

**SIBSAGAR UNIVERSITY**  
**Common Guideline for Community Work Course**  
**For Four Year Under Graduate (FYUG) Programme**

Course Credit: 2

Total Marks: 50 (CIAE: 15)

Course Title: **Community Work**

Course Code: **CWUGP-401**

Total Marks: 50 (Community Work: 35 + Internal Mark: 15)

**Objectives:** The objectives of this course is to:

1. engage students in meaningful community work,
2. fostering a sense of social responsibility and empathy providing practical experience in addressing societal issues
3. develop skills in collaboration, communication, problem-solving, and critical thinking through hands-on involvement in community projects.

**Course Outcome:**

Upon successful completion of this course, students will be able to:

1. *Understanding Community Engagement:* Students will participate in community walks or visits to local organizations, learning about the people, places, and issues in their community.
2. *Identifying Community Needs:* Students will conduct surveys or interviews with neighbours to identify common challenges or areas for improvement in the community, such as access to green spaces or concerns about safety.
3. *Developing and Implementing Projects:* Students will organize small-scale projects like setting up a community garden or hosting a neighbourhood event, working together to plan and execute the project.
4. *Hands-on Community Engagement:* Students will volunteer at local organizations or participate in community clean-up events, practicing leadership, teamwork, and communication skills while addressing community needs.

#### **THE COURSE GUIDELINE FOR THE SUPERVISING TEACHER**

The Supervising Teacher will provide a brief outlook on following principles the students before engaging them into the work:

1. The concept of community and community engagement
2. Techniques for assessing community needs, surveys and interviews, and understanding data to prioritize needs
3. Formulating project goals and objectives, project plans and timelines, budgeting and resource management, mobilizing volunteers and stakeholders
4. Implementation of planned projects, documentation of work through reports, presentations, or videos
5. Assessing project outcomes and impact on the community, peer evaluation and feedback sessions, and preparation of final project report or portfolio

## **LIST OF RECOMMENDED WORKS**

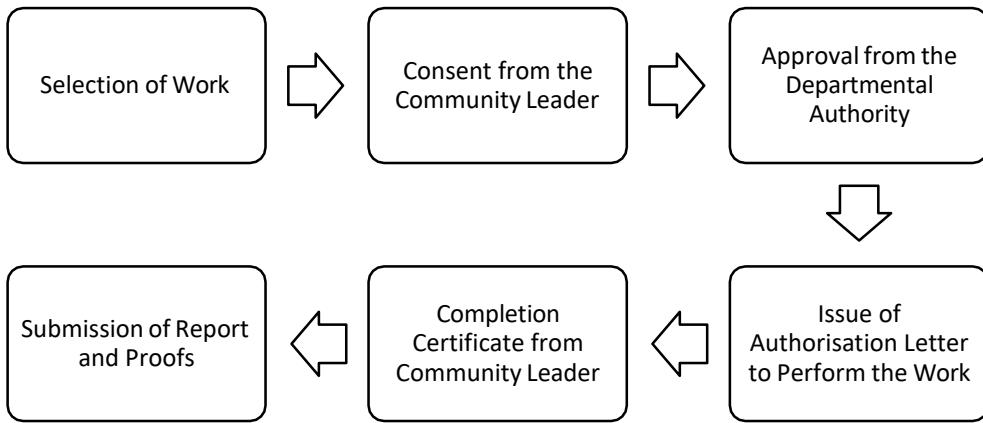
Examples 30 popular basic to intermediate level community work activities suitable for undergraduate students to perform for 2 Credit scores:

1. Tutoring local school children
2. Awareness programme on various topics such as – literacy, democracy, personal health & community hygiene, disaster management, do & don'ts during natural calamity, against superstitious beliefs, harmful effects on drug and narcotics, intellectual property rights, human rights, soft-skills, computer literacy, road rules and safe driving, positive psychology, mental health awareness, preservation of conservation of historical monuments and sites, negative sides of social media and cybercrime etc.
3. Language Teaching Tutorials
4. Volunteer services in old-homage
5. Used book collection & donation to needy peers
6. Soft Skill Training on – vermicomposting, farming, horticulture, sapling plantation, mushroom cultivation, cattle farming, sericulture, fish farming etc.
7. Community garden maintenance
8. Volunteering at a homeless shelter
9. Organizing a neighbourhood clean-up
10. Assisting at a local food bank
11. Conducting workshops on basic literacy skills
12. Participating in a community beautification project
13. Assisting with animal shelter activities
14. Hosting a fundraiser for a local charity
15. Mentoring younger students
16. Organizing a blood donation drive
17. Participating in a community health fair
18. Volunteering at a senior centre
19. Leading a recycling initiative in the community
20. Organizing a clothing drive for the homeless
21. Assisting with disaster relief efforts
22. Participating in environmental conservation projects
23. Organizing a community sports event
24. Supporting local cultural festivals or events
25. Assisting with after-school programs for at-risk youth
26. Participating in community clean energy initiatives
27. Volunteering at a community kitchen
28. Leading workshops on financial literacy
29. Assisting with community-based healthcare initiatives
30. Organizing a neighbourhood watch program
31. Participating in community theatre productions
32. Supporting community-based mental health services
33. Assisting with community recycling programs
34. Organizing educational workshops on sustainable living
35. Volunteering at local libraries or community centres.

**N.B. These are just few examples of work that a student can perform in the community. However, there is certain flexibility in opting theme for community work based on need of the society or community. Therefore, any other theme which can be recognised as suitable / necessary by community, department or student can be accepted as theme for community work, upon verification / scrutiny by departmental authority.**

## Common Guideline for Project Implementation

The project for Community Work will be implemented in following mechanism:



- (1) **Selection of Work:** Student himself/herself or the Departmental Authority may signify specific community work in any community/social/physical environment by understanding the demand or necessity of the community involvement.
- (2) **Consent from the Community Leader/Authority:** to perform the selected community work, the student/authority will communicate with the concerning Community Leader / Authority, and a consent letter should be produced mentioning No Objection in execution of the work in the field.
- (3) **Approval from the Departmental Authority:** upon receiving proper consent from the Community Leader / Authority, the Departmental Authority will verify the execution plan.
- (4) **Issue of Authorisation Letter to Perform the Work:** Departmental Authority will issue Authorisation letter to the student to perform the work.
- (5) Upon completion of the work, Community leader/Authority will issue a **Completion Certificate**.
- (6) Upon Completion of the work, students will **submit, completion certificate, necessary report and proofs.**

## THE ASSESSMENT MECHANISM

CIAE Assessment (15 Marks) will be based on the following criteria:

1. **Attendance and Participation (5 marks):** Active participation in class discussions, group activities, and community work sessions.
2. **Project Implementation (5 marks):** Evaluation of the student's contribution to planning and executing community projects, including leadership, teamwork, and problem-solving skills.
3. **Final Presentation (5 marks):** Presentation of the student's community work experience, highlighting achievements, challenges, and impact on the community.

Evaluation of community work (35 marks) will be based on the following criteria:

1. **Project Impact (10 marks):** Assessment of the project's effectiveness in addressing community needs and creating positive change.
2. **Community Engagement (10 marks):** Evaluation of the student's interaction with community members, stakeholders, and organizations, including communication skills, cultural sensitivity, and respect for diversity.
3. **Innovation and Creativity (5 marks):** Recognition of innovative approaches and creative solutions implemented during community projects.
4. **Documentation (10 marks):** Quality and completeness of project documentation, including reports, photos, videos, and other materials showcasing the student's work.

**Format for Consent Letter from Community Leader / Concerning Authority**

To

The Head of the Department

\_\_\_\_\_  
Department

Sibsagar University

Subject: Letter of Consent and No Objection regarding execution of Community Work

Sir/Madam

With ref. to subject cited above, I do hereby provide my consent and No Objection in connection with \_\_\_\_\_

\_\_\_\_\_Community Work to be executed by Mr./Ms. \_\_\_\_\_

in and around \_\_\_\_\_ location.

Signature of Authorised Personal: \_\_\_\_\_

Full name: \_\_\_\_\_

Name of community / institute / organisation: \_\_\_\_\_

Contact No. (Preferably WhatsApp Enabled): \_\_\_\_\_

**Format for Issue of Authorisation Letter to perform Community Work**

To

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Subject: Letter of Authorisation to perform Community Work

Sir/Madam

With ref. to subject cited above, as per the Letter of Consent and No Objection received from your end, I do hereby authorising Mr./Ms. \_\_\_\_\_  
bearing Class Roll No. \_\_\_\_\_ of \_\_\_\_\_ semester of \_\_\_\_\_  
Department, to perform Community Work, as per the guidelines laid by Academic Council of Sibsagar University for partial fulfilment of his/her FYUG Programme. I also request you to kindly provide a Completion Certificate (in Annexure 3) upon successful completion of the proposed work.

Signature of HOD: \_\_\_\_\_

Full name: \_\_\_\_\_

Name of Department: \_\_\_\_\_

Contact No. (Preferably WhatsApp Enabled): \_\_\_\_\_

**Format for Issue of Completion Certificate**

To

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Subject: Community Work Completion Certificate

**TO WHOM IT MAY CONCERN**

This is to certify that

Mr./Ms. \_\_\_\_\_

bearing Class Roll No. \_\_\_\_\_ of \_\_\_\_\_ semester of

\_\_\_\_\_ Department, Sibsagar University has successfully completed the following Community Work

Theme/Title of Work: \_\_\_\_\_

Nature of Work: \_\_\_\_\_

Targeted Group: \_\_\_\_\_

Time Period of Engagement: \_\_\_\_\_

Numbers of Beneficiary (if any): \_\_\_\_\_

Tentative Amount of Expenditure (if any): \_\_\_\_\_

Signature of HoD: \_\_\_\_\_

Full name: \_\_\_\_\_

Name of Department: \_\_\_\_\_

Contact No. (Preferably WhatsApp Enabled): \_\_\_\_\_