Rc.No.3/CCE-Acad.Cell-Policies/AC-6/2022   **Date: 22-06-2022**

Sub: Collegiate Education -Revised Choice Based Credit System-Implementation of first internship-Community Service Project (CSP) – additional guidelines to Standard Operating Procedure (SOP) issued - reg.

Ref: SOP issued on CSP through Proceedings of the CCE vide Rc.No.3/CCE-Acad.Cell-Policies/AC-6/2022 dated 16-05-2022.

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In continuation with the Standard Operating Procedure (SOP) on Community Service Project issued vide proceedings cited in the reference, the following additional guidelines are issued for the effective implementation of Community Service Project.

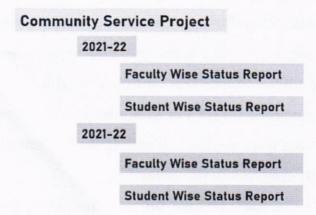i. **Rescheduling of implementation of CSP for 1st year students**

The first internship i.e., Community Service Project for the A.Y 2021-22 batch of students is scheduled during summer vacation, ie., May 2021. However, it is observed that semester end examinations are scheduled/going on during this period in some universities. The Colleges, in which University Semester End Examinations are going on for I yr students and could not take up Community Service Project, are informed to reschedule the Community Service Project only for those 1st year students in the following way:

a) The students have to take up and complete the Community Service Project in the Second Semester of the A.Y 2021-22.

b) Students have to make use of four weeks i.e., 28 days out of available 36 calendar days (Saturdays + Sundays) from July to October for the completion of CSP.

c) Second semester continues for 4 months, i.e from July 2022 to October 2022, each month consists of 4 weeks and each week has 1 Saturday and 1 Sunday, so 2 days for a week and 8 days(2 day/week X 4 weeks) for a month and 32 days in 4 months

d) Students can take up the project work during the weekend i.e Saturdays and Sundays, 32 days in the second semester and submit the report by the end of the second semester

e) The four week project shall be implemented as per the below schedule:

    I.   Socio-Economic Survey of the Village/Habitation (7 days)

    II.   Community awareness campaign (7 days)

III.   Main Project Implementation (7 days)

IV.   Project Report writing (7 days)

f) For those 1st year students whose Community Service Project is rescheduledbecause of examinations are to be permitted to execute to execute the survey in villages for first two months, i.e July and August 2022 and attendance is to be given for Saturdays in these 2 months. For next months they can execute the work in the college under the guidance of the mentor

ii.   Uploading of the CSP Reports on to the College Websites:

The **Faculty wise and Student wise status reports** on the implementation of CSP to be uploaded on respective College website by creating a tab" Community Service Project" with separate tabs for Academic year 2020-21 (present II yr students data) and 2021-22(present I yr students data) by 31.7.2022

Community Service Project

2021-22

    Faculty Wise Status Report

    Student Wise Status Report

2021-22

    Faculty Wise Status Report

    Student Wise Status Report

iii.   Faculty wise Status Report :

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The faculty wise status report on the implementation of CSP has to be collected in the below given format and the data has to be uploaded on the College website

Commissionerate of Collegiate Education, Government of AP **Faculty wise status Report** Academic year
S.No	District (New)	College Name & Place	Name of the Faculty /Mentor	No of Students Allotted	No of Students Participated in CSP	No of Students Not Participated in CSP	No of Students Submitted CSP Reports	No of Students Not Submitted CSP Reports	No of Students for whom Evaluation Completed	No of Students for whom Not Evaluation Completed

iv.   Student wise data to be collected

The student wise status report on the implementation of CSP has to be preparedalong with the link of the students project report in the below given format and upload on the College website.

S.No	District (New)	College Name & Place	Name of the Faculty /Mentor	No of Students	Name of the Student	Group	Combina tion	Regd. No	Name of Commun ity Service Project	Marks Awarded for Project				Link of the Report
										Project Log	Impleme ntation	Report	Presenta tion	

Commissionerate of Collegiate Education, Govt. of AP
Student wise status Report
Academic Year

v. Feedback from students Online and Physical

Each college shall collect online and offline feedback from the students who have participated in the Community Service Project. The Stream/Programme wise feedback collected shall be displayed on the website of the College. The offline feedback has to be collected by the Mentor/ faculty assigned for group of students and the record shall be kept with the mentor/faculty in-charge after the record is verified and validated by the Principal of the College.

vi. Student testimonials

Each College shall collect the testimonials of the students participated in Community Service Project and display the students' testimonials on the website of the college along with the Photo, Name, Year of the study and brief statements of the student.

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

Sd/- Pola Bhaskar IAS
Commissioner Collegiate Education

Encl:
Formats for status report

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

//ATTESTED//

22/6/22
Academic Guidance Officer

Format-I: Faculty wise status report

	Commissionerate of Collegiate Education			Faculty wise status report on Implementation of CSP							
S#	District (New)	College Name & Place	Name of the Faculty /Mentor	No of Students Allotted	No of Students Participated in CSP	No of Students Not Participated in CSP	No of Students Submitted CSP Reports	No of Students Not Submitted CSP Reports	No of Students Completed Evaluation	No of Students Not Completed Evaluation

Format-II: Student wise status report

	Commissionerate of Collegiate Education			Student wise status report on Implementation of CSP							
							Marks Awarded for Project				
S#	District (New)	College Name & Place	Name of the Faculty /Mentor	No of Students	Name of Community Service Project	Log	Implementation	Report	Presentation	Link of the Report