2.6.1. Program Outcomes (Pos) and Course Outcomes (COs) for all programmes offered by the institution are stated and displayed on website.

Program Outcomes (POs): The Program Outcomes are measured with the concerned subject faculty, who defines Course Outcomes for all the programs offered as per the Andhra University norms. These parameters are measured semester wise to know about the Program Outcomes are attained or not. The college uses various valuation methods to evaluate students' ability and knowledge to apply their skills in constant assessments like assignments, mid exams & semester-end examinations, and Projects.

The importance of POs and COs is to provide knowledge and improve skills which helps in improving personality and capacity. Once the subject is allotted, the subject in-charge will prepare required COs which are verified by Department Head. Lesson plans are prepared as per COs, Outcomes, teaching methodology and the total number of hours for teaching are prepared for the academic year.

Valuation Methods

1. Mid Exam and Semester-end Examination
2. Assignments
3. Lab internal and external examination
4. Project work

Course Outcomes (COS): COs achievement for every subject is measured through the mid-exam and semester end examinations along with assignments and project works. Assignments are given to students refer to textbooks, reference books and online resources to find out the solution and know the importance of the assignment. Every Subject assignment is aligned with COs of the respective subject. Based on the student performance mapping is done with the subject COs for evaluating the achievement level of the respective COs of the subject.

University conducts semester end examinations as an indicator of achievement of COs. Two mid examinations are conducted per semester for BBA, MBA and MCA programs and to assess the attainment of subject COs. POs achievement is based on the direct valuation procedures and cumulative grade point assessment (CGPA) method. The college has fixed a benchmark for existing programs for the calculation of CO attainment. CO of each subject sris linked with PO. Weightage of CO is linked with Continuous Assessment (CA) and Internal Assessment (IA) examination. These marks along with university examination

marks is considered for CO attainment. The POs are made accessible to all the stakeholders of the program through website, faculty workshops, student awareness workshops, student induction programs and faculty meetings. COS, POs are consistent with the Program Educational Objectives, Vision, and Mission of the Department and College.

Programme Outcomes (POs)

PO 1   Apply knowledge of management theories and practices to solve business problems.

PO 2   Foster Analytical and critical thinking abilities for data-based decision making.

PO 3   Ability to develop ethical and value-based leadership ability.

PO 4   Develop viable alternatives and make effective decisions relating to business ethics and social responsibility.

PO 5 Ability to understand, analyze and communicate regional, national, global economic, legal, and ethical aspects of business.

PO 6   Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

Programme Specific Outcomes (PSOs) for BBA & MBA

PSO-1. Attaining Theoretical Clarity of different Practical Areas.

PSO-2. Capability to examine different practical issues impacting the organization.

PSO-3. Signifying capability to develop plans for organizational benefits.

PSO-4. Analyze and interpret of the information in Decision Making.

PSO-5. Establish the skill to develop frameworks and models to handle specific business contexts.

PSO-6. Determine Effective Oral and Written Communication.

PSO-7. Ability to work in Groups.

PSO-8. Establish a better way of social interaction.

PSO-9. Build Ethical Values and Practices for Better Corporate Governance.

PSO-10. Know the ethical challenges in a business.

PSO-11. Evaluate business in Global Environment.

PSO-12. Ability to understand business plans and eco system in the country.

Programme Specific Outcomes (PSOs) for MCA

PSO-1. Efficiently using the information of computing principles to develop sustainable solutions to current and future computing

PSO-2. Establish basic knowledge in the core areas of software and be versatile in application

PSO-3. The ability to analyze and develop computer programs in the areas related to algorithms, system software, and multimedia and big data analytics for efficient design of computer-based systems of varying complexity.

PSO-4. Adaptability to the software industry requirements through new courses and application.

PSO-5. Analyze and interpret of the information in Decision Making.

PSO-6. Ability to work as team.
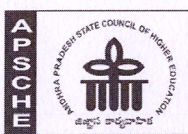
ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

Assessment methodology for Internships / On the Job Training / Apprenticeship under the revised CBCS (2020 – 21 onwards)

As per the revised CBCS based curriculum which is implemented from the academic year 2020-21, three internships are mandatory for all students irrespective of the type of College (Govt / Private Aided / Autonomous / Constituent / Private Un-aided) and the programme of study (BA/B.Com/B.Sc/BBA/Honours, etc.).The following is the evaluation methodology for awarding marks/grades.

First internship (April-May after 1st year examinations): Community Service Project

To inculcate 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 Project (the detailed guidelines are circulated separately).

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.

Assessment Model for the First Internship (April-May after 1st year examinations):

There will be only internal evaluation for this internship. Each faculty member is to be assigned with 10 t0 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 anindividual 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 Quality and Duration of Intervention/service Programmes (Prevention or promotion programs that aim to promote behavioural change in defined community contexts to address social problems) organised.

e.Followup 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** should contain

a) Introduction, scope, objectives, and methodology

b) Project specifications (area / background of the work assigned).

c) Problems identified.

d) Analyses of the problems

e) Community awareness programmes conducted w.r.t the problems and their outcomes.

f) Intervention/service programmes taken up

g) Short-term and long term action plan for implementation

h) Recommendations and conclusions.

i) References

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		
Ab (Absent)	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

Second Internship (April-May after 2nd year examinations): Apprenticeship / Internship / On the job training / In-house Project / Off-site Project

To make the students employable, an Apprenticeship / Internship / On the job training / In-house Project / Off-site Project shall be undertaken by the students in the intervening summer vacation between the 2nd and 3rd years.

Learning outcomes
- Explore career alternatives prior to graduation.
- Integrate theory and practice.

- Assess interests and abilities in their field of study.
- Learn to appreciate work and its function towards future .
- Develop work habits and attitudes necessary for job success.
- Develop communication, interpersonal and other critical skills in the future job.
- Build a record of work experience.
- Acquire employment contacts leading directly to a full-time job following graduation from college.
- Acquire additional skills required for world of work.

Assessment Model for the Second Internship (April-May after 2nd year examinations):

There will be only internal evaluation for this internship. Each faculty member is to be assigned with 10 t0 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 and the credits assigned are 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 anindividual 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 Project Implementation during *second internship / Project Work / On the Job Training / Apprenticeship* shall include the following components and based on the entries of Project Log and Project Report:

a. Involvement in the work assigned
b. Regularity in the work assigned
c. New knowledge acquired
d. New skill acquired

The Project Report should contain
a. Introduction.
b. Project specifications (area / background of the work assigned).
c. Problems taken up.
d. Analysis of the problem.
e. Recommendations and conclusions.

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	10
2. Project Implementation	30	15
3. Project Report	25	20
4. Presentation	25	20
TOTAL OUT OF 100	**100**	**65**

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		
Ab (Absent)	0		

This may vary from University to University

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

Letter grade	Grade Point	Credits	Credit Point
B (Above average)	6	2	12

Third internship (5th/6thSemester period):

During the entire 5th /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.

Learning outcomes
- Explore career alternatives prior to graduation.
- Integrate theory and practice.
- Assess interests and abilities in their field of study.
- Learn to appreciate work and its function towards future .
- Develop work habits and attitudes necessary for job success.
- Develop communication, interpersonal and other critical skills in the future job.
- Build a record of work experience.
- Acquire employment contacts leading directly to a full-time job following graduation from college.
- Acquire additional skills required for world of work.

Assessment model for the semester long apprenticeship / on the job training / internships during the VI Semester:

The assessment for the V / VI Semester long apprenticeship is for 200 marks and credits assigned are 12.

A monthly report is to be submitted to the teacher guide online within 15 days after the completion of the every moth uptofour months. The last two months of internship period shall be used for preparation of final project report simultaneously undergoing on the job training / internship / apprenticeship.

The assessment for this internship / on the job training will be both internal and external assessment. The internal assessment will be for 25% of marks which will be continuous and the assessment by the industry / enterprise / organisation where the student does his/her internship will beindicated in grades. A template to that extent is appended as Annexure – 1. This assessment is to be conducted by a responsible person (General Manager / HR Manager / Head of the Division) in consultation with the supervisor under whom the internship was done.

The components of internal assessment during*this third internship / Project Work / On the Job Training / Apprenticeship* shall include the following components and based on the entries of Project Log and Project Report:

a. Involvement in the work assigned
b. Regularity in the work assigned
c. New knowledge acquired
d. New skill acquired

The Project Report should contain

a. Introduction.
b. Project specifications (area / background of the work assigned).
c. Problems taken up.
d. Analysis of the problem.
e. Recommendations and conclusions.

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.

There shall be a final evaluation committee comprising of Principal, Teacher Guide, Internal Expert and External Expert nominated by the affiliating University. The final evaluation committee shall consider the following for evaluation –

A. Monthly Reports submitted by the student

B. Final Project Report

C. Grading given by the Company / Business unit / Enterprise where the student has undergone the training. The grades shall be converted into marks on the scale followed by the University.

To evaluate and award marks, the Committee conducts viva voce examination at the college.

Example:

Name of the Student:	X. YY ZZZ	
Class & Year of Study	III B.A. 2022 - 2023	
Registered Number	000000	
Internal Assessment Component	**Max. Marks**	**Marks Awarded**
1. Project Log	10	10
2. Project Implementation	20	15
3. Project Report	10	10
4. Presentation	10	5
TOTAL	**50**	**40**
External Assessment Component	**Max. Marks**	**Marks Awarded**

Performance Assessment by the Evaluation Committee, converting the grades awarded by the industry, enterprise, etc.	**100**	**80**
External Viva Voce	**50**	**30**
GRAND TOTAL	**200**	**150**

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		
Ab (Absent)	0		

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

B+ (Good)	7	2	14

Thus the Comprehensive Continuous Assessment for the projects/internships/on the job training shall focus on enhancing the student's learning by ensuring that the student invests considerable time in studying, preparing and building on academic skills, moulding them into competent and skill perspective workforce. The assessment should also cater to the improvement of education and institutional assessment system that portrays the student performance.

Student *internship / Project Work / On the Job Training / ApprenticeshipPerformance Evaluation*

Term of Internship: From dd/mm/yyyy To dd/mm/yyyy   Date of Evaluation:
Student Name: & Registration No:
Organization Name& Address:
Name of the Supervisor:
Supervisor email/phone:
Faculty Internship Coordinator

Please attach: • **Internship Job Description**
                     • **Supervisor Comments** (i.e. strengths, areas for improvement, etc)

Please rate the intern's performance in the following areas:

Rating Scale: **Letter grade of CGPA calculation to be provided**

1)	**Oral communication**	**1**	**2**	**3**	**4**	**5**
2)	**Written communication**	1	2	3	4	5
3)	**Initiative**	**1**	**2**	**3**	**4**	**5**
4)	**Interaction with staff**	1	2	3	4	5
5)	**Attitude**	**1**	**2**	**3**	**4**	**5**
6)	**Dependability**	1	2	3	4	5
7)	**Ability to learn**	**1**	**2**	**3**	**4**	**5**
8)	**Planning and organization**	1	2	3	4	5
9)	**Professionalism**	**1**	**2**	**3**	**4**	**5**
10)	**Creativity**	1	2	3	4	5
11)	**Quality of work**	**1**	**2**	**3**	**4**	**5**
12)	**Productivity**	1	2	3	4	5
13)	**Progress of learning**	**1**	**2**	**3**	**4**	**5**
14)	**Adaptability to organization's culture/policies**	1	2	3	4	5
15)	**OVERALL PERFORMANCE**	**1**	**2**	**3**	**4**	**5**

Signature of the Supervisor   **Signature of the HR Manger**

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,

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i.e., B.A., B.Com., B.Sc., BCA, BBA, UG Honouss 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)

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				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 Leaning 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.

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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)

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 t0 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. Entreprenuership
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