



Implementation frameworks for Student Community Service and Volunteering Centres

Part 1: Institutional arrangements

1. Activities of the Centre (in accordance with the priorities for growth and development at the University)

The University gives high priority for the Student Community and Volunteering Centre. The Centre is expected to not only channelize services but also encourage students to actively participate in such pursuits. Hence, the University is constructing and independent building with the aim to bring all existing student centric services in the University under one roof and locate new services in that building. This has become very significant initiative, especially in the light of the recognition of the University as an Institution of Eminence.

2. Position of the Centre within the university structure

The Centre will be an independent structure wherein all student related activities and services will be placed. It will also collaborate with non-profit and community organisations in order to create opportunities for student volunteering, including for Corporate Social Responsibility (CSR) activities. The skills gained by the students during volunteering will be assessed on a regular basis. The students will be attracted by linking the Centre with employability skills which is the main objective of the Talent Co-Creation Lab. The Centre will also take initiatives to contact interested external organisations with the opportunities for volunteering.

3. Arrangements for the management of the Centre

The Centre will be managed by a Committee comprising of faculty, administration, students and external stakeholders.

4. Arrangements for involvement of faculty and staff in the Centre

The faculty would be involved in the Centre's activities depending on the individual projects. It will facilitate linking up faculty and students with the external stakeholders and vice versa. The staff would help the faculty and students with the logistics.

5. Arrangements for the coordination and administrative work involved in the Lab – staff, responsibilities, financing after the project

The Lab will be coordinated by a senior faculty of the University. For effective implementation of the objectives of the Lab, an Advisory Board will be constituted with the faculty from different disciplines, students and representatives from the External Stakeholders (business, public sector and non-profit organizations).

The Lab is initially is expected to get partial funding from the University. The remaining part of the funding will be generated through collaborations with the external stakeholders.

The Lab will be made self-sufficient in due course.

6. Channels and means of communication with external stakeholders



The Centre will use already established channels in the University, such as individual contacts of faculty / departments / schools with the external stakeholders, structures like the Placement Cell, Bio-nest, Incubation Centre, National Student Service (NSS), etc. Apart from these, the Centre will invite non-profit organisations by conducting interactions, workshops, etc., periodically with a specific focus of mutual benefit.

7. Promotional and awareness-raising activities and incentives for encouraging student volunteering

There is a culture among the students in the University to raise to the occasion during times of calamities and distress on a voluntary basis. They not only engage themselves but even coordinate with the external stakeholders during such occasions. What the Centre proposes is to institutionalise such voluntary activity as a part of community service. In the past, and also even today, the University has adopted villages surrounding the University for undertaking outreach activities involving students and faculty in these villages. The incentives for encouraging voluntary services will be worked out following the norms and practices of the University.

8. Rules and regulations for the selection and participation of students in volunteering and community service

The Advisory Committee of the Centre will frame the rules and regulations for both selection and participation of the students in voluntary and community services. It will also suggest the incentives and recognition of the work done by the students.

9. Rules for linking volunteering and community service activities to skills development

The students will be periodically trained in initiating and implementing community and voluntary services by the experts. They will also be given training on the guidelines for describing these activities. The aim of the training is to strengthen the link between volunteering activity and skill development.

10. What are the rules for ensuring the safety of students engaged in volunteering activities organized by the Centre?

The University through its existing structures will take all precautionary measures to ensure the safety of the students in the voluntary activities. Depending upon the necessity, concerned faculty / staff will be made responsible for ensuring the safety of the students. Apart from this, the University will also inform the concerned officials in respective organisations / institutions / government to take all safety precautions.

11. Please describe other applicable rules and regulations concerning the operation of the Centre in view of integrating it in the operations of the university

In addition to the general conduct rules, the other rules such as gender sensitivity rules, rules related to the marginalised section of the society, rules pertaining to differently-abled people, etc., will be applicable.

12. Quality Assurance

Describe the quality assurance plans for the Student Volunteering Centre:

Type	of	Who will be in	How	will	Who	will	Who	will	What indicators	How	will
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assessment	charge?	assessment activities be organized?	collect the results from the monitoring activities?	analyse the result from the monitoring activities?	will be used? What elements of the work of the Centre will be monitored?	results be reflected in planning?
Monitoring: ongoing, focused on implementation	Head of the Centre	It will be based on the level of participation, output and relevance.	The concerned Head of the activity	The concerned Head, student(s) and the external stakeholder	Number of students involved in voluntary activities Number of external stakeholders Number of female students participating Number of disadvantage students participating Number of differently-abled participating Number of faculty from different disciplines participating	The results will be used for further development of the Centre's activities
Evaluation: Periodic: once a semester	Head of the Centre / Concerned faculty	Through presentations	Both the Centre / Department and the external stakeholders	Committee constituted by the Head of the Centre	Assessing students skills and competencies developed during services	The evaluation results will be used for improving the quality of the services offered by the Centre.

13. Internal Development Plan of the Student Volunteering Centres – e.g. new activities, larger number of staff and students involved, new areas of collaboration, etc.

The new activities will be planned basing on the regular assessment of the requirement and need for such activities in consultation with the external stakeholders.

New areas of collaboration will be identified by the faculty, students, and the external stakeholders.