



**PARVATHANENI BRAHMAYYA
SIDDHARTHA COLLEGE OF ARTS & SCIENCE**
Autonomous
Siddhartha Nagar, Vijayawada-520010
Re-accredited at 'A+' by the NAAC

First internship (April-May after 1st year examinations):

23CAIP121: 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.
- 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 society through systematic programme implementation. Universities and colleges should follow the APSICHE guidelines for the community service project and the program book designed for the purpose.



**PARVATHANENI BRAHMAYYA
SIDDHARTHA COLLEGE OF ARTS & SCIENCE: VIJAYAWADA-10**

(An Autonomous college under the jurisdiction of Krishna University)

Re-accredited at the level 'A+' by the NAAC

College with Potential for Excellence (Awarded by the UGC)

LOGBOOK

Community Service Project (23CAIP121)

Student Profile

Name of the Student	
Programme pursuing	
Roll Number	
Period of Study	

Profile of Activity

Title of the Activity	
Location (Village/Habitat)	
Name of the Mentor	
Collaboration	

Introduction

This document has been prepared mainly for PBSCAS students who are undertaking first Year Project as a partial requirement to be awarded as Bachelor Degree. As part of this program, first year students are required to undertake their individual project known as the community service project (CSP) in summer vacation (after second semester). This document is designed to guide the students in various stages especially in exploring the issue, organizing the work, conducting experimental work and field work, thesis writing and finally report presentation. Various criteria such as problem statement, objective, scope, literature review, methodology, analysis and results are addressed in assessing the CSP for their reports and presentation. Students and mentors are advised to read and understand the guidelines/manual which is before conducting any student community project. It is hoped that students will be exposed to new environment of focused neighborhood work or project besides building strong sense of responsibility in performing any given task. Students are strongly advised to show good working etiquette before entering the real working field.

This document is the Project Logbook, and it will be for recording ideas, thoughts and answers in working out a solution to a local problem, using different techniques. Additional pages can be supplemented, if required. Submit a scanned copy once you have completed the Project Logbook.

It is an important mechanism for the mentor to evaluate and assess a student's attitude and ability and also to monitor the status of the student's project throughout this period.

Students are:

- a) required to write clearly and honestly all activities performed and then to summarize their work every day in a week. (printed document is preferable)
- b) highly encouraged to maintain a separate file/folder to compile all their findings/printouts/datasheets as a complement to this logbook

REMINDER TO STUDENTS

- a) This logbook must be presented to the mentor for evaluation EVERY DAY/ WEEK, as deemed.
- b) All activities conducted must be recorded at the activities section in the logbook. Signatures of persons concern can also be recorded as proof of the claim at the activities section (optional but highly recommended).
- c) This logbook must be submitted to your mentor along with your CSP report to be graded by the committee constituted by the principal at the required date.
- d) If the draft thesis or the final hardbound thesis is not presented by the student, the student's final examination marks can be withheld by the CoE.
- e) A student can be given the failure grade if he/she was found unable to achieve the minimum requirement of this project (subject to approval or suggestion by the mentor)

ROLE OF STUDENTS:

- a) Students may not have the expertise to conduct all the programmes on their own. The students then can play a facilitator role and conduct the programmes involving Governmental agencies, Non-Governmental agencies or faculties of their college, etc.
- b) For conducting special camps like Health camp, they shall coordinate with the Governmental agencies.
- c) As and when required the College faculty member can act as Resource Persons.
- d) Students can work in close association with Non-Governmental Organizations like Lions Club, Rotary Club etc., or with any NGO actively working in that habitation and also with the Governmental Departments. If the programme is rolled out, the District Administration could be roped in for the successful deployment of the programme.

- e) An in-house training and induction programme could be arranged for the faculty and participating students, to expose them to the methodology of Service Learning.

EVALUATION

Project Logbook (Weightage 20 Marks)

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

Project Implementation (Weightage 30 Marks)

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 organized on beneficiary programmes and improvement in quality of life, environment and social consciousness, motivation and leadership, personality development, etc.
- d) Number of Quality and Duration of Intervention/service Programmes (Prevention or promotion programs that aim to promote behavioral change in defined community contexts to address social problems) organized.
- e) Follow-up Programmes suggested (Referral Services, Bringing Community Participation)
- f) Developing short and mid-term action plans in consultation with local leadership and local government officers.

Project Report (Weightage 25 Marks)

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 (Weightage 25 Marks)

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.

The evaluation 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

DAY WISE LOG SHEET-2020-21 WEEK - 1

Day Order	Date	Time In	Time Out	Work Done	Outcomes				Total (20)	Remarks by Mentor	Signature of Mentor
					A(5)	B(5)	C(5)	D(5)			
D1											
D2											
D3											
D4											
D5											
D6											
Average Mark / day											

DAY WISE LOG SHEET-2020-21 WEEK - 2

Day Order	Date	Time In	Time Out	Work Done	Outcomes				Total (20)	Remarks by Mentor	Signature of Mentor
					A(5)	B(5)	C(5)	D(5)			
D1											
D2											
D3											
D4											
D5											
D6											
Average Mark /day											

DAY WISE LOG SHEET-2020-21 WEEK - 3

Day Order	Date	Time In	Time Out	Work Done	Outcomes				Total (20)	Remarks by Mentor	Signature of Mentor
					A(5)	B(5)	C(5)	D(5)			
D1											
D2											
D3											
D4											
D5											
D6											
Average Mark /day											

DAY WISE LOG SHEET-2020-21 WEEK - 4

Day Order	Date	Time In	Time Out	Work Done	Outcomes				Total (20)	Remarks by Mentor	Signature of Mentor
					A(5)	B(5)	C(5)	D(5)			
D1											
D2											
D3											
D4											
D5											
D6											
Average Mark /day											

Community Service Project work Contribution Indicators

Assessment Outcome	CODE	Acceptable(1)	Average (2)	Above Average (3)	Good (4)	Excellent (5)
Task Completion	A	Hardly complete the task and submit to guide	Rarely complete the task and submit to guide when asked	Barely complete the task and submit to guide when asked	Mostly complete the task and submit on project day	complete the assigned task before time and communicate to guide.
Level of Preparation	B	Not adequately present does not have knowledge about project	Appears to have read the data but not closely or did not know all details	Able to collect data but unable to analyze it	Understand and thought about project detail	Have detail study about problem statement and its implementation
Working within a team	C	Rarely present and no collaboration in group.	Makes little or no attempt to collaborate in a group.	Makes a little and collaborate with groups on and off	Exchanges some views but requires guidance to collaborate with others.	Collaborates and communicates in a group and integrates the views of others
Punctuality & regularity	D	Mostly absent on project day	Irregular on project day, Unconvincing excuses for irregularity	Regular on project day but always asks for excuses	Mostly Present on project day and discuss with the guide.	Always be present on project day . Perform project task and discuss with the guide.

CONSOLIDATE MARKS IN PROJECT LOG					
WEEK NO	Work Done	Hours Worked	Week Average Mark	Remarks by Mentor	Signature of Mentor
WEEK 1					
WEEK 2					
WEEK 3					
WEEK 4					
Average Mark for 20 Marks					

DECLARATION

I declare that this project log represents my ideas in my own words and wherever others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my project work. I promise I maintained minimum 75% attendance. I understand that any violation of the above invites disciplinary action by the Institute.

Signature of the Student

Signature of the Govt.Official

Signature of the Mentor

Signature of the Principal