

# Vimala College (Autonomous) Thrissur

## Internship Programme TIME SHEET

(to be filled by the students during their internship and the same is to be submitted to their respective Tutor / HoD on completion of their Internship)

Name of the student: ARDRA JOSE

Name of the agency: THALUQ. LIBRARY, MANNARKKAL Year: 2019

Sl. No	Date	Description of work	Time	Total hours	Signature of the agency supervisor
			From To		
1	30.04.19	BOOK KEEPING	11:30 am - 4 p.m	4 1/2 hrs	<i>[Signature]</i>
2	6.05.19	" "	"	"	<i>[Signature]</i>
3	7.05.19	Maintaining Stock Register	"	"	<i>[Signature]</i>
4	8.05.19	" "	"	"	<i>[Signature]</i>
5	9.05.19	Maintaining Issue Register	"	"	<i>[Signature]</i>
6	13.05.19	" "	"	"	<i>[Signature]</i>
7	14.05.19	Keeping account register	"	"	<i>[Signature]</i>
8	15.05.19	" "	"	"	<i>[Signature]</i>
9	16.05.19	Classification of books	"	"	<i>[Signature]</i>
10	17.05.19	" "	"	"	<i>[Signature]</i>
11	18.05.19	General Information of Library Management	"	"	<i>[Signature]</i>

Certified that the above statements are true

Date : 18.05.19

Signature of the student

*[Signature]*

Remarks (if any) of the Agency Supervisor

Signature of the Agency Supervisor

