

# 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 FOR  
**SHORT-TERM INTERNSHIP**  
(Onsite / Virtual)

Name of the Student: Allampalli Manikanta

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

Registration Number: 2122001058002

Period of Internship: From 04/08/23 to 30/09/23

Name & Address of the Intern Organization: 7 Road Junction

DR. B. R. AMBADHAR University  
YEAR



**An Internship Report on**  
2 Months Internship Program Traffic Department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of  
Bachelor of Science in MPCs

Under the Faculty Guideship of  
M.V.S Svidexi Kella

(Name of the Faculty Guide)

Department of  
Computer Science

(Name of the College) :- Government Degree  
College (MEN), Srikakulam

Submitted by:

A. Manikanta

(Name of the Student)

Reg.No: 2122001050002

Department of  
Traffic Department

(Name of the College) :- Government Degree  
College (MEN), 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 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 for 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 people 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 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:
  - a. Data and Information you are expected to collect about the organization and/or industry.
  - b. Job Skills you are expected to acquire.
  - c. 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 the 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.

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## Student's Declaration

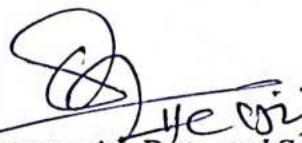
I, A. Manikanta a student of 2 Months Internship  
Program, Reg. No. 212200105002 of the Department of GDC (MEN) (Bsc)  
College do hereby declare that I have completed the mandatory internship  
from 08/08/23 to 30/09/23 in Traffic Department (Name of  
the intern organization) under the Faculty Guideship of  
M.V.S. Sridevikella (Name of the Faculty Guide), Department of  
B.Sc (Computers), Government Degree (menkolbge  
(Name of the College) :- Government Degree college (MEN),  
Srikakulam

A. Manikanta  
(Signature and Date)

## Official Certification

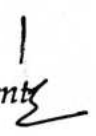
This is to certify that Allampalli Manikanta (Name of the student) Reg. No. 2122001050002 has completed his/her Internship in Traffic Department (Name of the Intern Organization) on \_\_\_\_\_ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Bsc. UMPCS in the Department of Traffic Department (Name of the College). Govverment Degree College (Men), Srikakulam

This is accepted for evaluation.

  
(Signatory with Date and Seal)  
**STATION HOUSE OFFICER**  
**TRAFFIC P.S.**  
**SRIKAKULAM**

Endorsements

Faculty Guide 

Head of the Department 

Principal



## Certificate from Intern Organization

This is to certify that Alamfali Manikanta (Name of the intern)  
Reg. No 2122001050002 of GDC for Men (Name of the  
College) underwent internship in Traffic Department (Name of the  
Intern Organization) from 18/08/23 to 30/09/23

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

  
STATION HOUSE OFFICER  
Authorized Signatory with Date and Seal  
TRAFFIC P.S.  
SRIKAKULAM



### Acknowledgements

This Traffic Department report is the result of an end of the way of two months, It wouldn't have been possible without the Participation assistance of number of brave and gentle People along the way. -that, have to thank then all

First and foremostly I would like to thank our mentor for her valuable assistance to ward me to complete these two months Internship

I extend my gratitude to the honourable Sri Kakulam for his love and fed back and support.

### In TRAFFIC / TRANSPORTATION RULES

"In main traffic Rules is 3 types of traffic signals"

"The most common traffic signals in India are the Red, Yellow, and Green lights, which are used to indicate when to stop, slow down, and proceed, respectively. The red light is the most important signal and indicates that vehicle must come to a complete stop.



## 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 internship Programme aims to provide our students the opportunity to consolidate through practical experience.

I had done internship in traffic Department from 18/08/2023 to 20/09/2023. In this organization I had worked under honorable tahsil'dhansin on the overview of the inter period & had learned many things. The following things were happened to me in these two months period.

- I had gained valuable work experience
- I had gained confidence from this organization
- I was transferred into the job
- I'm able to explore my career path.



## 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 to 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.

### Traffic Police management

Traffic Police officers should enforce traffic laws and regulations to ensure compliance by motorists and pedestrians. This includes monitor by drunk driving and improper lane usage.

General Rules keep left on a two-way road to allow traffic from the opposite direction to pass on your right and on a one-way road to allow vehicles behind you to overtake from your right.

When turning left keep to the left side of the road. You are leaving as well as the one you are entering.



### 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.

#### Most Important Traffic Rules to follow in India

- \* Do Not Drink and Drive
- \* Always own Valid car Insurance Policy...
- \* Over speeding
- \* Riding a Two-wheeler without a Helmet on
- \* Using a mobile phone while Riding
- \* Jumping the Red Light
- \* Following the Rules of "No Entry" zone.
- \* The Red light to go the stop or slowdown in zebra crossings
- \* Wear Helmet, To protect head and also reduces the chances of severe head injury by 70%
- \* Keep vehicle fit, To prevent frequent breakdowns and difficulty in controlling vehicle which may lead to accidents



# ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity                                           | Learning Outcome                                                    | Person In-Charge Signature                                                                                                                   |
|------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Day - 1    | I get up at 9am to 12pm at working in road to say the traffic police to read Jod. | Some people do not follow traffic rules to tell about traffic rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM   |
| Day - 2    | I get up at 9am to 12pm at working in road to say the traffic police to read Jod. | Some people do not follow traffic rules to tell about traffic rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM   |
| Day - 3    | I get up at 9am to 12pm at working in road to say the traffic police to read Jod. | many people get injured because the traffic rules                   | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM  |
| Day - 4    | I get up at 9am to 12pm at working in road to say the traffic police to read Jod. | many people get injured because the traffic rules                   | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |
| Day - 5    | I get up at 9am to 12pm at working in road to say the traffic police to read Jod. | many people get injured because the traffic rules                   | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |
| Day - 6    | I get up at 9am to 12pm at working in road to say the traffic police to read Jod. | Some people do not follow traffic rules.                            | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |



## WEEKLY REPORT

WEEK - 1 (From Dt. 18-8-23 to Dt. 24-8-23)

Objective of the Activity Done:

If on the road traffic Police demands you to show the papers by stopping you then you can

Detailed Report:

clearly refuse. Not only this, you can clearly refuse. Not only this, you can complain about that from senior authority. According to traffic law, ASI or the higher rank of officer has only right to demand your papers.

Any of the traffic Police has not the right to arrest you or to confiscate your vehicle. Rather he cannot demand pollution under control papers (PSC) because this right is of only RTO officials. If also traffic law then the constable has not any right to snatch key from your vehicle.



# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity                                           | Learning Outcome                                      | Person In-Charge Signature                                                                                                                   |
|------------|-----------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Day - 1    | I get up at 9am to 12pm at working in road to say the traffic Police to Read road | some people do not follow to tell about traffic Rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM   |
| Day - 2    | I get up at 9am to 12pm at working in road to say the traffic Police to Read road | some people do not follow to tell about traffic Rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM   |
| Day - 3    | I get up at 9am to 12pm at working in road to say the traffic Police to Read road | some people do not follow to tell about traffic Rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |
| Day - 4    | I get up at 9am to 12pm at working in road to say the traffic Police to Read road | some people do not follow to tell about traffic Rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |
| Day - 5    | I get up at 9am to 12pm at working in 7 road                                      | some people do not follow to tell about traffic Rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |
| Day - 6    | I get up at 9am to 12pm at working in 7 road                                      | some people do not follow to tell about traffic Rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |



## WEEKLY REPORT

WEEK - 2 (From Dt: 25-08-23 to Dt: 09-09-23)

Objective of the Activity Done:

After infringing the traffic law only sub inspector (one star), sub-inspector (two star) and police inspector (three-star) can collect Penalty from you. (The Indian motor-vehicle Act, section 132)

### 2) Rules of the Road

General Rules keep Left on two-way road to allow traffic from the opposite direction to pass on the allow vehicles behind to overtake take your right.

When turning left keep to the left side of the road you are leaving well as move to the centre of road entering.



# ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity                                        | Learning Outcome                         | Person in Charge Signature                                                                                                                   |
|------------|--------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Day - 1    | I get up at 9 AM to 12 PM at working in road, to tell about the traffic rules. | many people obey the same traffic rules. | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM   |
| Day - 2    | I get up at 9 AM to 12 PM at working in road to tell about the traffic rules.  | many people obey the same traffic rules. | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM   |
| Day - 3    | I get up at 9 AM to 12 PM at working in road to tell                           | many people obey the same traffic rules. | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |
| Day - 4    | I get up at 9 AM to 12 PM at working.                                          | many people obey the same traffic rules. | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |
| Day - 5    | I get up at 9 AM to 12 PM at working.                                          | many people obey the same traffic rules. | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |
| Day - 6    | I get up at 9 AM to 12 PM at working.                                          | many people Obey the same traffic rules. | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |



## WEEKLY REPORT

WEEK - 3 (From Dt. 2-09-23 to Dt. 11-09-23)

Objective of the Activity Done: Slow Down at road junctions, intersecting, pedestrian crossings

Detailed Report:

and road corners and wait until you are sure of corners and wait until you are sure of a clear passage ahead. If you are entering a main road where traffic

is not being regulated give way to vehicles passing on your right

Hand signals are necessary at certain times. When slowing down, extend your right arm palm down and swing it up for arm vertically to the vehicle when turning right changing lane to the right hand side, extend your right arm straight out, palm to the front.

When turning left changing lane to the left or changing lane to the left hand side, extend your right arm and rotate it in an anti-clockwise direction.



# ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity  | Learning Outcome                 | Person In-Charge Signature                          |
|------------|------------------------------------------|----------------------------------|-----------------------------------------------------|
| Day -1     | to say traffic Police to Read to get job | some many does not obey the rule | STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIRAKULAM |
| Day -2     | to say traffic Police to Read to get job | some many does not obey the rule | STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIRAKULAM |
| Day -3     | to say traffic Police to Read to get job | some many does not obey the rule | STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIRAKULAM |
| Day -4     | to say traffic Police to Read to get job | some many does not obey the rule | STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIRAKULAM |
| Day -5     | to say traffic Police to Read to get job | some many does not obey the rule | STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIRAKULAM |
| Day -6     | to say traffic Police to Read to get job | some many does not obey the rule | STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIRAKULAM |



## WEEKLY REPORT

WEEK - 4 (From Dt. 12-09-23 to Dt. 19-09-23)

Objective of the Activity Done: TO allow the vehicle behind you to overtake using your right arm backward and forward in a semi circular motion

Detailed Report:

Direction

indicators Better use directions of hands signals and both in case wearing a helmet for too. Whether Drivers is a statutory conform to the ISI standards and case of a mishap. It is desident your individual safety and head injury. (Turban wearing Sikhs are exempted from using a helmet).



# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity                                             | Learning Outcome                                  | Person In Charge Signature                                                                                                                   |
|------------|-------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Day - 1    | I get up at 9 AM to 12 PM at working in road to say the traffic Police to Read road | many people get injured because the traffic rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM   |
| Day - 2    | I get up at 9 AM to 12 PM at working 7 road                                         | many people get injured because the traffic rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM   |
| Day - 3    | I get up at 9 AM to 12 PM at working 7 road                                         | many people get injured because the rule          | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |
| Day - 4    | to say the traffic Police to Read road                                              | many people get injured because the rule          | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |
| Day - 5    | I get read to traffic road in the 7 road                                            | many people get injured because the rule          | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |
| Day - 6    | I get read to traffic                                                               | many people get injured because the rule          | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIKAKULAM |



## WEEKLY REPORT

WEEK - 5 (From D: 20-09-23 to D: 25-09-23)

Objective of the Activity Done: Do Not Drive on a one way

Detailed Report:

road except in the direction permitted. Reversing into a one way street in the wrong direction is also prohibited.

Do Not cross the yellow line dividing the roads even while overtaking, on roads with defined lanes use appropriate indicator signal before changing lanes.



# ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity                    | Learning Outcome                           | Person In-Charge Signature                                                                                                                   |
|------------|------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Day - 1    | I get up at 9 AM to 12 PM to 7 road working in daily times | The People does not obey the traffic rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIRAKULAM   |
| Day - 2    | I get up at 9 AM to 12 PM to 7 road working in daily times | the people does not obey the traffic rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIRAKULAM   |
| Day - 3    | I get up at 9 AM to 12 PM to 7 road working in daily times | the people does not obey the traffic rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIRAKULAM  |
| Day - 4    | I get up at 9 AM to 12 PM to 7 road working in daily times | the people does not obey the traffic rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIRAKULAM |
| Day - 5    | I get up at 9 AM to 12 PM to 7 road working same time      | the people does not obey the traffic rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIRAKULAM |
| Day - 6    | I get up at 9 AM to 12 PM to 7 road working same time      | the people does not obey the traffic rules | <br>STATION HOUSE OFFICER<br>TRAFFIC P.S.<br>SRIRAKULAM |



## WEEKLY REPORT

WEEK - 6 (From Dt. 26-09-23 to Dt. 30-09-23)

Objective of the Activity Done:

Always Give way TO Pedestrians

Detailed Report:

if TO Pedestrians if there  
their safety, Take extra  
care times. There are some  
obvious places and times  
where you extra care.

The primary objective of Highway Traffic  
Police is to improve the flow of traffic  
while ensuring the safety of citizens  
and providing emergency help to those  
in need, while on drive.



## 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.)

### 2) Rules of the Road: General Rules

Keep Left on a two-way road to allow traffic from the opposite direction to pass on your right and on a one-way road to allow vehicles behind you to overtake from your right.

When turning left keep to the left side of the road you are leaving as well as the one you are entering.

When being overtaken do not increase the speed of your own vehicle. This creates confusion for the driver trying to overtake you.

Driving At Night there are fewer cars on the road at night. This does not increase your safety in any manner. This is because speeds are higher, people and bicycles are difficult to see and other motorists or pedestrians may have been drinking.



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

Dip your lights for on coming traffic  
Dip your lights when following other vehicles  
Remember not use high beam in foggy conditions as your light reflects back reducing visibility. Also remember to use your dipper at night. If oncoming traffic does not dip its high beam, look to the left side of the road and drive toward the left of your lane if your are dazzled, slow down or pull over until your eyes recover. The best way to stop quickly is to drive slowly; sometimes, unexpected things happen quickly. A driver can pull out of a side street without warning. A pedestrian can suddenly step out from behind a parked car. A truck can drop some of its



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).

Overtaking when overtaking do so from right of the vehicles you are passing. If the driver of the vehicle in front of you indicates that he is turning right, you that he is turning right you may pass from his left. Remember not may pass from his left not may pass from his left onto heavy vehicles. They need more room to slow down and stop. Do not overtake other traffic on the road, if the road ahead. If you cannot see for more than 150 metres ahead, because of a hill or curve are or because of narrowing avoid overtaking.



Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational skills, 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.,)

When being overtaken do not increase the speed of your own vehicle. This creates confusion for the driver trying to overtake you.



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

Dip your lights for oncoming traffic

Dip your light when following other vehicles Remember not use or high

beam in foggy conditions as your beam light reflects back, reducing visibility. Also remember to use your dipper at night. If oncoming does not dip its high beam, look to the left side of the road and drive towards the side of the road and towards lane if you are dazzled slow down or pull over until your eyes recover

How to stop quickly

The best way to the stop quickly is to drive slowly. sometime unexpected things happen quickly

A. Pedestrian car suddenly - step out from behind a parked car



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

Right of way At some crossroads there are no traffic lights or signs when you come to one of these intersection. You must give way to vehicles travelling in the intersection on your right as marked below. Red car has to give way to other oncoming vehicles. You must also give way to the right at intersection and an oncoming vehicle if you and an oncoming vehicle both have should pass in front of each other.



## Student Self Evaluation of the Short-Term Internship

Student Name: Allampalli Manikanta Registration No: 2122001650002

Term of Internship: From: 18/08/2023 To: 30/09/2023

Date of Evaluation:

Organization Name & Address: 780ad Srikakulam

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  | Proactiveness                      | 1 | 2 | 3 | 4 | 5 |
| 4  | Interaction ability with community | 1 | 2 | 3 | 4 | 5 |
| 5  | Positive Attitude                  | 1 | 2 | 3 | 4 | 5 |
| 6  | Self-confidence                    | 1 | 2 | 3 | 4 | 5 |
| 7  | Ability to learn                   | 1 | 2 | 3 | 4 | 5 |
| 8  | Work Plan 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 done               | 1 | 2 | 3 | 4 | 5 |
| 12 | Time Management                    | 1 | 2 | 3 | 4 | 5 |
| 13 | Understanding the Community        | 1 | 2 | 3 | 4 | 5 |
| 14 | Achievement of Desired Outcomes    | 1 | 2 | 3 | 4 | 5 |
| 15 | OVERALL PERFORMANCE                | 1 | 2 | 3 | 4 | 5 |

Date:

A. manikanta

Signature of the Student



## Evaluation by the Supervisor of the Intern Organization

Student Name: Allampalli Manikanla Registration No: 2122001050002

Term of Internship: From: 18/08/2023 To: 30/09/2023

Date of Evaluation:

Organization Name & Address: 7th Road, Sri Kakulam

Name & Address of the Supervisor traffic department  
with Mobile Number :- 9550730327

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

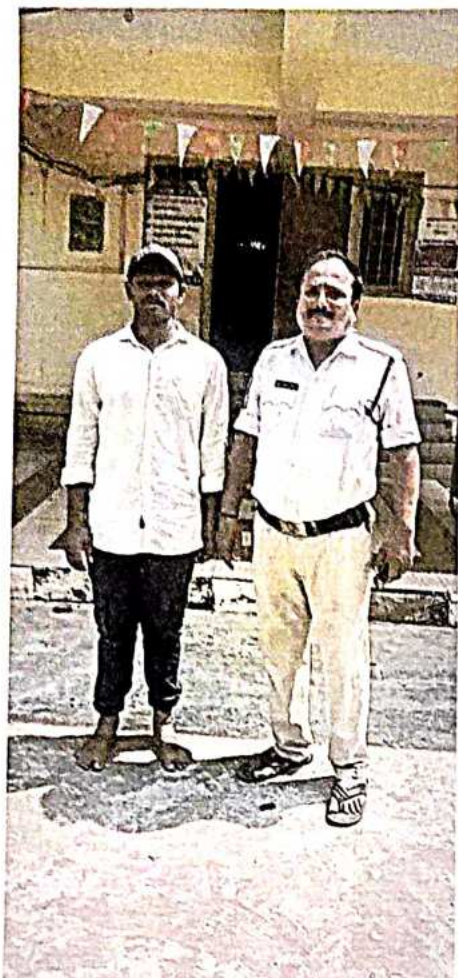
Rating Scale: 1 is lowest and 5 is highest rank

|    |                                    |   |   |   |   |   |
|----|------------------------------------|---|---|---|---|---|
| 1  | Oral communication                 | 1 | 2 | 3 | 4 | 5 |
| 2  | Written communication              | 1 | 2 | 3 | 4 | 5 |
| 3  | Proactiveness                      | 1 | 2 | 3 | 4 | 5 |
| 4  | Interaction ability with community | 1 | 2 | 3 | 4 | 5 |
| 5  | Positive Attitude                  | 1 | 2 | 3 | 4 | 5 |
| 6  | Self-confidence                    | 1 | 2 | 3 | 4 | 5 |
| 7  | Ability to learn                   | 1 | 2 | 3 | 4 | 5 |
| 8  | Work Plan 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 done               | 1 | 2 | 3 | 4 | 5 |
| 12 | Time Management                    | 1 | 2 | 3 | 4 | 5 |
| 13 | Understanding the Community        | 1 | 2 | 3 | 4 | 5 |
| 14 | Achievement of Desired Outcomes    | 1 | 2 | 3 | 4 | 5 |
| 15 | OVERALL PERFORMANCE                | 1 | 2 | 3 | 4 | 5 |

Date:

  
 Signature of the Supervisor  
 STATION HOUSE OFFICER  
 TRAFFIC  
 SRIKAKULAM







## Internal Evaluation for Short Term Internship (On-site/Virtual)

### Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

### Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
  - Activity Log 25 marks
  - Internship Evaluation 50marks
  - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
  - a. The individual student's effort and commitment.
  - b. The originality and quality of the work produced by the individual student.
  - c. The student's integration and co-operation with the work assigned.
  - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Description of the Work Environment.

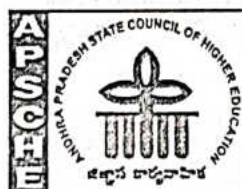


- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.



**MARKS STATEMENT**  
(To be used by the Examiners)





## **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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