IMPLEMENTATION FRAMEWORK
STUDENT COMMUNITY SERVICE AND VOLUNTEERING CENTRE

POKHARA UNIVERSITY, NEPAL

Integrating Talent Development into Innovation Ecosystems in Higher Education
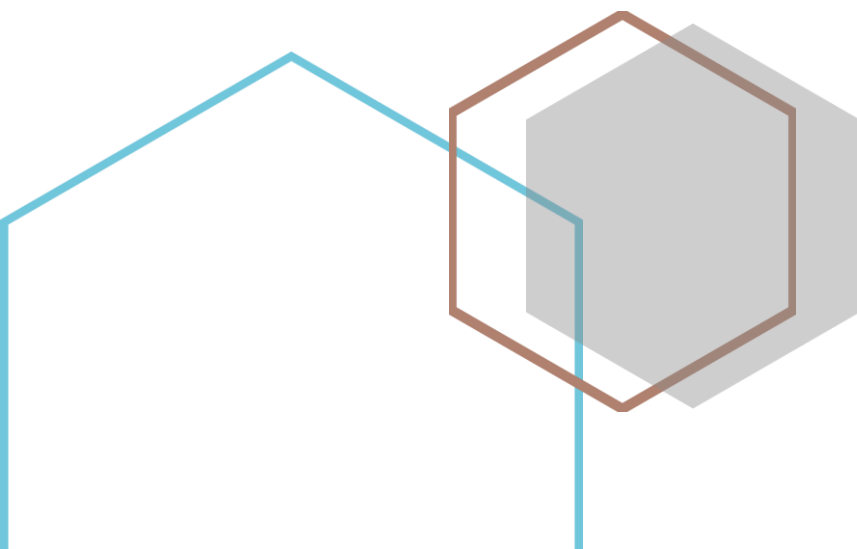
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INNOTAL

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The framework outlines the design of the operations of the Student Community Service and Volunteering Centre created at the University in the frame of the INNOTAL project. It clarifies its place in the University structure, its activities and management, as well as applicable rules and regulations.

ACTIVITIES OF THE CENTRE

Student volunteers, internal stakeholders like the existing Clubs at Pokhara University (Creative group, Rotaract PU, Code Kavya, APPS, etc.) and external stakeholders, shall conduct – independently or in collaboration – the following activities:

- Volunteering activities
- Training on youth work
- Community development training
- Training on leadership and innovation
- Skills assessment after volunteering activities
- Supporting activities for projects carried out in the Talent Co-Creation Lab
- Any other activity required by students or faculty, if related to student volunteering.

POSITION OF THE CENTRE WITHIN THE UNIVERSITY STRUCTURE

The Student Volunteering Centre operates in the Talent Co-creation Lab which has been set up at Pokhara University and shall run under the direct supervision of the International Centre of Pokhara University. The International Centre reports to the higher authorities - Vice-Chancellor and Registrar.

ARRANGEMENTS FOR THE MANAGEMENT OF THE CENTRE

The International Centre is in charge of the Student Volunteering Center. The Talent Co-Creation Lab Manager shall also manage the Student Volunteering Center. The leader of the student volunteers is the President of Student Volunteers.

ARRANGEMENTS FOR INVOLVEMENT OF FACULTY AND STAFF IN THE CENTRE

All four Faculties of Pokhara University shall get involved in the Center activities. The School Directors from all Faculties shall sit on the Advisory Board of the Talent Co-Creation Lab and the Student Volunteering Center. Student volunteers will disseminate information relating to the activities to the staff members.

ARRANGEMENTS FOR THE COORDINATION AND ADMINISTRATIVE WORK IN THE CENTRE – STAFF, RESPONSIBILITIES, FINANCING

The Deans of Pokhara University and School Directors (all Faculties) shall be in the Advisory Board to monitor the objectives and activities of the Center. The International Center shall encourage the external stakeholders and other students to register in the INNOTAL online innovation management platform.

The Talent Co-Creation Lab Manager and the student volunteers will keep records of events and will work together to disseminate the Center activities.

The program of activities shall be funded by Pokhara University. Other external stakeholders can also contribute funds.

CHANNELS AND MEANS OF COMMUNICATION WITH EXTERNAL STAKEHOLDERS

The International Center and the student volunteers shall firstly analyse the targets and the planned activities, and then list the potential internal and external stakeholders with whom it would be possible to collaborate on each volunteering activity. They shall reach out to the stakeholders to present the objectives and goals of the activity, and to request collaboration. The primary channel of communication with stakeholders shall be the email.

PROMOTIONAL AND AWARENESS-RAISING ACTIVITIES AND INCENTIVES FOR ENCOURAGING STUDENT VOLUNTEERING

Student volunteers shall play a significant role in bridging the communication/interaction gap between the action plans made by the administration and the other students. They will convey those plans to the larger student body. Since the work program is targeted at the students, it will be up to the volunteers to sensitize fellow students regarding the resources and opportunities provided by the Volunteering Center. Pokhara University shall collaborate with internal stakeholders and faculty members to provide incentives and recognition of the student volunteers.

RULES AND REGULATIONS FOR THE SELECTION AND PARTICIPATION OF STUDENTS IN VOLUNTEERING AND COMMUNITY SERVICE

Student volunteers are selected on the basis of their competences and the leadership that they exhibit. Primarily, eligible student volunteers are identified through the "Talent Hunt" competition. Students may be selected as volunteers also if their activities seem to be promising.

However, all students of Pokhara University can participate in the Student Volunteering Center and in all volunteering activities that are planned by the Center.

RULES FOR LINKING VOLUNTEERING AND COMMUNITY SERVICE ACTIVITIES TO SKILLS DEVELOPMENT

Surveys will be conducted periodically to ask the students how they have benefitted from the Center activities or what new skills they have learned by volunteering. Opportunities will be provided to showcase the new skills they have learned. After completing a volunteering activity, students can be given tasks to help evaluate the impact on their skill set. Different competitions shall occur periodically, with the intent of raising students' confidence about their skills.

RULES FOR ENSURING THE SAFETY OF STUDENTS ENGAGED IN VOLUNTEERING ACTIVITIES ORGANIZED BY THE CENTRE

The students will execute the work program upon the approval of the Talent Co-Creation Lab Director. Any work that could expose them to risks will be avoided or protective measures will be taken to prevent harm. In the case of complex activities, an activity manager shall accompany the students. In case of any accidents the International Center shall compensate the aggrieved party for any harm or losses.

QUALITY ASSURANCE PLANS

The following preliminary Quality Assurance plans have been made:

Type of assessment	Who will be in charge?	How will assessment activities be organized?	Who will collect the results from the monitoring activities?	Who will analyse the result from the monitoring activities?	What indicators will be used? What elements of the work of the Center will be monitored?	How will results be reflected in planning?
Monitoring: ongoing, focused on implementation	International Center and Student Volunteers.	International Center, student volunteers, internal and external stakeholders. Assessment is carried out during and after volunteering activities. The reports made after each activity will help to analyse engagement and the achieved impact. Google-based evaluation forms will be distributed to students of Pokhara University and evaluated accordingly. Any suggestions made by the Vice-Chancellor or Registrar of Pokhara University; internal	Student volunteers and the Talent Co-Creation Lab Manager	The International Center, the Student Volunteering Center, higher authorities - Vice-Chancellor and Registrar; Faculty members of Pokhara University.	Number of students involved in volunteering activities Number of non-profit and community partners Feedback from students and from stakeholders Number of students from disadvantaged groups involved in volunteering projects Number of faculty members involved. Number of activities conducted.	After assessment the suggestions shall be taken into account and incorporated as rules if relevant

		stakeholders and external stakeholders shall be taken into account.			
Evaluation and feedback gathering (identifying Strengths and Weaknesses) – once a semester	International Center and Student Volunteers	Same as above	Student volunteers and the Talent Co-Creation Lab Manager	The International Center, the Student Volunteering Center, higher authorities - Vice-Chancellor and Registrar; Faculty members of Pokhara University.	Student skills and competences developed during volunteering activities Long-term initiatives launched	After assessment the suggestions shall be taken into account and incorporated as rules if relevant

Appendix: *Implementation Framework of the Student-Volunteering Service (SCVS) as one component of the IFSU Career Development Center (ICDC)*

Student-Community and Volunteering Services (SCVS)
Framework of Activities Concerning the Operations of the Centre