

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 APSCHE 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

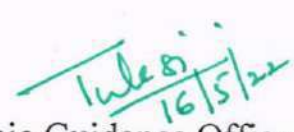
All the Principals of GDCs shall bestow their personal attention on the above SOP and implement Community Service Project (1st Internship) as per the schedule without fail.

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//


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

Guidelines for the Community Service Project

AP STATE COUNCIL OF HIGHER EDUCATION

(A Statutory body of the Government of Andhra Pradesh)

CONTENTS

1. Introduction
2. Objectives
3. Implementation of Community Service Project
4. Procedure
5. Expected outcomes
6. Time frame for the community service project
7. Assessment methodology for community service project
8. Model of the project report
9. Suggestive list of programmes under community service project
10. Complimenting the community service project the students may be involved to take up some awareness campaigns on social issues/special groups.

COMMUNITY SERVICE PROJECT

.....Experiential learning through community engagement

1. INTRODUCTION

- 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.

2. OBJECTIVES

Community Service Project should be an integral part of the curriculum, as a part of the 2 months of Summer Internships / Apprenticeships / On the Job Training, whenever there is an exigency when students cannot pursue their summer internships. The specific objectives are;

- To sensitize the students to the living conditions of the people who are around them,
- To help students to realize the stark realities of the society.
- To bring about an attitudinal change in the students and help them to develop societal consciousness, sensibility, responsibility and accountability
- To make students aware of their inner strength and help them to find new /out of box solutions to the social problems.
- To make students socially responsible citizens who are sensitive to the needs of the disadvantaged sections.
- To help students to initiate developmental activities in the community in coordination with public and government authorities.
- To develop a holistic life perspective among the students by making them study culture, traditions, habits, lifestyles, resource utilization, wastages and its management, social problems, public administration system and the roles and responsibilities of different persons across different social systems.

3. IMPLEMENTATION OF COMMUNITY SERVICE PROJECT

- Every student should put in a minimum of 180 hours for the Community Service Project during the summer vacation.
- Each class/section should be assigned with a mentor.
- The mentor should be a faculty member. Incentive could be given to the faculty mentors in terms of Academic Performance Indicators (API) scores. Or could even be made a compulsory in the service conditions laid down at the time of appointment.
- 4 Credits to be allocated for Community Service Project within the Choice Based Credit System (CBCS).
- The 180 hours of Community Service Project could be done in different areas.
- Specific Departments could concentrate on their major areas of concern. For example, Dept. of Computer Science can take up activities related to Computer Literacy to different sections of people like - youth, women, house-wives, etc... Dept. of Zoology or other life sciences departments could concentrate on health awareness, blood groupings, awareness on blood donation or organ donation, etc. Dept. of Mathematics and Statistics could dwell upon empowering the youth with analytical skills, Dept. of Commerce could create awareness on GST or Income Tax Returns or other taxes or consumerism.
- Sky will be the limit for organizing different programmes, provided the faculties are sufficiently motivated.
- A log book has to be maintained by each of the student, where the activities undertaken/involved to be recorded.
- The log book has to be countersigned by the concerned mentor/faculty incharge.
- Evaluation to be done based on the active participation of the student and grade could be awarded by the mentor/faculty member.
- The final evaluation to be reflected in the grade memo of the student.
- The Community Service Project should be different from the regular programmes of NSS/NCC/Green Corps/Red Ribbon Club, etc.
- Minor project report should be submitted by each student. An internal Viva shall also be conducted by a committee constituted by the principal of the college.

- Award of marks shall be made as per the guidelines of Internship/apprentice/ on the job training

4. PROCEDURE

- 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.
- 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.
- The different areas, could be like –
 - Agriculture
 - Health
 - Marketing and Cooperation
 - Animal Husbandry
 - Horticulture
 - Fisheries
 - Sericulture
 - Revenue and Survey
 - Natural Disaster Management
 - Irrigation
 - Law & Order
 - Excise and Prohibition
 - Mines and Geology
 - Energy

A specific example,

- A student of B.Sc (BZC) will first conduct a survey of his/her habitation which could be related to a specific area or in a comprehensive way of socio-economic conditions, covering all the areas listed above.

or

- Could conduct an awareness programme on Health and Hygiene or in Organic Farming or in Fisheries or in advocating prohibition of liquor or about renewable energy, or any other activity in an area as per his/her aptitude and the problems identified in the socioeconomic survey conducted.
- A project work shall be done on a particular topic related to his/her domain subject area.

5. EXPECTED OUTCOMES

BENEFITS OF COMMUNITY SERVICE PROJECT TO STUDENTS

Learning Outcomes

- Positive impact on students' academic learning
- Improves students' ability to apply what they have learned in "the real world"
- Positive impact on academic outcomes such as demonstrated complexity of understanding, problem analysis, problem-solving, critical thinking, and cognitive development
- Improved ability to understand complexity and ambiguity

Personal Outcomes

- Greater sense of personal efficacy, personal identity, spiritual growth, and moral development
- Greater interpersonal development, particularly the ability to work well with others, and build leadership and communication skills

Social Outcomes

- Reduced stereotypes and greater inter-cultural understanding
- Improved social responsibility and citizenship skills
- Greater involvement in community service after graduation

Career Development

- Connections with professionals and community members for learning and career opportunities
- Greater academic learning, leadership skills, and personal efficacy can lead to greater opportunity

Relationship with the Institution

- Stronger relationships with faculty
- Greater satisfaction with college
- Improved graduation rates

BENEFITS OF COMMUNITY SERVICE PROJECT TO FACULTY MEMBERS

- Satisfaction with the quality of student learning
- New avenues for research and publication via new relationships between faculty and community
- Providing networking opportunities with engaged faculty in other disciplines or institutions
- A stronger commitment to one's research

BENEFITS OF COMMUNITY SERVICE PROJECT TO COLLEGES AND UNIVERSITIES

- Improved institutional commitment
- Improved student retention
- Enhanced community relations

BENEFITS OF COMMUNITY SERVICE PROJECT TO COMMUNITY

- Satisfaction with student participation
- Valuable human resources needed to achieve community goals
- New energy, enthusiasm and perspectives applied to community work
- Enhanced community-university relations.

ROLE OF STUDENTS:

- Students may not have the expertise to conduct all the programmes on their own. The students then can play a facilitator role and conduct the programmes involving Governmental agencies, Non-Governmental agencies or faculties of their college, etc.
- For conducting special camps like Health related, they will be coordinating with the Governmental agencies.
- As and when required the College faculty themselves act as Resource Persons.
- Students can work in close association with Non-Governmental Organizations like Lions Club, Rotary Club, etc or with any NGO actively working in that habitation.
- And also with the Governmental Departments. If the programme is rolled out, the District Administration could be roped in for the successful deployment of the programme.
- An in-house training and induction programme could be arranged for the faculty and participating students, to expose them to the methodology of Service Learning.

6. TIME FRAME FOR THE COMMUNITY SERVICE PROJECT

Duration: 8 weeks

Schedule:

Socio-Economic Survey of the Village/Habitation (Two weeks): 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.

Community awareness campaign (one week): 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.

Main Project (4 weeks): 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.

Report preparation (one week): The student should submit a project report duly signed by the mentor.

7. ASSESSMENT METHODOLOGY FOR COMMUNITY SERVICE PROJECT

Learning outcomes:

- To facilitate an understanding of the issues that confronts the vulnerable / marginalized sections of the society.
- To initiate team processes with the student groups for societal change.
- To provide students an opportunity to familiarize themselves with urban / rural community they live in.
- To enable students to engage in the development of the community.
- To plan activities based on the focused groups.\
- To know the ways of transforming the society through systematic programme implementation.

The following is the evaluation methodology for awarding marks/grades.

There will be only internal evaluation for this internship. Each faculty member is to be assigned with 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.

The assessment is to be conducted for 100 marks. The number of credits assigned is 4. Later as per the present practice the marks are converted into grades and grade points to include finally in the SGPA and CGPA.

The weightings shall be:

Project Log	20%
Project Implementation	30%
Project report	25%,
Presentation	25%

Each student is required to maintain an individual logbook, where he/she is supposed to record day to day activities. The project 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 grading the student's performance, using the student's project log, the following should be taken into account -

- 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 logbook.

The assessment for the **Community Service Project implementation** shall include the following components and based on the entries of Project Log and Project Report:

- a. Orientation to the community development
- b. Conducting a baseline assessment of development needs
- c. Number and Quality of Awareness Programmes organised on beneficiary programmes and improvement in quality of life, environment and social consciousness, motivation and leadership, personality development, etc.
- d. Number and Quality of Intervention Programmes (Prevention or promotion programs that aim to promote behavioural change in defined community contexts to address social problems) organised.
- e. Follow-up Programmes suggested (Referral Services, Bringing Community Participation)

f. Developing short and mid-term action plans in consultation with local leadership and local government officers.

The **Project Report** shall be prepared as per the guidelines given in the Model Project Report.

The **Project Presentation** is to be made by the student after he/she reports back to the College. The components for assessment are –

- a. assessing the involvement in the project
- b. presentation skills
- c. final outcome of the project as evinced by the student.

Example:

Name of the Student:	X. YY ZZZ	
Class & Year of Study	II B.A. 2021 - 2022	
Registered Number	000000	
Assessment Component	Max Marks	Marks Secured
1. Project Log	20	15
2. Project Implementation	30	20
3. Project Report	25	20
4. Presentation	25	20
TOTAL OUT OF 100	100	75

Letter grade	Grade Point	Credits	Credit Point
O (outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8
F (Fail)	0	2	0
Ab (Absent)	0	2	0

In the above example, 75 marks are converted to letter grade / grade point.

Letter grade	Grade Point	Credits	Credit Point
B+ (Good)	7	2	14

8. MODEL OF THE PROJECT REPORT

PART – A

1. Introduction:
 - A. About the Village / Habitation.
2. Socio-Economic Survey of the Village/Habitation.
 - A. Data collection using prescribed formats.
3. Problems identified and Analyses of the problems.
4. Short-term and long term action plan for possible solutions for the problems identified and that could be recommended to the concerned authorities for implementation.
5. Community awareness programmes conducted w.r.t the problems and their outcomes.

PART - B

1. A mini-project work in the related subject w.r.t the habitation/village.
(For ex., a student of Botany may do a project on Organic Farming or Horticulture or usage of biofertilisers or biopesticides or effect of the inorganic pesticides, etc. A student of Zoology may do a project on Aquaculture practices or animal husbandry or poultry or health and hygiene or Blood group analysis or survey on the Hypertension or survey on the prevalence of diabetes, etc.)

PART - C

1. Recommendations and conclusions.
2. References

9. SUGGESTIVE LIST OF PROGRAMMES UNDER COMMUNITY SERVICE PROJECT

The following the recommended list of projects for BA, B.Com, and B.Sc programmes. The lists are not exhaustive and open for additions, deletions and modifications. Colleges are expected to focus on specific local issues for this kind of projects. The students are expected to carry out these projects with involvement, commitment, responsibility and accountability. The mentors of a group of students should take the responsibility of motivating, facilitating, and guiding the students. They have to interact with local leadership and people and appraise the objectives and benefits of this kind of projects. The project reports shall be placed in the college website for reference. Systematic, Factual, methodical and honest reporting shall be ensured.

For Arts Students

1. Village demography
2. Healthcare programmes and their implementation
3. School education
4. Youth engagement
5. Women empowerment
6. Women education
7. Domestic violence
8. Culture, traditions, values and ethics
9. Employment of different sections
10. Status of socially deprived sections
11. Implementation of state development programmes
12. Implementation and impact of welfare schemes
13. Public distribution system
14. Social inclusiveness
15. Village governance
16. Health care system and its effectiveness
17. Information sources and their effectiveness
18. Entertainment media and habits
19. Social problems
20. Family and marriage systems across different social groups
21. Religion profile and their role in social development
22. Communal harmony
23. Innovative methods and practices
24. Village industry
25. Safety and security
26. Migration for employment
27. Infrastructure development
28. Facilities for quality life across different social groups
29. Leadership in family, community and social groups
30. Implementation of central schemes
31. Village development plans

32. Child labour
33. Sex education
34. Atrocities against women
35. Awareness of central government schemes and the level of participation
36. Community engagement programmes and their impact
37. Career orientation of youth
38. Skill development programmes and their impact
39. Alcohol and smoking habits and their impact on families and society
40. Crime rate, law and order and safety needs
41. Quality of Elementary education and accessibility
42. Factors considered for electing public representatives
43. Environment protection
44. Inter religious harmony
45. Treatment of aged persons
46. Sanitation systems
47. Tribal studies
48. Telugu literature and mondalics
49. Awareness of epics among youth and children
50. Anthropological survey
51. Music and dance
52. Performing arts
53. Social evils

For Commerce Students

1. Entrepreneurship
2. Agricultural products and marketing
3. Poultry business
4. Dairy business
5. Aquaculture
6. Wage system and Labour Welfare
7. Village industry products and marketing
8. Income and wealth distribution among different sections of the society
9. Entertainment services
10. Communication services
11. Banking services and habits
12. Insurance services and habits
13. Public distribution system
14. Vegetable marketing
15. Savings and Investments
16. Online purchases
17. Digital transactions
18. Use of electrical home appliances
19. Use of electronic home appliances
20. Personal transport
21. Consumer movement
22. Unfair trade practices

23. Food habits
24. Income distribution
25. Wealth distribution
26. Expenditure pattern on different product categories
27. Buying motives
28. Consumer behavior
29. Impact of celebrity advertising
30. Impact of TV on product choices
31. Usage of cell phones
32. Self employed professionals
33. Construction
34. Leisure time management
35. Tourism
36. Leadership
37. Human resource development
38. Local administration
39. Office management in local governing bodies
40. Exports
41. Handicrafts
42. Handlooms
43. Public transport
44. Private transport
45. Cooperative societies
46. Shifts in occupations
47. Debt burden of different sections of the society
48. Time management
49. Dispute resolution systems
50. Commercial crops

For Science Students

1. Water facilities and drinking water availability
2. Health and hygiene
3. Stress levels and coping mechanisms
4. Health intervention programmes
5. Horticulture
6. Herbal plants
7. Botanical survey
8. Zoological survey
9. Marine products
10. Aqua culture
11. Inland fisheries
12. Animals and species
13. Nutrition
14. Traditional health care methods
15. Food habits

16. Air pollution
17. Water pollution
18. Plantation
19. Soil protection
20. Renewable energy
21. Plant diseases
22. Yoga awareness and practice
23. Health care awareness programmes and their impact
24. Use of chemicals on fruits and vegetables
25. Organic farming
26. Crop rotation
27. Floriculture
28. Access to safe drinking water
29. Geographical survey
30. Geological survey
31. Sericulture
32. Study of species
33. Food adulteration
34. Incidence of Diabetes and other chronic diseases
35. Human genetics
36. Blood groups and blood picture

10. COMPLIMENTING THE COMMUNITY SERVICE PROJECT THE STUDENTS MAY BE INVOLVED TO TAKE UP SOME AWARENESS CAMPAIGNS ON SOCIAL ISSUES/SPECIAL GROUPS.

The suggested list of programmes are -

Programmes for School Children

1. Reading Skill Programme (Reading Competition)
2. Preparation of Study Materials for the next class.
3. Personality / Leadership Development
4. Career Guidance for X class students
5. Screening Documentary and other educational films
6. Awareness Programme on Good Touch and Bad Touch (Sexual abuse)
7. Awareness Programme on Socially relevant themes.

Programmes for Women Empowerment

1. Government Guidelines and Policy Guidelines
2. Womens' Rights
3. Domestic Violence
4. Prevention and Control of Cancer
5. Promotion of Social Entrepreneurship

General Camps

1. General Medical camps
2. Eye Camps
3. Dental Camps
4. Importance of protected drinking water
5. ODF awareness camp
6. Swatch Bharath
7. AIDS awareness camp
8. Anti Plastic Awareness
9. Programmes on Environment
10. Health and Hygiene
11. Hand wash programmes
12. Commemoration and Celebration of important days

Programmes for Youth Empowerment

1. Leadership
2. Anti-alcoholism and Drug addiction
3. Anti-tobacco
4. Awareness on Competitive Examinations
5. Personality Development

Common Programmes

1. Awareness on RTI
2. Health intervention programmes
3. Yoga
4. Tree plantation
5. Programmes in consonance with the Govt. Departments like –
 - i. Agriculture
 - ii. Health
 - iii. Marketing and Cooperation
 - iv. Animal Husbandry
 - v. Horticulture
 - vi. Fisheries
 - vii. Sericulture
 - viii. Revenue and Survey
 - ix. Natural Disaster Management
 - x. Irrigation
 - xi. Law & Order
 - xii. Excise and Prohibition
 - xiii. Mines and Geology
 - xiv. Energy



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
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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: APSCH-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

-oOo-

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 APSCH-AC 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

A.P. STATE COUNCIL OF HIGHER EDUCATION

GUIDELINES FOR THE REVISED CHOICE BASED CREDIT SYSTEM CBCS (W.E.F 2020-21)

I. Preamble:

Choice Based CreditSystem (CBCS) was introduced, under the aegis of Andhra Pradesh State Council of Higher Education (APSCHE), at the insistence of the University Grants Commission, for the general undergraduate programmes, i.e., BA, BCom, BSc, BCA, BBA, UG Honours etc., by the affiliating universities in all government, aided and private degree colleges in the state of Andhra Pradesh in 2015 - 2016.

The system of CBCS has been in vogue for the undergraduate programmes in all the advanced countries for several decades and proved to be advantageous to the students of higher education because of its features like courses in place of papers, availability of diverse courses, scope for choice, weightages with credits, space for multiple kinds of teaching, learning and assessing methods which can effectively cater to the diverse needs of students.

As the existing CBCS would be completing five years by 2019-20, the APSCHE decided to revise and strengthen the scheme while addressing the following issues.

- a. Overcoming the shortages in the existing system.
- b. Consolidating the system in its true spirit by providing multiple choices in domain as well as general courses.
- c. Revising the curricular framework wherever needed.
- d. Orienting syllabus to the course outcomes as advised by UGC
- e. Updating of syllabus to match to the present needs
- f. Replacing papers with courses
- g. Introducing better skill-oriented courses to align with the emerging and employment areas.

For carrying out the above task, the APSCHE constituted a Committee for recommending revised curricular framework and updated syllabus of UG Programmes,

i.e., B.A., B.Com., B.Sc., BCA, BBA, UG Honours etc., under CBCS pattern from the year 2020-21.

Based on the recommendations of the Committee, the following Guidelines are formulated. These Guidelines of Curricular Framework with revised Choice Based Credit System comes into effect from the academic year 2020 – 2021, to be strictly adhered for all Undergraduate Programmes offered in Affiliated Colleges and Autonomous Colleges.

1. The Curricular Framework for UG – Arts; UG – Science and UG – Commerce are appended as Annexures – I, II & III respectively.
2. **Life Skill Courses:** There will be 4 Life Skill Courses in place of earlier 10 foundation courses with the same hours, credits and maximum marks. The objective is to inculcate the required simple life-long skills. While the course in 'Environmental Education' continued to be mandatory, in case of others, students can opt one out of three courses, unlike in the existing system, where no choice is being given to students.
3. **Skill Development Courses:** A new set of 4 Skill Development Courses will be offered with 2 hours of teaching per week, two credits, 50 maximum marks and only external assessment. These courses are intended to train students in broad-based multiple career oriented general skills, in Arts, Commerce and Science streams but open to all students. A wider choice is given to students as they can choose one course from a total of six courses (two from each stream).
4. The preferred departments for teaching LSCs and SDCs are appended.
5. To ensure accountability among the teachers teaching LSCs and SDCs courses, the workload of these is to be reckoned for the calculation of workload of teachers.
6. **Core Courses:** Three core courses of Domain subjects will be in the first three semesters, and the fourth and fifth courses will be in the fourth semester. Two domain SECs will be in the fifth semester. There will be uniformly five Core Courses in each Domain Subject in BA and BSc, and 15 in BCom.

7. **Skill Enhancement Courses:** Two Skill Enhancement Courses will be offered for each domain subject, in Semester V. The two Skill Enhancement Courses of each domain subject will be linked for a wider basic and practical experience to students.
8. Programmes like BCA, BBA, UG Honours etc. will broadly have a similar framework as prescribed for B.Com considering them as single major subject programme.
9. Table-1: Main Features of the Courses in the Revised Curricular Framework.

Subject/Course	Hours / Week Theory	Hours / Week Practicals	Total Hours	Credits	Max Marks Internal Assessment	Max Marks University Exam	Total
Life Skills Course	02	-	02	02	-0-	50	50
Skill Development Course	02	-	02	02	-0-	50	50
Language Subject	04	-	04	03	25	75	100
Domain Arts/Commerce Subject	05	-	05	04	25	75	100
Domain Science Subject	04	02	05	05 (4+1)	25	75	100
Mathematics	06	-	06	05	25	75	100

10. The four courses of LSCs, SDCs and three courses of Languages (as they exist now) will be offered in the first three semesters as shown in the table below. The detailed structure is shown in Tabel-2 below.

Courses of	Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V
Life Skills	1 (02)	1 (02)	2 (04)		
Skill Development	1 (02)	2 (04)	1 (02)		
Language – 1	C-1 (04)	C-2 (04)	C-3 (04)		
Language – 2	C-1 (04)	C-2 (04)	C-3 (04)		
Domain Sub -1	C-1 (06)	C-2 (06)	C-3 (06)	C-4 (06)	SEC-1(06)

				C-5 (06)	SEC-2 (06)
Domain Sub -2	C-1 (06)	C-2 (06)	C-3 (06)	C-4 (06) C-5 (06)	SEC-1(06) SEC-2 (06)
Domain Sub -3	C-1 (06)	C-2 (06)	C-3 (06)	C-4 (06) C-5 (06)	SEC-1(06) SEC-2 (06)
Total Hours/Week	30	32	32	36	36

* Figures in parenthesis are hours per week of Core Courses of Science. In respect of Arts and Commerce Courses, the hours per week for Core Courses will be 5.

** SEC1 and SEC-2 in Sem-V are C-6 and C-7 respectively.

11. Teaching of two appropriate LSCs/SDCs are to be assigned to the language departments to mitigate the workload shortage for the language subjects, as being done in respect of Foundation Courses in the previous system. The workload for teaching LSCs and SDCs by the respective language department shall be reckoned while calculating their workload.
12. The syllabus was revised and updated keeping the Learning Outcomes in view for ensuring higher order learning and skills, a requirement in higher education. The Universities and colleges shall make certain that teaching, learning and assessment are outcome oriented.
13. In the affiliation system which imposes limitations in assessing students, the internal assessment is crucial in ensuring the right learning. Universities and colleges may strengthen the internal assessment without disturbing its flexibility.
14. Co-curricular activities play an important role in promoting experiential self-learning and field-based learning in students, especially in learning higher order skills. The measurable pedagogical activities can be a small part of internal assessment.
15. The respective Boards of Studies of the affiliating universities/autonomous colleges may modify the syllabus prepared by the subject committees as mentioned above to a limited extent, without disturbing the Frame work recommended above.
16. In view of the advantages of using ICT in teaching and learning, the universities and colleges may offer 'online courses' on extra credits. They may take into consideration the standardized online courses offered by various government/public agencies and also may design their own new online courses following due procedures.

17. Similarly, online programmes such as Webinars, with greater participation of students, may be encouraged in colleges.
18. The system of credit transfer facilitates students getting better training at appropriate places. The universities may discuss and develop a uniform system and guidelines in this regard across the state. The number of credits earned under credit transfer shall, however, be limited to a small number. APSCHE will issue separate guidelines.
19. To ensure inculcating social responsibility and compassionate commitment among the students, the summer vacation in the intervening 1st and 2nd years of study shall be for Community Service. Detailed guidelines on the Community Service will be circulated shortly.
20. To make the students employable, an Apprenticeship / Internship / On the job training shall be undertaken by the students in the intervening summer vacation between the 2nd and 3rd years.
21. During the entire 6th Semester, the student shall undergo Apprenticeship / Internship / On the Job Training. This is to ensure that the students develop hands on technical skills which will be of great help in facing the world of work.
22. APSCHE shall issue guidelines for the implementation and assessment of the Apprenticeship / Internship / On the job Training.

LIST OF LIFE SKILL COURSES

Semester	No. of Courses	Choices	Preferred Teaching Dept.
I	01	Computer Applications	Computers
		Human Values and Professional Ethics	English/Telugu/Any Dept
		Entrepreneurship	Commerce
II	01	Information and Communication Technology	Computers
		Indian Culture and Science	History/Telugu
		Elementary Statistics	Statistics/Maths/Economics/Commerce
III	02	Health and Hygiene	Zoology/Botany
		Personality Development and Leadership	English/ Any Dept
		Analytical Skills	Maths/Statistics
		Environmental Education	Botany/Zoology/Environmental Sciences/Any Dept.

List of Skill Development Courses along with their Semester-wise allotment with choices. Preferred Teaching Departments are given in the parenthesis.

Sem	No. of Courses	Stream – A (Arts)	Stream – B (Commerce)	Stream – C (Science)
I	01	Tourism Guidance (History) Public Relations (Pol Sci /English)	Secretaryship Insurance Promotion	Electrical Appliances (Physics) Plant Nursery (Botany)
II	02	Journalistic Reporting (English) Survey & Reporting (Economics/History) Social Work Methods (Pol Sci) Performing Arts (Telugu)	Agricultural Marketing Business Communication (English) Advertising Logistics & Supply Chain	Solar Energy (Physics) Fruit & Vegetable Preservation (Botany) Dairy Techniques (Zoology) Food Adulteration (Chemistry)
III	01	Financial Markets (Economics) Disaster Management (English /Telugu)	Online Business Retailing	Environment Audit (Chemistry) Poultry Farming (Zoology)