

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
AP::VIJAYAWADA
Present: Sri Pola Bhaskar, IAS.

Rc.No.3/CCE-Acad.Cell-Policies/AC-6/2022

Dt: 16-05-2022

Sub: Revised Choice Based Credit System- 3/4 year conventional degree Programmes – Community Service Project /internship/Apprenticeship /On the Job Training – Standard Operating Procedure (SOP) to be followed- reg.

Ref: 1. G.O MS.No.9, Higher Education (EC) Dept. dt:11/03/2022
2. Guidelines for the Community Service Project, issued by APSCHE
3. APSCHE-Revision of syllabus under CBCS with effect from 2020-21-Guidelines -Corrigendum issued vide Lr.No.APSCHE /AC /CBCS-2019-20/Review/22 Dt. 25.03.2022

As per the orders of the Government cited in the 1st reference, there shall be mandatory internship for all UG programmes for 10 months – 1st Internship (Community Service Project) after the end of 2nd semester examinations, 2nd Apprenticeship/ Internship / On the Job Training after the end of 4th semester examinations and the 3rd and final Apprenticeship / Internship / On the Job Training in 5th or 6th semester to ensure that the students develop hands on technical skills which will be of great help in facing the world of work along with developing social consciousness and compassionate commitment towards the neighbourhood.

Community Service Project is an experiential learning strategy that integrates meaningful community service with instruction, participation, learning and community development. Community Service Project involves students in community development and service activities and applies the experience to personal and academic development. Community Service Project is meant to link the community with the college for mutual benefit. The community will be benefited with the focused contribution of the college students for the village/ local development. The college finds an opportunity to develop social sensibility and responsibility among students and also emerge as a socially responsible institution.

The following Standard Operating Procedure shall be followed for the implementation of Community Service Project (1st Internship) in all Government Degree Colleges in the state duly following the Guidelines given by APSCHE vide reference no.2 cited.

Standard Operating Procedure (SOP) for Community Service Project (1st Internship)

I Duration:

The Community Service Project shall be held after the completion of 2nd semester examinations, i.e during intervening summer of 2nd semester and 3rd semester for the duration of 4 weeks (100 Hours). For the students who are admitted in first year for the academic year 2021-22, the Community Service Project can be done anytime during III to VI semesters, including on weekends or holidays, completing the mandatory 4 weeks as per the APSCH Guideline – Corrigendum cited vide reference no.3.

II Schedule:

- ❖ Socio-Economic Survey of the Village/Habitation (One weeks)
- ❖ Community awareness campaign (One week)
- ❖ Main Project Implementation (One week)
- ❖ Project Report writing (One week)

III Implementation of the CSP:

- A group of students or even a single student could be assigned for a particular habitation or village or municipal ward, as far as possible, in the near vicinity of their place of stay, so as to enable them to commute from their residence and return back by evening or so.
- Each faculty member is to be assigned with a class/ section/ group of 10 to 15 students depending upon availability of the faculty members. The faculty member will act as a faculty-mentor for the group and is in-charge for the learning activities of the students and also for the comprehensive and continuous assessment of the students.
- All the Regular, Contract, Guest faculty shall be involved in CSP as faculty – mentor for a group of students.
- The Community Service Project should be different from the regular programmes of NSS/NCC/Green Corps/Red Ribbon Club, etc in an adopted village. Students shall be given choice to take up CSP in the habitation or village or municipal ward of their own choice/convenience.
- The Community Service Project is a twofold one –
 - ❖ First, the student/s could conduct a survey of the habitation, if necessary, in terms of their own domain or subject area. For ex., a

student of Arts will focus on socio-economic conditions, social survey and about the Government's social security schemes. A student of Sciences could take up a survey on the health and hygiene conditions of that habitation, similarly, with other subject areas too. Or it can even be a general survey, incorporating all the different areas. A common survey format could be designed. This should not be viewed as a duplication of work by the Village or Ward volunteers; rather, it could be another primary source of data.

- ❖ Secondly, the student/s could take up a project work related to their domain or subject area.

IV Role of the Teacher/Mentor:

- a) The faculty mentor shall provide necessary orientation and training for the students on methodology for survey, preparation of questionnaire, maintenance of Log Book, Project report and writing etc.,
- b) To assign a village/ habitation/ municipal ward to each student as per the choice of the student/convenience.
- c) To guide the students in conducting socio economic Survey in the assigned village/ habitation/ municipal ward.
- d) To guide the students to take up Community awareness campaign/special camps and to act as resource person when required.
- e) To verify and countersign the Log Book of each student
- f) To guide the students in implementation of the project and Project report.
- g) To evaluate the project and award the grade based on the active participation of the student as per the assessment methodology

V Procedure:

1. Socio-Economic Survey of the Village/Habitation – log book

A group of students under the guidance of faculty mentors conduct a Socioeconomic Survey of the Village/habitation. They will interact with people to acquire basic knowledge on the project chosen for study and conduct the survey using a structured questionnaire.

2. Community awareness campaign

The students group takes up community awareness campaigns based on the above survey conducted by identifying the problems or vulnerable

issues. They may also conduct house to house campaign on socially relevant theme. Ex: Government welfare programs, health care, consumer protection, food adulteration, digital transactions, information sources, etc.

3. Project Implementation

A group of students choose a topic related to their subject area and conduct a Project which includes, Data collection, interviews, internship in any select unit or department.

4. Project Report

The student should submit a project report duly signed by the mentor.

VI Assessment Methodology:

- ❖ There will be only internal evaluation for CSP internship.
- ❖ The faculty member will act as a faculty-mentor for the group and is in-charge for the learning activities of the students and also for the comprehensive and continuous assessment of the students.
- ❖ The assessment is to be conducted for 100 marks.
- ❖ 4 Credits to be allocated for Community Service Project within the Choice Based Credit System (CBCS).
- ❖ **Assessment Components:**

| S.No | Assessment Component | Max Marks |
|------|------------------------|-----------|
| 1. | Project Log | 20 |
| 2. | Project Implementation | 30 |
| 3. | Project Report | 25 |
| 4. | Project Presentation | 25 |
| | Total: | 100 |

VII Internal viva committee:

An internal Viva shall be conducted by a committee constituted by the principal of the college. The committee shall consist of the following members;

1. Mentor/ faculty in-charge of CSP

2. One faculty member from other departments within the same course combination
3. One faculty member from Languages/ other courses

All the Principals of GDCs shall bestow their personal attention on the above SOP and implement Community Service Project (1st Internship) as per the schedule without fail.

Encl: As above

Sd/- Pola Bhaskar IAS
Commissioner of Collegiate Education

To
The Principals of all Govt Degree Colleges
Identified College Principals
RJDCes of Rajahmundry, Guntur and Kadapa.

//ATTESTED//

16/5/22
Academic Guidance Officer