### GOVERNMENT DEGREE COLLEGENARASANNAPETA

### DEPARTMENT OF COMMERCE

### PROGRAM BOOK FOR LONG TERM INTERNSHIP

Submitted in the partial fulfillment for B.Com (Computers) Internship

(Batch 2022-2023)



Submitted by

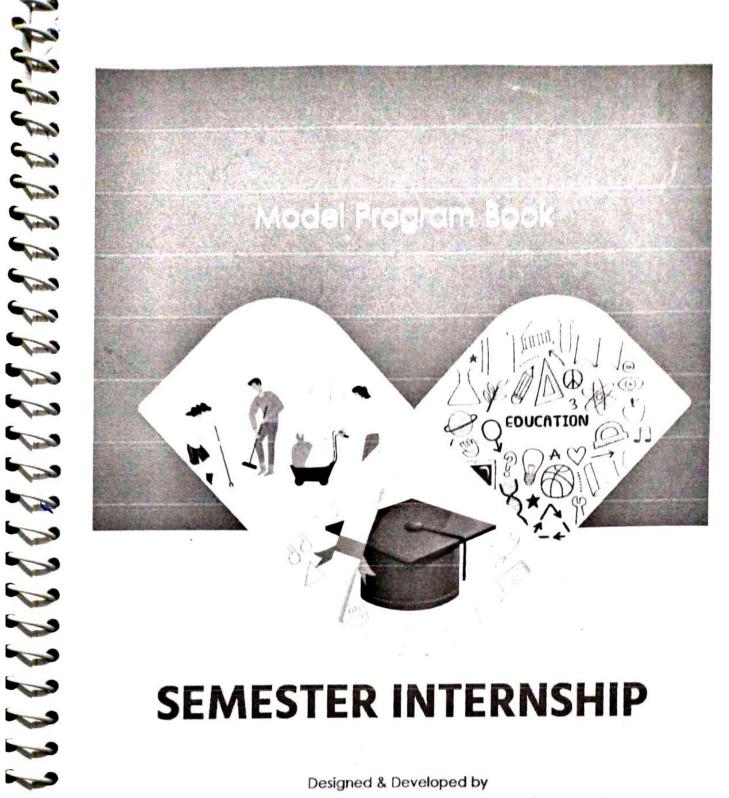
(PANGA GANESH)

(Reg No :2022004066014)

B.Com (Computer) 5TH Semester

Under the Mentorship of

K KRISHNAVENI
Lecturer in Commerce
Government Degree College,
Narasannapeta
Srikakulam District-532421



### SEMESTER INTERNSHIP

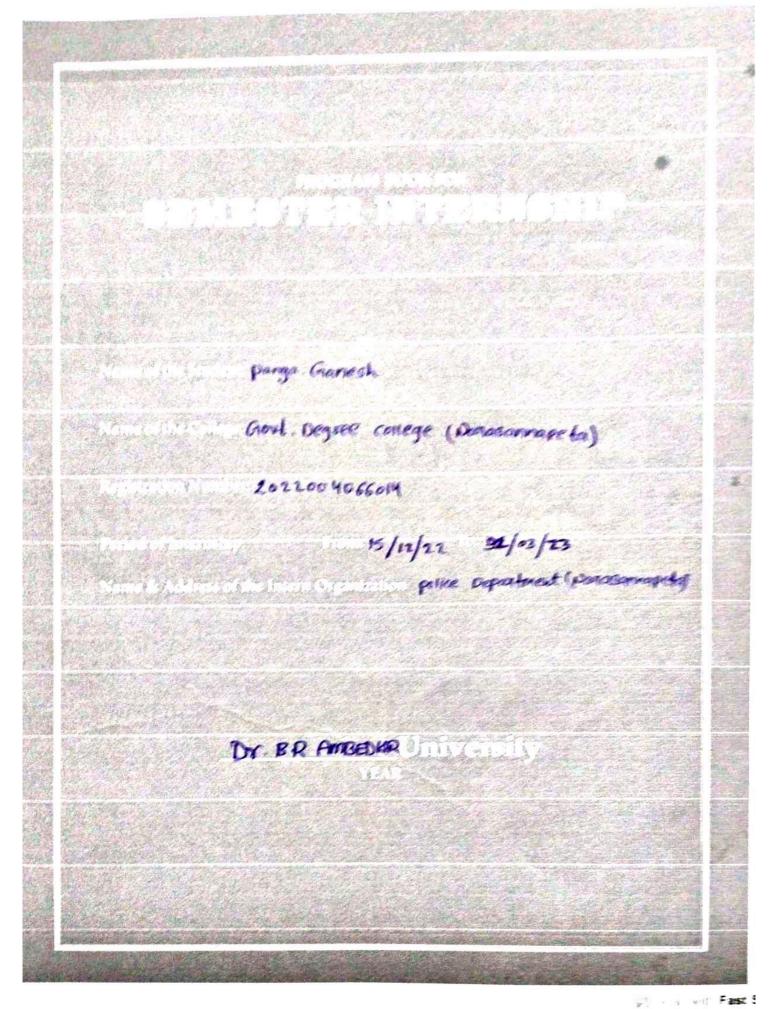
Designed & Developed by



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

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)





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An Internship Report on
5th - Semester
(Title of the Semester Internship Program)
Submitted in accordance with the requirement for the degree ofB. Com. CSAs)
Under the Faculty Guideship of
K. Konishnaveni
(Name of the Faculty Guide)
Department of
Commerce Department - Grovt Degree College (Nortasannapeta)
(Name of the College)
Submitted by:
P. Ganesh
(Name of the Student)
Reg.No: 2022004066014
Department of _Commexce
Growt Degree College Noviasannapeta
(Name of the College)
er en

### **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

- It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
- Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
- 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.
- You should maintain punctuality in attending the internship. Daily attendance is compulsory.
- 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.
- 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.
- If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
- 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.
  - Job Skills you are expected to acquire.

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- 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.



### Student's Declaration

L Panga Express a student of police	
Program, Reg. No.2011 oc 4066014 of the Department of Commerce	
College do hereby declare that I have completed the mandatory internship	
from 15-12-1022 to 31-3-2023 in police Separtment (Name of	
the intern organization) under the Faculty Guideship of	
K. Knishnaveri (Name of the Faculty Guide), Department of	
Commerce Good Degree College National	rta
Name of the College)	

CCCCCCCCCCAAAAAAAAA

P. Govesh (Signature and Date)



### Official Certification

Official Certification	
This is to certify that fuga . Granesh (Name of	
the student) Reg. No2e22.com 66e14 has completed his/her Internship in	
(Name of the Intern Organization) on	
poice Deportment (Title of the Internship) under my	
supervision as a part of partial fulfillment of the requirement for the	
Degree of Commence in the Department of	
Great Dogree correge (Name of the College).	
This is accepted for evaluation.	
Station House Officer NARASANNAPETA PASA Strikakulari Dist. (AP) 9-4 (Signatory with Date and Seal)	
Endorsements	
Faculty Guide K. KRISHNAVENI . K. Roishwaveni	
GRHE Dugree College	
Head of the Department Commence Department BASANNETADIO	
LECTURER Govt. Degree College NARASANNAPETA	
Principal	
Concepa :	1

Page No

GOVT. DEGREE COLLEGE NARASANNAPETA

### Certificate from Intern Organization

This is to certify thatpanga.	Gianesh (N	iame of the intern)
Reg. No 2022004066014	of Good Degree College	_ (Name of the
College) underwent internship in	paire Department	(Name of the
Intern Organization) from 15 - 12 -	102 to 31-3-202	3

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

Authorized Signatural Serikakulam Dist.

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### Acknowledgements

و معرف معرفه معرفه معرفه و معرفه هن المعمل والمعرفية والمعرفية معرفه والمعرفة والمع

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- \* Govt Degree College Printipal 7086 3

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### **Contents**

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### CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief 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.

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- Assistant sub- Emputer

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- Head Constable

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Constable

- Home Guard

### 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.
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### CHAPTER 3: INTERNSHIP PART

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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.

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### ACTIVITY LOG FOR THE FIRST WEEK

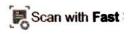
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Day -5	-1000 appear	Mirder Blan - 58		
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### WEEKLY REPORT

WEEK - 1 (From Dt.15 - (2 -12 to Dt. 22 - (2 -12

Objective of the Activity Done:
Detailed Report:
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Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	-orogeo \$88000. -joc - jogs y 4808 00008	యాక్షిక్కారాగా మాల్లాలు మాల్లాలు మాల్లాలు మాల్లాలు మాల్లాలు మాల్లాలు మాల్లాలు మాల్లాలు మాల్లాలు మాల్లాలు మాల్లాలు	9
Day - 2	చాయి. మార్క్ కిక్క కెక్కి కామ్మా	338 to granstom a grim gabisip are an against	à
Day - 3	المعلمة والتجر ومد - المهاية معافية المعالم مد المعاد	-redunt dual on	
Day - 4	The 1533 of soupon aregon	Occurdent of the	tion House
ay - 5	FIR Gold alosuen	tio 1288000.	ikamfam
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### WEEKLY REPORT WEEK - 2 (From Dt.33//33/23 to Dt.33//34/22...)

Objective of the Activity Done:
Detailed Report:
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### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	විධූර අත එමය ඔහා එයාර අතුළුව	chating Thurs eapon as Poit chason war war	
Day - 2	mobile location Euphiston -TP 0479 = -3F160 93- 428000 800800	mpsle baston war Ewrit Apolo	Tracky
Day - 3	1	mubile al aspano	7
Day -4	Ther Numba Gas about a special and special	Starti anno astron The homes as a	ation House
Day - 5	379 - F37 17808 als 48	Part auguntaras Part auguntaras	en starte
Day -6	-1000 -1100 1384000. HELL - 306 HISOR 020020		



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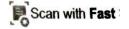
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Detailed Report: — သြင္းက်ယ္နီ - ပုစ္ေက်ာ္မွစ္ေတြတယ္ေဆးခြာတြင္
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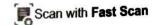
### ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	- 28/000 - 28/10	వ్యక్తుందం భాలుకె డ్రామ్మ్మార్ముల్లం భాగా డ్రామిందా	2004
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Day -3	2880a.	ఈమారు ద్రాగా కాయినాన్నాలు గ్రామ్తను ధవార్మాగా	W: 157
Day -4	2000 Bogs 530 Mag		Works Office Office Port of the Port of th
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Objective of the Activity Done:
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### ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	the comp canon the	ളമ്മുന്ന നൂരെ മുന്നു	
Day - 2	- angro 13800.	0.18	trough of
Day - 3	15mg 4000 mg03	CB CSONGESTON COMPANY OFFICE Frog Hall Fob of	
Day -4	- 012.00 1588.000.		<u></u>
Day - 5	1	ශූදහනුතාදර ඉදුඥ - 10 ප්ලභන - ප්රජන දුංශු වුණ්න ජ්ලක්ස	Service .
Day -6	370 FIR 1808 080080	35001/2016 18800 - 10 passas 1990 1	

### WEEKLY REPORT

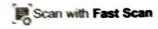
WEEK - 5 (From Dtl././.3.3... to Dt 24/.1/.23...)

Objective of th	e Activity Done:
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450	Gord Broke Joseph .
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### ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	binet description of the daily	Learning Outcome	Person In- Charge Signature
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Day -3	highs Britished. Langual whit agrap and and angum Linatio	NHF CRUS LOWER	1
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Day - 5	Ser comos serve tenes	ntons Burliforio Concos Burliforio	eratemos Grikakuta
ay -6	ച്ചര വേത്ത എല്ലാ ശ്രീത്ത		



### WEEKLY REPORT WEEK - 6 (From Dt. 25/1/23 to Dt 31/1/23...)

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Objective of the Activity Done:
Detailed Report:
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### ACTIVITY LOG FOR THE SEVEN WEEK

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Day - 1	المعامدة المعامدة المعامدة المعامدة	8	
Day-2	Charles - HE LAN CHELLY	්පෑට බිහර පම්කාරයාග් මුණ්ණ (කොපො ) කුතර - ආ දිපාරේගයේ (කාප	3
Day -3	වුදුල් වේ වෙන විද්යා වෙනවා. මුදුල් දැන් දැන්න වෙනවා. වෙන් දියක, මිනුදුරු වෙනුවෙන	the stage pain	-5
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Day - 5	-co aspan.	നുന്നായ ചുക്	
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### CHAPTER 5: OUTCOMES DESCRIPTION

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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.)

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PAPAPAPAPAPA Police Mation and anarounce Gira zour itousansino van alus Flate assisser deas Leyesto. (doew Polla station of autil area applicatio earlisas



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

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### Student Self Evaluation of the Short-Term Internship

Student Name: P Granesk Registration No:2022004066014

Term of Internship: 5 th gem From: 15/11/22 To: 31/3/23

Date of Evaluation:

Organization Name & Address: police Depositment (Nocapaannapela)

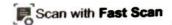
Please rate your performance in the following areas:

,	Rating Scale: Letter grade of CGPA calc	culation to	be provi	aea		
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
	Creativity	1	2	3	4	5
10	Quality of work done	1	2	3	4	5
11	SANT-SANT SANT-SANT-SANT-SANT-SANT-SANT-SANT-SANT-	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2		7	3
4	Achievement of Desired Outcomes	1	2	3	4	5
5	OVERALL PERFORMANCE	1	2	3	4	5

Date:

P. Granesh Signature of the Student

Evaluation by the Supervisor of the Intern Organization



Student Name: P Granesh Registration Norgo proceedings

Term of Internship: 5 th grant From: 15/12/22 To: 3//3/23

Date of Evaluation:

Organization Name & Address: police Department (Parasa mappela)

Name & Address of the Supervisor 31 Simbac halam (Parasa mappela)

with Mobile Number 63 09990 942

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

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

Rating Scale: 1 is lowest and 5 is highest rank

Oral communication	1	2	3	4	5
Written communication	1	2	3	4	5
Proactiveness	1	2	3	4	5
Interaction ability with community	1	2	3	4	5
Positive Attitude	1	2	3	4	5
Self-confidence	1	2	3	4	5
Ability to learn	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
N <del>20</del> (65)	1	2	3	4	5
OVERALL PERFORMANCE	1	2	3	4	5
	Proactiveness Interaction ability with community Positive Attitude Self-confidence Ability to learn Work Plan and organization Professionalism Creativity Quality of work done Time Management Understanding the Community Achievement of Desired Outcomes	Proactiveness I Interaction ability with community I Positive Attitude I Self-confidence I Ability to learn I Work Plan and organization I Professionalism I Creativity I Quality of work done I Time Management I Understanding the Community I Achievement of Desired Outcomes I	Proactiveness I 2 Interaction ability with community I 2 Positive Attitude I 2 Self-confidence I 2 Ability to learn I 2 Work Plan and organization I 2 Professionalism I 2 Creativity I 2 Quality of work done I 2 Time Management I 2 Understanding the Community I 2 Achievement of Desired Outcomes I 2	Proactiveness I 2 3 Interaction ability with community I 2 3 Positive Attitude I 2 3 Self-confidence I 2 3 Ability to learn I 2 3 Work Plan and organization I 2 3 Professionalism I 2 3 Creativity I 2 3 Quality of work done I 2 3 Understanding the Community I 2 3 Achievement of Desired Outcomes I 2 3	Written communication

Date:

AAAAAAAAAA

Signature of the Supplies Officer

Carocamapeta PS

Carocamapeta Dist.



### Internal & External Evaluation for Semester Internship

### Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

### Assessment Model:

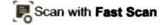
- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:

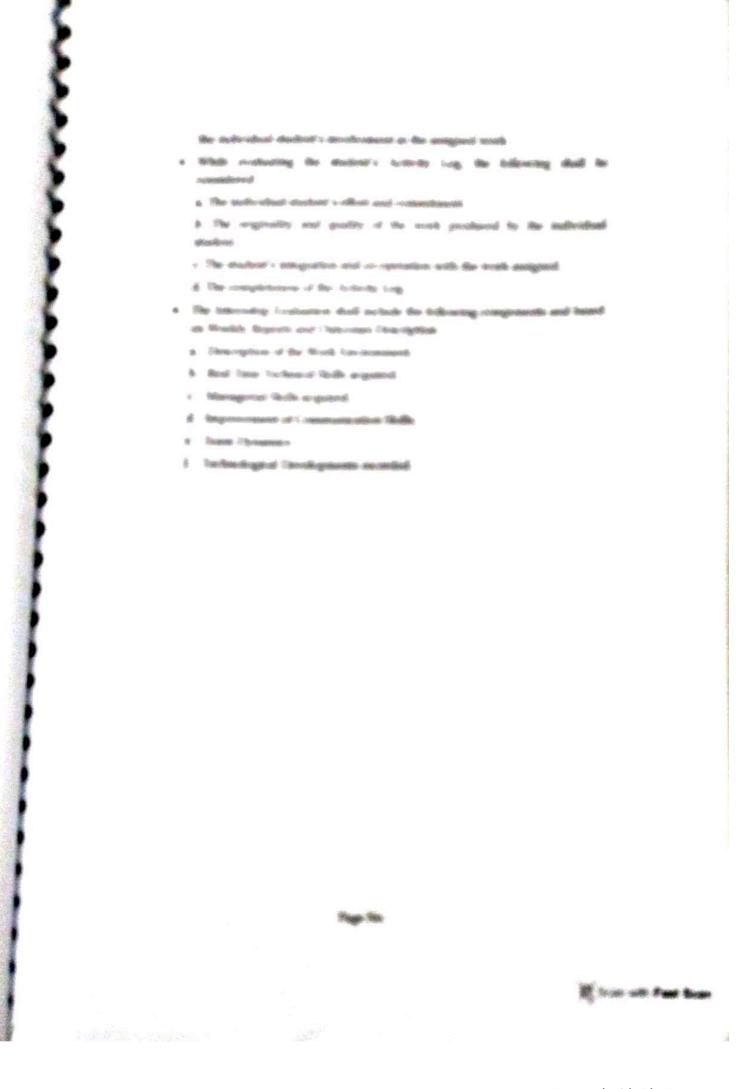
o Activity Log 10 marks
o Internship Evaluation 30 marks
o Oral Presentation 10 marks

The weightings for External Evaluation shall be:

Internship Evaluation 100 marks
 Viva-Voce 50 marks

- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- 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





### INTERNAL ASSESSMENT STATEMENT

Name Of the Student: panga. Granesh Programme of Study: police Repartment

Year of Study: 2020 \$02023 Group: B.Com Computers

Register No/H.T. No: 202100 663514

Name of the College: Government Degree College

University: Br BR AMbedkhar University SRIKAKULAM

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	26
3.	Oral Presentation	10	10
	GRAND TOTAL	50	46

Date:

K. Krishnaveni Signature of the Faculty Guide Sovi. Degree College NARASANNAPETA

### EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Punga . Granesh

Programme of Study police Station

Your of Study: 20to 6 1043

Compression Compression

Register Na/H.T. No. 202100663514

Name of the College: Good Degree aringe (Norrasannapeta)

University DR-BR Amberlahon University (Shikakulam)

St.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	60
2.	For the grading giving by the Supervisor of the Intern Organization	20	18
3.	Viva-Voce	50	46
	TOTAL	150	122
GRAN	D TOTAL (EXT. 50 M + INT. 100M)	200	170

Signature of the Faculty Guide

K. Krishnaveni

LECTURER Govt. Degree College NARASANNAPETA

Signature of the Internal Expert

ikchaishinonen: Govt. Degree College NARASANNAPETA

Signature of the External Expert

Signature of the Principal with Seal

PRINCIPAL GOVT. DEGREE COLLEGE NARASANNAPETA

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