

# 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: BAGGU. SIRISHA

Name of the College: Government Degree college (M) SKLM.

Registration Number: 2122001050003

Period of Internship: From: 18-8-23 To: 30-09-23

Name & Address of the Intern Organization: Forest DPMT SKLM

Ambedkar **University**  
YEAR



## An Internship Report on

2 Months Internship program Forest  
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 Sridevi kella

(Name of the Faculty Guide)

Department of

Forest

(Name of the College) GDC (Men) college

Submitted by:

B. Sirisha

(Name of the Student)

Reg.No: 2122001050003

Department of Bsc (computers)

Government Degree (Men) college

(Name of the College)

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## 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, B. Sirisha a student of 2 Months internship Program, Reg. No. 2122001050007 of the Department of BSC (MPCS) GDC MEN College do hereby declare that I have completed the mandatory internship from 18/8/23 to 30/9/23 in Forest Department (Name of the intern organization) under the Faculty Guideship of M.V.S Sridevi Kella (Name of the Faculty Guide), Department of BSC (Computers), Government degree (Men) college (Name of the College)

B. Sirisha 02-11-23  
(Signature and Date)

## Official Certification

This is to certify that BAGGU. SRISHA (Name of the student) Reg. No. 2122001050003 has completed his/her Internship in Day/Night Forest Department (Name of the Intern Organization) on Forest Department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc (MPCS) in the Department of GDC (Men) College (Name of the College).

This is accepted for evaluation.

  
(Signatory with Date and Seal)

Forest Range Officer  
SRIKAKULAM

### Endorsements

Faculty Guide 

Head of the Department 

Principal

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## Certificate from Intern Organization

This is to certify that BAGGU, SIRISHA (Name of the intern)  
Reg. No 2112001050003 of GDC(MEN), SKLM (Name of the  
College) underwent internship in FOREST DEPARTMENT (Name of the  
Intern Organization) from 18/08/23 to 20/09/23

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

  
Authorized Signatory with Date and Seal

Forest Range Officer  
SRIKAKULAM



## Acknowledgements

First and Fore mostly I would like to thankful our mentor Smt. Sri Devi Madam garu for her valuable assistance towards me to complete these 2 Months Internship.

I extended my gratitude towards Forest department, Srikakulam for enlightened about the basic knowledge of Forest protection and other knowledge about Forest resources.

Special thanks to all My Forest officers and staff for giving valuable information to learn about Forest protection & acts, Resources, and also grateful to our college principal for encouraging us to choose our decisions Regarding departments and for her suggestions towards us.

I also thankful for our classmates and especially to our group members with whom I shared my dark days and together we went to different fields.

## Contents

- ① Executive summary — CHAPTER-1
- ② Overview of the organization — CHAPTER-2
- ③ Internship part — CHAPTER-3
  - \* Activity Log book
  - \* Weekly reports for 6 weeks
- ④ outcomes description — CHAPTER-4
- ⑤ Evaluation
- ⑥ photos



## 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 the opportunity to our students to consolidate through practical experience. I have internship in Forest department. I Learned very well about Forest department Significant contribution to this manual has been made by Forest officers who have educated extension of Forest protection in the process of charge.

We also Learned animal protection and they protect overall Forest area, From smugglers our thanks are also extended to the agriculture lands so near to Forest area. In Forest Department the Beat officers and other officers guides us to encourage to Learn Forest protect Schemes.

## 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.

In 1864 Indian Forest Service enacted  
& Imperial Forest Research Institute, Dehradun  
established in 1906. It was enacted with the  
following objects.

Objects:-

Our objects therefore is to create an  
atmosphere of values. In Forest department to  
growth of the comparison approach of students  
that will generate not only integrity but also  
given back to society their skill and create  
a world.

Vision and goals:-

To create a world in different areas in tribal and  
Forest areas.

To protect plants, birds, animals, wild life animals.

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### 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.*

It is an art and science of obtaining information about object, area or phenomena through the analysis of data acquired by a device without being in physical contact.

### ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity                       | Learning Outcome   | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day -1     | Theory class about Nursery management                         | Forest Dept. provided valuable plants to farmers.                          | BAi                        |
| Day -2     | Theory class about need of plantation                         | It controls the pollution  | BAi                        |
| Day -3     | Theory class about Avenue plantation                          | Avenue plantation coastal belt " urban plantation institutional plantation | BAi                        |
| Day -4     | We visited nursery having mixed plantation                    | There are 30000 plants are present in this nursery.                        | BAi                        |
| Day -5     | We visited coastal area to know about coastal belt plantation | Plants like palmar and casuarina equisetifolia are planted.                | BAi                        |
| Day -6     | A brief explanation about shifting bags                       | The germinated plants are shifted from small to large bags.                | BAi                        |



## WEEKLY REPORT

WEEK - 1 (From Dt. 18.08.20 to Dt. 23.08.20)

Objective of the Activity Done: Plant Nurseries and taxonomy

### Detailed Report:

plant nursery is an area where plants are grown, kept or maintained for transplanting for use of stocks for budding and grafts and for sale.

we learn about types of beds in nurseries and steps in nursery management. Seed collection, seed germination and pre treatment of seeds to avoid dormancy and preparation of primary bed structure are the measurements should be taken for healthy improvement of plants.

In shore areas coastal plantation is done. They used to plant plants like palmar and casuarina equisetifolia in coastal belt areas which can absorb the salty atmosphere and reduces the cause of diseases to the surrounding villagers.



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# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity        | Learning Outcome                                    | Person in Charge Signature |
|------------|--|---|----------------------------|
| Day-1      | SNC - Soil moisture conservation theory class. | It can minimize the water loss through evaporation. | TSL                        |
| Day-2      | Methods to conserve soil moisture.             | CT, chub dams, plastic mulch, etc., rock fill dams. | TSL                        |
| Day-3      | Measurements of dugged contour trenches.       | It can slowing surface water run off.               | TSL                        |
| Day-4      | Measurements of rock fill dams.                | They have impermeable core.                         | TSL                        |
| Day-5      | Theory class about weeding and mulching.       | Unwanted plants should remove for better yield.     | TSL                        |
| Day-6      | Theory class about mulching.                   | Mulching helps to conserve the soil moisture.       | TSL                        |



## WEEKLY REPORT

WEEK - 2 (From Dt. 15.8.23 to Dt. 21.8.23)

Objective of the Activity Done: SMC works, concepts of weeding and mulching

### Detailed Report:

The main objective of SMC is to minimize the amount of water lost from the soils through evaporation and transpiration or combined.

preserving soil moisture is important means to maintain the necessary water for agriculture production.

It also helps minimize irrigation needs of the crops. This is especially important in areas where rainwater and ground water resources for irrigation are scarce.

SA

T. S. L.

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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     | Theory class about types of forest offences.        | The offences types   | N. S.                      |
| Day -2     | Theory class about powers of Forest Department.     | How they save forest and give punishments by Forest officer.     | N. S.                      |
| Day -3     | class about patrolling activities                   | The activities which are performed to save forests               | N. S.                      |
| Day -4     | A brief explanation about wood, land based offences | How wood, land based offences are takes place.                   | N. S.                      |
| Day -5     | Brief discussion about patrolling activities        | How the divide forests to save through patrolling activities     | N. S.                      |
| Day -6     | Theory class about all topics.                      | we learned summary of offences, patrolling activities, powers of | N. S.                      |

F.D



## WEEKLY REPORT

WEEK - 3 (From DL22.2.22 to DL22.2.22)

Objective of the Activity Done: patrolling activities, offences and powers of F.D

### Detailed Report:

There are many types of offences. Mainly

There are 3 types. They are wood based, land based, wild life based.

\* For wood based offence - penalty and punishment will be given under the act AP Forest Act 1967.

\* For land based offence - under the act the soil conservation Act 1980.

\* For wild life based offence - under the act The wild life Act 1972.

powers of Forest Department:-

\* According to APF Act 1967 Sec 4 any land can be declared as Forest land.

\* F.D can confiscate timber stored in any country ready for transit (without permit) under AP Transit Act 1970.

We learned about the powers of F.D, Patrolling activities and offences.

N. S.

### ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity                | Learning Outcome                     | Person In-Charge Signature |
|------------|--|--------------------------------------|----------------------------|
| Day = 1    | Learned Resource Management of Tribals                 | Learned Resource work of tribal      | <i>Laury</i>               |
| Day = 2    | protection and schemes of Tribal                       | Acts and schemes about tribal lives. | <i>Laury</i>               |
| Day = 3    | Learned about rising of avenue plantation about tribal | plantation work of Tribes            | <i>Laury</i>               |
| Day = 4    | learned about plantation workfare river side           | plantation work of tribes            | <i>Laury</i>               |
| Day = 5    | learned about investigate of plantation                | plantation work                      | <i>Laury</i>               |
| Day = 6    | learned about industry plantation                      | plantation work                      | <i>Laury</i>               |



## WEEKLY REPORT

WEEK - 4 (From DL30.2.22 to DL31.03.22)

Objective of the Activity Done Tribal management

### Detailed Report:

The project report calls for an integrated approach with tribals as focus of the development with the framework of resources around tribal habitats through joint forest management.

The thrust areas of the study are existing rights on forests to the tribe economic activities carried out today in relation to the forests and returns obtaining from them people preferences to JFM possess such as mechanisms for local people participation in employment in the reserve forest.

Pawar

### ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity          | Learning Outcome  | Person In-Charge Signature |
|------------|--|---|----------------------------|
| Day - 1    | Theory class about JFM                           | protection and regeneration of Forest                                   | A/w                        |
| Day - 2    | Theory class Human Resource Management           | Forest management is the process of planning environment                | A/w                        |
| Day - 3    | Theory class nature of human resource management | Acquiring, training appraising and training                             | A/w                        |
| Day - 4    | Theory Class Role of human resource management   | creating personal policies & procedure that support business strategies | A/w                        |
| Day - 5    | Theory class Forest resource management          | large scale harvesting of natural forests                               | A/w                        |
| Day - 6    | Theory class Forest resource types               | Boreal tropical and temperate forests                                   | A/w                        |



## WEEKLY REPORT

WEEK - 6 (From 01.05.2023 to 07.05.2023)

Objective of the Activity Done: Human Resource Management

Detailed Report:

Human resource management involves coordinating, managing, and allocating human capital, or employees in ways that move an organization's goals forward.

The ultimate goal of HRM is to ensure productivity, employee management and commitment to the organization's success.

The main aim of the Forest Department in Human Resource Management includes the ways and means to protect the resources available, develop additional resources and maintain harmony

JKW

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## 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.)*

Intern's work environment is one of the aspects of Intern's quality addressed in this report. I enjoyed very much by taking Forest department as my 2 months short Internship. I learned very new creative activities in choosing this field.

The staff members of Forest department had provided good facilities for us & they explained in a clear way about the maintenance of forest and the duties that are provided to them.

We worked as a team in the fields we gathered together discussed lots of valuable things regarding Agriculture, Farming, protection of environment etc.

I am very satisfied by choosing this department and also with protocols and their procedures. The officers and us have a good harmonious relationship they clarified every doubt for us and they are very friendly & gave lots of awareness regarding environment & socialization. The time management and discipline is incredible. Everyday is <sup>previous</sup> for us. we had a great experience by joining this department.



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

The word technical skills refers that "the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations.

There are some common skills for forestry such as :-

- \* GPS
- \* Data collections
- \* Drones
- \* plantation works
- \* smart phones
- \* Harvest
- \* Patrol
- \* Rehabilitation

The above are some technical skills in this department. we are observed these while they were working. In the forest department every work done by a specific time management. This job as a Forestry Technician falls under the broader career category of Foresters.

we learned many technical skills by listening to our officers like Manage public and private forested lands for economic, recreational and conservation purposes.

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**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.**

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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.,)

I Learned good enough communication skills in the Forest Department. These are very useful for everyone's life. Before joining this department I was very poor at communication and had a lot of fear by speaking with others. These skills which also increased my confidence in daily life.

Especially the below communication skills which are useful to us.

- \* Leadership skills
- \* problem solving
- \* written communication
- \* decision making
- \* oral communication
- \* work management
- \* understanding skills... etc were taught by our staff, they inspired us in many ways gives motivation for us in our speaking.

These are few examples of the skills that are acquired by us. I am very thankful for the everyone who gave support to me and overcome my fears while speaking with others.

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

I am very glad that I enhanced many abilities by choosing this Forest Department. Mainly there are few things which I went to discuss makes me get more anxiety is The First and Foremost is group discussions. In this we are curious to say our answers and put in front of others.

We form as a team for doing team work. Team work gives us support and adds shine to a spark. The contribution of a team member, everyone used to do their part of job to complete the full work. we used to discuss lots of things with other team mates and understands one another among us. we also got awareness by speaking to others.

We share knowledge and learned new activities together. What our leader says we would utilised to it and aligned to that path to complete the daily tasks successfully.



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

I observed that technology is helping and providing more useful in Forest department like to store huge amount of data accurately, easily and efficiently.

The LTEM is an online database system that aims at understanding the dynamics of forest ecosystem and developing appropriate management strategies.

For instance, the system helps Forest managers identify areas of grazing pressures and assess Non-Timber forest products (NTFP) potential and use.

Forest technology also encompasses environmentally sound forest harvesting and transport operations. These are essential components of sustainable forestry as they ensure the maintenance of the productivity of forests and the associated benefits.

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

Student Name: BAGGU SIRISHA Registration No: 2122001060003  
Term of Internship: From: 18-08-23 To: 30-09-23  
Date of Evaluation:  
Organization Name & Address: FOREST DEPARTMENT, 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: 02-11-2023

B. Sirisha  
Signature of the Student



### Evaluation by the Supervisor of the Intern Organization

Student Name: BAGGU. SIRISHA Registration No: 2022001000003

Term of Internship: From: 18-08-23 To: 20-09-23

Date of Evaluation:

Organization Name & Address: FOREST DEPARTMENT, SRIKAKULAM

Name & Address of the Supervisor  
with Mobile Number

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

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

Rating Scale: 1 is lowest and 5 is highest rank

|    |                                    |   |   |   |   |   |
|----|------------------------------------|---|---|---|---|---|
| 1  | Oral communication                 | 1 | 2 | 3 | 4 | 5 |
| 2  | Written communication              | 1 | 2 | 3 | 4 | 5 |
| 3  | 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 |

31/10/2023  
Date:

M. Qu.  
Signature of the Supervisor



## PHOTOS & VIDEO LINKS





## **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.





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

(A Statutory Body of the Government of Andhra Pradesh)

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