

## Panjab University, Chandigarh

### Proposed Guidelines for Community Outreach for Undergraduate Programs

*(To be in force from 2026-27 onwards, for 3-year UG / 4-year Honours / 4-year Honours with Research under NEP)*

#### 1. Rationale & Scope

- a) Community Outreach shall form an integral component of the undergraduate curriculum, linking academic knowledge with societal engagement, and fostering civic responsibility, empathy, and social learning.
- b) These guidelines apply to all Departments, Regional Centres, and affiliated colleges of Panjab University offering 3-year UG, 4-year Honours, or 4-year Honours with Research programs under NEP 2020 norms.
- c) The objective is to allow students structured opportunities to engage with communities, understand social challenges, contribute to local welfare, and reflect critically on practice.

#### 2. Definition & Expected Outcomes

Community Outreach refers to planned, supervised engagement by students in partnership with community organizations, NGOs, local bodies, or grassroots projects aiming at social welfare, awareness, capacity building, or community upliftment.

##### Expected Outcomes (students shall be able to):

- Demonstrate understanding of different models/approaches for working with communities (awareness, development, participative, rights-based)
- Identify and diagnose local social issues (health, education, environment, livelihoods, inclusion etc.)
- Contribute meaningfully to solutions, welfare, awareness or empowerment initiatives in the community
- Develop compassion, empathy, civic responsibility, leadership, communication, collaboration skills
- Reflect analytically on the impact, constraints, ethical concerns, and learning from outreach work

#### 3. Semester Placement & Options

- a) Community Outreach shall be offered to the students during the semester by the Department / College.

*Arora*

*V. R. K.*

- b) A student may choose Community Outreach (CO) instead of Internship, subject to departmental approval and availability.

#### 4. Academic Credits, Duration & Hours

Mode	Credits	Total Hours	Timing
Community Outreach during semester	2 credits	60 hours*	May spread over the semester**

\*The outreach engagement must meet these hour requirements and satisfactory performance to earn credits.

\*\*The Department / College may specify flexibility in scheduling (e.g. weekends, blocks) in consultation with the community partner.

#### 5. Institutional Roles & Coordination

##### a) University Nodal Officer

- o Appointed by Vice-Chancellor to oversee, monitor, and coordinate the outreach program across PU.

##### b) College / Centre Nodal Officer

- o Appointed by Principal / Director / Head of the Institution to serve as institutional focal point.

##### c) Community Outreach Coordinator (Department / College Level)

- o Registers students, liaises with community agencies, manages MoUs, monitors progress, maintains records (similar to Internship Coordinator).
- o Coordinates with Nodal Officer, outreach partners, and departmental faculty.

##### d) Community Outreach Supervisor (from Institution / Department)

- o Each student or student group shall be assigned a Supervisor (faculty).
- o Supervises student progress, engagement, ensures compliance with learning objectives, attendance, and interim reports.

##### e) Mentor (Community / Organization)

- o A professional or local community resource person, possibly from partner NGO or entity.

*[Handwritten signature]*

*[Handwritten signature]*

- o Provides domain guidance, connects student with grassroots, reviews field work, gives feedback.
  - o Mentor endorsement shall be included in final report. (Annexure-I)
- f) All appointments (Supervisor / Mentor) should be finalized within 7 days of semester start, and a list linking students to outreach placements and mentors maintained.

#### 6. Identification & Approval of Outreach Opportunities

- a) The Nodal Officer / Coordinator in consultation with Supervisors will identify appropriate community partners: NGOs, panchayats, municipal bodies, schools, welfare organizations, health agencies, environment groups, social enterprises, etc.
- b) Students may propose their own outreach projects / partners, subject to approval by the Nodal Officer and Department.
- c) The Coordinator, in liaison with community partners, ensures the suitability, safety, relevance, and alignment of outreach work with learning outcomes.

#### 7. Registration & Commencement

- a) Students interested in opting for Community Outreach must register with the Department / Coordinator prior to commencement, submitting details: organization, mentor, schedule, proposed tasks.
- b) The Department / Nodal Officer shall review and approve the outreach plan before it begins, ensuring alignment with university standards and student goals.
- c) Once approved, students may begin engagement, under supervision and periodic review.

#### 8. Execution, Monitoring & Documentation

- a) Students should maintain a daily / weekly activity logbook (Annexure-II) recording date, tasks, skills learned, reflections, and mentor remarks.
- b) Supervisors will monitor progress through periodic site visits / checks / virtual check-ins.
- c) Mentors will provide periodic feedback to both student and Supervisor.
- d) Students must adhere to professional and ethical norms, community sensitivity, and approved schedules; leave must be informed in advance, except emergencies.
- e) Mid-term / interim progress reports may be required (department's discretion) to ensure timely corrective inputs.

#### 9. Completion & Reporting

On completion of the outreach period, students must submit:

*Handwritten signatures:*  
 [Signature]      Va    [Signature]

- Community Outreach Completion Certificate (issued by partner organization / mentor) Annexure-III
- Detailed Outreach Report (structure defined by Department, including context, methodology, interventions, challenges, impact, reflection)
- Activity Logbook (with signatures of mentor / supervisor) Annexure-II
- Any presentations, evidence (photographs, data, community feedback, case studies) as prescribed by Department

#### 10. Evaluation & Assessment

The evaluation of Community Outreach work shall consist of:

- Outreach Report + Viva-Voce / Presentation (80%)**
  - Students defend their work, discuss reflections, learning, outcomes before an evaluation committee.
  - Committee may include the Department Supervisor, Mentor / community partner, and an internal / external expert.
- Supervisor / Mentor Feedback (20%)**
  - Based on logbook, supervisor/mentor observation, students' engagement, ethics, initiative, impact.

#### Evaluation Parameters May Include:

- Quality, clarity and structure of outreach report
- Depth of engagement and critical reflection
- Innovation or adaptation in interventions
- Relevance and impact on community context
- Professionalism, ethics, empathy, responsiveness
- Documentation, data, evidence, community feedback

#### 11. Workload, Seat Allocation & Flexibility

- a) A Department may offer Community Outreach alongside other options (internship / research) depending on capacity.
- b) The Department / College may limit number of outreach slots per semester based on resource constraints.
- c) Faculty Workload:

*Amritha*

*Venkat*

- Supervising outreach students should be accounted in workload assignment (e.g. 1-2 hours per week depending on batch size)
  - For e.g. a faculty supervising up to 40 students may have 2 hours/week, scaled down for smaller groups.
- d) Outreach engagement may be scheduled continuously or in blocks / intervals (e.g. weekend or field visits), depending on subject/context.

#### 12. Flexibility & Cross-Disciplinary Option

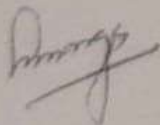
- Students from any department may opt for Community Outreach offered by other departments (not restricted to one's major)
- Outreach projects can span across domains (environment, health, education, livelihood etc.) even if outside strict disciplinary boundaries

#### 13. Ethical, Safety & Resource Provisions

- Outreach projects must ensure ethical sensitivity, community consent, non-exploitation, equity, data privacy, minimal risk to students or communities.

#### 14. Amendments & Review

- The University may periodically review and amend these guidelines.
- Departments / Colleges may propose modifications (within broad principles) to suit discipline / regional context, subject to approval by Academic Council.
- Best practices, feedback, and community impact reports should feed into periodic review.



Ver H. J.