




CALCUTTA INSTITUTE OF ENGINEERING AND MANAGEMENT PRASANTA SUR CAMPUS


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POLICY FOR COMMUNITY OUTREACH PROGRAMME


Secretary
Calcutta Institute of
Engineering and Management

[Note: This document contains 06 pages including this front page]

This policy is discussed and approved in the meeting of governing body of CIEM society and this is effective from 28th April, 2009.


Secretary
Calcutta Institute of
Engineering and Management

SECRETARY,
CIEM SOCIETY

DATE: 28.04.2009.

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INTRODUCTION

The Community Outreach Program Policy is established by the Calcutta Institute of Engineering and Management (CIEM) to instill a sense of social responsibility, promote civic engagement, and provide students with opportunities to contribute positively to the community. This policy document outlines the objectives, guidelines, and procedures for implementing the program effectively.

OBJECTIVES

The primary objectives of the Community Outreach Program for College Students at CIEM are as follows:

- a) To encourage students to actively engage in community service activities and initiatives.
- b) To foster partnerships and collaboration between CIEM and local communities to address societal challenges and needs.
- c) To promote holistic development by providing students with practical experiences, leadership opportunities, and the chance to apply academic knowledge in real-world settings.
- d) To cultivate a culture of empathy, compassion, and social awareness among CIEM students.
- e) To enhance the institution's reputation as a socially responsible entity committed to community development and service.

PROGRAM GUIDELINES

- a) **Eligibility:** The program is open to all students enrolled at CIEM, regardless of their academic discipline or year of study.
- b) **Program Structure:** The program may encompass a variety of activities such as community service projects, volunteer opportunities, outreach events, and partnerships with local organizations.
- c) **Selection Process:** Students may participate in the program voluntarily or as part of academic or extracurricular requirements. Participation may be contingent upon meeting certain criteria, such as academic standing or availability.
- d) **Duration:** The program may operate throughout the academic year, with opportunities for both short-term and long-term engagements, depending on the nature of the initiatives.
- e) **Supervision and Support:** The program will be overseen by designated faculty or staff members who will provide guidance, mentorship, and logistical support to students participating in outreach activities.

Evaluation and Recognition:

Students' contributions to the program will be evaluated based on their participation, impact, and reflections. Recognition may be provided through certificates, awards, or acknowledgment in academic transcripts.

PROGRAM IMPLEMENTATION

- a) **Needs Assessment:** CIEM will conduct regular assessments to identify community needs, priorities, and opportunities for student involvement.
- b) **Partnerships:** CIEM may establish partnerships with local community-based organizations, NGOs, government agencies, and other stakeholders to develop mutually beneficial initiatives and projects.
- c) **Training and Development:** CIEM may, if needed, provide training sessions, workshops, and resources to equip students with the necessary skills, knowledge, and attitudes to engage effectively in community outreach activities.
- d) **Communication and Promotion:** CIEM will communicate program details, opportunities, and achievements through various channels, including newsletters, social media, campus announcements, and community events.
- e) **Monitoring and Evaluation:** CIEM will monitor the progress and impact of the program through regular assessments, surveys, feedback mechanisms, and stakeholder consultations.

PROGRAM EVALUATION AND REVIEW

- a) CIEM will conduct periodic evaluations of the Community Outreach Program to assess its effectiveness, relevance, and impact.
- b) Feedback from students, faculty, staff, community partners, and other stakeholders will be solicited and considered in the review process.
- c) Based on the evaluation findings, CIEM will make recommendations for program enhancements, adjustments, or expansion as necessary to better align with the objectives and needs of all stakeholders.

COMPLIANCE AND ETHICS

- a) All participants in the Community Outreach Program are expected to adhere to the highest standards of ethical conduct, respect for diversity, and integrity in their interactions with community members and stakeholders.
- b) Any concerns or violations of program guidelines should be reported to CIEM for appropriate action and resolution.

CONCLUSION

The Community Outreach Program for College Students underscores CIEM's commitment to nurturing socially responsible leaders, fostering community engagement, and creating positive social change. Through active participation in outreach activities, CIEM students will not only enrich their own educational experiences but also make meaningful contributions to the betterment of society.