

ACHARYA NAGARJUNA UNIVERSITY
CENTRE FOR DISTANCE EDUCATION
NAGARJUNA NAGAR, GUNTUR, AP-522510

**GUIDELINES FOR SUBMISSION OF SECOND PHASE OF
APPRENTICESHIP (PROJECT) BETWEEN SECOND YEAR AND THIRD YEAR
(ON JOB TRAINING/OFF-SITE PROJECT) by IV SEMESTER STUDENTS**
100 marks for 4 credits to be allocated for the project Report within the choice-based credit
system for UGIV semester(B.A.; B.COM.; B.B.A.) students

**Students shall choose any one of the following organizations given
below and undergo ON JOB TRAINING/OFF-SITE PROJECT for 30 days**

1. Village secretariat example: Role of village Secretariat in Rural Development.
2. Urban Secretariat
3. Non-Governmental organisations.
4. Chartered accountants
5. Information – Technology Sectors.
6. Print and Electronic Media.
7. Rural/Small Scale industries.
8. Start – UPS.
9. MSMEs.
10. Educational Institutions.
11. Service Centres
12. Rural Banking
13. Cooperative
14. Rythu Bharosa
15. Any other organisation/Institution which provides training.

Instructions to students:

- Students during this placement period focus on the build up career and integrate theory and practice.
- Develop work habits and aptitude.
- Develop communication and other skills.
- In every Study Centre one internal faculty member will be assigned as mentor to guide the students.
- Student after completion of duration of block placement shall submit project report to the mentor, Study Centre along with log book.
- Every student is requested to maintain log book supposed to record day today activities during the field work.

Guidelines for preparation of project Report:

The project report should not less than 25 pages covering the following Structure:

- Title page or cover sheet
- Student's declaration
- Certification by Mentor/Academic Counsellor
- Acknowledgements
- Abstract
- Index
- Introduction, scope, objectives, and methodology
- Project specifications (area / background of the work assigned).
- Problems identified
- Analyses of the problems
- Findings
- Suggestions
- Conclusions
- References

After submission of report, mentor for Project work has to assess the project report for 100 marks by giving due weightage as given below.

Weightage


| | |
|---------------------------|-----|
| 1. Project Log Book | 20% |
| 2. Project Implementation | 30% |
| 3. Project Report | 25% |
| 4. Presentation | 25% |

The Projects are evaluated by Academic Counsellors of LSC and marks are uploaded on the ANU CDE portal.

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Note

1. Last date for Submission of ProjectReport by the students :15-11-2024
2. Evaluation to be completed on or before by the Academic Counsellors :20-11-2024
3. Upload marks by LSCs in the portal during :21-11-2024 to 25-11-2024


CO-ORDINATOR
CONFIDENTIAL SECTION (Exams)
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