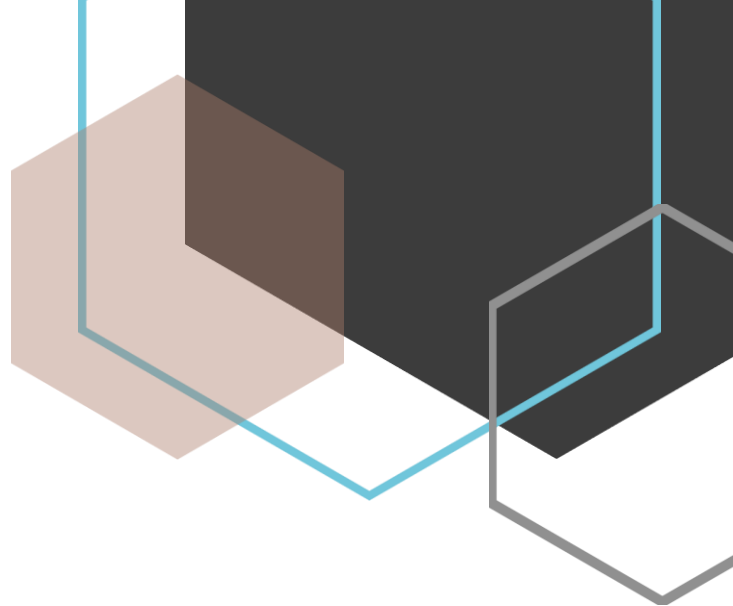




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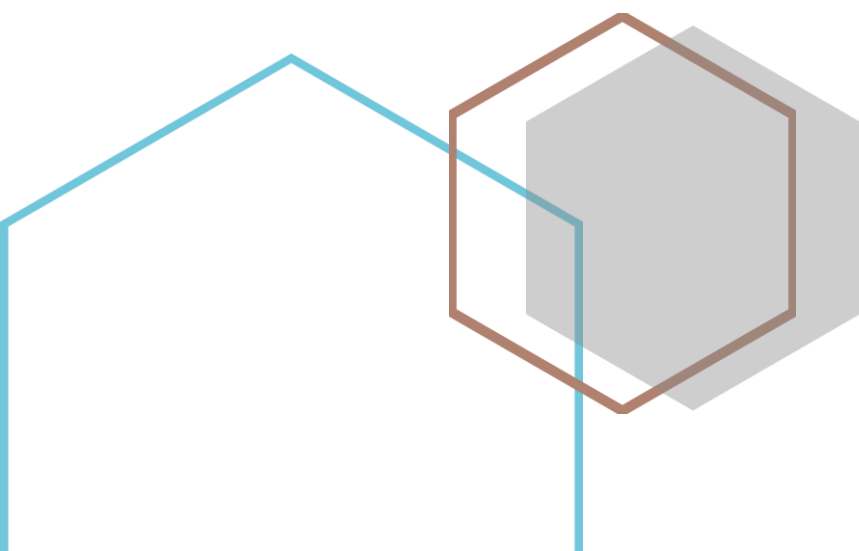
# IMPLEMENTATION FRAMEWORK STUDENT COMMUNITY SERVICE AND VOLUNTEERING CENTRE

AGRICULTURE AND FORESTRY UNIVERSITY, NEPAL

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Integrating Talent Development into Innovation Ecosystems in Higher Education

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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.

*Main contributors:*

Directorate of Research and Extension (DOREX), Agriculture and Forestry University



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## ACTIVITIES OF THE CENTRE

Agriculture and Forestry University (AFU) is encouraging students to get involved in extracurricular activities, social work, voluntary support, etc. A large number of students are engaged in field campaigns, such as vaccination, rabies control, plant clinics, epidemic control, earthquake recovery, recovery from floods, Farmers' Field School and other outreach/extension activities. The following is the list of prioritized activities of the Student Community Service and Volunteering Centre established within the Talent Co-creation Lab:

- Motivate students to take part in community service and volunteering activities
- Enhance the affiliation of students with external stakeholders
- Increase skills of students in sports, livestock and poultry vaccination, research, processing and marketing of agriculture and livestock products, rabies control, livestock clinic, plant clinic, Integrated Pest Management, Integrated Nutrient Management, recovery from floods, earthquakes, disease epidemic and fires
- Generate issues and research problems to be addressed in the Talent Co-Creation Lab
- Motivate students to get engaged in non-profit causes and to address social issues.

## POSITION OF THE CENTRE WITHIN THE UNIVERSITY STRUCTURE

The centre will be established within the structure of the Talent Co-Creation Lab, i.e. it will be a wing in Directorate of Research and Extension (DOREX) at Agriculture and Forestry University. DOREX is a common Directorate for all Agriculture, Veterinary and Forestry Faculties. As such, it is in perfect position to structurally collaborate with the Faculties of Agriculture, Veterinary Science, Animal Science, Fishery and Forestry in order to facilitate the activities of the Student Community Service and Volunteering Centre.

## ARRANGEMENTS FOR THE MANAGEMENT OF THE CENTRE

The Centre will be managed by the same committee that will manage the Talent Co-Creation Lab. This Committee will be responsible for the overall managerial function of the Centre. The Advisory Board of the Lab will also be responsible for guiding the Community Service and Volunteering Centre. This Advisory Board will consist of higher authorities of the University, students, alumni and external stakeholders from selected sectors. The Management Committee will cooperate with the University's Agricultural Science Centre, the Veterinary Teaching Hospital, the Forest Museum, the Directorate of Students' Welfare, the Directorate of Continuing Education, and all relevant academic departments and central office of the university.

The Committee will have the following structure:

- Director, DOREX-----Chair
- Head of Department, Department of Agribusiness Management-----Member



**ARRANGEMENTS FOR INVOLVEMENT OF FACULTY AND STAFF IN THE CENTRE**

- Director, Directorate of Students Welfare-----Member
- Account officer, DOREX-----Member
- A teacher from the Faculty of Agriculture-----Member
- A faculty member from the Faculty of Animal Science, Veterinary and Fishery-----Member
- A faculty member from Faculty of Forestry-----Member
- External stakeholder from local business ---Member
- Deputy-Director, DOREX---Member secretary

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Daily administrative management of the centre will be the responsibility of staffs of DOREX. These staffs will work based on the guidance of Management Committee. Required number of faculty members and other technical staffs will be utilized from different departments as hired in functioning of the Talent Co-Creation Lab. The role of the faculty members involved in these activities will be counted as their extra duty in the function of research and extension equivalent with one credit of their teaching. Remuneration will be paid to them from their respective faculty office counting their contribution in research and extension after certification/forward from the Director of DOREX. These faculty members will be responsible for motivating, training, guiding and monitoring students in non-profit public works.

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

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The administrative staff of DOREX will work in the Centre as a part of their regular duties. Faculty members will be hired to provide specific technical contribution and will be paid from the respective Dean’s office as part of their credit hours in research and extension in line with the norms of the University. The Management Committee will coordinate all the administrative and technical work in the Talent Co-Creation Lab and the Centre. The University can cover expenses for meetings and overtime remuneration of some staff and faculty members (maximum one person per department, for one credit hour per semester). Other administrative decisions will comply with the existing norms at the University and decisions made by the Management Committee.

**CHANNELS AND MEANS OF COMMUNICATION WITH EXTERNAL STAKEHOLDERS**

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The administrative staff of the Lab and Centre will handle communication with students under the guidance and direction of the Chairman of the Lab Management Committee. Common means of communication with students and external stakeholders will be email, telephone and letters and group messages.

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

The following promotional and awareness-raising activities and incentives for encouraging student volunteering will support the efficient functioning of the Centre:

- Linking students’ networks with the District Agriculture Development Office and the Livestock Office, Forest Departments, Nepal Agriculture Research Councils, Local NGOs, INGOs, Agriculture and Livestock based cooperatives, Marketing offices, extension and outreach centres, community forest management groups, herbal processors, Veterinary Teaching Hospitals, association of poultry, vegetables, fruits and dairy producers, etc. The purpose of the communication will be to get and receive information about the availability/opportunity of volunteering activities
- Linking students with the Disaster Management Committee/Portal at the district and national level to get timely information about disasters events where students can be voluntarily involved
- Development of an online portal for getting information about community service and volunteering.

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

The Management Committee of the Centre will call for proposals from students reflecting their skills and interest in different community service and voluntary works. Students will be selected on the basis of evaluation of their proposals. Students engaged in the Talent Co-Creation Lab will be prioritized in community service and volunteering works. The weight for such prioritization will be decided by the Management Committee.

**RULES FOR LINKING VOLUNTEERING AND COMMUNITY SERVICE ACTIVITIES TO SKILLS DEVELOPMENT**

The students selected to work in the Community Service and Volunteering Centre will be trained periodically after grouping them in different sectors like livestock disease control, management of natural disasters, plant disease and insect control. These trainings will be conducted by hired internal and external experts. Reports from students will be collected after completion of the non-profit voluntary works. These reports will serve as the basis for determining the impact on skills and competences.

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

Through its existing structures the University will take all precautionary measures to ensure the safety of students involved in voluntary activities. Depending upon the necessity, selected students will be trained by experts to become fully aware of precautionary measures to be adopted in community service works. Only students that have taken the trainings may engage in risky community service.



INTERNAL  
DEVELOPMENT PLAN  
OF THE STUDENT  
VOLUNTEERING  
CENTRE

AFU will strive to scale up this centre in the long run with the following activities:

- Diversify the sectors and areas covered by community service and voluntary works
- Diversify the sectors and areas for community service works
- Allot significant funds for increasing the number of staff members and activities, and develop as independent centre
- Increase the frequency of student involvement and the number of students involvement
- Increase the geographical coverage of the activities.

QUALITY ASSURANCE  
PLANS

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The following preliminary Quality Assurance plan has 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 Centre will be monitored?	How will results be reflected in planning?
<b>Monitoring: ongoing, focused on implementation</b>	Management Committee	Monitoring will focus on the frequency, level of participation, the range of activities carried out and the efficiency of voluntary work	Member secretary of the Management Committee	Members of the Management Committee	Number of students involved in volunteering activities Number of organizations served Number of female students participating Number of disadvantaged and poor students participating Number of differently-abled students participating Ratio of students from different Departments	Periodic control of unfavourable deviations from the plan will be used to make corrections
<b>Evaluation: Periodic: once a semester</b>	Management Committee	Participatory evaluation	Dean Offices	Committee set up by the Dean's Office of the respective faculty	Assessing the skills and competencies developed by the students during services	Results will inform the planning for the next year