



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 to 15 students depending upon availability of the faculty members. The faculty member will act as a faculty-mentor for the group and is in-charge for the learning activities of the students and also for the comprehensive and continuous assessment of the students.

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

The weightings shall be:

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

Each student is required to maintain an individual logbook, where he/she is supposed to record day to day activities. The project log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.

While grading the student's performance, using the student's project log, the following should be taken into account -

- a. The individual student's effort and commitment.
- b. The originality and quality of the work produced by the individual student.
- c. The student's integration and co-operation with the work assigned.
- d. The completeness of the logbook.

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

- a. Orientation to the community development
- b. Conducting a baseline assessment of development needs
- c. Number and Quality of Awareness Programmes organised on beneficiary programmes and improvement in quality of life, environment and social consciousness, motivation and leadership, personality development, etc.
- d. Number 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 to 15 students depending upon availability of the faculty members. The faculty member will act as a faculty-mentor for the group and is in-charge for the learning activities of the students and also for the comprehensive and continuous assessment of the students.

The assessment is to be conducted for 100 marks 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 / 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/6th Semester 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 upto 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 / 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 /
Apprenticeship Performance 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: | |

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