**Program Book**

**Community Service Project**

**AP STATE COUNCIL OF HIGHER EDUCATION**

**(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH**

**Program Book**

**for**

**Community Service Project**

**Name of the Student:**

**Name of the College:**

**Registration Number:**

**Period of CSP: From: To:**

**Name & Address of the Community/Habitation:**

# Instructions to Students for Community Service Project

**Please read the detailed Guidelines on Community Service Project hosted on the website of AP State Council of Higher Education** [**https://apsche.ap.gov.in**](https://apsche.ap.gov.in/)

**Link:**

[**https://apsche.ap.gov.in/Pdf/Guidelines%20for%20the%20OJT%20Internship %20Community%20Service%20Project.pdf**](https://apsche.ap.gov.in/Pdf/Guidelines%20for%20the%20OJT%20Internship%20Community%20Service%20Project.pdf)

1. It is mandatory for all the students to complete 2 months (180 hours) of Community Service Project as a part of the 10 month mandatory internship/on the job training.
2. Consider yourself as a committed volunteer in the community, you work with.
3. Every student should identify the village/community/habitation for Community Service Project (CSP) in consultation with the College Principal/the authorized person nominated by the Principal.
4. Report to the community/habitation as per the schedule given by the College. You must make your own arrangements of transportation to reach the community/habitation.
5. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow volunteers. Post your daily activity done and/or any difficulty you encounter during the programme.
6. You should maintain punctuality in attending the CSP. Daily attendance is compulsory.
7. You are expected to learn about the community/habitation and their problems.
8. Know the leaders and the officials of the community/habitation.
9. While in project, always wear your College Identity Card.
10. If your College has a prescribed dress as uniform, wear the uniform daily.
11. Identify at least five learning objectives in consultation with your Faculty Guide. These learning objectives can address:
    * Information about the community, including the realities and problems of the society.
    * Need for creating awareness on socially relevant aspects/programs.
    * Acquiring specific Life Skills.
    * Learning areas of application of knowledge and technologies related to your discipline.

* + Identifying developmental needs of the community/habitation.

1. Practice professional communication skills with team members, and with the leaders and officials of the community. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
2. **Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.**
3. At the end of Community Service Project, you shall be evaluated by the person in-charge of the community/habitation to whom you report to.
4. There shall also be evaluation at the end of the community service by the Faculty Guide and the Principal.
5. Do not indulge in any political activities.
6. Ensure that you do not cause any disturbance to the inhabitants or households during your interaction or collection of data.
7. Be cordial but not too intimate with the persons you come across during your service activities.
8. You should understand that during this activity, you are the ambassador of your College, and your behavior during the community service programme is of utmost importance.
9. If you are involved in any discipline related issues, you will be withdrawn from the programme immediately and disciplinary action shall be initiated.
10. Do not forget to keep up your family pride and prestige of your College.
11. Remember that you are rendering valuable service to the society and your role in the community development will become part of the history of the community.

# Community Service Project Report

*Submitted in accordance with the requirement for the degree of…………*

Name of the College:

Department:

Name of the Faculty Guide:

Duration of the CSP: From………To………

Name of the Student:

Programme of Study

Year of Study:

Register Number:

Date of Submission:

**Student’s Declaration**

I,…..............,a student of …….Program, Reg. No. ………………of the Department of……., ……………… College do hereby declare that I have completed the mandatory community service from…….. to ………….in ………………. (Name of the Community/Habitation) under the Faculty Guideship of.................., (Name of the Faculty Guide), Department

of………………in …………………………… College

(Signature and Date)

## Endorsements

Faculty Guide

Head of the Department

Principal

**Certificate from Official of the Community**

This is to certify that ………………………. (Name of the Community Service Volunteer) Reg. No……………… of …………………… Name of the College) underwent community service in …………………………… (Name of the Community) from……………… to …………………..

The overall performance of the Community Service Volunteer during his/her community service is found to be ………………. (Satisfactory/Good).

Authorized Signatory with Date and Seal

**ACKNOWLEDGEMENTS**

### CHAPTER 1: EXECUTIVE SUMMARY

*The community service report shall have only a one-page executive summary. It shall include a brief description of the Community and summary of all the activities done by the student in CSP and five or more learning objectives and outcomes.*

**CHAPTER 2: OVERVIEW OF THE COMMUNITY**

### CHAPTER 3: COMMUNITY SERVICE PART

*Description of the Activities undertaken in the Community during the Community Service Project. This part could end by reflecting on what kind of values, life skills, and technical skills the student acquired.*

### ACTIVITY LOG FOR THE FIRST 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** |  |  |  |

1. **(From to Dt………..……)**

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| **Objective of the Activity Done:** |
| **Detailed Report:** |
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**ACTIVITY LOG FOR THE SECOND WEEK**

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| **DAY**  **&**  **DATE** | **BRIEF DESCRIPTION OF THE**  **DAILY ACTIVITY** | **LEARNING**  **OUTCOME** | **Person**  **In-charge**  **Signature** |
| **Day –**  **1** | We visited Kadapa and asking each and every person who were working with tofu corts | **We collect the information about the how many members using tofu corts** |  |
| **Day -**  **2** | **We started survey with some questions what we have prepred in the first week** | **We learn about what they will give answer to our questions** |  |
| **Day –**  **3** | **We gather the about their travelling timings like when they will come and when they will back to home** | **We learn about their timings** |  |
| **Day –**  **4** | We ask them any other business or transprtations not only tofu carts | **we collect the informations about their transportations** |  |
| **Day –**  **5** | **We ask them how many years you are working with tofu carts** | **We collect the information about how many years they are working with tofu carts** |  |
| **Day –**  **6** | **Finally,today we submitted all the collected information to mentor for verifying purpose** | **Mentor mahaboob pasha sir verified and give suggestion to survey on another area in Kadapa.** |  |

1. **(From**

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| **Objective of the Activity Done:** |
| **Detailed Report:** |
| **On conducting the second survey the major problem is only one thing the people are very poor they don’t have much money to buy better than tofu corts** |
| **The main problems are they facing leg pains ,back pain** |
| **Their health condition was totally damaged by pushing the tofu corts** |
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### ACTIVITY LOG FOR THE THIRD WEEK

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| **DAY**  **&**  **DATE** | **BRIEF DESCRIPTION OF THE DAILY**  **ACTIVITY** | **LEARNING OUTCOME** | **Person**  **In-charge**  **Signature** |
| **Day –**  **1** | **as our mentor suggestion we discussed and select another area in kadapa** | **we select the new bustand as another area for survey** |  |
| **Day -**  **2** | **We visited another area and we started survey** | **We collect some more information from others** |  |
| **Day –**  **3** | **We ask them any challenges like health issues by using tofu carts** | **We gather the information about their health conditions** |  |
| **Day –**  **4** | **We ask them any solution from your side to avoid all issues using tofu carts** | **We collect the alternative solutions from the labours** |  |
| **Day –**  **5** | **We make the comparison between the persons** | **We find they are so many similarities between the persons** |  |
| **Day –**  **6** | **We submitted the information to our mentor** | **Mentor mahaboob pasha sir is verified and encourage our batch to do another survey and get some more infomation** |  |

**2 (From**

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| **Objective of the Activity Done:** |
| **Detailed Report: On this week we learn some more information** |
| **We conduct a campaign in our surrounding village and we are telling our** |
| **Project tofu cart and we are sharing our idea with them they also asking some** |
| **Douts how it will work after clarify their doubts they also accepting our idea** |
| **And they also what they will by using our idea** |
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### ACTIVITY LOG FOR THE FOURTH WEEK

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| **DAY**  **&**  **DATE** | **BRIEF DESCRIPTION OF THE DAILY**  **ACTIVITY** | **LEARNING OUTCOME** | **Person**  **In-charge**  **Signature** |
| **Day –**  **1** | **We visited another area in Kadapa where tofu carts are present** | **We collect some more information** |  |
| **Day -**  **2** | **We ask them any solution expecting from our side** | **We collect all their expectations from our side** |  |
| **Day –**  **3** | **We make the comparison from all the survey** | **We are finding all have similar problems** |  |
| **Day –**  **4** | **We suggested an alternative solution by using motor you can avoid some problems** | **We identify that they get some awareness from our solution what they will get** |  |
| **Day –**  **5** | **We prepare a report from the overall information** | **We make a report** |  |
| **Day –**  **6** | **Finally, today we submitted a report on csp project to our guide** | **Mentor mahaboob pasha sir verified the report** |  |

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| **Objective of the Activity Done:** |
| **Detailed Report:** |
| **The final week we all making a discussion about all the weeks** |
| **We compare all the weeks to make a report** |
| **We identify from all the weeks is there is many similarities with others** |
| **After clarification of our doubts we prepare a survey** |
| **Finally we are submitted the rep[ort to our mentor mahaboob pasha sir and sir verified our report** |
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### ACTIVITY LOG FOR THE FOURTH WEEK

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| **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** |  |  |  |

### WEEKLY REPORT

**WEEK – 4 (From Dt………..….. to Dt………..……)**

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| **Objective of the Activity Done:** |
| **Detailed Report:** |
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### ACTIVITY LOG FOR THE FIFTH WEEK

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| **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** |  |  |  |

### WEEKLY REPORT

**WEEK – 5 (From Dt………..….. to Dt………..……)**

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| **Objective of the Activity Done:** |
| **Detailed Report:** |
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### CHAPTER 5: OUTCOMES DESCRIPTION

**Details of the Socio-Economic Survey of the Village/Habitation. Attach the questionnaire prepared for the survey.**

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**Describe the problems you have identified in the community**

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**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.**

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**Description of the Community awareness programme/s conducted w.r.t the problems and their outcomes.**

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**Report of the mini-project work done in the related subject w.r.t the habitation/village.**

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.

The Report shall be limited to 6 pages.

**CHAPTER 6: RECOMMENDATIONS AND CONCLUSIONS OF THE MINI PROJECT**

**Student Self-Evaluation for the Community Service Project**

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| --- |
| Student Name:    Registration No:  Period of CSP: From: To:    Date of Evaluation :  Name of the Person in-charge:  Address with mobile number : |

**Please rate your performance in the following areas:**

**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 Student

**Evaluation by the Person in-charge in the Community/Habitation**

|  |
| --- |
| Student Name:    Registration No:    Period of CSP: From: To:    Date of Evaluation :  Name of the Person in-charge:  Address with mobile number : |

**Please rate the student’s performance in the following areas:**

**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

**PHOTOS AND VIDEO LINKS**