

M.A./ M.Sc. TWO YEAR DEGREE PROGRAM
III SEMESTER
Subject - Geography

Code of the Course	:	GEG9104S
Title of the Course	:	Community Engagement & Service (CES)
Qualification Level of the Course	:	NHEQF Level 6.5
Credit of the Course	:	04
Type of Course	:	Special Type – Community Engagement Course (CEC)
Delivery Type of the Course	:	1 credit = 45 hours of CES per week; 180 hours in one Semester. To be earned over minimum 25- 30 working days during summer vacations. Saturdays may be counted as working days. Gazetted/ national holidays and Sundays will not be counted as working days.
Prerequisites	:	<ul style="list-style-type: none"> • Preliminary understanding of socio-economic-environmental-developmental issues prevalent in the society. • Inclination of the student towards field work particularly in rural areas / tribal regions / remote areas. • Willingness to embrace and practice humanistic and moral values in life, and participate in actions to address environmental protection and social development issues.
Objectives of the Course	:	<p>This course aligns with the objective of inculcating constitutional, humanistic and moral values in the students as per the NHEQF.</p> <p>The course aims to expose students to the socio-economic-environmental-developmental issues in the society, under the supervision of an expert of the given external entity. The key objective is induction of the students into actual work situations so that theoretical learning may be supplemented</p>

			by actual life experiences. The same will enable them to contribute meaningfully to generate solutions to real life problems.
Learning Outcome	:		<p>The CES will :</p> <ol style="list-style-type: none"> 1. Provide the students with real life experience of societal issues making them aware and sensitized towards their role as responsible citizens. 2. Inculcation of team spirit and leadership qualities. The student will learn to work effectively, responsibly and respectfully with diverse teams, and undertake cooperative and coordinated efforts as part of a group towards a societal cause. 3. Develop management skills in the student to guide people in solving their problems. 4. Develop an inclusive spirit by developing understanding of values and beliefs of diverse communities through opportunity to interact with them. It will also develop empathy for the less advantaged and vulnerable sections of the society. 5. Enable the students to recognize environmental and sustainability issues, and participate in actions for mitigating the effects of environmental degradation, climate change, and pollution; forest and wildlife conservation, waste management to promote sustainable development. 6. Make students empathetic to understand people's perspective, experiences, opinion, challenges and emotions and develop an ability to apply their knowledge and skills for promoting well-being of society.
Course requirements	:	1.	In order to successfully complete the Community Engagement and Service (CES) under CEC prescribed in the curriculum, the student shall complete the Course as per requirements laid down below.
		2.	The nature of CEC must relate to the applied/ field aspect of any of the DCC or DSE course or allied discipline. Sound justification for the same must be provided by the student in the application submitted for permission to the Head of the

		Department.
		Institutions for CES
	3.	The CES refers to engaging in any form of community service, social work, animal welfare, forest conservation and/ or any other actions taken for environmental conservation with an external entity. The same shall be undertaken under the supervision of a <i>Mentor</i> in the external entity.
	4.	The external entity for CES may be organizations arranged by the Department or an organization of students' choice subject to prior approval of the Department. In case the student opts for CES at an organization of their choice, the CES must satisfy the objectives of the course.
	5.	The CES may be undertaken in reputed and recognized organization in the state of Rajasthan or any other state/ Union Territory of the country provided that the same will be completed within summer vacations including travel time. Assignments in foreign countries will not be allowed.
	6.	<p>The external entity / organization for CES may be :</p> <ul style="list-style-type: none"> (i) Registered NGOs (ii) Cooperative Societies dedicated to rural / tribal development (iii) Registered citizen non-profit organizations <p>Any other equivalent organization subject to approval of the Department. This external entity / organization where the student undertakes CES will be called as <i>host organization</i>.</p> <p>The student shall NOT engage with any religious, communal or political organization, or with any sort of activism/ movement as part of the Course.</p>
	7.	In inevitable circumstances if the student is unable to complete the minimum duration of the CES in one continuous period, the requirement may be fulfilled by doing additional CES at the same organization under the same <i>Mentor</i> . This shall be allowed only in exceptional circumstances subject to submission of relevant documentary proofs relating to reason for discontinuation and only after prior approval of the Department.

			Application Process and Selection of Mentor
		8.	<p>For prior approval of the CES of their choice the student shall submit an application with details of proposed CES containing justification and details of the organization and the Mentor in the Department at the beginning of the Semester. The students will be required to obtain a <i>Bonafide Certificate</i> from the Department for submission to the host organization. <i>Bonafide Certificate</i> is an official letter issued by the Head of the Department/ other competent authority of the University to be submitted to the host organization, to affirm the student's enrolment status and that the student is joining the CES after obtaining prior approval from the University.</p> <p>Note: (i) The application must be submitted in prescribed format provided at <i>Appendix 1</i>.</p> <p>(ii) The format for Bonafide Certificate has been provided at <i>Appendix 2</i>.</p>
		9.	<p>In case the student requires assistance of the Department in securing the CES, they should contact the Office at least 08 weeks prior to the scheduled commencement of the CES. In this case the student may be required to comply with the conditions laid down by the identified host organization.</p>
		10.	<p><i>Mentor</i> means the field expert under whose overall supervision the student is undertaking the CES at the host organization.</p>
		11.	<p>The Mentor must be on regular rolls of the host organization with a minimum working experience of 05 years in the concerned field.</p>
		12.	<p>The CES cannot be undertaken with immediate family member as Mentor.</p>
			Logistics
		13.	<p>Unless expressly notified otherwise, the students will have to bear the entire cost of the CES and related logistics. There shall be no financial liability on the University.</p>
			Conduct during CES

	14.	During CES, students shall be responsible for their own acts and omissions. The University shall not be responsible or liable for any actions, conduct or omissions of students during the course.
	15.	Any action of misconduct, irregularity or irresponsibility towards assigned tasks by a student reported by the Mentor may lead to their CES being voided and the student being awarded no marks.
	16.	Once opted for, the CES cannot be discontinued or withdrawn during the Semester.
		Responsibility
	17.	The University shall bear no responsibility of any adverse incident or accident during work for CES.
		Documentary Requirements for Evaluation
	18.	<p>The student shall be required to maintain a ‘<i>CES Diary</i>’ which will be a record of day to day assigned tasks, activities and experiences/ learning undertaken during the CES recorded digitally in form of a word document.</p> <p>There shall be no defined format for recording the Diary. However, the students may enter their experiences and understanding of the task gathered that day, including what they have learnt, what difficulties they encountered and how did they solve them.</p> <p>A soft copy of the CES Diary in *.pdf format and one hard copy shall be submitted by the student along with the ‘<i>Community Engagement and Service Certificate</i>’ in the Department after completion of the CES. The CES Diary must be duly signed with seal by the Mentor at the end of the last entry and the <i>first page</i>.</p> <p>Note: The diary record must be precise, logical, coherent and must provide adequate information for evaluation of the CES.</p>
	19.	Besides to the CES Diary, the student shall prepare an ‘ <i>CES Note</i> ’ of 1500 – 2000 words (8-10 pages typed in Times New Roman, font size 12, single space, normal margins) on the problem / issue on which the student has worked during

			the CES. The CES Note will be submitted for evaluation.
		20.	<p>CES Certificate means a signed letter from the Mentor (or any other authorized person) of the host institution / organization, on official letterhead, mentioning the student's name and attesting to the location, duration and satisfactory completion of the CES.</p> <p>Note: Prescribed format for <i>CES Certificate</i> has been provided at <i>Appendix 3</i>.</p>
		21.	<p>The CES Certificate, CES Note and CES Diary shall be submitted as a single *.pdf document in soft copy and spiral bound hard copy in the Department latest by 15th of July after the summer vacations.</p> <p>The <i>first page</i> should specify:</p> <ul style="list-style-type: none"> (i) Name of the student (ii) Roll No. (iii) Programme & Semester details (iv) Course details (v) Name and Institution of the Mentor (vi) Phone no./ Mobile No. and E-mail of the Mentor (vii) Address of the institution/ organization where the CES has been completed. (viii) Duration (in working days) and dates of the CES <p>The order of the components shall be as under:</p> <ol style="list-style-type: none"> 1. First page 2. CES Certificate 3. CES Notes 4. CES Diary <p>All the above components may be submitted in English or in Hindi.</p>
Submission Deadlines		22.	<ul style="list-style-type: none"> (i) Application : 06-08 weeks prior to the commencement of CES. (ii) CES Note and CES Diary : 15th July
Evaluation Scheme	:	23.	The evaluation will be for 100 marks based on two components:
		1.	Internal assessment (IA) (20 marks)

		<p>(i) Evaluation of 'CES Note' : 10 marks</p> <p>(ii) Viva Voce : 10 marks</p> <p>The evaluation and Viva Voce for IA shall be conducted by the Internal Examiner.</p>
	2.	<p>End of Semester evaluation (EoS) (80 marks)</p> <p>(i) Evaluation of CES Diary : 60 marks</p> <p>(ii) Viva Voce : 20 marks</p>
		<p>The evaluation and Viva Voce for EoS evaluation shall be conducted by a two member Committee comprising of the following;</p> <p>(i) Head of the Department/ External Examiner, and</p> <p>(ii) One faculty member of the Department appointed by the Head of the Department as Internal Examiner.</p>
		<p>In case the CES Certificate has not been issued by the Mentor at the time of conclusion of the CES, the student may submit the CES Note and CES Diary for evaluation within the prescribed deadline along with an undertaking in format given at Appendix 4 that he/ she shall submit the CES Certificate within two weeks. In such case, the evaluation of the other two components shall be provisional subject to the timely submission of CES Certificate.</p> <p>In case the CES Certificate is not submitted before the final EoS evaluation, the assessment of other two components shall stand null and void.</p>

FORMAT FOR APPLICATION FOR OPTING FOR CES IN M.A./ M.SC. III SEMESTER (TWO YEAR DEGREE PROGRAM)

DEPARTMENT OF GEOGRAPHY

Faculty of Earth Sciences

Mohanlal Sukhadia University Udaipur

COMMUNITY ENGAGEMENT AND SERVICE (CES) APPLICATION FORM

M.A./ M.Sc. III Semester (Geography), Academic session 20__

I. Personal Details

Full Name:

Department:

College:

Permanent Address:

Contact Number:

Email Address:



II. Justification

- i.** Write a brief paragraph (50-100 words) explaining your interest for this CES (*Attach a separate sheet for this*)
- ii.** Why you are interested in interning with this External Entity/ Organization (*Attach a separate sheet for this*):

Name of the CES Program (if applicable):

Selection of External Entity/ Organization (Please tick): Personal choice/ Through Department

Sub-discipline of Geography to which CES is related to:

Tentative schedule of CES: from _____ to _____

III. External Entity/ Organization Details

Name:

Address:

External Entity / Organization you are applying to *(Please tick appropriate option)*

1. Registered NGOs
2. Cooperative Societies dedicated to rural development
3. Registered citizen non-profit organizations
4. *Any other* (please provide detail)_____

IV. Mentor Details

Name:

Designation:

Work Experience (Years):

Email:

Brief CV (optional)

DECLARATION

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge.

Name & Signature of the student

Date

Parent's/ Guardian's Consent

I, _____ (*name*), hereby give my consent for my son/ daughter to undertake a _____ (*duration in days*) CES at _____ (*External Entity/Organization*) from _____ to _____ (*date*). We shall bear full responsibility for the same.

Parent's/ Guardian's Signature

Date:

Approved / Disapproved (Please tick)

If disapproved, please give reasons

HEAD

Department of Geography
Mohanlal Sukhadia University Udaipur

Appendix – II

**FORMAT FOR ISSUING BONAFIDE CERTIFICATE TO STUDENT
OF M.A./ M.SC. III SEMESTER (TWO YEAR DEGREE PROGRAM)
TO OPT FOR CES PROGRAM**

On Letterhead of the Institute

BONAFIDE CERTIFICATE

This is to certify that Mr./ Ms. _____,
son/ daughter of _____
having Enrollment No. _____ is a student
of M.A./ M.Sc. III Semester, academic session 20_____, Department of
Geography. He/ She is a student of
_____(College),
Mohanlal Sukhadia University, Udaipur.

He/ She is has taken prior approval from the University to join this CES.

Approval is hereby granted to _____ (*name of the
student*) to join CES at _____ under
_____ as Mentor.

Date:

Place:

Signature with seal

Head of the Department (for University)/ Principal (for College)

FORMAT OF CERTIFICATE TO BE ISSUED FOR CES BY THE MENTOR

(To be issued on the official letterhead of the external entity/ organization duly signed and sealed by the competent authority)

COMMUNITY ENGAGEMENT AND SERVICE (CES) CERTIFICATE

Date: (Date of Issuance)

This is to certify that *(Full Name of Student)*, student of *(Name of the Department)*, *(Name of the College)*, Mohanlal Sukhadia University, Udaipur has successfully completed CES program with *(Name of the Organization)* during the period from _____ to _____.

CES Details

- Role of the student under CES
- Department/ Unit:
- CES Duration (Mention dates):
- No. of working days *(attach attendance record if available)*:
- No. of average hours per day:

During the CES tenure, *(Name of Student)* was assigned to *(brief description of key duties/projects handled)*. Throughout his/ her CES, (he/she) demonstrated *(list 2-3 key skills/qualities)*.

(Name of Student) has successfully fulfilled all the requirements and objectives of the CES program to our satisfaction.

We wish (him/her) all the best for future endeavors.

(Signature)

(Name of Mentor/Authorized Person)

(Designation)

(Institute/ Organization Name)

**FORMAT FOR UNDERTAKING FOR REQUESTING RELAXATION IN TIME
FOR SUBMISSION OF THE CES CERTIFICATE**

The Head

Department of Geography

Mohanlal Sukhadia University

Udaipur

Sub: Request for relaxation in time for submission of the CES certificate

Sir/ Madam,

I, (*Your Name*), student of (*Course/Program Name*) at (*College/University Name*), had completed a (*duration*) CES at (*External Entity/ Organization Name*) from _____ to _____. However, due to (*reason/s*), I have not received the CES certificate from them yet.

I request your kind consideration for a relaxation of (*Number*) days in submitting the CES certificate to the Department of Geography, Mohanlal Sukhadia University. I assure you that I will submit the same within the prescribed timeline.

I hereby undertake that the department may impose penalty and/ or take action as per prescribed norms if I fail to submit the certificate within given timeline.

Yours sincerely,

Name & Signature of the student

Date