

Vivekanand Education Society's
College of Arts, Science & Commerce College (Autonomous)
Chembur, Mumbai - 71

Outreach Cell Guidelines
for Community Engagement Program (CEP) Credits Acquisition &
Documentations for VESASC Students
(Applicable from Academic Year 2026-27)
(Guidelines for Internal Circulation among Students only)

What is CEP?

The National Education Policy (NEP) announced by the Government of India in 2020 has presented a transformative framework for higher education in the country. It has reinforced many of the recommendations already included in the new policy, as exemplified through the below lines:

“The purpose of the education system is to develop good human beings capable of rational thought and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. It aims at producing engaged, productive, and contributing citizens for building an equitable, inclusive, and plural society as envisaged by our Constitution”.

Objective of CEP:

- To develop an appreciation for diverse cultures, lifestyles, and wisdom present in society.
- To gain insights into the status of various social, economic, and developmental programs in different communities.
- To understand the challenges and hardships faced by vulnerable groups and explore actionable solutions for these issues.
- To bridge classroom knowledge with real-world experiences, enhancing the quality of learning and social understanding.

Learning Outcomes: After completing this course, students will be able to:

- Develop a deeper understanding of social structures, cultural diversity, and the realities of different communities.
- Cultivate empathy, foster mutual respect, and build meaningful connections with various segments of society.
- Identify opportunities to contribute towards societal well-being and inclusive socio-economic development.
- Apply theoretical knowledge from classroom learning to real-world situations, enhancing problem-solving skills and practical understanding in response to on-ground challenges.

There could be no definition of a successful life that does not include service to others - George W. H. Bush

Forms of Community Engagement that can be followed by students:

1. **Linking learning with community service:** departments/committees can design activities related to their subject that helps serve the community at large. For example, financial literacy, awareness, water/soil testing, mental health awareness etc.
2. **Linking research with community knowledge:** In the framework of Community-Based Participatory Research (CBPR), departments/committees can collaborate with local governing bodies wherein students can engage in addressing real societal challenges of the area selected to generate meaningful insights and solutions. For example: Banking stream students could evaluate digital banking awareness or Microbiology students can collaborate with healthcare providers in an area to gather data on the prevalent infectious diseases.
3. **Knowledge sharing and knowledge mobilization:** the outcomes of the above undertaken research should be shared with the community concerned and in consultation with the members, the outlines for awareness camps, policy framing, legal clinics, health and hygiene programs, et cetera can be undertaken.
4. **Devising new curriculum and courses:** department/ committee members in accordance with above information device/prepare a curriculum which can be followed by students every year in conducting activities for the community. Depending on the need of the hour of the concerned community, this curriculum can be amended from time to time.
5. **Including practitioners as teachers:** departments/committees can invite eminent people from the local community (people who have brought about change) to co-teach the particular course, both in the classroom as invited speakers and in the field as practitioners. Such instructors should be duly compensated as per our college norms.
6. **Why Waste User App:** As part of the IQAC's Green Club initiative on water conservation, the "**Why Waste User App**" will be integrated into the Community Engagement Program (CEP) for second-year students. Under this initiative, CEP hours will be awarded at the end of Semester 4 based on students' total water savings through the Why Waste App across Semesters 3 and 4. The allocation of CEP hours will be as follows: 1,000 litres saved = 2 CEP hours, with a maximum cap of 15 hours.

For more details, comprehensive guidelines are provided by the Green Club on the use and objectives of the Why Waste App.

Evaluation Criteria would be as follows:

Activity	Supporting Documents	Marks
Learner completing and logging 60 hrs of activity [#] in the CEP	Logsheet	30
Learner giving a Viva-Voce/Presentation to the mentor on activities participated	Report with Photographs	20

Minimum passing marks to be obtained for earning 2 CEP credits - 20 Marks

- #Of the 60 hr activity, the student can log 5-10 hr of any introductory session on community engagement and services online, which has to be verified by the class coordinator.
- Students logging less than 60 hours will be marked proportionately out of maximum 30.
- For Viva-Voce students can either make a presentation or as per the instructions of the mentor can present their work with proofs including geo-tagged photographs
- The student will be provided with a format of log sheet by the college and the same has to be maintained properly by the student along with a brief 1-page evaluation report [Objective, nature of work, learning outcomes and photos demonstrating their participation]
- A format for the permission letter (if required by the NGO) will be provided by the college (template attached). Students must collect the letter and mention the details of the NGO which has given them the opportunity to work in the provided register.
- A suggestive format of the appreciation letter/experience certificate issued by the NGO on the successful completion of students' assigned duties is attached for reference.
- To complete the mandatory 60 hours, students can enroll in one or multiple registered organizations. Students may exceed their hours of CEP.
- Students must be cautious to enroll only in a registered organization for CEP. The college is not responsible for an NGO, approached by the student directly.
- Paid teaching in any classes and/or taking home tuitions won't be considered as logging hours for CEP
- Students are encouraged to attend the Orientation Program organized by the Outreach Cell of VESASC scheduled in the month of June 2026 to get more information and raise any doubts regarding their CEP Course structure.
- Students can undertake CEP right after completing their Sem II examinations from the month of May 2026.

Documents to be provided by the student to the mentor by 1st March 2027:

1. Community Engagement Log sheet
2. Appreciation Letter/ Experience certificate issued by the organization
3. Viva-Voce as per the schedule planned by the respective class mentor

Principal

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Suggestive Intervention Areas for CEP

1. **Sociology:** Gender sensitisation programme on the theme of gender equity or menstruation. Understanding issues faced by hawkers and executing targeted solutions to fight displacement and eviction while collaborating with municipal authorities for recognition and providing associated legal remedies. Documenting the impact of urban sprawl on the daily living of communities and finding ways to reclaim open spaces for senior citizens and children and fostering engagement amongst community members (Happy Streets Initiative by Times of India)
2. **Psychology:** Community Mental Health initiatives to raise awareness about mental hygiene
3. **Commerce/ Economics:** Intervention with micro and small business owners about GST Regime or benefits of adoption of the composition scheme/ govt backed interest subvention schemes, Awareness of possible accrual of government benefits (eg Production Linked Incentives) for entrepreneurs
4. **IT:** Creating and delivering a digital literacy programme for senior citizens to assist them with accessing services such as emails, online banking, digital document verification, e-commerce portals etc.
5. **Chemistry:** Interactive sessions with high schoolers to acquaint them with the chemistry of everyday life
6. **Physics:** Conduct interactive demonstrations and hands-on sessions for school students/the local community to illustrate fundamental physics concepts and their application in everyday life. Conduct sessions on energy conservation, including the significance of star ratings of electrical appliances and informed consumer choices.
7. **Biotechnology:** Offering food testing solutions to local restaurants or educating consumers about possible ways to detect food contamination and adulteration
8. **Microbiology:** Disease awareness, Preventive measures in the local community through posters, skits and interactions. Demonstrations of experiments related to microbiology by inviting Junior College/School students.
9. **BMS/BBA:** BBA students can use their knowledge of business operations and management to assist local small businesses with strategic planning, marketing strategies, and financial management, building customer retention strategies thereby contributing to economic development at the grassroots level.
10. **Banking and Insurance:** Organizing workshops/sessions on basic banking and insurance concepts for underprivileged communities. They can also make people understand the importance of life insurance and medical insurance. They can volunteer

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at providing financial literacy training to marginalized groups, empowering them to make informed financial decisions and access banking services.

11. **Financial Markets:** Community development by using their expertise to educate individuals on investment opportunities and financial planning strategies.
12. **Accounting and Finance:** Financial literacy workshops and seminars for youth and adults in underserved communities, equipping them with essential skills to manage personal finances, budget effectively, and make informed investment decisions. Sessions on tax return filing awareness assisting low-income individuals and families in filing their taxes accurately and maximizing their refunds.
13. **BAMMC:** BAMMC students can use their communication skills to raise awareness about social issues through multimedia campaigns, documentaries, and community outreach programs. Students can also organize media literacy workshops for youth to educate them about critical thinking, digital citizenship, and responsible media consumption, empowering them to navigate the media landscape effectively and discern credible information from misinformation.
14. **Environment:** Students can join the Green Club of VESASC as Green warriors and participate in various community related activities such as tree plantation drives, waste segregation and recycling campaigns and cleanliness drives. Also they can participate in the Green Revolution through Water Conservation using WHY WASTE APP by Youth Engagement and Water Stewardship (YEWS).

In case SY students cannot find an appropriate NGO to work with, they are free to contact any outreach committee member, who can guide them according to their areas of interest. Additionally, they can also approach TY students who have completed their CEP in the previous year. Students may join the WhatsApp groups of Outreach Committee created with external agencies/NGOs as collaborations as and when announced for getting updates.

V.E.S.
Since 1962

(Permission Letter on College Letterhead)

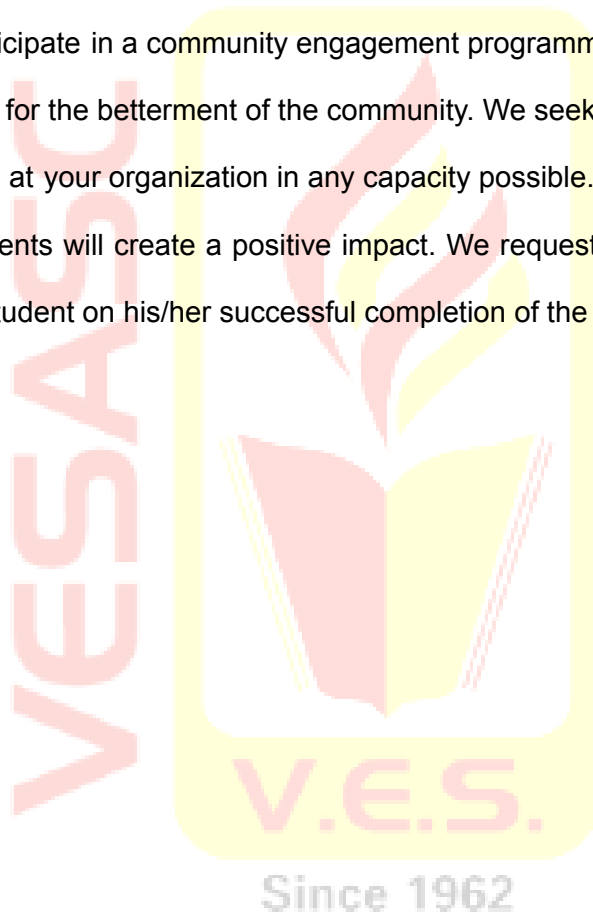
TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr./Ms. _____ of _____ class with Roll Number _____ is a bonafide student of this college. As part of his/her curriculum under NEP 2020, he/she has to participate in a community engagement programme in a field where he/she feels they can contribute for the betterment of the community. We seek your permission to allow the students to volunteer at your organization in any capacity possible. We will be much obliged and are hopeful our students will create a positive impact. We request you to kindly provide an experience letter to the student on his/her successful completion of the tasks assigned by you.

Best Regards,

Principal

Date: _____



NOTE:

Students must approach the admin office. Scan the QR code as provided by the office and fill in the required details. The permission letter will be e-mailed to the students directly. They may take a print of the same and submit it to their chosen NGO.

(On Organization Letterhead)

CERTIFICATE OF EXPERIENCE

This is to certify that Mr./Ms. _____ of _____ class Of
Vivekanand Education Society's College of Arts, Science and Commerce (Autonomous),
Mumbai has voluntarily engaged herself/himself in supporting our organization named
_____ for a total of _____ hours during the period
_____ to _____.

During this period he/she has helped in _____

Signature of the Authority

Organization Seal

Date of Issue:

