

**General Guidelines and
Formats of Synopsis & Project Reports
(Received from
Coordinator, Anandam SPD/RUSA
CCE, Jaipur)**

Guidelines for Anandam in the Session 2020-21

1. The Anandam course has to be run and monitored online until the students start coming to the campus. After the colleges reopen the students and Mentors can interact in the classrooms
2. Since we are now in the unlock phase of covid-19 the students have to be motivated to start field activities along with the protocol of wearing masks, social distancing and sanitizing.
3. In view of the covid-19 constraints the duration of the two projects to be submitted in the Semester Scheme in the current session 2020-21 will be of two months instead of four months as specified earlier.

4. Timeline of Anandam Activities for the Session 2020-21

Activities	Date for Semester Scheme	Date for Annual Scheme
Selection of Project topic	09.11.2020	20.11.2020
Submission of synopsis of selected project –	20.11.2020	28.11.2020
Celebrating Anandam Day & exhibiting work progress on Anandam day	last week of every month	last week of every month
Submission of monthly reports: on the Anandam folder created by the Nodal officers on Google drive.	last working day of each month	last working day of each month
Submission of final project report the last week of the end of Semester as the case may be). (The report should be prepared as per the enclosed format no.2)	The last week of the end of semester. For the session 2020-21 the duration of the project for the Semester Scheme has been reduced to two months in Colleges due to Covid.	20.02.2021

In view of the Covid 19 pandemic scenario the mandatory Anandam subject will be run online until the colleges reopen. This subject carries 2 credits/50 marks per semester (one project) or 100 marks for annual scheme (one project). Both the PPTS and formats for synopsis and report should be shared with all faculty members of the college as all will be mentors for the class allotted to them. The PPT and the two formats should be shared with all the staff members and students on WhatsApp groups for ready reference.

The following guidelines will facilitate the Mentors for online activities:

For individual activity of Anandam:

Mentors are to be appointed for each class and they should make Whatsapp groups of the class allotted.

Mentors should:

- Notify the students about Anandam subject and activities to be done
- Motivate the students to do acts of goodness and note them in a register daily
- Share inspirational messages regularly so as to motivate the students for the joy of giving, sharing and caring
- Inform the students about project of community service which is to be taken by a group of 8-12 students

Group Activities: 2credits/50 marks per semester (one project) or 100 marks for annual scheme (one project).

- Divide the students in WhatsApp groups of 8-12 students in proportion to number of students in the Class
- Select a group leader of each group
- Share the list of projects that can be taken up by the students. You can also invite suggestions from student groups for resolving local issues for their projects
- Instruct students to take photographs and to take certificate from GO/NGO if collaborating with their activities
- Share the format of synopsis and report with the students
- Instruct them how to prepare the synopsis and report of the project as these will be evaluated for marks.

Anandam day is to be celebrated in the last week of every month in which student groups will make presentations about the activities they are engaged in. Mentors can also share motivational lectures /videos /movies /organize webinars on this day.

Mentors have to submit a monthly report of group activities along with photographs (certificates of collaboration with GO/NGO and media coverage if any) to the Nodal officer of the College who will compile the information from the mentors and share it on the Google spreadsheet with the nodal officer Anandam at Commissionerate level.

For preparing the Google spreadsheets refer to the format No. 03 enclosed.

(Format No. 1)

Format of Synopsis of Project under "Anandam"

1. Name of the College/Department/University:

2. Dedicated 'Anandam' Gmail address of College:

3. Title of the Project:

4. Location of Community Service:

5. Name of the Mentor:

6. Class/Semester:

7. Details of Participants:

Sr. No.	Name of the Participants	Contact details	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Signature of Mentor

The Synopsis will contain a brief account of the project under following heads:-

- 1. Introduction:**
- 2. Objectives of the Project:**
- 3. Area identified for the work:**
- 4. Target beneficiary:**
- 5. Methodology/Procedure to be followed:**
- 6. Name of Government body/ NGO involved:**

Signature of the Students

1.
2.
3.
4.
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9.

Format of Final Project Report under "Anandam"

1. Name of the Student:

2. Name of the College/Department/University:

3. Dedicated Anandam Gmail of the College for sharing Google spreadsheet:

4. Title of the Project:

5. Location of community service:

6. Name of the Mentor:

7. Class/Semester:

8. Details of Participants:

S.No.	Name of the Participant	Contact details	Signature
1.			
2.			
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Signature of the Mentor

The Final Project Report will be divided under following heads:-

PREFACE:

ACKNOWLEDGEMENT:

CHAPTERS:

I. Introduction of the Project

II. Objectives

III. Methodology/Procedure Adopted

IV. Activities done and time dedicated:

V. Observations and Experiences during interactions with the community with photographs and media coverage (if any)

VI. Achievements / benefits of the project

VII. Individual Contributions of the group members

VIII. Conclusions and Inferences

Names and Signature of the Students

- | | |
|---------|----------|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
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