

# 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: *M. Sai Kiran*

Name of the College: *Government college degree (MEN)*

Registration Number: *2122001566026*

Period of Internship: From: *18-08-23* To: *30-09-2023*

Name & Address of the Intern Organization

*Dandi Veedhi Road  
Sachivajayam  
Srikakulam.*

*D. B. Ambekar*

University

YEAR

## An Internship Report on

And Sachinraj

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Science MSc (B.S.C)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

Government Degree College (HCO) Sri Kaku

Gand

(Name of the College)

Submitted by:

Menda. Saikiran.

(Name of the Student)

Reg.No: 2122001566026

Department of

B.S.C Chemistry (HCO)

(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, M. Sai Kiran a student of 4 Month Intern Stipendship,  
Program, Reg. No. 2122001566026 of the Department of \_\_\_\_\_

College do hereby declare that I have completed the mandatory internship  
from 19-08-23 to 30-09-23 in Laxmi Sachinrao Jeyaraj (Name of  
the intern organization) under the Faculty Guideship of  
\_\_\_\_\_ (Name of the Faculty Guide), Department of

Industrial Chemistry, Government degree college (Men)  
(Name of the College)

M. Sai Kiran  
(Signature and Date)

## Official Certification

This is to certify that M. Sai Kiran (Name of the student) Reg. No. 2122001566026 has completed his/her Internship in Sachiva Jayan (Name of the Intern Organization) on Asst Sachiva Jayan (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 Government Degree College (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 M. Sai Kiran (Name of the intern)  
Reg. No 2122001566026 of Goverment Degree College (Men)  
DANDI VEDHI CAMP (Name of the  
College) underwent internship in Sachivalaya (Name of the  
Intern Organization) from \_\_\_\_\_ to \_\_\_\_\_

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

Authorized Signatory with Date and Seal  
31-07-2023  
Sri Kalahasti District Milk Producers' Cooperative Societies Union Ltd.

## 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.

- \* To give an understanding of the functioning and structure of the Sachivajagran 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 the Sachivajagran for the benefit of rural population.
- \* To prove communication and interpersonal skill through interaction with villagers and other stakeholders.
- \* To acquire knowledge of legal and regulatory framework governing the activity of Sachivajagran.

### Outcomes achieved.

- \* Improved knowledge of organisation structure functions and responsibilities of Sachivalayan.
- \* Enhanced administration and maintaining records, data entry and handling Paper work.
- \* Understanding of various Govt schemes and programmes such as housing sanitation and education.
- \* Improved communication and interpersonal skill through interaction with villagers, officers and other stakeholders.
- \* Understanding of the legal and Regulatory framework and activities of Sachivalayan.

### Brief description of Sachivalayan organization:

The Sachivalayan 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: Sachin Yadav are representative the Indian state of AP to decentralize

- Give the administration by making necessary and welfare necessary of all govt department available at one place AP was the first state in India to launch village decentralization at AP appointed village volunteer to deliver service. it was launched on oct 2, 2017 on the eve of Gandhi Jayanti; there are found a total of 15,055 of Sachin Yadav in AP, 1165 in rural.

Vision Mission and values:

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

## Roles and Responsibilities:-

Panchayat Secretary:- Sachivdaryar Convenor, able to collect taxes and other welfare.

VRO:- Monitoring the land and ration food supply in village.

Survey Assistant:- Surveyor of village land.

ANN:- Responsible for village health monitoring, conducting health camps

Women Police:- Counselling, security and other important roles.

GA:- Water supply, Grama Sachivdaryar, village worker.

Electrical assistant:- Electricity supply and street light.

Agriculture MPD:- Monitoring agriculture bank, suggestion, marketing.

Digital assistant:- Monitoring the village in single window system.

Welfare assistant:- Pension distribution, dwarka Mahila house construction.

## Policy of sachivdaryar:-

\* Providing basic services like water, sanitation health education and social security to rural population.

\* Promoting transparency and accountability in functioning of

organisation through various measures like social, audit.

\* Facilitating the delivery of govt scheme and promoting to the digible.

### 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.

- \* Punchayot Raised: 1994 dayn that Jeyal 2011 in every village of the growth & development in a motivoble manner.
- \* CM of CP state YN Jagan Mohan Reddy started there secretary -iat at vijayawada that statement was made on Oct 2 2019 150<sup>th</sup> anniversary at Mahatma Gandhi.
- \* Function of grama sank Sathiva Jagay. It has mainly IT typen of officant in secretariat the village voteren system over 40 bring 2017 service to people soonitepe.
- \* Generally using of technological skillen and Postment mainly be Just like bio. technice, computer system.
- \* The Internship Part there kind of skillen are very important Distewing and Speaking, Confidence, Leadership magities and time management.

\* Early solution of all problems.

\* Give service of to no stop.



## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Sachin Yadav is also known as village secretary in the first state in India to launch village secretary state govt of AP appointment village volunteer to deliver services to pan.

Launched on 21/10/2019 on the eve of Gandhi Jayanti.

\* nearly 2 lakh candidates are qualified.

\* There were found a total of 15,005 No. of Sachin Yadav in AP.

\* 3842 in urban areas, 11163 in rural areas.

\* There are total 930 in Srikakulam district.

Urban areas: 95

Rural areas: 835

Departments:

\* Panchayat Secretary.

\* Village Revenue Officer

\* Digital assistant.

\* Welfare & Education.

\* Mahila Police.

\* Engineering Assistant.

\* Village Surveyor.

\* Village Agriculture Assistant.

\* Energy Assistant.

# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity                             | Learning Outcome                                          | Person In-Charge Signature                                                          |
|------------|---------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------|
| Day -1     | Secretary explained about his job chart.                            | I learned about the responsibility of Parishat Secretary. |    |
| Day -2     | Secretary explained about his job chart.                            | I learned about the role of Secretary.                    |   |
| Day -3     | he explained about the collection of taxes and maintenance of road. | I have learned about different types of taxes.            |  |
| Day -4     | he explained about the collection of taxes in function committee.   | I have learned about the way how meeting is conducted.    |  |
| Day -5     | he told that he have to deposit the money collected in tax in bank. | I have learned how much money is paid on different taxes. |  |
| Day -6     | Collecting of taxes in survey in the village.                       | I have learned about how to collect taxes.                |  |

## WEEKLY REPORT

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

Objective of the Activity Done:

Secretary

Detailed Report:

- \* He is the executive authority of Grama Panchayat
- \* He/she shall collect tax & non-tax of gram Panchayat properly and deposit there in the treasury regularly.
- \* He/she shall maintain and act as a custodian of the entire record / register of the gram Panchayat including cheque book.
- \* He/she shall implement the resolution of the gram Panchayat and of the committee.
- \* He/she convene the meeting of the gram Panchayat functioning in consultation theory with the consent of the sarpanch.
- \* Have power to initiate discipline action against the employees of the village Secretariat.
- \* He/she shall co-ordinate & supervise the office and employee working under the 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 learnt about the role of VRD in drama sachivalayam.        |                            |
| Day -2     | VRo Sir explained about his job chart                                                       | I understood about his duties in drama Sachivalayam.         |                            |
| Day -3     | he told about the issue of certificates like caste Caste, OBC --- etc.                      | I learnt about the requirement for verifying for certificate |                            |
| Day -4     | He explained about how the protect the govt property.                                       | I understood that we are responsible for govt property.      |                            |
| Day -5     | He is responsible for maintaining the record and register.                                  | I know that the maintenance of records was underlying        | P W mudi                   |
| Day -6     | he told that he work on the administration so far he is the duty of the revenue department. | I understood that the role in revenue department.            |                            |

## WEEKLY REPORT

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

Objective of the Activity Done: Land Revenue of officer.

### Detailed Report:

\* Revenue officer work under the administration supervision of

### Revenue department.

\* They are answerable to land secretary

\* They have to attend the meetings conducted by the land secretary with relevant information.

\* Maintaining of land Revenue, Records and all land Revenue account properly and accurately.

\* Collection of water tax, and other small pertaining to

### Revenue department.

\* Issue of certificate: The RD shall issue the water certificate and sovereignty certificate in their respective jurisdiction only.

\* Protection of govt land govt land survey and other govt property and take effective steps to safeguard the interests of govt.

# 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.                                     | Understood about his role in <del>the</del> Sachin Jagert.                    |    |
| Day - 2    | Digital Assistant told about his job chart.                                     | I know all the responsibility of him in Sachin Jagert.                        |   |
| Day - 3    | He told about he will coordinate and work in convergence with all London.       | he divided the work to remaining staff members.                               |  |
| Day - 4    | he told that he will act on In charge of front officer CSE/MCC-seva connection. | Understand that MCC services non-MCC-seva services are done by him.           |  |
| Day - 5    | he said that he will manage and maintain the database of village sec-recursion. | I understand that whole data will be maintained by him.                       |  |
| Day - 6    | He will track physical and financial status of the work taken up for work.      | Tracking of physical and financial -Gud and financial -Ginudor will maintain. |  |

## 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 shall computerise the house hold data. Collected by all the village volunteers. in the village secretariat area about 80% out the needs / beneficiaries / Problems sector were and Categorize the same to Panchayat secretary.
- \* He/she shall act as incharge of the front office i.e. CSE/HCE - Seva counter.
- \* The function of front office Inclusion.
  - Receipt of Applications, approval and cash / scheme loan.
  - Delivery of services.
  - Reception come reformation country to the public.
- \* Management of data related to the local govt is a) Panchayati Enterprise suite applications.

# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity                | Learning Outcome                                        | Person In-Charge Signature |
|------------|--------------------------------------------------------|---------------------------------------------------------|----------------------------|
| Day -1     | weltape sir told about his job chart                   | Understand about his job chart.                         |                            |
| Day -2     | weltape sir told about his job about                   | Understand his responsibility in Sachivulagum.          |                            |
| Day -3     | he told about the distribution of pensions every month | Understand about the ways of distribution in pensioner. |                            |
| Day -4     | he told about Jagannamma ammavadi scheme               | Understand about the eligibility rules.                 |                            |
| Day -5     | he told about Jagannamma vishayadevudu scheme          | Understand about the eligibility rules.                 | PYand                      |
| Day -6     | HQ: D.D.                                               | -                                                       | -                          |

## WEEKLY REPORT

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

Objective of the Activity Done:

Educational Department.

Detailed Report:

### General duties:-

- \* To sure Identification of eligible Person for the below said Pension scheme.
- \* To generate awareness among the public in the Village Secretary -9 jurisdiction about the scheme meant for the weaker section of the society being implemented by all welfare department: Social welfare, tribal welfare, BC welfare, minority welfare.

### Pensions:-

- \* shall monitor the distribution of Pensions every month in the village.
- \* shall draw cash and issue the village volunteer every month.
- \* shall collect the death vacancy of Pensions and update in website through digital assistant.

### Improving Dignity of girls:-

- \* YSR bhina.
- \* YSR VSR Scheme
- \* YSR pasaya scheme
- \* YSR dishi Scheme.

Page No:

# ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity                                        | Learning Outcome                                          | Person In-Charge Signature |
|------------|--------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------|
| Day - 1    | Happy Day                                                                      | -                                                         | -                          |
| Day - 2    | Mahila Police Handan told about her job chart.                                 | I learnt about her job role.                              | P. Purnima                 |
| Day - 3    | Mahila Police told about her role responsibility in suchivajayam.              | I learnt about her role and responsibilities.             | P. Purnima                 |
| Day - 4    | Handan told that she is responsible for women & child.                         | I learnt about women & child welfare duties.              | P. Purnima                 |
| Day - 5    | she will visit the school and verify functional school.                        | I visited school and understand about the Health system.  | P. Purnima                 |
| Day - 6    | she said that she have to create awareness on the prevent of Alcohol and drug. | I understand about selling alcohol in village in illegal. | P. Purnima                 |

## WEEKLY REPORT

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

Objective of the Activity Done:

Maquila Police.

Detailed Report:

- \* women & child welfare division.
- \* Integrated child development service scheme.
- \* He/she should do supportive supervision and monitoring of day activities at facilitate the aw.
- \* Enrollment of beneficiaries.
- \* Identification of high risk pregnant women.
- \* Women & Children care protection and welfare program.
- \* Care & Protection of children.
- \* Differently abled, Transgender & Senior Citizen Education
- \* Maquila Police division.

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

|                                  |                                |
|----------------------------------|--------------------------------|
| Student Name: <i>M. Saikiran</i> | Registration No: 2122001566026 |
| Term of Internship: From:        | To:                            |
| Date of Evaluation:              |                                |
| Organization Name & Address:     |                                |

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:

*M. Saikiran*  
Signature of the Student

Page No:

### Evaluation by the Supervisor of the Intern Organization

|                                                                   |                  |
|-------------------------------------------------------------------|------------------|
| Student Name: <i>Menda Sai Kiran</i>                              | Registration No: |
| Term of Internship:      From:                                    | To :             |
| Date of Evaluation:                                               |                  |
| Organization Name & Address: <i>Dandi Veedhi Ward Secretariat</i> |                  |
| Name & Address of the Supervisor<br>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 |

Date:

Page No:



## **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.

## INTERNAL ASSESSMENT STATEMENT

Name of the Student: *H. Saikiran.*

Programmer of Study: *Dakshin.*

Year of Study: *3<sup>rd</sup> year.*

Group: *MCQe (B.S.C)*

Register No/H.T.No: *2122001566026.*

Name of the college: *Goverment Degree College (Hrs)*

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            | 21            |
| 4     | Oral presentation     | 25            | 22            |
| 5     | GRAD TOTAL            | 100           | 83            |

Date:  
Guide

*[Signature]*  
Signature of the Faculty

Date:

*[Signature]*  
Certified by

Seal:  
Department/Principal

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