

# Model Program Book



## SHORT-TERM INTERNSHIP

(On-Site/Virtual)

Designed & Developed by





PROGRAM BOOK FOR  
**SHORT-TERM INTERNSHIP**  
(Onsite / Virtual)

Name of the Student: DUBBA MAHESH

Name of the College: Government Degree College (Men)

Registration Number: 2122001566013

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

Name & Address of the Intern Organization M/s. Synapse labs  
India Pvt Ltd.,  
Pylibheemavanam, Srikakulam

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



**An Internship Report on**  
PHARMA [M/S. Sympore labs Pvt.Ltd.,] Pydibheemavaram.

*(Title of the Internship)*

*Submitted in accordance with the requirement for the degree of*  
B.Sc [MCSc]

*Under the Faculty Guideship of*  
R. Venkateswara Rao  
*(Name of the Faculty Guide)*

*Department of*  
Industrial Chemistry [Govt. Degree college]  
*(Name of the College)*

*Submitted by:*  
DUBBA . MAHESH  
*(Name of the Student)*

*Reg.No:* 2122001566013

*Department of*  
Government Degree college (Men) Srikakulam  
*(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.

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## Student's Declaration

I, DUBBA. MAHESH a student of 2 months internship Program, Reg. No. 2122001566013 of the Department of Industrial Chemistry College do hereby declare that I have completed the mandatory internship from 18-08-2023 to 30-09-2023 in Pharma (Name of the intern organization) under the Faculty Guideship of R. Venkateswara Rao (Name of the Faculty Guide), Department of Industrial Chemistry, Government Degree college (men) Saku (Name of the College)

Dubba. Mahesh  
(Signature and Date)

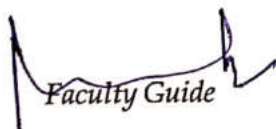
## Official Certification

This is to certify that Dubbe. Mahesh (Name of the student) Reg. No. 2122001566013 has completed his/her Internship in Analytical (R&D) (Name of the Intern Organization) on Pharma (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Industrial chemistry in the Department of Govt. Degree college (Men) (Name of the College).

This is accepted for evaluation.

  
(Signatory with Date and Seal)

### Endorsements

  
Faculty Guide

  
Head of the Department

  
Principal  
PRINCIPAL  
Govt. Degree College (Men)  
SRIKAKULAM

## Certificate from Intern Organization

This is to certify that Short term internship (2 months) (Name of the intern)  
Reg. No. 2122001566013 of Govt. Degree college (men) (Name of the  
College) underwent internship in Pharma (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).



Authorized Signatory with Date and Seal



## Acknowledgements

It is a matter of pleasure and happiness to make and submit this industrial training report during course of the completion of this industrial work. Many of the person have offered their Valuable and Enormous Support.

I'm thankful to all my teachers of GDC [men], Institute of Dr. B. V. Ambedkar University, Boradi. For their blessing and Encouragement.

I would like to Express my special thanks and gratitude to M/s Sympure labs India Pvt Ltd and Deore for providing all the emential facilities which were required for this training.

Finally , I Express my great  
regards to my beloved parents who  
Inspired me throughout my studies and  
completion of this training .

—Thank you !

Dubbe . Mahesh  
Third year BSc  
[sem - 5<sup>th</sup>]



## Contents

Student would required to include the Knowledge, an overview of the skill they developed and the experiences they had during this training. Additionally, follow any specific rules regarding the intern report format and content the company requires, including any specified deadlines.

2) In the period training under experienced professionals and explore what your chosen career path would be like, and an internship with a company in your field can help you to develop the skills you required to thrive within a professional setting

## 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 Objectives:-

- 1) To give an understanding of the functioning and structure of the Industrial organisation.
- 2) To develop skill in administration and electrical tasks related to day-to operation of the organisation.
- 3) To learn about the various program implementation by the pharma for the benefit of chemical population.
- 4) To prove communication and inter personal skill through interaction with the legal and other stakeholders.



### Outcomes achieved :-

- \*) Improved knowledge of organisation structure functions and responsibility of pharma industrial.
- \*) Enhanced administration and maintaining recording data entry and handling paper work.
- \*) Understanding of the legal and regulatory framework govt activities of pharma in pharma industries.

### Brief description of Industrial organisation

In the industrial organisation that functions at the company level in India it's primary objective into ensure the effective implementation of govt scheme and programmes for the welfare of the pharma organisation.

## 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 :-

Industrial organisation are recreatoriate setp in the indian state of Ap to decentralize the administration by making resources and welfare receiver of all govt department available of one place. Ap was the first state in India to launch the internship program.

### Vision, Mission and values :-

- \*1) vision is to bring in a corruption free transport and accountable administration at company level.
- \*2) It also over at strengthening and smooth functioning of Industrial - level.



## Rules and Responsibilities :-

Manager:- In a company, manager has to convene able to called taxes and other welfare.

HR :- HR technology [human resources technology] is an umbrella term for software and associated hardware for automating the human resources function in organization.

Team leader:- Team leader is to taken the full responsibilities in the batch to do in his under:

Worker (or) labour:- Those work in all the groundwork to manufacturing the product or things, those are called workers.

Policy of Industrial organization:-

→ Providing basic services like water sanitation, health, education and social security in company level.

→ Promoting transparency and accountability in functioning of organization.

Industrial organization in Pharma structure

Industrial organization is an organization structure that will set upon that company reaches the industrial level.

### 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.*

#### Role of Quality Assurance in PHARMAT

- Temperature check
- Humidity check
- Stability testing
- maintain record
- Dispatch testing
- Dispensing testing
- Sop designing
- workers training
- validation
- self inspection / internal audit









→ I have to include the knowledge, an overview of the skill they developed and the experience they had during this internship programme.

→ Additionally, follow the specific rules regarding the inner report format and content that company requires including any specified deadlines.

→ In the period of training under expert guided, professional and explore what your chosen career path would be like, and an internship with a company in your field can help you to develop the skill required to thrive within a professional setting.

### 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 the pharma company	-	
Day -2	Digital assistant introduced about all the staff members	I learned about how many sectors are in the organisation	
Day -3	Introducing with the lab workers	I learned about how many hours are given to one worker	
Day -4	Observing the lab precautions and dress material we used in lab.	I know about some problem of the pharma lab	
Day -5	Observing the water purification in distillation process.	I understand about the water purification is essential in labs.	
Day -6	Observing the filtration of water	I understand to filtered the water.	

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: working ability

- \* Working with professional.
- \* Absence of Time management.
- \* Respect to seniors.
- \* Hardwork ability
- \* Environment proper. [Environment clean & green]
- \* Climate facility. [Humidity, temperature]
- \* Software programmings.

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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	Observing the weighing machine how to balance the value for processing	I have learned about how to balance the chemicals in weighing machine.	M. Huda
Day -2	Observing the pH meter and its values.	I have learned the value of acid and basic and neutralization.	M. Huda
Day -3	Observing the pH meter to use for change the acidic to basic and basic to acidic	I learned about the chemical change for buffering in pH values.	M. Huda
Day -4	To mixing the solution with sonicate machine for proper mixing of solution.	I learned about the mixing of chemical in the sonicate machine.	M. Huda
Day -5	To observe the sonicate machine how mixing chemicals.	I have learned about the how to sonicate chemical.	M. Huda
Day -6		—	—

## WEEKLY REPORT







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

Objective of the Activity Done:

Detailed Report: Programming of Machines.

- 1) Programming of machines it is used to balancing the substances and other chemical. The standardized can gives the correct values.
- 2) It is helped to programming the solution and to analysing the chemical, which are in the solution.
- 3) The quality and quantity of the solution is to valuable for the human stability.
- 4) The process of the balancing of machines are depend on the standardization and its programmes.

### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have weighing the chemical powder in weighing machine.	I have learned the how careful to weighing chemicals.	
Day - 2	I have weighing the chemical substances with the help of weighing.	I learned about the weighing chemicals.	
Day - 3	I am using pH meter to control the chemical in pH values.	I have learned about the chemical changes in the pH meter.	
Day - 4	I am using pH meter to control the acidic and basic medium.	I have learned about the how conversion is acidic to basic and basic to acidic.	
Day - 5	I have sonicated the chemicals for the buffers to mixing of chemicals.	I learned about the how the machine will be worked.	
Day - 6	I have sonicated the chemical for the buffer solutions.	I have learned about the how carefully to sonicate the chemicals.	



## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Mixture of solutions

- 1) Mixture of chemicals are to analyse the material and it can be fed or not is to be maintained with help of software machine and its programming.
- 2) The ability of the mixture and its quantity and the quality of the chemical is the important to the suitable chemical.
- 3) The product can be useful or not. It is harmful or not is declared by the analysing process.
- 4) The mixture chemical is able to make sustainable process by the analysing process.

### ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Observing the bubbling process	I have learned the theoretical process.	M. H. H.
Day - 2	Observing the how chemicals are measured and how carefully used for bubbling	I have learned to carefully the mixing chemicals.	M. H. H.
Day - 3	Observing the mixtures used for the analytical process.	I learned about the process of chemical mixtures.	M. H. H.
Day - 4	Observing the solution to conversion of ppm in ml.	I have learned the conversion of ppm	M. H. H.
Day - 5	Observing the chemicals what are acid and basic nature in the lab.	I have learned the how carefully used chemicals.	M. H. H.
Day - 6		—	—

## WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report: Solubility of chemicals and it's mixtures

- a) The mixture of chemicals is able to make a sustainable process by the analysing process.
- b) The product can be useful or harmful is declared by the analysing process.
- c) Mixture of chemicals are to analyse the material and it can be used or not is to be maintainable with help of software machine and it's programming.
- d) The ability of the mixture and it's quantity and the quality of the chemical is the important to the sustainable chemical.

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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		-	
Day - 2		-	
Day - 3	I have mining the chemicals in the present lot of the workers. assistant	I have learned the buffering process.	
Day - 4	I have preparing the solution for analytical process.	I have learned about the chemical analysed process.	
Day - 5	I have convert the gm in the ml with help of ppm in present of lab assistant	I have learned the ppm process.	
Day - 6	I have convert the solvent and solution into the chemical mixture for analytical process	I have learned the preparation of the solutions.	

## WEEKLY REPORT







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

Objective of the Activity Done:

Detailed Report: PROGRAMING OF MECHINES

- \* Programming of machines are hardest work in the pharma.
- \* To analyse the chemical and to detect in the monitor in the present to show like graph.
- \* To maintain the machines in under cool climate and to check the standardability of the machine programming and its stability.
- \* The analyzation of a solution in the different stages and it will be developed by the chemical drugs and it had be maintain suitable manner.

### ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Observing the software and HPLC machine for the analysis of the chemical.	I have learned the how to analyze the chemicals in HPLC machine.	
Day -2	Observing the HPLC machine structure and GC machine structure.	I have learned the how to work HPLC and GC machine and it's programmes.	
Day -3	Observing the working of HPLC and GC machine with help of software.	I have learned about the HPLC and GC programming.	
Day -4	Observing the how to work machine and it's probabilities.	I have learned about the machine of HPLC	
Day -5	I have programming the HPLC machine under the surveillance of supervisor	I have learned the programming the HPLC machine.	
Day -6		-	



## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: PROGRAMING of SOFTWARE

- 1) Programing of Software is last stage to analyse the chemical and it will be in the present under the surveillance of the supervisor or other Hf in the company management.
- 2) To maintain the software programme and its ability is working in the present of data surveillance and the sustainable technician is working.
- 3) The sustainable chemical is shown under the monitor by using software.

## 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.)

Interns work environment is one of the aspect of interns quality addressed in this report the people of pharve were a good interactive staff we are given a desk for own work & to enhance the student observe them and any other hageive one eye the activities of workers & staff overthings are form 9:30 Am to 5:00 Pm.

The H.R & staff are every polite & humane to the labor are very friendly & interact which made me socialize with them very easily the other interns as a team were very active & focused in work.

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

There where some technical skills  
I have acquired from the internship.

I have known about now to put  
my knowledge & skills into practice such as mentoring  
I learned how to communicate & build relationship  
with the people I worked I learned that every  
department has his own culture. I quickly  
learned after learning new skills I learned that  
teachers from the staff.

Asking & active feedback is very important  
It is essential to take note on both the positive  
& negative point of future I learned that sometimes  
asking for feedback.



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.

There are some managerial skills I have acquired from this internship.

I learned how to effectively deal with people developing managerial skills is important to an organisation. As a team we planned about scheduling with respect in time & we all as a leader every time.

We have kept notes for observed every one improvement weekly with we all discuss about all pro's & con's of the working skills & journey we also have developed our decision making skills.

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.,)

We have improved our communication skills in this internship at Pharma [Syngene Labs Pvt Ltd India] Hyderabad.

As we have been interacting with each other students, we have improved our oral communication. Written communication we assigned to call room we are confident while communicating, we are understanding each other.

We also come to getting understood by others we improved our speed results from prepared level to extempore level.

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

Student Name: **DUBBA. MAHESH**

Registration No: **2122001566013**

Term of Internship: **2 months** From: **18-08-2023** To: **30-09-2023**

Date of Evaluation:

Organization Name & Address: **M/S. Synapse labs India Pvt Ltd.,  
pydibheemavaram.**

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

**Dubba. Mahesh**

Signature of the Student

Date:



### Evaluation by the Supervisor of the Intern Organization

Student Name: Dubba Mahesh	Registration No: 2122001566013
Term of Internship: 2 Months From: 18.08.2023 To: 20.09.2023	
Date of Evaluation:	
Organization Name & Address: M/S. Synpure Labs India Pvt Ltd.	
Name & Address of the Supervisor U.B. NARAYANA with Mobile Number 8008531826, M/S Synpure Labs (I) Pvt Ltd	

Pydibhimaaram, Srikakulam DT

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: 27/10/2023

Signature of the Supervisor



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## PHOTOS & VIDEO LINKS









## EVALUATION

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## **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)**

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## INTERNAL ASSESSMENT STATEMENT

Name of the Student: DUBBA MAHESH

Programmer of Study: PHARMA [MIS. Synpura Labs Pvt. Ltd.] Pysidiheemawaram

Year of Study: 2021-23

Group: B.S.C (MCIC)

Register No/H.T.No: 2122001566013.

Name of the college: GOVT DEGREE COLLEGE (MEN) SRIKAKULAM.

University: DR. BR AMBDKAR UNIVERSITY.

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	18
2	Internship Evaluation	30	20
3	Report	25	20
4	Oral presentation	25	21
5	GRAD TOTAL	100	79

Date:

Guide

Signature of the Faculty

Certified by

Date:

Seal:

Department/Principal

Signature of the Head of the  
PRINCIPAL  
Govt. Degree College (Men)  
SRIKAKULAM



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

(A Statutory Body of the Government of Andhra Pradesh)

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