



Rungta International Skills University

SEVA

Social Engagement and Volunteer Action

Semester Break Engagement Programme

General Guidelines for Students

Official Hashtags — Use in Every Post:

#RungtaInternationalSkillsUniversity #RungtaUniversity #RISU #FutureReadyAtRISU #RISUSEVA #Chhattisgarh #SEVAatRISU

1. Purpose of the Programme

SEVA (Social Engagement and Volunteer Action) is a structured semester break engagement programme designed to encourage students to participate in meaningful social, educational, environmental, health, digital, cultural, and community welfare activities. The programme aims to develop social responsibility, empathy, leadership, communication skills, teamwork, civic awareness, and a sense of service among students.

SEVA is designed to:

- Promote social sensitivity and civic responsibility
- Encourage experiential and service-based learning
- Develop leadership, communication, empathy, and teamwork
- Strengthen university–community relationships
- Support national priorities such as literacy, cleanliness, digital awareness, environmental sustainability, and rural development

2. Programme Structure

| | |
|-----------------------|---|
| Programme Name | Social Engagement and Volunteer Action (SEVA) |
| Duration | Vacation period between II and III Semester |

| | |
|-----------------------------|--|
| Total Hours Required | 30 Hours |
| Credit Earned | 1 Academic Credit |
| Mode | Offline / Field-Based / Home Community Engagement |
| Area of Work | Social Service / Community Development |
| Eligibility | All students completing II Semester |
| Evaluation | Report + Proof + Reflection + Faculty Verification |

3. Credit and Hour Requirements

- Each student must complete a total of 30 hours of approved SEVA activity.
- Successful completion of 30 verified hours earns One Academic Credit as per university norms.
- Each selected activity must be carried out for a minimum of 10 hours.
- A student may select a minimum of 1 and a maximum of 3 activities.
- Students may choose activities from any one category or from multiple categories based on interest, feasibility, and local community needs.

4. Categories of SEVA

Students may choose from the following ten approved categories:

| | | |
|----------|--|---|
| A | Education and Literacy | Teaching school children, spoken English sessions, reading and writing support |
| B | Health and Hygiene Awareness | Cleanliness awareness, fitness/yoga activities, communicable disease awareness |
| C | Environmental Sustainability | Tree plantation, water conservation, waste management (Swachh Bharat Abhiyan) |
| D | Digital Literacy and Technology Support | Computer skills training, government e-services awareness, digital banking safety, cyber security, AI tools awareness |
| E | Community Welfare and Social Support | Book donation drives, support for elderly at old-age homes, assistance to orphanages |
| F | Women and Child Welfare | Girls' education awareness, Anganwadi support, child rights promotion |

| | | |
|----------|--|---|
| G | Senior Citizen Support | Companionship, basic technology assistance, creative and cultural engagement |
| H | Disaster Awareness and Safety Education | Road safety campaigns, fire safety awareness, Nasha Mukta Bharat Abhiyan |
| I | Animal Welfare and Environmental Care | Tree plantation, cleanliness drives, water conservation, eco-friendly habits promotion |
| J | Cultural and Heritage Preservation | Local art promotion, heritage walks, documentation of folk arts, languages, traditions, and festivals |

5. Selection of Activities

- Select activities based on personal interest, availability of beneficiaries, local requirements, and feasibility during vacation.
- Each category contains 3 to 4 approved activities. Students must choose from the approved list.
- Students may also propose a new activity; it must be approved by the faculty coordinator before commencement.
- Awareness-based activities must use the PPT and approved content provided in the activity kit.
- For non-awareness activities, students must follow the detailed guidelines in the respective activity kit.

6. Registration Process

- Complete the SEVA Registration Form before beginning any activity.
- Mention the selected category, activity, location, proposed duration, and expected beneficiaries in the form.
- Begin the activity only after receiving approval from the faculty coordinator or department authority.
- The registration form is part of the common guidelines and need not be repeated in every activity kit.

7. Conduct and Discipline

- Maintain discipline, dignity, and professional behaviour throughout.
- Respect the community, local customs, elders, children, women, and vulnerable groups.
- No activity should hurt religious, social, cultural, political, or personal sentiments.
- Do not involve yourself in political campaigning, religious promotion, commercial promotion, or any legally sensitive matter.
- Use polite language and maintain a positive attitude while interacting with beneficiaries.
- Avoid making false promises to the community or beneficiaries.
- Wear the college T-shirt or carry a banner (4×3 ft) during activities.

8. Safety Guidelines

- Ensure personal safety at all times while performing community service.
- Activities should preferably be conducted in safe, familiar locations: home communities, schools, local institutions, NGOs, Anganwadi centres, or approved public areas.
- Avoid unsafe places, isolated locations, risky travel, or late-evening activities.
- For field-based activities (cleanliness drives, plantation, animal care, public awareness), use necessary safety precautions: gloves, masks, drinking water, and suitable clothing.
- Activities involving minors, senior citizens, patients, or vulnerable groups must be conducted with care, permission, and supervision.
- Immediately inform the faculty coordinator in case of any difficulty, safety concern, or unexpected situation.

9. Guidelines for Awareness Activities

- Use the PPT prepared by the university or department for every awareness activity.
- Explain the topic in simple language that the community can understand.
- Supplement with posters, charts, demonstrations, short videos, or local examples to enhance effectiveness.
- Awareness sessions must be interactive and include basic Q&A, discussion, or feedback from participants.
- Collect photographs, attendance, and beneficiary feedback as proof of the session.
- Do not share unverified information or go beyond approved content in matters of medical, financial, or legal advice.

10. Guidelines for Non-Awareness Activities

For activities such as teaching, plantation, cleanliness drives, senior citizen support, book donation, cultural documentation, or digital support:

- Follow the detailed activity guidelines in the respective activity kit.
- Plan the activity properly before execution and identify target beneficiaries in advance.
- Maintain a daily record of work completed.
- Ensure the activity creates genuine social value and is not limited to photographs or formal completion.
- Work should be practical, respectful, and genuinely beneficial to the community.

11. Beneficiary Requirement

- Every activity must involve genuine community engagement.
- Each activity should reach or benefit at least 10 persons wherever possible.
- Beneficiaries may include school children, villagers, senior citizens, women, workers, community members, or public service groups depending on the activity.
- Collect attendance, signatures, feedback, or verification from beneficiaries or the concerned local authority.

12. Group and Individual Work

- Students may work individually or in small groups of classmates.
- Even in groups, each student must maintain individual records and submit individual documentation.

- The contribution of each student must be clearly visible and verifiable.
- Group photographs alone are insufficient evidence; they must be supported by logbook, report, and verification.

13. Documentation Requirements

Each student must submit the following documents after completion:

- Community Service Registration Form
- Activity Logbook (with daily entries)
- Attendance or Work Hour Record
- Photographic Evidence (clear, respectful, activity-focused)
- Geotagged Photographs (mandatory wherever possible)
- Beneficiary or Authority Verification
- Reflective Report (800–1,200 words)
- Final Summary Report
- Additional proof if applicable: posters, PPT screenshots, feedback forms, certificates, permission letters

14. Activity Logbook Format

Maintain a logbook throughout the activity. Each entry must include:

| Date | Activity Performed | Location | Hours | Beneficiary / Authority Signature |
|------|--------------------|----------|-------|-----------------------------------|
| | | | | |
| | | | | |
| | | | | |

The logbook must be signed by the beneficiary, local authority, school teacher, NGO representative, community leader, or faculty coordinator.

15. Reflective Report

Submit a reflective report of approximately 800–1,200 words covering:

- Name and nature of the activity performed and category selected
- Location and target beneficiaries
- Community problem identified
- Work completed by the student
- Learning outcomes and skills developed
- Challenges faced
- Social impact observed
- Personal reflection
- Suggestions for future improvement

16. Social Media Guidelines

- Share selected activity updates on social media in a dignified and responsible manner.
- Posts should highlight community service, learning, and social responsibility.
- Avoid posting sensitive, disrespectful, or misleading content.
- Geotagged photographs with hashtags are mandatory for every social media post.
- Do not post photographs of beneficiaries (especially children, patients, or vulnerable groups) without appropriate consent.

Mandatory Hashtags — Use in Every Post:

#RungtaInternationalSkillsUniversity #RungtaUniversity #RISU #FutureReadyAtRISU #RISUSEVA #Chhattisgarh #SEVAatRISU

Recommended Hashtag Set for SEVA Posts

#RISU #RungtaInternationalSkillsUniversity #RungtaUniversity #RISUSEVA #SEVAatRISU #ServeLeadInspire #StudentsForChange #CommunityImpact #VolunteerLeadership #YouthForChange #SkillsToSuccess

17. Verification

- Activity hours must be verified by a beneficiary, local authority, school representative, NGO, community leader, or faculty coordinator.
- Verification must include signature, name, contact details, designation (if applicable), and date.
- False documentation, fake photographs, or incorrect reporting will lead to rejection of the activity.
- The faculty coordinator may cross-check submitted documents if required.

18. Assessment Criteria

| Assessment Criteria | Weightage |
|-----------------------------------|-----------|
| Completion of Required Hours | 30% |
| Quality of Work Performed | 20% |
| Documentation and Evidence | 20% |
| Reflective Report | 20% |
| Community Feedback / Verification | 10% |

19. Grading Scheme

| Grade | Performance |
|-------|------------------------------------|
| A+ | Outstanding Community Contribution |
| A | Excellent Performance |
| B | Good Performance |
| C | Satisfactory Completion |

| Grade | Performance |
|-------|-------------------------------|
| D | Minimum Requirement Fulfilled |
| F | Incomplete / Unsatisfactory |

20. Important Instructions

- Complete the activity honestly, sincerely, and with genuine social intent.
- Selected activities must be socially useful and ethically appropriate.
- Follow all approved guidelines for the selected activity.
- Total hours completed must be recorded in the logbook (hourly breakup in activity kit is not required).
- Submit all required documents within the deadline announced by the department.
- Incomplete activities, lack of proof, poor documentation, or unverified work may result in non-award of credit.

21. Expected Learning Outcomes

After completing SEVA, students will be able to:

- Demonstrate social responsibility and ethical awareness
- Understand real-life community challenges and societal needs
- Communicate effectively with different groups of people
- Develop empathy, teamwork, leadership, and problem-solving skills
- Apply academic knowledge and skills for community welfare
- Appreciate the importance of sustainable development and civic responsibility
- Contribute meaningfully toward society and nation building
- Integrate academic learning with social engagement

Conclusion

SEVA provides students an opportunity to learn through service and contribute positively to society. Students are expected to complete the programme with sincerity, discipline, compassion, and responsibility. The purpose of SEVA is not only to earn academic credit but to develop socially conscious, ethical, and community-oriented graduates who are truly **Future Ready at RISU**.