

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION

AP::MANGALAGIRI

Present: Dr. Pola Bhaskar, IAS

Re. No. 01/CCE-Acad.Cell-Policies/AC-15/2022

Date: 09-02-2023.

Sub: Collegiate Education - Revised Choice Based Credit System – 3 / 4 Year Conventional Degree Programmes – Mandatory 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 Internships issued by APSCHE.
 3. APSCHE-Revision of syllabus under CBCS with effect from 2020-21- Guidelines-Corrigendum issued vide LT.No.APSCHE/AC/CBCS-2019-20/Review 122 DL 25.03.2022.
 4. Short-Term Internship – Model Program Book, APSCHE
 5. Semester-Term Internship – Model Program Book, APSCHE

An internship is a professional learning opportunity that provides meaningful, practical work in a student's field of study or career interest. The internships allow the students to explore and develop their career by teaching the work place new skills.

As per the orders of the Government cited in reference (1), there shall be mandatory Internships for all UG programmes. There is 2 Month Internship (Short-Term Internship) after the 4th Semester and a 6 Month Internship (Semester-Wise Internship) during the 5th or 6th Semester.

The following Standard Operating Procedure shall be followed for the implementation of Short-Term Internship and Semester-Term Internship in all Government Degree Colleges in the state duly following the Guidelines given by APSCHE vide reference(2), (4) and (5) cited.

Standard Operating Procedure (SOP) for Internship

(On-site/Virtual)

Objectives:

- To develop communication, interpersonal and other critical thinking skills required in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.
- To provide the work place skills

Learning outcomes:

After the Internship, the students will

- Integrate theory and practice.
- Develop work habits and attitudes necessary for job success.
- Build a record of work experience.
- Acquire additional skills required for the world of work.

Internship Types:

1. Short-Term Internship
2. Semester-Term Internship

Duration:

- **The Short-Term Internship:** 2 Months.
- **The Semester-Term Internship:** 6 months.

Schedule:

- **The Short-Term Internship:** After the completion of the 4th Semester End Examinations.
- **The Semester-Term Internship:** During the 5th or 6th Semester based on the affiliated university guidelines.

Responsibilities of the Principal:

1. The Principals should identify the Regular, Contract and Guest Lecturers as the Mentors and mapping the students with the mentors.
2. Each faculty member is to be mapped with a minimum of 15 students. The maximum number of students for mapping depends upon the availability of the number of faculty members and Students strength.
3. The principal shall be monitoring the activities of the students as well as mentors from time to time.

Responsibilities of the Mentors:

1. The mentor shall identify the industries.
2. The mentor may divide their mapped students into batches based on Industry or based on the same class.
3. The mentor shall map the student to the Industry based on the specialization of the student.
4. The mentor should regularly interact with the students through Whatsapp or Phonecalls and clear their doubts regarding the Internship.
5. The mentor should monitor their mapped students using I-MAP.
6. Using I-MAP, The mentor should assign weekly tasks to their mapped students and should validate the log book regularly.

Responsibilities of the Students:

1. The student should undergo the Internship, which is assigned by the college.
2. The student should complete the tasks before the deadline assigned by the mentor and trainer.
3. The student should submit their assigned tasks by the deadline through the I-MAP.
4. Students must make their own arrangements of transportation to reach the industry.
5. The student should maintain punctuality in attending the internship and follow the rules and regulations of the Industry.
6. The student should learn about the industry, policies, procedures, and processes by interacting with their trainer.
7. While in the intern industry, always wear your College Identity Card.
8. Practice professional communication skills with team members, co-interns and the supervisor. This includes expressing thoughts and ideas effectively through oral, written and non-verbal communication, and utilizing listening skills.
9. The student should regularly fill out their Program Book, the Activity log and the weekly reports with their handwriting.
10. Student should never cause any disturbance to the regular activities of the industry.

Execution Process:

1. Mapping of Mentors:

- The college Principal should identify all the lecturers as mentors.
- The Principal will map the mentors to the students.

2. Industry Connect:

- The Principal and lecturers will identify the industries in the district. For the identification of the industry, they may take the help of district collectors and/or the industries listed in the Industry Connect Portal of the <http://apcce.gov.in> website.
- After the identification of the industry, the mentor will contact the industry for the Internships.
- The principal and mentors should ensure that the industry is a safe zone for the students.

3. Internship Offer and Acceptance:

- The organization offers the internship to a candidate, who then accepts the offer. The organization and the intern should then sign a formal agreement to establish the terms and conditions of the internship.

4. Internship Objectives:

- The organization and the intern should establish clear objectives for the internship. This may include specific tasks and responsibilities, as well as goals for the intern's professional development.

5. Internship Plan:

- The organization should develop a detailed plan for the internship, including the intern's schedule, tasks and responsibilities, and any required training.
- The plan should be reviewed and approved by both the organization and the intern.

6. Supervision and Mentorship:

- The organization should assign a supervisor or mentor to the intern to provide guidance and support throughout the internship.
- The supervisor or mentor should be available to the intern on a regular basis and provide regular feedback and guidance.

7. Internship Mapping:

- After the acceptance of the industries for Internships to the college, the mentors should map the industries to the relevant specialization of the students.
- For Short-term Internships, the students from all specialization are eligible for virtual mode Internship. Whereas for Semester-Term Internships, only the students from the specialization of computers are eligible for virtual mode Internship.

8. Pre-Internship:

- Before the student will undergo the Internship, the Principal and the mentor should guide the student for the following:
 - a. How to fill out the program book?
 - b. How to use the I-MAP?
 - c. What are the instructions given to the students by APSCHE, CCE and Affiliated University?, etc.
 - d. What are the Internship norms of the Industry?
- For Short-term Internship, the student will undergo 2 months Internship in the mapped industry. For Semester-term Internship, the student will undergo 6 months Internship in the mapped industry.

9. Tasks & Monitoring:

- The Principal, mentor and trainer should monitor the student with I-MAP.
- The mentor assigns weekly tasks to the students. The student should submit their task on or before the next week Monday.
- The mentor should verify the student's task and give the grade within 3 days of the next week of the task assigned week.

Grade	Description
A	Good
B	Satisfactory
C	Not Satisfactory

- The student should regularly fill out their Program Book, the Activity log and the weekly reports in their own handwriting.
- After the completion of the Internship, the student will return to the college along with a completely filled Program book and should present the details of the project in the form of a report in the college.

10. Internship Report:

- The intern should prepare a final report at the end of the internship, summarizing their experiences, achievements, and lessons learned.
- The report should be reviewed and approved by the organization.

11. Internship Completion:

- At the end of the internship, the organization should provide the intern with a certificate of completion and feedback on their performance. The intern should also provide feedback on the organization and the internship experience.

12. Evaluation Process:

12.1 Short-term Internship Evaluation:

- Total marks: 100
- There is only Internal Evaluation.
- At the end of the Internship, the student performance shall be evaluated by the Supervisor of the intern organization.

- There shall also be an evaluation at the end of the internship by the Faculty Guide and the Principal.
- For the assessment, the following should be taken into account:
 - Effort and commitment of the student.
 - Originality and quality of the work produced by the student.
 - Student's integration and cooperation with the work assigned.
 - Completeness of the logbook.
- Max. Marks allotted for Internal Assessment components.

Max. Marks Allotted for Internal Assessment	
Internal Assessment Component	Max. Marks
1. Project Log	20
2. Project Implementation	30
3. Project Report	25
4. Presentation	25
Total	100

12.2 Semester Internship Evaluation:

- Total Marks: 100
- There are both Internal and External evaluations.
- The Maximum Mark for Internal Evaluation is 50 and for External Evaluation is 150.
- The internal assessment is to be conducted by the trainer.
- The External Evaluation shall be conducted by an Evaluation Committee comprising the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description:
 - Description of the Work Environment.
 - Real-Time Technical Skills acquired.
 - Managerial Skills acquired.
 - Improvement of Communication Skills.
 - Team Dynamics.
 - Technological Developments recorded.
- While evaluating the student's Activity Log, the following shall be considered:
 - The individual student's effort and commitment.
 - The originality and quality of the work produced by the individual student.
 - The student's integration and cooperation with the work assigned.
 - The completeness of the Activity Log.
- Max. Marks were allotted for both Internal & External Assessment components.

Max. Marks Allotted for Internal Assessment	
Internal Assessment Component	Max. Marks
1. Project Log	10
2. Project Implementation	20
3. Project Report	10
4. Presentation	10
Total	50

Max. Marks Allotted for External Assessment	
External Assessment Component	Max. Marks
Performance Assessment by the Evaluation Committee, converting the grades awarded by the industry, enterprise, etc.	100
External Viva Voce	50
Grand Total	200

➤ **The Program Book Format and Evolution Formats are enclosed as Annexures.**

This SOP should be reviewed and updated regularly to ensure that it is effective and relevant, and to make any necessary changes to reflect the organization's needs and priorities. The SOP should also be communicated to all relevant stakeholders, including the intern, the supervisor or mentor, and any other relevant staff members.

Sd/- Dr. Pola Bhaskar, IAS

Commissioner of Collegiate Education

Copy To

The Principals of Govt. Degree Colleges

RJDCEs of Rajahmundry, Guntur, Kadapa.

//True Copy Attested//


Officer on Special Duty

Enclosures:

1. THE ENTRIES OF PROGRAM BOOK (**Annexure-I**)
2. TITLE PAGE (**Annexure-II**)
3. INTERNSHIP REPORT FRONT PAGE (**Annexure-III**)
4. STUDENT'S DECLARATION (**Annexure-IV**)
5. OFFICIAL CERTIFICATION (**Annexure-V**)
6. CERTIFICATE FROM INTERN ORGANIZATION (**Annexure-VI**)
7. WEEKLY ACTIVITY LOG (**Annexure-VII**)
8. WEEKLY REPORT (**Annexure-VIII**)
9. STUDENT SELF-EVALUATION (**Annexure-IX**)
10. EVALUATION BY THE SUPERVISOR OF THE INTERN ORGANIZATION (**Annexure-X**)
11. INTERNAL ASSESSMENT STATEMENT (**Annexure-XI**)
12. EXTERNAL ASSESSMENT STATEMENT (**Annexure-XII**)