

**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

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Higher Education – Revised Choice Based Credit System – Conventional Degree Programmes and Engineering Programmes – Community Service Project – Internship / Apprenticeship / On the Job Training – Certain guidelines – Orders – Issued.

HIGHER EDUCATION (EC) DEPARTMENT

G.O.MS.No. 9.

Date: 11/03/2022

Read the following:-

- 1) G.O. Ms.No.46, Higher Education (CE) Dept., dated 22.12.2020.
- 2) From the Secretary, A.P. State Council of Higher Education, Mangalagiri, Guntur District, e-file bearing Computer No.1473399.

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ORDER:-

In the G.O. 1st read above, permission was accorded to the State funded Universities in the State of Andhra Pradesh for introduction of four (4) year Honours Programmes with ten (10) months of mandatory internship.

2. In the e-file 2nd read above, the Secretary, A.P. State Council of Higher Education has submitted that the AP State Council of Higher Education constituted Committees to redesign the curriculum framework of all UG Conventional and Professional (Engineering) Programmes and based on the recommendations of the Committees and the vision of the Hon'ble Chief Minister, a thoroughly revised curriculum with Life Skill Courses, Skill Development Courses and Skill Enhancement Courses in conventional degree programmes and skill courses in major and minor electives and skill enhancement electives in Engineering programmes was introduced from the Academic Year 2020–21. The unique feature of the revised curriculum is a 10 month mandatory internship/apprenticeship/on the job training, of which a 2 month Community Service Project was an integral part.

3. The mandatory 10 month internship is done in three phases. In the first phase, the 2-month Community Service Project shall be mandatorily done by all students during the intervening summer vacation between the first and second years of study and in the second phase a 2-month internship/apprenticeship/on the job training shall be mandatorily done by all the students during the intervening summer vacation between the second and third years of study. In the final and third phase a 6-month (one full semester) internship/apprenticeship/on the job training shall be done mandatorily either in the 5th Semester or 6th Semester of all 3/4 year conventional degree programmes and 5-year integrated PG programmes.

In case of 4-year Professional Degree Programmes, in the first phase, the mandatory 2-month Community Service Project shall be done by all students during the intervening summer vacation between the second and third years of study and in the second phase a mandatory 2-month internship/ apprenticeship/on the job training shall be done by all the students during the intervening summer vacation between the third and fourth years of study. In the final and third phase a 6-month (one full semester) internship/apprenticeship/on the job training shall be done mandatorily either in the 7th Semester or 8th Semester

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4. In this background, Government after examination of the matter hereby issue the following guidelines for the 10 month mandatory internship/ apprenticeship/on the job training for all the 3/4 year Conventional Degree Programmes, 5-year Integrated PG programmes and to the 4-year Professional programmes from the Academic Year 2020-21:-

1. Community Service Project:

The 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 community service project has to be undertaken as per the guidelines of A.P. State Council of Higher Education and with the approval of respective Universities

2. Internship/Apprenticeship/On the Job Training

Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. The Internship program not only helps fresh pass-outs in gaining professional know-how but also benefits the employers on fresh perspectives on business issues and even discovering potential future business leaders. The main aim of this initiative is enhancement of the employability skills of the students passing out from Higher Educational Institutions. The A.P. State Council of Higher Education has prepared a revised CBCS curriculum with the help of prominent academicians so that the State of Andhra Pradesh may produce competent employable graduates as per the needs of the industries. The objectives, procedures and evaluation system are defined in the regulations of the revised CBCS curriculum as approved by the respective Universities.

3. The 10-month mandatory community service / internship / apprenticeship/on the job training is an initiative which is unique in the country and also highly challenging. The community service / internship / apprenticeship / on the job training opportunity has to be provided to all the students of higher education at different phases of their study as per the regulations. To facilitate internships and also to implement them effectively an administrative mechanism is necessary at each district level.

In order to ensure effective implementation of the mandatory 10-month internship for the students of Colleges and Universities, and on the recommendation of the A.P. State Council of Higher Education, the Government of Andhra Pradesh constitutes State Level and district level internship coordination committees in each of the districts of Andhra Pradesh with immediate effect. The composition, roles and responsibilities of the committees are as described hereunder:

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3.1 Committees at the State Level and also at the District Levels shall be constituted with the following composition.

State Level Committee:

Chief Secretary	-	Chairman
Pr. Secretary, Higher Education	-	Member-Secretary
Chairman, AP State Council for Higher Education	-	Member
Commissioner for Collegiate Education	-	Member
Special Chief Secretary (Agri, Seri & Horti)	-	Member
Special Chief Secretary (Industries & Commerce)	-	Member
Special Chief Secretary (Labour & Factories)	-	Member
Special Chief Secretary (Municipal Admn & Urban Dev)	-	Member
Special Chief Secretary (Gram Secretariats/ Ward Secretariats)	-	Member
Commissioner of Industries	-	Member
MD, Andhra Pradesh Industrial Infrastructure Corporation (APIIC)	-	Member
Secretary (Public Enterprises)	-	Member
Secretary (Planning)	-	Member
Principal Secretary (Panchayat Raj & Rural Development)	-	Member
Principal Secretary (Skills Development & Training)	-	Member
Managing Director, APSSDC	-	Member
Principal Secretary Health, Medical & Family Welfare	-	Member
State level Industries, Trade Associations (one from each to be nominated by Chief Secretary)	-	Members
CEOs of the companies to be nominated by the Chief Secretary	-	3 Members

3.2. District level Committee

1	District Collector	-	Chairman
2	Vice Chancellors	-	Members
3	Joint Collector (Village & Ward Secretariat and Development)	-	Member - Secretary
4	Registrar of the University	-	Addl. Secretary (If there are two Registrars in a district there shall two Addl. Secretaries)
5	Manager – District Industries Center	-	Member
6	Principal of an Autonomous College	-	Member (to be nominated by the chairman)
7	Principal of a Conventional Affiliated College	-	Member (to be nominated by the chairman)
8	Principal of a Professional College	-	Member (to be nominated by the chairman)
9	Representatives from Manufacturing Sector Members (2nos)	-	Member (to be nominated by the chairman)
10	Representatives from Service Sector (2nos)	-	Member (to be nominated by the chairman)
11	GM, DIC	-	Member
12	District Level officers of APIIC	-	Member (to be nominated by Chairman)
13	2 CEO's of companies having strong presence in the respective district	-	Member (to be nominated by Chairman)
14	Local chapters of industry and trade associations	-	3 Members (one from each to be nominated by Chairman)
15	Prominent Alumni belonging to the district	-	Members (one person to be nominated by Vice-Chancellors)

3.3. Tenure of the members

The tenure of the nominated members shall be for a period of three years from the date of nomination.

3.4 Role and responsibilities of the District Level Committees:

3.4.1 Conducting meetings of the committee for a minimum of two times in a year. Once before the start of the academic year.

3.4.2 Conducting meetings with the local industrialists, service organisations, Government departments, agencies and other professionals, to explore the possibilities of the internship/ apprenticeship /on the job training in the respective organizations and establishments.

3.4.3 Explore the possibilities of vacancies for internship / apprenticeship /on the job training in various organizations and industries/ establishments, both in public and private and in Central and State Government Departments and empanel professionals/small business establishments and other agencies which can offer internships.

3.4.4 To ensure the implementation of the provisions of Apprenticeship Act wherever applicable.

3.4.5 To review periodically the effectiveness of internship programme in consultation with all the stakeholders. To ensure that all the students are provided with internships preferably as per their interests and domain of study.

3.5. Roles and Responsibilities of the Registrars of the Universities:

3.5.1. Liaison between the colleges under the jurisdiction of the University concerned and the District Coordination Committee.

3.5.2. To finalize the guidelines for the allotment of students to various organizations.

3.5.3. To submit the demand for internships in different fields of study to the committee as and when required-

3.5.4. To prepare the lists of students participating in the internship/apprenticeship/on the job training, including in the community service project.

3.5.5. To prepare the student-demand analysis.

3.5.6. To prepare a list of students who are prepared to do the internship outside the district and to find suitable organizations and establishments.

3.5.7. To map the students and the internship offering establishments and organizations

3.5.8. To provide data and information to the committee as required by the committee

5. The Registrars of the Universities in the State of Andhra Pradesh shall adopt the above orders with the approval of their respective Statutory Boards for its implementation of the aforesaid orders in all the Universities, Colleges and its affiliated colleges under their jurisdiction from the Academic Year 2020-21.

6. The Collectors and District Magistrates shall take further action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SYAMALA RAO JAMJAM,
PRINCIPAL SECRETARY TO GOVT

To

All the Collectors and District Magistrates in the State
All the Vice-Chancellors of Universities in the State
All the Registrars of Universities in the State
The Secretary, A.P. State Council of Higher Education, Mangalagiri
The Commissioner of Technical Education, A.P., Vijayawada
The Commissioner of Collegiate Education, A.P., Vijayawada
The Member-Secretary, APHERMC, Tadepalli, Guntur District

Copy to:-

The P.S. to Secretary to C.M.
The OSD to Minister (Education)
The PS to the Chief Secretary to Government of AP
The P.S. to Principal Secretary to Govt., Higher Education Department
To All Special Chief Secretaries/Prl. Secretaries concerned and other members
of the State Level Committee
To All members of the District Level Committee

//FORWARDED BY ORDER//


SECTION OFFICER



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
(A Statutory Body of the Government of A.P)
III, IV & V Floors, Neeladri Towers, Sri Ram Nagar,
6th Battalion Road, Atmakur (V), Mangalagiri (M)
Guntur – 522 503, Andhra Pradesh



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PROF.B.SUDHEER PREM KUMAR
SECRETARY

Lr.No.APSCHE/AC/CBCS-2019-20/Review/22

Dt. 25.03.2022

To
The Registrars of

Andhra University	Acharya Nagarjuna University	Sri Venkateswara University
Krishna University	Vikrama Simhapuri University	Adikavi Nannayya University
Yogi Vemana University	Sri Krishnadevaraya University	Rayalaseema University
Dr.B.R.Ambedkar University		

Sir/Madam,

Sub: APSCHE-AC-Revision of syllabus under CBCS with effect from 2020-21-Guidelines
-Corrigendum issued – Reg

Ref: G.O Ms.No.46 HE (CE) Dept. Dt: 22.12.2020

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I am directed to inform that as the Universities are aware, the AP State Council of Higher Education has revised the syllabus of 4 year General UG Honours Programmes to be in effect from 2020-21 under Choice Based Credit System. These programmes, in accordance with the G.O under reference have an exit option at the end of three years. The syllabus of semesters I to V of the 4 year General UG Honours programmes prepared by the APSICHE along with the guidelines and the curricular structure is placed in the website of the Council.

I am to further inform that, as per the guidelines placed in the website of the Council, 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 semester 6 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.

In order to ensure presence of work force to firms/companies/organisations etc., throughout the year and to balance the work load in Degree Colleges, only 50% of students in a class shall be allotted Internship in V Semester and the remaining 50% shall attend classes on Skill Enhancement Courses (SECs). The 50% of students who attended internship in V semester shall attend classes for SECs in VI Semester and the 50% students who attend classes for SECs in Semester V shall go internship in VI Semester. In either Semester V or VI only 50% of students in a class will be in Internship or attend classes for

SECs. The students may be given a choice to opt for internship either in semester-V or semester-VI.

Accordingly, the 10 month mandatory Apprenticeship / Internship / On the Job Training for UG programmes as per the revised CBCS curriculum with effect from 2020-21 is to be held as follows:

Internship Number	Apprenticeship / Internship / On the Job Training	Duration	To be held	Hours	Credits
1 st internship	Community Service Project	4 weeks	After the end of 2 nd semester examinations, i.e during intervening summer of semesters 2 and 3	100	4
2 nd internship	Apprenticeship / Internship / On the Job Training	4 weeks	After the end of 3 rd semester examinations, i.e during intervening summer of semesters 4 and 5	100	4
3 rd and final internship	Apprenticeship / Internship / On the Job Training	One semester	5 th or 6 th semester - 50% of students to undergo in 5 th semester while the rest 50% to undergo in 6 th semester	200	12

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.

The Universities are therefore requested to note the change in execution of the final internship and communicate it to all the Degree colleges affiliated to the University.

Yours faithfully,



SECRETARY

Copy to:

The Vice Chancellors of the affiliating Universities

The Deans, Academic Affairs of the affiliating Universities

Principals of all Autonomous Colleges in the State of AP