

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION**

**AP::MANGALAGIRI**

**Present: Dr. Pola Bhaskar, IAS**

**Rc. 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

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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 4<sup>th</sup> Semester and a 6 Month Internship (Semester-Wise Internship) during the 5<sup>th</sup> or 6<sup>th</sup> 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 4<sup>th</sup> Semester End Examinations.
- **The Semester-Term Internship:** During the 5<sup>th</sup> or 6<sup>th</sup> 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.

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

### 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.

<b>Max. Marks Allotted for Internal Assessment</b>	
<b>Internal Assessment Component</b>	<b>Max. Marks</b>
1. Project Log	10
2. Project Implementation	20
3. Project Report	10
4. Presentation	10
<b>Total</b>	<b>50</b>
<b>Max. Marks Allotted for External Assessment</b>	
<b>External Assessment Component</b>	<b>Max. Marks</b>
Performance Assessment by the Evaluation Committee, converting the grades awarded by the industry, enterprise, etc.	100
External Viva Voce	50
<b>Grand Total</b>	<b>200</b>



➤ **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**)

## Annexure-I

# **THE ENTRIES OF PROGRAM BOOK**

- Title Page
- Internship Report Front Page
- Student's Declaration
- Official Certification
- Certificate from Intern Organization
- Acknowledgements
- Contents

### **Chapter 1 : Executive Summary**

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

### **Chapter 2: Overview of the Organization**

#### **Suggestive contents:**

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

### **Chapter3: Internship Part**

Description of the Activities/Responsibilities in the Intern Organization during the Internship, which shall include - details of working conditions, weekly work schedule, and equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

- Activity Log for the Week (For Every Week)
- Weekly Report (For Every Week)

### **Chapter 4: Outcomes Description**

- **Description of the work environment the student have experienced** (*in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.*)
- **Description of the real time technical skills the student have acquired** (*in terms of the job- related skills and hands on experience*)
- **Description of the managerial skills the student have acquired** (*in terms of planning, leadership, team work, behavior, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.*)

- **Description of how the student could improve the student communication skills** (*in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.*)
- **Description of how the student could enhance the student abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.**
- **Description of the technological developments the student have observed relevant to the subject area of training** (*focus on digital technologies relevant to your job role*)

■ **Photos & video Links**

■ **Student self-evaluation**

■ **Evaluation by the supervisor of the intern organization**



TITLE PAGE

PROGRAM BOOK FOR  
(SHORT-TERM / SEMESTER-TERM) INTERNSHIP

COLLEGE LOGO

Name of the Student:

Name of the College:

Registration Number:

Period of Internship:                      From:                      To:

Name & Address of the Intern Organization

\_\_\_\_\_University  
YEAR

Annexure-III

INTERNSHIP REPORT FRONT PAGE

**An Internship Report on**

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*(Title of the Short-Term / Semester Internship Program)*  
*Submitted in accordance with the requirement for the degree of*

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*Under the Faculty Guideship of*

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*(Name of the Faculty Guide)*  
*Department of*

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*(Name of the College)*

**Submitted by:**

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*(Name of the Student)*

**Reg.No:** \_\_\_\_\_

*Department of* \_\_\_\_\_

*(Name of the College)*



**Annexure-IV**

**STUDENT’S DECLARATION**

**Student’s Declaration**

I, \_\_\_\_\_ a student of \_\_\_\_\_ Program, Reg. No. \_\_\_\_\_ of the Department of \_\_\_\_\_ College do hereby declare that I have completed the mandatory internship from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ (Name of the intern organization) under the Faculty Guideship of \_\_\_\_\_ (Name of the Faculty Guide), Department of \_\_\_\_\_, \_\_\_\_\_ (Name of the College)

*(Signature and Date)*

**Annexure-V**

**OFFICIAL CERTIFICATION**

**Official Certification**

This is to certify that \_\_\_\_\_ *(Name of the student)*  
Reg. No. \_\_\_\_\_ has completed his/her Internship in \_\_\_\_\_ *(Name of the Intern Organization)* on \_\_\_\_\_ *(Title of the Internship)* under my supervision as a part of partial fulfilment of the requirement for the Degree of \_\_\_\_\_ in the Department of \_\_\_\_\_ *(Name of the College)*.

This is accepted for evaluation.

*(Signatory with Date and Seal)*

**Endorsements**

*Faculty Guide*

*Head of the Department*

*Principal*



**Annexure-VI**

**CERTIFICATE FROM INTERN ORGANIZATION**

**Certificate from Intern Organization**

This is to certify that \_\_\_\_\_ (*Name of the intern*) Reg.  
No \_\_\_\_\_ of \_\_\_\_\_ (*Name of the College*)  
underwent internship in \_\_\_\_\_ (*Name of the Intern*  
*Organization*) from \_\_\_\_\_ to \_\_\_\_\_

The overall performance of the intern during his/her internship is found to be  
\_\_\_\_\_ (Satisfactory/ Not Satisfactory / Good).

*Authorized Signatory with Date and Seal*

Annexure-VII

WEEKLY ACTIVITY LOG

ACTIVITY LOG FOR THE \_\_\_\_ (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day –1			
Day - 2			
Day –3			
Day –4			
Day –5			
Day –6			



## Annexure-VIII

## WEEKLY REPORT

## WEEKLY REPORT

**WEEK – S.No. (From Dt..... to Dt..... )**

[illegible]

Annexure-IX

**STUDENT SELF-EVALUATION**

*Student Self-Evaluation of the Short-term / Semester Internship*

**Student Name:**

**Registration Number:**

**Term of Internship: From: To:**

**Date of Evaluation:**

**Organization Name & Address:**

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan 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 done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

**Date:**

**Signature of the Student**

**Annexure-X**

**EVALUATION BY THE SUPERVISOR OF THE INTERN ORGANIZATION**

**Evaluation by the Supervisor of the Intern Organization**

**Student Name:**

**Registration Number:**

**Term of Internship: From:            To:**

**Date of Evaluation:**

**Organization Name & Address:**

**Name & Address of the Supervisor with Mobile Number:**

**Note:** Please note that your evaluation shall be done independent of the Student’s self-evaluation.

**Rating Scale:** 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan 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 done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

**Date:**

**Signature of the Supervisor**



**Annexure – XI**

**INTERNAL ASSESSMENT STATEMENT**

**INTERNAL ASSESSMENT STATEMENT  
(To be used by the Examiners)**

**Name of the Student:**

**Programme of Study:**

**Year of Study:**

**Group:**

**Register No/H.T. No:**

**Name of the College:**

**University:**

S.No.	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
GRAND TOTAL		50	

**Date:**

**Signature of the Faculty Guide**

**Annexure – XII**

**EXTERNAL ASSESSMENT STATEMENT**

**EXTERNAL ASSESSMENT STATEMENT  
(To be used by the Examiners)**

**Name of the Student:**

**Programme of Study:**

**Year of Study:**

**Group:**

**Register No/H.T. No:**

**Name of the College:**

**University:**

S.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
TOTAL		150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

**Signature of the Faculty Guide**

**Signature of the Internal Expert**

**Signature of the External Expert**

**Signature of the Principal with Seal**