

CC XIII Field Placement and Internship

A. Method of Organization:

The Students are to be assigned for apprenticeship for the period of two weeks in two different types of institutions/office. The lecturer in-charge of apprenticeship training will do test-check on their work by making surprise visit to the government Department of Cooperation.

B. List of Cooperatives/Departments to be selected for apprenticeship training.

1. Primary Agricultural Cooperative Bank.
2. District Central Cooperative and its Branches.
3. PA & RD Bank
4. Employees Credit Society
5. Urban Cooperative Bank
6. Housing finance society
7. Cooperative Consumer Wholesale Stores with a Supermarket.
8. Cooperative marketing Society
9. Weavers Society
10. Milk producers Union.
11. Circle Deputy Registrar office
12. D.C.A.O. office

C. Procedure for Apprenticeship Training:

The students should learn the following aspects of the institution offices, during the two – week Apprenticeship Programme

Unit 1. Detailed study of the general working of the selected unit.

Unit 2. Gaining practical knowledge relating to different depts. Staff duties, accounts maintenance, books and forms maintained and used, practical problems. In the office of the Registrar of cooperative societies – Departmental – set-up.

Unit 3. Statutory matters like amendment of Bye-laws, audit, inspection inquiry, arbitration and liquidation of societies – Administrative and Developmental function.

Unit 4. The students should maintain a separate apprenticeship record and this record is to be submitted within ten days since the completion of the apprenticeship programmes. A Seminar may be organized for sharing their experience with other students.

D. Assessment of Apprenticeship Training:

The apprenticeship training will be assessed by a lecturer in-charge of Apprenticeship Training / Head of the Department (Internal Examiner) and an External Examiner appointed by the University. The Assessment will be made on the following basis.

	Internal Examiner	External Examiner	Total
	40 %	60%	100 marks
A. Apprenticeship Training Record	20 marks	30 marks	50 marks
B. Apprenticeship Training Test	12 marks	18 marks	30 marks
C. Viva – Voce Examination	8 marks	12 marks	20 marks

A. Apprenticeship Training Record :

The Apprenticeship record will contain details of working of the society. The record will be assessed by the internal and external examiners and weightage will be given to aspects like understanding of work done, procedures as well as identification of problems.

B. Apprenticeship Training Test :

Two hours test will be conducted to test the knowledge of the students to test the knowledge acquired during the training. The internal examiner [staff in charge] and the external examiner will jointly frame a question paper and will value answer scripts.

C. Viva – Voce:

The Viva-Voce examination will be conducted by the internal and external examiners on the basis of the APPRENTISHIP REPORT. The Criteria for Viva-Voce test will be.

- 1) Factual information about the Cooperative
- 2) Knowledge of the problems and Solutions
- 3) iii.Clarity and Expression

Both the internal and external examiners will evaluate each of the above items independently and the marks awarded by them will be taken as final marks.

The assessment may be done for a period of two days, one day for the evaluation of field placement records & conduct of test and another day for the conduct of Viva-Voce examination.