

**POSTGRADUATE DEPARTMENT OF HISTORY**  
**HENRY BAKER COLLEGE, MELUKAVU**  
**CERTIFICATE PROGRAMME**

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Programme Code: **HBC/HIS/CP02/2022-23**

Title of the Programme: **AN INTRODUCTION TO GOVERNMENT SERVICES AND  
CONDITIONS**

Name of the Faculty in Charge: Sheeba Mol M.M  
Instructional Hours: **30**

**SYLLABUS**

**Objectives:**

The course is designed to provide basic knowledge about the various services from several Govt. Departments. It is expected to help the students to acquire ideas regarding the conditions and the services from several departments.

**Course Outcome:**

To enable the students to understand how to apply for Govt. certificate form village office, Pachayath, Block Panchayath and so on.

**AN INTRODUCTION TO GOVT SERVICES AND CONDITONS**

UNIT 1 : Right to Information Act 2005 - History of origin, Right to Information Act and present chairman, procedures related to the service. (5Hrs)

UNIT 2 : Local self Govt. Ombudsman and its functions (5Hrs)

UNIT 3: Police Complaint Authority - Rebero Committee Report, Functions of Police Complaint Authority (10Hrs)

UNIT4 : Services from Village Offices - Income Certificate, Location Certificate, ProceSSION Certificate etc (10Hrs)

**Reading List**

1. K. D. Srivastava, Disciplinary Action against Government Servants and its Remedies.
2. Pradeep, Kerala Governance and System of Administration
3. Hand Books from KILA and Other useful materials
4. <https://lsgkerala.gov.in/ml/e-governance>

HENRY BAKER COLLEGE MELUKAVU  
POSTGRADUATE DEPARTMENT OF HISTORY  
2022-23

**Name of the program: An Introduction to Govt. Services and Conditions**

**Duration: 30 hrs**

**List of students enrolled**

Sl. No	Enrolment ID	Class	Name of the Student	Signature
1	21HS101	II BA	ABHIJITH BIJU	
2	21HS104	II BA	AMALSHA T.P	
3	21HS105	II BA	AMEER V M	
4	21HS107	II BA	AMINA ASHARAF	
5	21HS108	II BA	ANIL SEBASTIAN	
6	21HS110	II BA	ANJU RAJU	
7	21HS111	II BA	ARIF BASHEER	
8	21HS112	II BA	ARUN SIBY	
9	21HS113	II BA	ARYA SURENDRAN	
10	21HS114	II BA	ASNA PRASAD	
11	21HS115	II BA	ASWATHY SUNIL	
12	21HS116	II BA	ATHIRA N	
13	21HS117	II BA	BINCY BINOY	
14	21HS119	II BA	DILEENA KUTTICHAN	
15	21HS120	II BA	EMIL THERESA JOY	
16	21HS121	II BA	FASNA K NASAR	
17	21HS122	II BA	FASNA T F	
18	21HS123	II BA	FATHIMA YAKOOB	
19	21HS124	II BA	GOPIKRISHNAN K R	
20	21HS125	II BA	JOSMI SAM	
21	21HS127	II BA	KARTHIKA VIPIN	
22	21HS128	II BA	KEZEEYA BIJU	
23	21HS129	II BA	KIRAN RAJU	
24	21HS130	II BA	LINU MOL VARGHESE	
25	21HS131	II BA	LINUMOL JUSTIN	
26	21HS132	II BA	MAHIN RAFEEK	
27	21HS133	II BA	MANEESHA T M	
28	21HS134	II BA	MANJIMA O.M	
29	21HS135	II BA	MERIN V T	
30	21HS136	II BA	RAHANA UNNI	
31	21HS137	II BA	RUKSANA P V	
32	21HS138	II BA	SALMAN FARISI	
33	21HS139	II BA	SEELIYA MAMACHAN	
34	21HS140	II BA	SHAHINA SHAHUL	
35	21HS141	II BA	SHALUMOL SASI	
36	21HS142	II BA	SHEBINA BASHEER	
37	21HS143	II BA	SHIFNA NOUFAL	
38	21HS144	II BA	SHILPA SIVAN	
39	21HS145	II BA	SONA SONY	

40	21HS146	II BA	SONA SURESH	<i>[Signature]</i>
41	21HS147	II BA	VISHNUPRIYA S.	<i>[Signature]</i>

*[Signature]*  
 Teacher in Charge  
 Sheebamol MM

HOD  
 Dr. Beena Paul



Sl. No	Enrollment ID	Course	Name of the Student
1	21HS148	II BA	AMER Y M
2	21HS149	II BA	ANIL K B
3	21HS150	II BA	ANIL K B
4	21HS151	II BA	ANIL K B
5	21HS152	II BA	ANIL K B
6	21HS153	II BA	ANIL K B
7	21HS154	II BA	ANIL K B
8	21HS155	II BA	ANIL K B
9	21HS156	II BA	ANIL K B
10	21HS157	II BA	ANIL K B
11	21HS158	II BA	ANIL K B
12	21HS159	II BA	ANIL K B
13	21HS160	II BA	ANIL K B
14	21HS161	II BA	ANIL K B
15	21HS162	II BA	ANIL K B
16	21HS163	II BA	ANIL K B
17	21HS164	II BA	ANIL K B
18	21HS165	II BA	ANIL K B
19	21HS166	II BA	ANIL K B
20	21HS167	II BA	ANIL K B
21	21HS168	II BA	ANIL K B
22	21HS169	II BA	ANIL K B
23	21HS170	II BA	ANIL K B
24	21HS171	II BA	ANIL K B
25	21HS172	II BA	ANIL K B
26	21HS173	II BA	ANIL K B
27	21HS174	II BA	ANIL K B
28	21HS175	II BA	ANIL K B
29	21HS176	II BA	ANIL K B
30	21HS177	II BA	ANIL K B
31	21HS178	II BA	ANIL K B
32	21HS179	II BA	ANIL K B
33	21HS180	II BA	ANIL K B
34	21HS181	II BA	ANIL K B
35	21HS182	II BA	ANIL K B
36	21HS183	II BA	ANIL K B
37	21HS184	II BA	ANIL K B
38	21HS185	II BA	ANIL K B
39	21HS186	II BA	ANIL K B

# **HENRY BAKER COLLEGE, MELUKAVU**

## **SUMMARY REPORT & OUTCOME OF CERTIFICATE PROGRAMMES**

Programme Code: **HBC/HIS/CP02/2022-23**

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### **Summary report of the program along with the outcome and assessment procedure:**

#### **POSTGRADUATE DEPARTMENT OF HISTORY**

#### **AN INTRODUCTION TO GOVT. SERVICES AND CONDITIONS**

An introduction to govt. services and conditions course is offered to the students of II year BA History. This course will help them to acquire basic knowledge about the services of govt. department. The course is designed to provide knowledge about the services from govt. department. It will enable the students to understand how to prepare an application. This course is designed with 30 instructional hours. After finishing the topics, examinations are conducted in order to evaluate the understanding level of the students. Certificates are issued after the successful completion of the course.

#### **COURSE OUTCOME:**

- To enable the students to apply for the certificate from govt. department and its terms and conditions.

**ASSESSMENT PROCEDURE:** A written examination was conducted at the end of the programme to assess the knowledge of the students in the course and grades were awarded. Of the forty one participants one students secured A grade, sixteen got Grade B+, and twenty four had Grade B.



Sl. No.	Enrollment ID	Name of the Student	Class	Dec 9	Dec 10	Dec 12	Jan
31	21HS135	MERIN VT	D BA	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
32	21HS136	RAHANA UNNI	D BA	<del>AB</del>	<del>AB</del>	AB	AB
33	21HS137	RUKSANA PY	D BA	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
34	21HS138	SALMAN FARISI	D BA	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
35	21HS139	SEELIYA MAMACHAN	D BA	<del>AB</del>	<del>AB</del>	AB	AB
36	21HS140	SHAHINA SHAHUL	D BA	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
37	21HS141	SHALUMOL SASI	D BA	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
38	21HS142	SHEBINA BASHIR	D BA	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
39	21HS143	SHIFNA NOUFAL	D BA	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
40	21HS144	SHILPA SIYAN	D BA	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
41	21HS145	SONA SONY	D BA	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
42	21HS146	SONA SURESH	D BA	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
43	21HS147	VISHNUPRIYA S	D BA	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
44	21HS148	Fathima Yakoob	D BA	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>

Sl. No.	Jan 20	March 16	March 17	March 20	March 27	March 29
31	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
32	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
33	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
34	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
35	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
36	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
37	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
38	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
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42	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>
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44	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>	<del>AB</del>



Shahin  
Sheebanish M M  
Dr. Pooja Paul  
HOD, History  
PRINCIPAL  
HENRY BAKER COLLEGE  
MELUKAVU







# HENRY BAKER COLLEGE

MELUKAVU, KOTTAYAM

Founded 1981

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A Christian Minority Educational Institution run by C.S.I East Kerala Diocese  
Affiliated to Mahatma Gandhi University, Kottayam

## CERTIFICATE PROGRAMME 2022-2023

### CERTIFICATE

This is to certify that Mr./Ms. ASNA PRASAD. of .....  
II Year B.A History has successfully completed the certificate programme  
in An Introduction to Govt Services & Conditions conducted by the Department of  
History with B+ Grade in the examination held in .....

  
Head of the Department

  
IQAC Co-ordinator



  
Principal

Place: Melukavu  
Date of issue:



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This is to certify that Mr./Ms. LINUMOL VARADHESE of .....

II year BA History has successfully completed the certificate programme

in An Introduction to Govt. Services & Conditions conducted by the Department of

History with B Grade in the examination held in .....

  
Head of the Department

  
IQAC Co-ordinator



  
Principal

Place: Melukavu  
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This is to certify that Mr./Ms. KIRAN RAJU of .....

II year B.A History has successfully completed the certificate programme

in An Introduction to govt. Services & Conditions conducted by the Department of

History with B+ Grade in the examination held in .....

  
Head of the Department

  
IQAC Co-ordinator



  
Principal

Place: Melukavu  
Date of issue:



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This is to certify that Mr./Ms. KEZEEYA BIJU ..... of .....  
II Year B A History ..... has successfully completed the certificate programme  
in An Introduction to Govt. Services & Careers ..... conducted by the Department of  
History ..... with B ..... Grade in the examination held in .....

Head of the Department

IQAC Co-ordinator



Principal

Place: Melukavu  
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This is to certify that Mr./Ms. KARTHIKA VIPIN of .....

II Year B.A. History has successfully completed the certificate programme

in An Introduction to Govt. Services & Conditions conducted by the Department of

History with B Grade in the examination held in .....

Head of the Department

IQAC Co-ordinator



Principal

Place: Melukavu

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This is to certify that Mr/Ms. JOSMI SAM ..... of II .....  
Year B A History ..... has successfully completed the certificate programme  
in An Introduction to Govt. Services & Conditions conducted by the Department of  
History with B Grade in the examination held in .....

Head of the Department

IQAC Co-ordinator



Principal

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## CERTIFICATE PROGRAMME 2022-2023

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This is to certify that Mr./Ms. MR. GOPIKRISHNAN K. R. of .....

2 year B A History has successfully completed the certificate programme

in A n Introduction to govt. Services & Conditions conducted by the Department of

History with B Grade in the examination held in .....

Head of the Department 

IQAC Co-ordinator 



  
Principal

Place: Melukavu  
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This is to certify that Mr./Ms. LINUMOL JUSTIN of .....  
II year B.A History has successfully completed the certificate programme  
in An Introduction to Govt. Services & Conditions conducted by the Department of  
History with B Grade in the examination held in .....

  
Head of the Department

  
IQAC Co-ordinator



  
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### CERTIFICATE

This is to certify that Mr./Ms. MAHEEN RA FEEH of.....  
II Year B.A History.....has successfully completed the certificate programme  
in An Introduction to Gulf: Services & Conditions conducted by the Department of  
History with B+ Grade in the examination held in .....

  
Head of the Department

  
IQAC Co-ordinator



  
Principal

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## CERTIFICATE PROGRAMME 2022-2023

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This is to certify that Mr./Ms. MANEESHA T. M. of .....

II Year B.A History has successfully completed the certificate programme  
in An Introduction to Govt. Services & Conditions conducted by the Department of  
History with B Grade in the examination held in .....

  
Head of the Department

  
IQAC Co-ordinator



  
Principal

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This is to certify that M<sup>r</sup>/Ms. MANJIMA O.M. of .....

II year B.A. History has successfully completed the certificate programme  
in An Introduction to Govt. Services & Conditions conducted by the Department of  
History with B Grade in the examination held in .....

  
Head of the Department

  
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This is to certify that Mr./Ms. MERIN V. T of .....

II year B.A. History .....has successfully completed the certificate programme  
in An Introduction to Govt. Services & Condit conducted by the Department of  
History with B Grade in the examination held in .....

Head of the Department

IQAC Co-ordinator



Principal

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Date of issue:



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This is to certify that Mr./Ms. RAHANO UNNI of.....  
II year B A History has successfully completed the certificate programme  
in An Introduction to Govt. Services & Conditions conducted by the Department of  
History with B Grade in the examination held in .....

  
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This is to certify that Mr./Ms. RUKSANA P. V. of .....  
II year BA History has successfully completed the certificate programme  
in A.n Introduction to Govt. Services & Conditions conducted by the Department of  
History with B Grade in the examination held in .....

  
Head of the Department

  
IQAC Co-ordinator



  
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This is to certify that Mr./Ms. SALMAN FARISI of.....  
II Year B A History has successfully completed the certificate programme  
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History with B Grade in the examination held in .....

  
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This is to certify that Mr./Ms. SEELIYA MAMACHAN of .....

II Year B.A. History ..... has successfully completed the certificate programme

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History ..... with B+ Grade in the examination held in .....

Head of the Department

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This is to certify that Mr./Ms. SHAHINA SHAHUK of  
II Year B.A. History has successfully completed the certificate programme  
in An Introduction to Govt. Services & Conditions conducted by the Department of  
History with B Grade in the examination held in .....

Head of the Department 

IQAC Co-ordinator 



  
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This is to certify that Mr./Ms. SHALUMOL SASI of .....

II Year BA History ..... has successfully completed the certificate programme

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History with B Grade in the examination held in .....

Head of the Department

IQAC Co-ordinator



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This is to certify that Mr./Ms. SHIFNA NOUFAL of

II year B.A. History has successfully completed the certificate programme

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Head of the Department

  
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This is to certify that Mr./Ms. S.HILPA SIVAN of .....

II Year B.A. History has successfully completed the certificate programme  
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This is to certify that Mr./Ms. SHERINA BASHEER of.....  
I Year B.A. History..... has successfully completed the certificate programme  
in An Introduction to Govt. Services & Conditions conducted by the Department of  
History with B Grade in the examination held in .....

  
Head of the Department

  
IQAC Co-ordinator



  
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Place: Melukavu  
Date of issue:



# HENRY BAKER COLLEGE

MELUKAVU, KOTTAYAM

Founded 1981

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## CERTIFICATE PROGRAMME 2022-2023

### CERTIFICATE

This is to certify that Mr./Ms. SONA SONY of .....  
II Year BA History has successfully completed the certificate programme  
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History with B<sup>+</sup> Grade in the examination held in .....

Head of the Department

IQAC Co-ordinator



Principal

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Head of the Department

  
IQAC Co-ordinator



  
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This is to certify that Mr./Ms. VISHNUPRIYA S of .....

II Year B.A. History has successfully completed the certificate programme  
in An Introduction to Gov. Services & Conditions conducted by the Department of

History with B Grade in the examination held in .....

  
Head of the Department

  
IQAC Co-ordinator



  
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This is to certify that Mr. ~~Ms~~ **ABHIJITH BIJU** of .....

**II Year B.A. History** .....has successfully completed the certificate programme

in **An Introduction to Govt. Services & Conditions** conducted by the Department of

**History** with **B<sup>+</sup>** Grade in the examination held in .....

  
Head of the Department

  
IQAC Co-ordinator



  
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This is to certify that Mr./Ms. AMINA ASHARAE of .....  
II year B. A. History has successfully completed the certificate programme  
in An Introduction to Govt. Service & Conditions conducted by the Department of  
History with B Grade in the examination held in .....

  
Head of the Department

  
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This is to certify that Mr./Ms- AMEER V. M. of .....

II Year B.A History has successfully completed the certificate programme

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History with B Grade in the examination held in .....

  
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This is to certify that Mr./Ms. AMALSKIA T. P. of .....

II Year BA History has successfully completed the certificate programme  
in An Introduction to govt. services & conditions conducted by the Department of  
History with B Grade in the examination held in .....

  
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This is to certify that Mr./Ms. FATHIMA YAKOUB of .....

II year B. A. History has successfully completed the certificate programme

in An Introduction to Govt. Services & Conditions conducted by the Department of

History with A Grade in the examination held in .....

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This is to certify that Mr./Ms. FASNA T. F......of.....

II Year BA History.....has successfully completed the certificate programme  
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History with B+ Grade in the examination held in.....

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This is to certify that Mr./Ms. FASNA K. NASAR of .....

II Year B.A. History has successfully completed the certificate programme

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### CERTIFICATE

This is to certify that Mr./Ms. EMIL THERESA JOY of .....  
I Year BA History has successfully completed the certificate programme  
in An Introduction to Govt. Services & Conditions conducted by the Department of  
History with B+ Grade in the examination held in .....

  
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### CERTIFICATE


This is to certify that Mr./Ms. DILEENA KUTTICHAN of .....

II year BA History ..... has successfully completed the certificate programme

in An Introduction to Govt. Services & Conditions conducted by the Department of

History with B Grade in the examination held in .....

  
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### CERTIFICATE

This is to certify that Mr/Ms BINCY BENJOY of .....

II year B.A History has successfully completed the certificate programme

in An Introduction to Govt. Services & Conditions conducted by the Department of

History with B Grade in the examination held in .....

  
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This is to certify that Mr./Ms. ATHIRATH N .....of.....

II Year B.A. History .....has successfully completed the certificate programme  
in An Introduction to Govt. Services & Conditions conducted by the Department of  
History with B Grade in the examination held in .....

  
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This is to certify that Mr./Ms. ASWATHY SUNIL of .....

II year B. A. History has successfully completed the certificate programme  
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History with B+ Grade in the examination held in .....

  
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This is to certify that Mr./Ms. ARYA SURENDRAN of .....

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This is to certify that Mr./Ms. ARIE BASHEER of .....  
II year BA History has successfully completed the certificate programme  
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