



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of A.P)
III, IV & V Floors, Neeladri Towers, Sri Ram Nagar,
6th Battalion Road, Atmakur (V), Mangalagiri (M)
Guntur – 522 503, Andhra Pradesh

Web: www.apsche.org. Email: academiccell@apsche.org



PROF.B.SUDHEER PREM KUMAR
SECRETARY

Lr.No.APSCHE/AC/CBCS-2019-20/Review/22

Dt. 25.03.2022

To
The Registrars of

Andhra University	Acharya Nagarjuna University	Sri Venkateswara University
Krishna University	Vikrama Simhapuri University	Adikavi Nannayya University
Yogi Vemana University	Sri Krishnadevaraya University	Rayalaseema University
Dr.B.R.Ambedkar University		

Sir/Madam,

Sub: APSCHE-AC-Revision of syllabus under CBCS with effect from 2020-21-Guidelines
-Corrigendum issued – Reg

Ref: G.O Ms.No.46 HE (CE) Dept. Dt: 22.12.2020

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I am directed to inform that as the Universities are aware, the AP State Council of Higher Education has revised the syllabus of 4 year General UG Honours Programmes to be in effect from 2020-21 under Choice Based Credit System. These programmes, in accordance with the G.O under reference have an exit option at the end of three years. The syllabus of semesters I to V of the 4 year General UG Honours programmes prepared by the APSCHE along with the guidelines and the curricular structure is placed in the website of the Council.

I am to further inform that, as per the guidelines placed in the website of the Council, there shall be mandatory internship for all UG programmes for 10 months – 1st Internship (Community Service Project) after the end of 2nd semester examinations, 2nd Apprenticeship / Internship / On the Job Training after the end of 4th semester examinations and the 3rd and final Apprenticeship / Internship / On the Job Training in semester 6 to ensure that the students develop hands on technical skills which will be of great help in facing the world of work along with developing social consciousness and compassionate commitment towards the neighbourhood.

In order to ensure presence of work force to firms/companies/organisations etc., throughout the year and to balance the work load in Degree Colleges, only 50% of students in a class shall be allotted Internship in V Semester and the remaining 50% shall attend classes on Skill Enhancement Courses (SECs). The 50% of students who attended internship in V semester shall attend classes for SECs in VI Semester and the 50% students who attend classes for SECs in Semester V shall go internship in VI Semester. In either Semester V or VI only 50% of students in a class will be in Internship or attend classes for

SECs. The students may be given a choice to opt for internship either in semester-V or semester-VI.

Accordingly, the 10 month mandatory Apprenticeship / Internship / On the Job Training for UG programmes as per the revised CBCS curriculum with effect from 2020-21 is to be held as follows:

Internship Number	Apprenticeship / Internship / On the Job Training	Duration	To be held	Hours	Credits
1 st internship	Community Service Project	4 weeks	After the end of 2 nd semester examinations, i.e during intervening summer of semesters 2 and 3	100	4
2 nd internship	Apprenticeship / Internship / On the Job Training	4 weeks	After the end of 3 rd semester examinations, i.e during intervening summer of semesters 4 and 5	100	4
3 rd and final internship	Apprenticeship / Internship / On the Job Training	One semester	5 th or 6 th semester - 50% of students to undergo in 5 th semester while the rest 50% to undergo in 6 th semester	200	12

For the students who are admitted in first year for the academic year 2021-22, the Community Service Project can be done anytime during III to VI semesters, including on weekends or holidays, completing the mandatory 4 weeks.

The Universities are therefore requested to note the change in execution of the final internship and communicate it to all the Degree colleges affiliated to the University.

Yours faithfully,



SECRETARY

Copy to:

The Vice Chancellors of the affiliating Universities

The Deans, Academic Affairs of the affiliating Universities

Principals of all Autonomous Colleges in the State of AP

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student:

Name of the College:

Registration Number:

Period of Internship: From: To:

Name & Address of the Intern Organization

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

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 your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your 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.
10. 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.
11. 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.

12. 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.
13. 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.
14. **Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.**
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.