

## **Guidelines for Ensuring Transparency and Accountability in Evaluation of Community Service Projects and Short-Term Internships**

### **Preamble:**

The Government of Andhra Pradesh vide G.O. Ms. No. 46, dated: 22-12-2020, introduced 4-year degree programme with mandatory 2 months of Community Service Project, 2 months of Short-term Internship and 6 month of full semester Internship/Apprenticeship/On the Job Training.

The AP State Council of Higher Education has issued guidelines for the conduct of the mandatory Community Service Project and Internships. And the APSCHE has also circulated Model Program Books along with the evaluation criteria for the same.

The AP State Council of Higher Education is now bringing out the guidelines for ensuring transparency and accountability in the conduct of the mandatory Community Service Projects and Internships to realize the objectives of -

- Bringing about an attitudinal change in the students and help them to develop societal consciousness, sensibility, responsibility, and accountability and make them socially responsible citizens.
- Integrating theory and practice. Making the students develop work habits and attitudes necessary for job success along with acquiring additional skills required for the future world of work.

It is obvious that unless accountability and transparency are ensured in the entire gamut of these internships, students could not reap the envisaged benefits. Hence the following guidelines are formulated for the effective implementation of the curriculum by Universities and Colleges.

### **FOR COMMUNITY SERVICE PROJECT (CSP)**

#### **Evaluation by the College**

- There shall only be internal evaluation.
- The assessment is to be conducted for 100 marks.
- The weightings shall be:
  - Activity Log- 20 marks
  - Community Service Project Implementation- 30 marks
  - Mini Project Work- 25 marks
  - Oral Presentation -25 marks
  - The number of credits assigned – 4 credits.
- Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA, by the Affiliating University.

## **Post Evaluation by the College (In the Affiliating University)**

1. After completion of the internal evaluation of the CSP at the College, **all the** Program Books, with the Evaluation pages used by the Examiners intact shall be submitted to the Controller of Examinations of the Affiliating University along with the Awards List (Statement of Marks), within **THREE** working days after the last date of submission of the report by the students is announced by the university.
2. The University shall randomly select using a Software Program 5% of the Program Books submitted by each College for a second valuation to check the consistency and accuracy of evaluation.
3. Spot valuation of the randomly selected Program Books shall be conducted by Examiners drafted from different colleges, ensuring that the examiner shall not evaluate the Program Books of his/her own college. Measures shall be taken to ensure that the Examiners are not aware of the College which they are evaluating (coding and decoding).
4. Valuation shall be done only for Activity Log, Community Service Project Implementation and Mini Project Work, excluding Oral Presentation.
5. 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 with the work assigned.
  - d. The completeness of the Activity Log.
6. The assessment for the Community Service Project implementation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Details of the Socio-Economic Survey of the village/habitation.
  - b. Problems identified.
  - c. Community Awareness Programs organized.
  - e. Suggested Short-Term and Long-Term Action Plans.
7. If the marks awarded in the internal valuation by the college and the marks awarded by the examiner in the Spot Valuation vary by more than **50%**, **all the** Program Books of that College shall be valued by the Examiner in the Spot Valuation and the marks awarded by the Examiner in the Spot Valuation shall be final.
8. The entire process shall be completed within 7 working days and the results are declared.

9. The Program Books may be discarded by the university after the completion of three years of study of that batch of students.

### **Appreciation for Community Service Projects:**

1. Colleges having less than 250 admitted strength shall submit the details of **THREE** best community service project reports to the concerned university
2. Colleges having more than 250 admitted strength shall submit the details of the **FIVE** best community service project reports to the concerned university
3. Further, the universities must constitute a committee to select the best **THREE** community service project reports from their university, in each academic year and communicate the same to APSCHE for State-Level Appreciation Awards. Similar appreciation could also be conducted by the universities.

### **FOR SHORT TERM INTERNSHIP (STI)**

#### **Evaluation by the College**

- There shall only be internal evaluation.
- The assessment is to be conducted for 100 marks.
- The weightings shall be:
  - Activity Log -25 marks
  - Internship Evaluation- 50marks
  - Oral Presentation -25 marks
- The number of credits assigned – 4 credits.
- Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA, by the Affiliating University.

#### **Post Evaluation by the College (In the Affiliating University)**

1. After completion of the internal evaluation of the STI at the College, **all the** Program Books, with the Evaluation pages used by the Examiners intact shall be submitted to the Affiliating University along with the Awards List (Statement of Marks), within **THREE** working days after the last date of submission of the report by the students is announced by the university.
2. The University shall randomly select using a Software Program 5% of the Program Books submitted by each College.

3. Spot valuation of the randomly selected Program Books shall be conducted by Examiners drafted from different colleges, ensuring that the examiner shall not evaluate the Program Books of his/her own college. Measures shall be taken to ensure that the Examiners are not aware of the College which they are evaluating (coding and decoding).
4. Valuation shall be done only for Activity Log and Internship Evaluation, based on Weekly Reports and Outcomes Description in the Activity Log. Oral Presentation shall be excluded.
5. 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 with the work assigned.
  - d. The completeness of the Activity Log.
6. 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 in Communication Skills.
  - e. Team Dynamics
  - f. Technological Developments recorded.
7. If the marks awarded in the internal valuation by the college and the marks awarded by the examiner in the Spot Valuation vary by more than **50%**, **all the** Program Books of that College shall be valued by the Examiner in the Spot Valuation and the marks awarded by the Examiner in the Spot Valuation shall be final.
8. The entire process shall be completed within 7 working days and the results shall be declared immediately.
9. The Program Books may be discarded by the University after the completion of three years of study of that batch of students.

### **FOR SEMESTER INTERNSHIP (INTERNAL & EXTERNAL EVALUATION)**

#### **Assessment Model:**

- There shall be both internal evaluation and external 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 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- **The weightages for Internal Evaluation** shall be:
  - Activity Log 10 marks
  - Internship Evaluation 30 marks
  - Oral Presentation 10 marks
- **The weightages for External Evaluation** shall be:
  - Internship Evaluation 100 marks
- **Viva-Voce** 50 marks
  
- **External Evaluation of Internship Evaluation (for 100 marks):** The External Examiner nominated by the affiliating shall evaluate the Internship Evaluation which shall also include the Activity Log. 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 also 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.

- **Viva-Voce (for 50 marks):** Viva-Voce shall be conducted by an **Evaluation Committee** comprising of the Principal, Faculty Guide, Internal Expert and External Examiner, nominated by the affiliating University.

**Post Evaluation by the College (In the Affiliating University)**

After completion of both Internal and External Evaluations all the Program Books, with the Evaluation pages used by the Examiners intact shall be submitted to the Affiliating University along with the Awards List (Statement of Marks), within THREE working days after the last date of submission of the report by the students is announced by the university.