

**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 Project Report by the students :15-08-2025**
- 2. Evaluation to be completed on or before by the Academic Counsellors :20-08-2025**
- 3. Upload marks by LSCs in the portal during :31-08-2025**



**CO-ORDINATOR**  
**CONFIDENTIAL SECTION (Exams)**  
**CENTRE FOR DISTANCE EDUCATION**  
**ACHARYA NAGARJUNA UNIVERSITY**  
**NAGARJUNA NAGAR-522 510, A.P.**