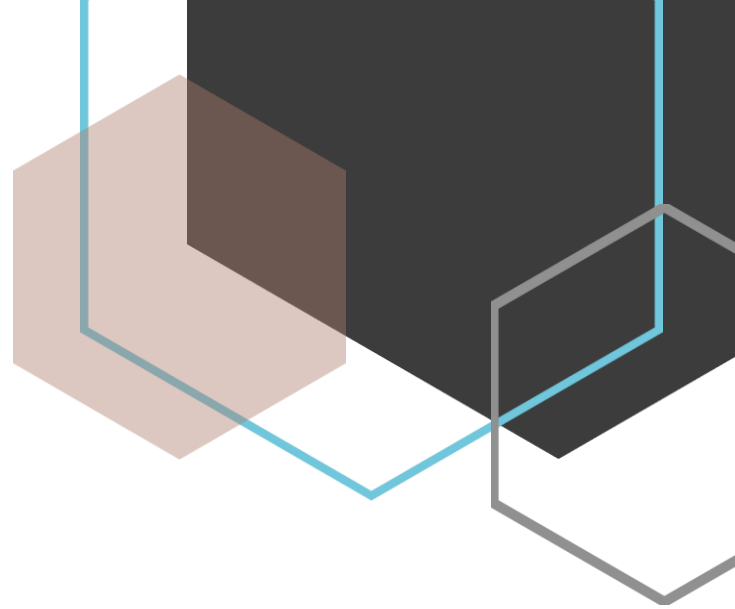




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IMPLEMENTATION FRAMEWORK STUDENT COMMUNITY SERVICE AND VOLUNTEERING CENTRE

RK UNIVERSITY, INDIA

Integrating Talent Development into Innovation Ecosystems in Higher Education

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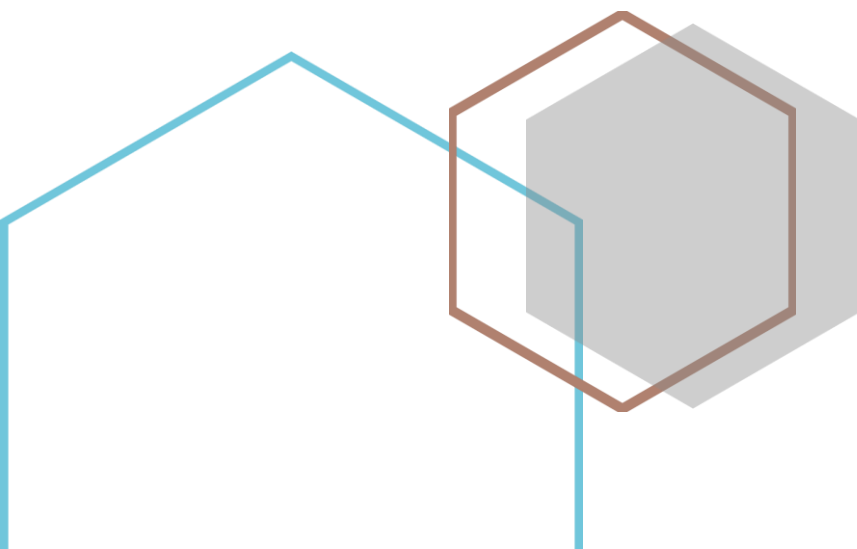


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The framework outlines the design of the operations of the Student Community Service and Volunteering Centre created at the University in the frame of the INNOTAL project. It clarifies its place in the University structure, its activities and management,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



ACTIVITIES OF THE CENTRE

The Student Community Service and Volunteering Centre that will be established at RK University in the frame of the INNOTAL project should focus on the following activities:

1. Health related activities
 - Health Awareness Drives
 - Alternative Medical Treatment Support
2. Social service
 - Joy of Giving Day
 - Appealing to Vote to General Public
 - Swachh Bharat Abhiyann – Clean India Movement
 - National Integration Camps
 - Providing Food for Needy People
 - Spending time with member of local Old Age Homes
3. Cultural activities
 - Youth Festival
 - Music and Dance

POSITION OF THE CENTRE WITHIN THE UNIVERSITY STRUCTURE

This Center will be an integral part of the Talent Co-Creation Lab.

ARRANGEMENTS FOR THE MANAGEMENT OF THE CENTRE

Faculty members from different departments will volunteer as mentors and they will carry out the management of the center with regard to matters that are not related to the parent structure – the Talent Co-Creation Lab. For matters that are related to the operations of the parent structure, management will be carried out by the person in charge of the Talent Co-Creation Lab.

ARRANGEMENTS FOR INVOLVEMENT OF FACULTY AND STAFF IN THE CENTRE

The involvement of faculty members in activities carried out in the Center will be purely on voluntary basis.

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

The activities will be funded by donations received from different stakeholders, whereas the involvement of staff will be limited to periodic events and no specific remuneration will be required.



CHANNELS AND MEANS OF COMMUNICATION WITH EXTERNAL STAKEHOLDERS

Through personal meetings, emails and phone communication, the Center will ensure that external stakeholders are informed about new volunteering initiatives of the University and the Center. The Center will prepare a brochure that describes the opportunities it can offer to the non-profit sector and community, and will list the causes that it is willing to contribute to. The Center needs to frame the communication so that it clearly refers to the objectives of the non-profit sector and the community in the region. This will resonate with the target group and will ensure understanding and acceptance of any proposed activities.

The Centre will have the task to convince students that is important for them to engage with external stakeholders to improve their confidence and understanding of the world outside the University, and that volunteering is a very good way to achieve this. Volunteering also builds capacity and develops skills and knowledge for addressing societal challenges, which would be increasingly important in India's economy. Also volunteering is a habit and attitude which will certainly help students in their career.

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

RK University will introduce as much as possible volunteering activity as non-credit courses. Apart from bringing such activities in the curriculum, students will be offered certification and training for volunteering which will be useful to them in their employment pursuits.

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

All students pursuing education at RK University are eligible to participate in volunteering activities. There will be restrictions only in case some other academic activities are planned by academic department at the same time.

There will be no bias with regard to age, gender, faculty of study, etc. RK University commits to ensuring that equal opportunities are provided to all students.

Students from disadvantaged groups who wish to participate in the activities will be given additional facilities and will receive appropriate support.

RULES FOR LINKING VOLUNTEERING AND COMMUNITY SERVICE ACTIVITIES TO SKILLS DEVELOPMENT

Through meetings, discussions, seminars and using case studies, videos and other methods, students will be guided in finding the best ways to utilize volunteering for skill development and career growth. Special expert sessions will be organized to sensitize students about the ways in which they will be able to describe and showcase their participation in their CVs and during job interviews.

Assessment of learning will be carried out by asking students to describe their experiences in the form of short speeches to academic guides and peers (other students involved in volunteering activities), as well as in form of a written report that they can use in their CVs or in other social platforms that they use to present themselves to potential employers and to promote their employability.



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

A safety protocol will be developed and will be communicated to all internal and external stakeholders. The safety protocol will cover situations when activities are carried outside the premises of the University and outside the direct control of university staff (which concerns the majority of volunteering activities).

RK University will discuss with stakeholders and will seriously consider the following suggestions emerging out of joint development sessions and discussions in the frame of the INNOTAL project:

- For all activities, the faculty or staff involved should carry out risk assessment prior to commencing the activity.
- The University needs to consider the issue of insurance and the extent to which student insurance covers volunteering activities.
- Training may be carried out if the risk assessment indicates that it is necessary or if the activities require certain skills. Such training should be made compulsory if the volunteer is expected to operate machinery or to handle hazardous substances or waste.
- With or without specialized training, volunteers should be given a proper induction into the work and tasks that will be carried as well as the recipient community. The induction should cover at the minimum presentation of health, safety and fire procedures and a clear description of the activities and tasks that the volunteer will be expected to carry out. If paper work and formal procedures are involved in the volunteering tasks, they will be included in the induction.
- Cultural training or preparation should be considered in order to prepare volunteers for effective communication with the recipient community and prevent conflicts. Special attention should be paid to issues related to demonstrating respect to recipient communities, acceptance and sensitivity to culture and customs, acceptable channels of communication, privacy issues, religious issues if relevant, promoting inclusiveness, etc.



INTERNAL
DEVELOPMENT
PLAN OF THE
STUDENT
VOLUNTEERING
CENTRE

- Communication with internal and external stakeholders
- Inviting students, faculty members and external stakeholders to co-organize volunteering activities.
- After a volunteering project is implemented, feedback and assessment will be carried out in order to enable the Talent Co-Creation Lab to take corrective actions and improve volunteer project implementation in the future.
- During the second year, the number of students and faculty members who are invited to participate in SCSVC projects will be increased.
- Communication about the objectives of and benefit from volunteering through the SCSVC will be shared with following stakeholders to encourage their participation:
 - a. RK University students
 - b. RK University faculty
 - c. Non-governmental organizations and other civil sector organizations, including formal and informal community organizations
 - d. Government and public sector organizations
- Based on participation/inputs and expressed interest of various stakeholders, necessary Calls of Participation will be issued.

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 Centre will be monitored?	How will results be reflected in planning?
Monitoring: ongoing, focused on implementation	The appointed Officer in Charge of the Talent Co-Creation Lab, in collaboration with faculty member in charge of concrete activities	Through feedback collection and student presentations and reports, after the conclusion of each activity	Faculty members involved	Officer in Charge of the Talent Co-Creation Lab	<p>Number of students involved in volunteering activities</p> <p>Number of non-profit and community partners</p> <p>Feedback from students and from stakeholders</p> <p>Number of students from disadvantaged groups involved in volunteering projects</p> <p>Number of faculty members involved, etc.</p>	Incremental growth will be planned based on results.
Evaluation: Periodic (e.g. once a semester or once a year)	The appointed Officer in Charge of the Talent Co-Creation Lab	Through reports, statistics and feedback	Faculty members	The appointed Officer in Charge of the Talent Co-Creation Lab	<p>Student skills and competencies developed</p> <p>Long-term initiatives launched, etc.</p>	<p>Review of the learning objectives embedded in volunteering will be made if students do not report improved skills</p> <p>Absence of growth in terms of number of projects, number of partners and number of involved students will be researched and appropriate corrective actions will be implemented.</p>