

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: BEVARA ASHOK KOMAR

Name of the College: G.O.C. (Men), Srikakulam

Registration Number: 212200156007

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

Name & Address of the Intern Organization Grama Sachivalayam,
Donkalabadavangja (vill);
L.V. Peta (mdlm), Srikakulam (dist)
pincode : 532458

Dr. B. B. Ambedkar **University**
YEAR

An Internship Report on

Grama Sachivalayam Services

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Bachelor of Deg. Degree B.Sc (MCIC)

Under the Faculty Guideship of

Sri. R. Venkateswara Rao.

(Name of the Faculty Guide)

Department of Industrial chemistry

Gort. degree college

(Name of the College)

Submitted by:

B. Ashok Kumar

(Name of the Student)

Reg.No: 2122001566007

Department of BSc (MCIC)

Gort. degree college (mm), SKLM

(Name of the College)

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.

-----<<@>>-----

Student's Declaration

I, Berata Ashok Kumar a student of Internship
Program, Reg. No. 2122001566007 of the Department of GDC (men) SKLM
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in Grama Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
BSc (MPC), G.D.C men, SKLM
(Name of the College)

B. Ashok Kumar
(Signature and Date)

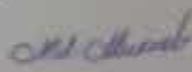
Official Certification

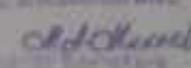
This is to certify that B. Nagesh - Ashok Kumar (Name of the student) Reg. No. 2123001564007 has completed his/her Internship in Gyanee Sachivalayam (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc (CNC) in the Department of Govt. (Ment) SKM (Name of the College).

This is accepted for evaluation.

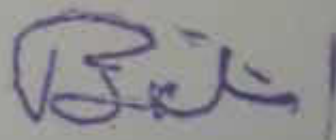
Endorsements


Faculty Guide


Panchayat Secretary
Karakavala Sachivalayam
LN. Petu (H), Sivakulam Dist.


Head of the Department

Panchayat Secretary
Karakavala Sachivalayam
LN. Petu (H), Sivakulam Dist.

Principal
PRINCIPAL
Govt. Degree College (Ment)
SHIKAKULAM




(Signatory with Date and Seal)

Panchayat Secretary
Karakavala Sachivalayam
LN. Petu (H), Sivakulam Dist.

Certificate from Intern Organization

This is to certify that Benavla Ashok Kumar (Name of the intern)
Reg. No 2122001566007 of Govt. degree college men (Name of the
College) underwent internship in Karakavalasa (Vill) (Name of the
Intern Organization) from 18-08-2023 to 30-09-2023

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

M. Muzeeb
Authorized Signatory with Date and Seal
✓ Panchayat Secretary
Karakavalasa Sachivalayam
L.N. Peta (M), Srikakulam Dist.

Acknowledgements

I am deeply grateful to all staff members to the Karakavalasa Grama Sachivalayam, and also my adviser during this internship for their very valuable advice and guidance, their industry experience and helped me to better understand the company and industry and allowed me to meet the Internship.

Throughout the internship Karakavalasa Grama Sachivalayam provided me with valuable time and guidance their help me.

They are always available to answer my questions and provide support and their time.

I am grateful thanks for Karakavalasa Grama Sachivalayam support and opportunity they have provided their financial support and allowed me to focus

Finally I would not have been able to gain this valuable experience.

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11. chapter - 5 : Outcomes description
12. 12. Time technical skills
13. Management skills
14. Describe how you and improve your communication skills
15. Abilities in group discussion participation Interns
Contribution as a team members Team activity

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.

Learning objective:

- * To give an outstanding of the functioning and structure of the grama sachivalayam organisation.
- * To develop skill in administration and electrical tasks related to day to day operation of the organisation.
- * To learn about the various govt. scheme and program implementation by gram sachivalayam.
- * To prove communication and interpersonal skills through the interaction with villagers and other stakeholders.
- * To acquire knowledge of legal and regulatory framework governing the activities of grama sachivalayam.

Outcomes achieved:

- * Improved knowledge of organisation structure functions and responsibility of grama sachivalayam
- * Enhanced administration and maintaining recording data entry and handling paper work.

- * Understanding of various govt. schemes and programmes such as housing, sanitation and education.
- * Understanding of the legal and regulatory framework govt. activities of grama Sachivalayam.

Briefly description of grama Sachivalayam Organization:

The grama Sachivalayam is a govt. organization that functions at the village level in India.

Its primary objective is to ensure the effective implementation of govt. schemes and programmes for the welfare of the rural population.

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.

Introduction :

Grama Sachivalayam (also known as village recreatoriate) It setup in the Indian state of AP to decentralize the administration by making redress and welfare receiver of all govt. department available on one place AP was the first state india to launch village recreator. govt. of AP.

Vision, Mission & Values:

- * Vision is to bring in a corruption free, transparent and accountable administration of village level.
- * It also over at strengthening and smooth functioning of panchayat raj institution.
- * The main mission is decentralize the administration by making service and welfare service all available at one place.

Role and Responsibilities:

Panchayat Secretary: Grama Sachivalayam Conductor, able to collect taxes and other welfare.

VRO: Monitoring the land and Ration, food supply in village.

Survey Assistant: Surveyor of village land

ANM: Responsible for village health monitoring, conducting health camps.

Women police: counselling, security and other important roles.

EA: Water supply, Grama Sachivalayam, Village Worker.

Electrical Assistant: electricity supply and street light

Digital Assistant: Monitoring the village in single window system.

Welfare Assistant: poison distribution, dwarka mahila, house construction.

Agriculture Mpo's: Monitoring Agriculture work, suggestion, Marketing.

Policy of Grama Sachivalayam:

- * Providing basic services like water, sanitation, health, Educated and social security to rural population,
- * Promoting transparency and accountability in functioning of organisation.
- * Facilitating the delivery of govt scheme and programmes to eligible.

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.

- * Panchayat Raj Act - 1994 lays that local govt in every village of the growth & development in a motivatable manner.
- * CM of Ap state YS Jagan Mohan Reddy started the secretariat at Vijayawada the statement was made on Oct 2, 2019. 150th anniversary of Gandhi.
- * Generally using of technological skills are very important. Instrument mainly "just like Biometric, Computer system".
- * The Internship part these kind of skills are very important, listening and speaking, confidence, leadership qualities and time Management.
- * Outcome of World Sachivalayam to.
 - Early solution of all problems
 - All sources of govt. no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I submitted the issue letter of Internship in Sachivalayam.	-	Raju
Day - 2	Digital assistant introduced about all the staff members.	I learned about how many sectors organised in Sachivalayam	Raju
Day - 3	Introduction with village volunteers.	I learned about how many hours are given to one volunteer.	Raju
Day - 4	Panchayat secretary told about grama devithini	I know about some problem of the Karukavalasa village	Raju
Day - 5	Welfare assistant told about the details of Sachivalayam	I understand about the establishment of Sachivalayam	Raju
Day - 6	Digital assistant told about the vision and mission of Sachivalayam	The main mission in delivering service to their door step.	Raju

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama sachivalayam is also known as village secretariat. Ap is the first state in India to launch village secretariat. Govt. of Ap appointed village volunteers to deliver services.

It was launched on 2/10/2019 on the eve of Gandhi Jayanthi.

- * Nearly 2 Lacs. candidates are qualified.
- * There are found of a total of 15,005 no. of Sachivalayams in Ap.
- * 3842 in urban areas, 11163 in rural areas
- * There are total 930 in S.K.M. district

Urban areas: 95

Rural areas: 855

Departments:

- | | |
|-----------------------------|----------------------------------|
| 1. Panchayat Secretary | 3. Animal husbandary assistant |
| 2. Village revenue officer. | 5. ANM |
| 4. Digital assistant | 7. Village Agriculture assistant |
| 6. Welfare & Education | 9. Energy assistant |
| 8. Engineering assistant | 10. Village surveyor. |
| 11. Mahila police | |

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Panchayat secretary Explaining about his Job chart	I learned about responsibility of P.S.	Jureet
Day -2	Panchayat Secretary Explained about his Job chart	I learned about the role of P.S.	Jureet
Day -3	Panchayat Secretary Explained about his responsibilities.	I have learned about the P.S. responsibilities.	Jureet
Day -4	P.S. explained about the basis and Maintenance of records.	I have learned about different Types of Taxes.	Jureet
Day -5	He explained about the conducting of meeting in village Areas.	I have learned about the way how Meeting is conducted.	Jureet
Day -6	collecting of Taxes in surveyed in village	I have learned about how to collect Taxes.	Jureet

WEEKLY REPORT

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

Objective of the Activity Done: Panchayat Secretary.

Detailed Report:

- * He is the executive authority of grama panchayat
- * He collect the taxes & Non-taxes of grama panchayat
- * He maintain and act as a custodian of the entire records.
- * He convene the meeting of the gram panchayat
- * Have power to initiate discipline action against the employees of village secretariat
- * He shall coordinate & supervision the officers and employees working under village secretariat.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VRO Sir Explained about his job chart.	I learned about the role of VRO in gram panchayat.	G. Das
Day - 2	VRO Sir Explained about his job chart.	I learned about the role of VRO in gram panchayat.	G. Das
Day - 3	VRO Sir Explained his role of Sachivalayam.	I learned about his responsibilities.	G. Das
Day - 4	He Explained about how he protect the govt. properties.	I learned about the how to protect the registers.	G. Das
Day - 5	He is responsible for maintaining the registers.	I know that the maintenance of record was under him.	G. Das
Day - 6	He told about the issue of certificate like caste, Income, OBC ... etc.	I understood about the requirement for applying certificates.	G. Das

WEEKLY REPORT

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

Objective of the Activity Done: Village Revenue officer.

Detailed Report:

- * Village Revenue officers work under the administration supervision of Revenue department
- * They are answerable to village secretariat
- * They have to attend the meetings conducted by the village Revenue account promptly and accurately.
- * Issue of Certification: The VRO shall issue the necessary certificate and solemnity certificate in their respective jurisdiction only.
- * protection of govt. land. Govt. tank, tree and other govt. properties

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Digital Assistant told about his job chart	I understood about his role in Sachivalayam.	Ramesh
Day -2	Digital Assistant told about his job chart.	I understand the responsibilities of him in Sachivalayam.	Ramesh
Day -3	D.A told about his role in Sachivalayam.	I understood about his role in Sachivalayam.	Ramesh
Day -4	D.A told about the duties and important works in Sachivalayam	I understood about his works in Sachivalayam	Ramesh
Day -5	He told about he will coordinate and work in convergence with all members.	He divides the work to remaining staff members	Ramesh
Day -6	He will track physical and financial status of the work.	Tracking of physical and financial in under his instance	Ramesh

WEEKLY REPORT

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

Objective of the Activity Done: Digital Assistant

Detailed Report:

- * He/She shall coordinate and work in convergence with all village secretariat functionaries
- * He/She computerize the house hold data.
- * He/She shall acts as incharge of front office i.e. cse/mee-seva counters.
- * The function of post office includes
 - Receipt of applications, appls and cash/chque
 - delivery of services
 - Reception come information counters to the public.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	welfare sir told about his job chart	I understood about his job chart	Raju
Day -2	welfare sir told about his job chart	Am understood about his responsibilities	Raju
Day -3	welfare sir told about his duties	I understood about his duties	Raju
Day -4	He told about Jagannanna ammaprathi Scheme.	By Sachinram . I understand the Eligibility of Scheme.	Raju
Day -5	He told about Jagannanna vidhyadevanna Scheme	By understand about the Eligibility rule	Raju
Day -6	He told about distribution of pensions.	I understand about the Eligibility Rule.	Raju

WEEKLY REPORT

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

Objective of the Activity Done: Welfare & Educational Assistant

Detailed Report:

General duties:

* To seek identification of eligible person for the below said welfare schemes.

* To generate awareness among the public in Village Secretariat Jurisdiction.

Pensions

* Monitor the distribution of pensions every month in Village.

* Shall draw cash and issue the Village voluntary

* Shall collect death vacancy of pensions and update in website through D.A.

Improving livelihood of SHGs:

* YSR Bhima

* YSR VLR scheme

* YSR Aasara scheme

* YSR didhi scheme.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Agriculture Assistant told about his job chart	I learnt about his job chart	Sai
Day -2	Agriculture Assistant told about his role in Sachivalayam.	I learnt about his role & responsibilities	Sai
Day -3	Agriculture Assistant told about his works	I understood that how he monitor the agriculture field	Sai
Day -4	He collect soil samples and distribute soil health cards to farmers	I learned the way how he issued the health cards	Sai
Day -5	He told that he monitor survey on soil & water activities.	I understand the way he conducted soil survey	Sai
Day -6	He told the important work in his job	I understand about his works.	Sai

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done: Agriculture Assistant

Detailed Report:

General duties

- * The village agriculture assistant should in the respective head quarter of village secretariat
- * Every agriculture assistant shall work for under administration supervision of A.A.

Data collection activities

- * He/she shall conduct survey on soil and water conservation activities
- * He/she shall monitor demand and availability of seeds fertilisers and pesticides

Extension functions

- * He/she shall conduct soil samples and distribute soil health cards to farmers
- * He/she shall motivate the farmers to apply manures and fertilisers based on soil health care report.

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.*)

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

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.*

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.,)

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

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

Student Self Evaluation of the Short-Term Internship

Student Name: B. Ashok Kumar

Registration No: 2122001566007

Term of Internship: From: 18-08-23 To: 30-09-23

Date of Evaluation:

Organization Name & Address: Sachivalayam, (Karakavalasa gramma)

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:

B. Ashok Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: B. Ashok Kumar	Registration No: 212200156607
Term of Internship: From: 18-08-2023 To: 30-09-2023	
Date of Evaluation:	
Organization Name & Address: KARAKAVALLASA GRAMA SACHIVALAYAM	
Name & Address of the Supervisor MD. MUZEEB K PANCHAYAT SECRETARY with Mobile Number 9666054485	

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

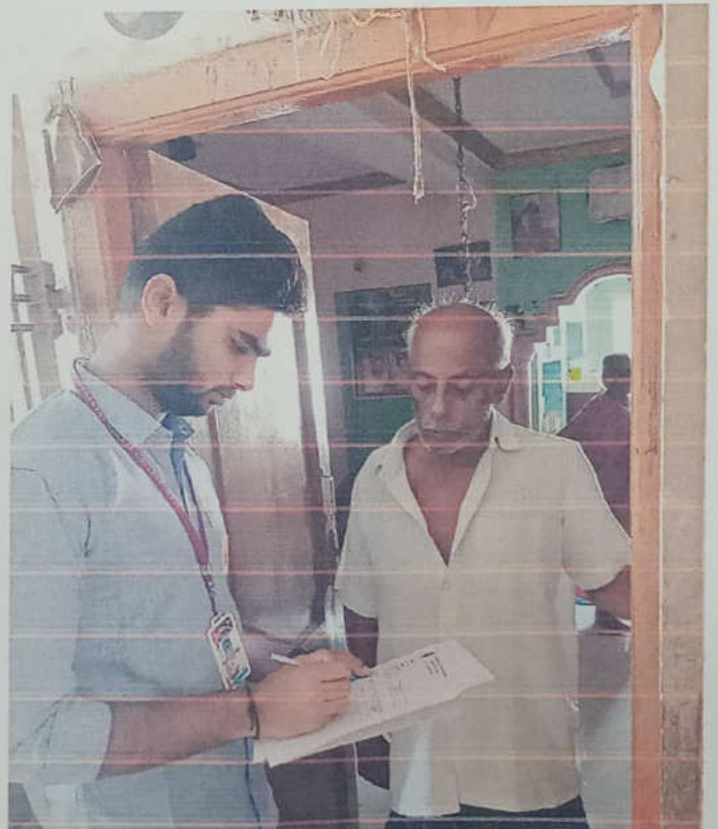
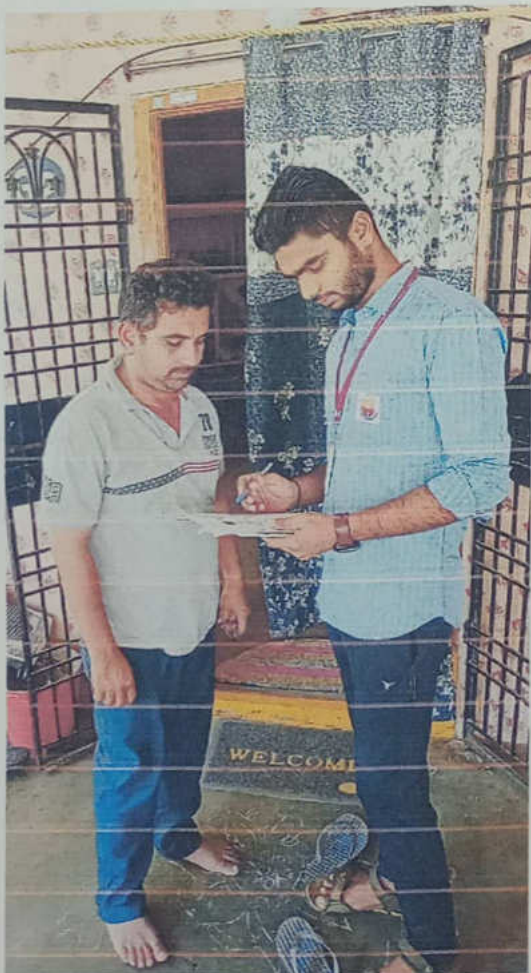
Rating Scale: 1 is lowest and 5 is highest rank

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:

Page No:


 Signature of the Supervisor
 Panchayat Secretary
 Karakavalasa Sachivalayam
 L.N. Peta (M), Srikakulam Dist.



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)

Page No:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in

INTERNAL ASSESSMENT STATEMENT

Name of the Student: Bevarla Ashok Kumar

Programmer of Study: Grama Sachivalayam

Year of Study: 2021-2024

Group: (and BSc(MSc))

Register No/H.T.No: 2122001566007

Name of the college: G.D.C (men) - sklm

University: Dr. B.R. Ambedkar

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	18
2	Internship Evaluation	30	22
3	Report	25	22
4	Oral presentation	25	20
5	GRAD TOTAL	100	82

Date:

Guide

Signature of the Faculty

Date:

Seal:

Department/Principal

Certified by

Signature of the Head of the
PRINCIPAL

Govt. Degree College (Men)
SRIKAKULAM