INTERN SHIP PROJECT REPORT ON
Computer fundamentals and the effective utilization of office tools in Spice Institute,Kanuru,Penamaluru mandal,Vijayawada,Krishna District,Andhra Pradesh.

Submitted to
Department of BOTANY

SUBMITTED BY
A.SHAMILI (20-305) III B.Sc. (BZC)

In partial fulfillment for the award of Degree of Bachelor of Science (B. Sc. BZC)

Project Guide: Ch. NARAYANA RAO
Supervisor of Spice Skills Institute

Mentor: N.RAMANA RAO
Lecturer in Botany

A. G & S.G. SIDDHARTHA DEGREE COLLEGE OF ARTS & SCIENCE, VUYYURU
(An Autonomous college in the jurisdiction of Krishna University)
Accredited by NAAC with "A" Grade

March 20th 2023-5th July 2023

CERTIFICATE

This is to certify that the Internship Project work report entitled "Computer fundamentals and the effective utilization of office tools in Spice Institute ,Ka.nuru, Penamaluru mandal, Vijayawada , Krishna Dst. A.P"is a bonafide project report carried out by **A.SHAMILI, III B.Sc. BZCwith Rollno: 20-305,**submitted to the Department of Botany of AG & SG SIDDHARTHA DEGREE COLLEGE OF ARTS & SCIENCE, VUYYURU for the partial fulfillment of Degree of Bachelor of Science during the year 2022-2023.

Mentor
A.G. & S.G. Siddhartha Arts & Science
Degree College, VUYYURU-521 165

Head of the Department
Head of the Department of Botany
A.G. & S.G. Siddhartha Arts & Science
Degree College, VUYYURU-521 165

Signature of the External Examiner

DECLARATION

I hereby declare that the Internship Report entitled " **Computer fundamentals and the effective utilization of office tools in Spice Institute, Kanuru, Penamaluru mandal, Vijayawada,Krishna Dist. A.P"** is a genuine record of project work done by me under the guidance of Ch.NARAYANA RAO,Spice Skills Institute,Kanuru and the work presented in this report has not been submitted earlier.

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III B.Sc. BZC

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