

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: **Gondur Nithin**

Name of the College: **GDC(M), Srikakulam**

Registration Number: **2122001052022**

Period of Internship: **231 hrs.** From: **28/08/2023** To: **30/09/2023**

Name & Address of the Intern Organization
**police department,
ADV Police station,
Amadalavalasa, SKLM.**

University: **Dr.BR. Ambedhkar University, SKLM.**

An Internship Report on
SHORT TERM INTERNSHIP

Submitted in accordance with the requirement for the degree of

B.Sc MPC

Under the Faculty Guideship of

Sri. R. Ravi Shankar Sir

Department of

Mathematics

Submitted by:

Gondur Nithin

Reg. No.:

2122001052022

Name of the College

GDC(M), 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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ACKNOWLEDGEMENT

First and foremost, praises & thanks to God, the Almighty for his blessingsto complete the short term internship sucessfully.

I adore the Honourable Chief Minister of Andhra Pradesh who always craves for the welfare of the students of his state and who allocated a major Share of the budget for education sector, and who thinks in a novel way for taking the Initiative to implement the Short Term Internship, as an intergral part of our Degree.

I sincerely thank Dr.Pola Bhaskar sir, Commissioner of Collegiate Education, Andhra Pradesh for his vision in implementing the Short Term Internship in accordance with the NEP-2020, which gives the student hands on experience, to deal with the problems that confront him in his day to day life. I am extremcly grateful to the authorites of Dr.B.R.Ambedhkar University, Srikakulam for their support.

I am indebted to Dr.P,Surekha madam, principal of Government Degree Collcge(Men), SKLM for her relentless efforts in enlightening the students by conducting various work- shops for effective implementation of this training.

I am grateful to M.V.Satyannarayana sir, Lecturer in Physics and Co-ordinator of Short Term Internship for letting us know the importance of this training and inculcating in us the stream of social consciounccss which is very essential in our demcanour.

My gratitude is due to the in-charges of the Department of Maths of his supervision and inspirational attitude towards the students.

I acknowledge the patience and endurance of our mentor R. Ravi shankar sir in bringing out this training successfully.

I can't forget the kind cooperation and empathy of the Police officers in making me to stand before the society as a disciplined student, for which I am due to them.

Student's Declaration

I am Gondu Nithin a student of II BSc MPC. Reg.No.2122001052012 of the department of Science in GDC(M), Srikakulam college do here by declare that I have completed the mandatory short term internship from 28th August, 2023 to 30th September, 2023 in the Department of Police under the guideship of R.Ravishankar sir department of maths GDC(M), Srikakulam.

Date: 06.11.2023,
Srikakulam

G. Nithin
(Signature of the student)
Name: G. Nithin

Ph.no: 8106487954


Official certificate

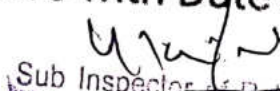
This is to certify that Gondu Nithin ,
Hall ticket/Reg.no. 2122001052022 has completed his
internship in ADV-Police station(Police Department) on
Short Term Internship under my supervision as a part of
partial fulfillment of requirements for the degree of B.Sc
in Govt. Degree college(Men), Srikakulam.

Endorsements


(Signature with Date and Seal) 07/11/23

Faculty Guide:


Lecturer in charge
Dept. of Mathematics
Govt. Degree College (Men)
SRIKAKULAM


Sub Inspector of Police
Amadalavalasa P.S.
Srikakulam Dist.

Head of the department:


Lecturer in charge
Dept. of Mathematics
Govt. Degree College (Men)
SRIKAKULAM

Principal:



Contents:

1. Introduction.
2. Overview on organization.
3. Activity log
4. Working process
5. Observation.
6. Conclusion.
7. Photos
8. Improvements.

Introduction:

The short term internship is a type of training programme for two months to the degree students in their second year from the commissioner of higher education in Andhra Pradesh. In this short term internship the students may acquire knowledge in the way of practical observation in the society. It is an excellent skill development training from different departments in our localities like Education department, Sachivalams, Police department, Forest department, Fisheries department, Statistical department, Income tax department, Software offices, Laboratory and Hospitals etc. From these departments the students can know about the work and duties of officers regarding to the society and it may useful for the higher studies also and it helps in the training for the job if students get. Like this there are so many opportunities unities and useful things from this internship which can teach the skill to students. It may very helpful to the students and it plays role in the lives of students regarding the knowledge towards the society.

Overview on Internship organization:

I got my short term internship in police department in ADV Police Station, Amadalavalasa, Srikakulam. The overview on the police station is that the police station consists of station house, general vehicle parking zone, cased vehicles parking zone and sitting sites in the station. The station house is having six parts those are station house officer room, reception room, cell room, computer room, main Hall and protection guards store room. Station has toilets for both men and women. The station has upstairs and on the roof it has old records store room. The station has a good and peaceful greenery. In front of the police station there is a place for sandy and MPDO office. Station back side is green fields, left side of the station there are some houses and right side of the station has meeseva center and ambulance parking place. The police station is maintained in good manner.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Knowing about the P.S. out structure.	outlook	
Day -2	Knowing about the case files and Reception.	Reception works	
Day -3	Notice Services to the person	Notice service	
Day -4	Record workings	Records	
Day -5	Dando beat duty	Duty	
Day -6	Sitation service	Serving	

WEEKLY REPORT

WEEK - 1 (From Dt. 28 Aug. to Dt. 02 Sep.)

Objective of the Activity Done:

Detailed Report: knowing about the ps out structure and the out look is ps.


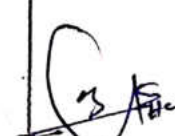



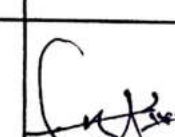
knowing about the case files and reception to know about the reception works.

Notice servicing to the persons. The leaving out come is notice service.

To know record workings the leaving outcome is know about record.

station servicing and the leaving outcome's servicing,

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	ASR sr explained about what is Police, and the behaviour of Police man.	Behaving at others	
Day -2	make traffic clearance near ADV Police station.	traffic clearance	
Day -3	I did duty with HS sr in traffic security regarding vehicle	Security	
Day -4	sr gave council to the both families and then go to P.S.	Knowing the country	
Day -5	Each and every case need evidence for the endness	Types of evidences.	
Day -6	The evidences may be 4 types 1. Technical evidence 2. Documental evidence 3. Verbal evidence 4. eye witnesses	Collection of evidences.	

WEEKLY REPORT

WEEK - 2 (From Dt. 24. Sept to Dt. 30. Sept)

Objective of the Activity Done:

Detailed Report: A&P Sir explained about what is police and the behaviour of police men and the learning out come is of behaving at others.

make traffic clearance near adv police to know about the traffic clearance

I did duty with the sir in traffic security regarding vehicles.

sir gave counseling to both families and then we go to police station.

Each and every case needs evidences.

The evidences may be 4 types.

1. Technical evidence.
2. Verbal evidence.
3. eye witness
4. Documental evidence.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	each and every police men, administrators are under the control of the court.	knowing about court	V. BL
Day - 2	For the murder cases tech and Documental evidence is very most important	Role of evidence.	N. BL
Day - 3	Hence the evidence would play a key role in a case closing	key role played by evidence in case closing	N. BL
Day - 4	Today I have learnt about permission is given to place a branch idd in a village forum	local collection and fit data	V. BL
Day - 5	Collect the details of cases, idol to get permission from PS to diffused	permission to get immersion of gangh idol	V. BL
Day - 6	Knowing about the inquest reports	knowing the part motion of the reports.	V. BL

WEEKLY REPORT

WEEK - 3 (From Dt...11 Sept... to Dt...16 Sept...)

Objective of the Activity Done:

Detailed Report: each and every police men, administards are under the control of court. The learning outcome is know about the court

For the morden cases. Documental and technical evidence is most important.

Hence the evidence would play a key role in a case closing.

Today : have learnt about permission is gotten to place a ganesh in a village.

collect the details of persons whose participated in ganesh idol and to get permission from police station.

knowing about the inquent reports.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	visit the place of offenses near ps	knowing out looks of other offices.	V. Bal
Day -2	Draw a rough sketch	Drawing	V. Bal
Day -3	make a mediate Report	writing & Asleing	V. Bal
Day -4	Re cover the resources which he theft	Theft analysis	V. Bal
Day -5	collect the informations either statement or a report copy	statement report	V. Bal
Day -6	Arrest the thief for that offense	knowing the proan of arrest	V. Bal

WEEKLY REPORT

WEEK - 4 (From Dt. 18-Sept to Dt. 25 Sept.)

Objective of the Activity Done:

Detailed Report: Visit the place of offenses near police station. and the learning outcome is knowing out looks of other offenses.

Draw a rough sketch.

and a make a mediate report and learn about writing and asking.

Recover the resources which he theft and the learning outcome is theft analysis collect the informations of the statement of a report copy.

Arrest the thief for that offense.

Observation:

I am Gondu Nithin ., I have gotten the short term internship on 26th August, 2023 in the Police Department in ADV police station in Amadalavalasa, Srikakulam. In Gara police station nearly there are 30 members of staff. They do their work regularly, their behavior is in good manner and having respect to the society. I observed that there are lot of cases come to police station regularly they may be family disputes, land issues, cheating cases, death cases, accident cases and hurt cases etc but these cases are having two ways to solve them one is compromising and another one is charge FIR on that case and followup the investigation. In the investigation the police men collects the details regarding to the case and collects the proper evidences and produce them in the court in front of the Judge as the police officers are here to protect the human rights and to produce the criminals in court as the court only has those rights regarding to the punishment to the criminals for their crimes. The duties of police officers are much complicated due to the crimes, bandhobasts, rallies, struggles and fights in the society. But they are doing their job for 24/7 hrs.

Conclusion:

The police duty is one of the toughest duties in our society. As these days are becoming very tough and complicated due to people and some of them don't know about law and order. We have democratic parties but we don't know about the democracy as the rulers are politicians but the real heroes are persons who protect us from others. There are so many people to develop our country but there are few people to protect the country and one of them is police. The policemen does his duty for 24/7 hrs in a respective manner. I knew about the types of cases and controlling people regarding to the law and order. I knew about collecting evidence and types of proceedings for a case and about FIR, Charge sheets and Parts-IIs for a case and I knew about duties of the respective officers and I knew about how to behave with others from Police station. All is the police officers in police station would kindly cooperate to me in getting the internship training neatly. They helped a lot to giving me the information regarding the society and investigation. So I really thank them for their support.

Improvements:

I have gotten my short term internship in the department of police in ADV police station in Amadalavalasa, Srikakulam. I learn a lot of things from this internship due to the cooperation of all police officers in Gara police station. I improved my way of talking towards the society and some enquiries also. I learn how to improve my way of thinking for difficult problems and I believe this internship is gift to me for acquiring knowledge and knowing how to behave at others like elders and old people etc. I improved my time management regarding to my works, writing skills and communication skills. I really thank to the police department for their kindly support towards my internship.

Student Self Evaluation of the Short-Term Internship

Student Name: *Crndu Nithin*

Registration No: *21200151012*

Term of Internship: *Short* From: *28-08-2023* To: *30-09-2023*

Date of Evaluation: *06-11-2023*

Organization Name & Address: *Amadalavalasa Police station (Srikalahasti)*

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

06-11-2023
Date:

Cr. Nithin
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Gondu Nithin

Registration No: 2122001052022

Term of Internship: Short From: 28-08-2023 To: 30-09-2023.

Date of Evaluation: 06-11-2023

Organization Name & Address: Amadalavalasa Police Station, Amadalavalasa (M), Srikalahasti.

Name & Address of the Supervisor with Mobile Number Y. Krishna. Srikalahasti Police Station.

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: 06-11-23

Y. Krishna
Signature of the Supervisor

EVALUATION

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:

1. Activity Log	25 marks
2. Internship Evaluation	50 marks
3. 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 Skill.
 - e. Team Dynamics
 - f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Gronda. Nathan

Programme of Study:

Year of Study: 2022 - 2023

Group: BSc MPC

Register No/H.T. No: 212200105202

Name of the College: Government Degree college (men) SKM

University: Dr. B.R. Ambedkar University (SKM)

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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