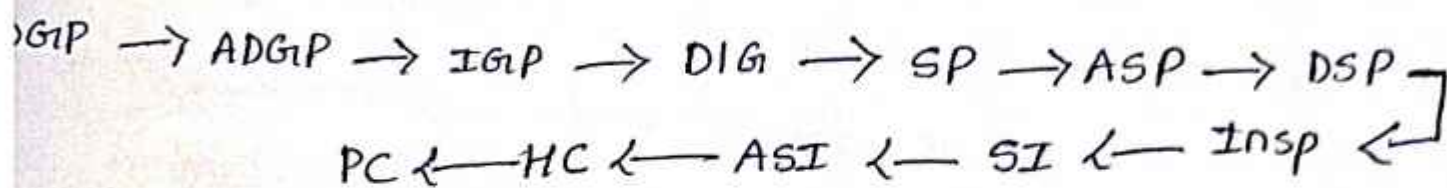
Suggestive contents

- 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.

police department at located at Amardalase

The mission of police department to keep you and your family and our Community safe. calls for service will be answered in a positive and helpful manner in all instances where possible.

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



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

The police are expected to play a role in society by maintaining law and maintenance of order.

CHAPTER 3: INTERNSHIP PART

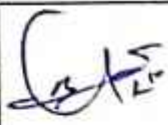
Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

The police department plays a key role in society to secure people. The police are entrusted with the duty of maintaining the peace and harmony of a society. Moreover, they also have the friendly nature and logical thinking abilities.

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

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

ACTIVITY LOG FOR THE FIRST 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 case in station	
Day - 2	To write pity cases	I learn how to write pity case in station	
Day - 3	To write pity cases	I learn how to write pity cases in station	
Day - 4	To write pity cases	I learn how to write pity cases in the station	
Day - 5	To write pity cases	I learned how to write pity cases in the station	
Day - 6	To write pity cases	I learned how to write pity cases in the station	

WEEKLY REPORT

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

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 means in internship at police station in Srikakulam 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 name & address of the person whether where he was missed something that is also written in the petty cases.

I learned a lot of this mean 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	
Day - 2	write pity cases	I learn how to write pity cases in station	
Day - 3	write pity cases	I learned 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..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

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

The petty cases in there involved many more small cases I learned some petty cases those are somebody stolen the wallet this is the open petty case, another one is a person come & 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.

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 safely	
Day - 2	I control traffic	I learned to travel on the road safely	
Day - 3	control traffic	I learned how to travel on the road safely	
Day - 4	control traffic	I learned how to travel on the road safely	
Day - 5	control traffic	I learned how to travel on the road safely	
Day - 6	control traffic	I learned how to travel on the road safely	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week I learnt a lot of things here when daily activity is assigned for me this week as to control the traffic. As a part of it I can give my best.

In the traffic controlling polices are instructed how to & what are the uses 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 ever the green sign is given then only go. Orange sign is indicated to be 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	control traffic	I learned how to travel on the road securely.	
Day - 2	control traffic	I learned how to travel on the road safely	
Day - 3	control traffic	I learned how to travel on the road safely	
Day - 4	control traffic	I learned how to travel on the road safely	
Day - 5	control traffic	I learned how to travel on the road safely	
Day - 6	control traffic	I learned how to travel on the road safely	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

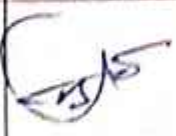
In this week I learned a lot of new thing here when daily activity is assign for me this week also used to control the traffic. As a part of it I can give my best.

In the traffic I learned when a person come & he does not wear the helmet then the traffic polices fined some amount. If the vehicle was obey the rules of the traffic then chase them & they handover their vehicle.

The main aim of traffic polices that is to clear the traffic & to protect from with ^{the} ~~low~~ accident. It was the aim of traffic police.

If a vehicle is means bike then a person to travel with three member it is also obey the traffic rules. that is two members has to travel in the bike but more than two is not good. In this week I learned some many new things.

ACTIVITY LOG FOR THE FIFTH 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 case in station	
Day - 2	to write pity cases	I learn how to write pity case in station	
Day - 3	to write pity cases	I learn how to write pity cases in the station	
Day - 4	to write pity cases	I learn how to write pity cases in the station	
Day - 5	to write pity cases	I learn how to write pity cases in the station	
Day - 6	to write pity cases	I learn how to write pity cases in the station	

WEEKLY REPORT

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

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 means in internship ship.

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.)

This short term internship is very useful & meaningful to improve our Communication skills and to build friendship with the co-students. We have class room facilities in forest department we have to attend the office from 10 AM to 5 PM They conduct classes and provide not only bookish knowledge but also practical knowledge which helps in way understanding about the ~~forest~~ police department

~~We~~ Police departments are responsible for protecting lives and property by enforcing laws, responding to calls, issuing citations and making arrests within a designated area.

Police officers are very friendly and they explain each and every little responsibilities of them with full patience.

They are very supportive and they alone team works in solving a case.

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

In this short term internship, I learned about different laws and protocols implemented by government recently. I learned about the importance of obeying traffic rules and instructions given by the Government.

I get an idea about the department and their responsibilities. It motivates me to take a step towards the police department.

I learned how to file a FIR and how to apply for bail and ~~as~~ I improve my thinking abilities to solve mysterious cases.

However, this 2 months short term internship helped me to acquire the knowledge and an brief idea about the role and responsibilities of Police officers in our society.

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.

During these 2 months, I acquire the leadership qualities, Time management and those helps to me to improve myself for my future goals.

week by week we improved ourselves and we become sportive and we make decision and those decisions are accepted by all the team members.

I acquire General knowledge and pose friendly nature with the citizens. I improve my behaviour than before.

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.,)

As I complete this internship it helps me to improve myself in communication

The leadership helps me to improve my oral communication which reduce stage fear.

It helps me to improve my writing skills and grammar skills, as I prepared by own report

This leads to friendly conversation about the classes. As a leader it helps me to control my anxiety and improves my understanding abilities and I'm getting understood by others

The group discussions and debates helps how to start and close a conversation with good greetings and self introductions

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

I improved by communication abilities as a leader due to proper explanation and group discussions it leads to easy acceptance of my team members about my thoughts and decision And also they give good ideas than me I agreed with them as it improves my spontaneity without any personal issues

our team mates are always supportive and took me forward in this successful completion of project

I hope this leading nature helped me to run a good team in job life

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

Law enforcement and intelligence community are now using an ever expanding range of biometric (and behavioural) features in addition to facial recognition and DNA. They are heartbeats, speech recognition whilst voicing this recognition gait analysis and even palmprints.

When we take case of Indian law enforcement the actual police strength in India is 150 officers per lakh people after,

Technology is a can help police officers better perform their duties and be more efficient.

A police agency of the future may have automated dispatchers answering calls autonomous police cars, artificial intelligence (AI) robots on patrol, biometric monitoring for officer health and safety and smartphone applications to interact with smart city technology software systems to process and file data instantly.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: K. Sandeep. 2122001064044

Term of Internship: From 18/8 To 30/9/23

Date of Evaluation:

Organization Name & Address: police department Ammalalasa

Name & Address of the Supervisor: Ramarao, H.C. Ammalalasa
with Mobile Number: 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	5
2) Written communication	1	2	3	4	5	5
3) Initiative	1	2	3	4	5	5
4) Interaction with staff	1	2	3	4	5	4
5) Attitude	1	2	3	4	5	4
6) Dependability	1	2	3	4	5	4
7) Ability to learn	1	2	3	4	5	4
8) Planning and organization	1	2	3	4	5	4
9) Professionalism	1	2	3	4	5	4
10) Creativity	1	2	3	4	5	4
11) Quality of work	1	2	3	4	5	4
12) Productivity	1	2	3	4	5	4
13) Progress of learning	1	2	3	4	5	5
14) Adaptability to organization's culture/policies	1	2	3	4	5	5
15) OVERALL PERFORMANCE	1	2	3	4	5	5

K. Sandeep
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name & Registration No: K. Sandeep 2122001067044

Term of Internship:

From 18/8/23 To 30/9/23

Date of Evaluation:

Organization Name & Address:

Sr police department Amadalavasa

Name & Address of the Supervisor with Mobile Number:

Ram Rao, Krishnaraju. S. (Sub Inspector)
of Police

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

4. inf.
Signature of Sub Inspector of Police
Amadalavasa P.S.
Srikakulam Dist.

అమదాలవలస పోలీస్ స్టేషన్

అమదాలవలస పోలీస్

ప్రభుత్వ పోలీస్

మొదటి దశ
NO MASK
NO ENTRY

ప్రభుత్వ పోలీస్
అమదాలవలస పోలీస్
ప్రభుత్వ పోలీస్
ప్రభుత్వ పోలీస్

RECEIVED RECEPTION ROOM
Sandeep IT BARDAR 121

OPPO A55

