Government College for Women (A) Guntur
Internal Quality Assurance Cell
Institutional Policies
Internship Policy

Teaching Learning in the 21st century has seen a total paradigm shift by steering itself from teacher to learner, from the citadels of the university/college to the community/ society/ workplace; from lecture to experience/participation/training and so on. In this context the New Education Policy (NEP) 2020 of Government of India mandates the Higher Education Institutions to include community interaction experience and On Job Training as part of the curricular framework, so that the students get connected to the community to which they belong and to bridge the gap between academia and industry.

Objectives

1. By the end of the 10-month internship (divided into 3 parts) the student will relate to the community to which she belongs by sharing her learning through structured projects.
2. Identify the problems in the community and suggest probable solutions.
3. Survey the community on various socio, economic environmental, cultural parameters.
4. Experience real world work experience connected to the subjects they have studied.
5. Perceive the work/professional skills and soft skills that are essential for landing an appropriate job. Demonstrate the real-world managerial skills required at the workplace.
6. Apply the classroom learning to real world context get exposed to the work environment and thus future employers and develop personally understand socio, economic administration considerations which influence decision making at workplace understand the factors that impact problem solving.

INTERNSHIP POLICY: GUIDELINES & PROCEDURES

Following the NEP 2020, and the UGC/ APSCHE guidelines the college introduces and implements 10-month internships for the students from the year 2020-21. The following is the structure of the internship.

1. Mandatory 8 weeks Community Service Project for 180 hours carrying 4 credits during the summer break after semester II
2. Mandatory 8 weeks internship for 180 hours carrying 4 credits during the summer break after semester IV
3. Mandatory internship of a Semester's duration for 540 hours carrying 12 credits either in semester 5 or 6
4. Failure to take part any of the above three makes the student not eligible for the award of degree

I. First internship (April-May after 2nd semester examinations): Community Service Project

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.

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.

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. It is compulsory for all the regular and fulltime faculty to guide the students for CSP

- 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.

- A log book has to be maintained by each of the students, where the activities undertaken/involved to be recorded.

- The log book has to be countersigned by the concerned mentor/faculty in charge.

- An 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

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 –

o 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.

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

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.

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.

Assessment Model for the First Internship (April-May after 1styear 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 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 considered -

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.
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. 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.

1. 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 biofertilizers 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

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

II.   Second Internship (April-May after 2nd year examinations): Apprenticeship / Internship / On the job training

To make the students employable, an Apprenticeship / Internship / On the job training t 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.

Instructions to Students
1. It is mandatory for all the students to complete 2 months (180 hours) of short- term internship either physically or virtually.

2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the persons working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear College Identity Card and the uniform
8. You will be assigned with a Faculty Guide from College. He / She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
9. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
- Data and Information you are expected to collect about the organization and/or industry.
- Job Skills you are expected to acquire.
- Development of professional competencies that lead to future career success.
10. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
11. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
12. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
13. *Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.*
14. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
15. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
16. Do not meddle with the instruments/equipment you work with.
17. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
18. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
19. You should understand that during internship programme, you are the ambassador of c o l l e g e , and your behavior during the internship programme is of utmost importance.

20. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.

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 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 Project Implementation during *second internship / 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		

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

ACTIVITY LOG

DAY & DATE	TION OF THE DAILYACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day – 1			
y -2			
Day – 3			
Day – 4			
Day – 5			
Day – 6			

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 up to four 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 be indicated 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 / 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, molding 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.

Rating by Internship organization

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**

All the faculty and student members follow this policy in student allocation for faculty mentors, doing the CSP, short term and long-term internships, in maintaining Daily logbooks, in preparing the reports of the internship and assessment. The whole process is documented online in the I Map app which facilitates the monitoring of activities of the internship.