



OFFICE OF THE REGISTRAR : : SIBSAGAR UNIVERSITY

Ref. No. SU/ACR/Academic/Misc/2025/823

Date : 11-09-2026

Notification

(Common Guidelines for Community Work Course for FYUGP Programmes)

In pursuance of the approval of the Academic Council, vide Resolution No.R/AC- 01/2026/9 dated 01-06-2026, the Under-Graduate Board, vide Resolution No.R/UG Board 01/2026/5 dated 10-06-2026, and the Executive Council, vide Resolution No.R/EC-01/2026/05 dated 24-06-26, the **Common Guidelines for Community Work Course** of Sibsgar University for FYUGP Programmes has been notified for all concerned and shall be applicable with effect from the academic session 2026–27.

All concerned Deans, Heads of Departments, Heads of Centres, faculty members, Controller of Examinations and other concerned officials are requested to take necessary action accordingly and ensure strict compliance with the provisions stated in the Guidelines.

(Dr. Tridib Mahanta)
Academic Registrar i/c

Copy to:

1. The OSD to Hon'ble Vice-Chancellor for his kind information.
2. The Registrar for kind information.
3. All Deans/Heads of Departments for information and necessary action.
4. The Controller of Examinations for information and necessary action.
5. The Deputy Controller of Examinations for information and necessary action.
6. Notice Board/University Website.
7. Office File.

(Dr. Tridib Mahanta)
Academic Registrar i/c



Common Guidelines for Community Work Course

SIBSAGAR UNIVERSITY

(For Four Year Undergraduate Program -FYUGP)



Prepared by

Research and Development Cell

Approved by

Academic Council

(Vide Resolution No.R/AC-01/2026/9 dated 01-06-2026)

Recommended by

Under-Graduate Board

(Vide Resolution No.R/UG Board 01/2026/5 dated 10-06-2026)

Approved by

Executive Council

(Vide Resolution No.R/EC-01-2026-05 dated 24-06-2026)

SIBSAGAR UNIVERSITY

2026



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Common Guideline for Community Work Course For Four Year Undergraduate Program (FYUGP)

(Prepared by the Research and Development Cell, RDC)

Sibsagar University

1. PREAMBLE

In accordance with the National Education Policy (NEP) 2020, the University Grants Commission (UGC) Curriculum and Credit Framework for Undergraduate Program (CCFUP), and the vision of holistic and experiential learning, Sibsagar University introduces Community Work/Community Engagement as an integral component of the Four Year Undergraduate Program (FYUGP).

Community engagement promotes social responsibility, ethical values, leadership, empathy, environmental consciousness, and experiential learning among students through meaningful interaction with society and local communities. It aims to connect classroom knowledge with real-life societal needs and encourage students to contribute towards sustainable development and nation-building.

2. OBJECTIVES

The objectives of Community Work/Community Engagement are:

- To develop social responsibility and citizenship values among students.
- To create awareness regarding local, regional, and national societal issues.
- To promote experiential and service-based learning.
- To encourage teamwork, leadership, communication, and problem-solving skills.
- To inculcate empathy, inclusiveness, ethical values, and community participation.
- To provide exposure to rural/community life and local governance systems.
- To strengthen university–society linkage.
- To promote sustainable development and environmental awareness.

3. NATURE OF COMMUNITY WORK

Community Work may include activities such as:

- Cleanliness and sanitation drives
- Environmental awareness program
- Plantation and biodiversity conservation activities
- Health and hygiene awareness campaigns
- Literacy and educational outreach program
- Digital literacy and financial literacy awareness
- Rural development and village surveys



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- Women empowerment and gender sensitization program
- Awareness on substance abuse, public health, and social issues
- Disaster management and relief support activities
- Community-based research and field studies
- Heritage, culture, and indigenous knowledge documentation
- NSS/NCC/community outreach initiatives
- Activities related to Sustainable Development Goals (SDGs)

The list is indicative and departments may propose additional activities based on local/community needs.

4. ELIGIBILITY AND CREDIT STRUCTURE

- Community Work shall be mandatory for FYUGP students as per program requirements.
- It may be undertaken during the semester as notified by the University/ UGC.
- Credit allocation and duration shall be governed by UGC/University regulations.
- Normally, **2 credits** may correspond to approximately **60 hours** of engagement.

5. IMPLEMENTATION MECHANISM

5.1 Administrative Authority

The program shall be coordinated by the Research and Development Cell (RDC) in collaboration with:

- NSS Cell
- NCC Unit
- Departments/Centres
- Industry Relations Cell (IRC)
- Local administrative bodies
- NGOs and community organizations

5.2 Community Engagement Partners

Students may undertake community work with:

- Government departments
- Panchayats and local bodies
- NGOs and social organizations
- Schools and educational institutions
- Health centers and hospitals
- Self-help groups and rural enterprises
- Environmental organizations
- Community development agencies



6. ROLE OF DEPARTMENTS AND FACULTY MEMBERS

Departments shall:

- Identify community engagement areas/projects.
- Nominate faculty coordinators/mentors.
- Monitor student participation and activities.
- Ensure relevance and meaningful learning outcomes.
- Facilitate community interaction and field exposure.

Faculty Mentors shall:

- Guide students during the program.
- Verify attendance and activity records.
- Monitor discipline, ethics, and participation.
- Evaluate reports and presentations.

7. RESPONSIBILITIES OF STUDENTS

Students shall:

- Participate sincerely in assigned community activities.
- Maintain discipline and ethical conduct.
- Respect local culture and community values.
- Maintain attendance and activity logbook.
- Submit reports and presentations within stipulated time.
- Follow safety and institutional guidelines during field activities.

8. DOCUMENTATION

Each student shall maintain:

- Attendance Record
- Activity Logbook
- Field/Survey Notes (where applicable)
- Community Work Report
- Photographic documentation (if applicable)

The records shall be verified by the concerned Faculty Mentor/Coordinator and the final record will be submitted by the department to RDC



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9. ASSESSMENT AND EVALUATION MECHANISM

- The evaluation shall be conducted by the concerned Department/Committee constituted by RDC. Evaluation of Community Work may be based on:

Component	Weightage (%)
CIAE ASSESSMENT-	
1. Attendance and Participation	5
2. Activity Logbook	5
3. Progress monitoring	5
Final Evaluation :	
1. Community Engagement & Teamwork	10
2. Report/Field Documentation	15
3. Presentation/Viva Voce	10

10. GENERAL PROVISIONS

- Community Work may be individual or group-based.
- Activities may be conducted in physical, hybrid, or digital mode depending on feasibility.
- Safety, ethics, and institutional discipline must be maintained at all times.
- Any misconduct or submission of false records may invite disciplinary action.
- The RDC reserves the right to revise operational guidelines as per University/UGC requirements.



ANNEXTURE-I

Work/Activity Logbook

Sl. No.	Date	Time Duration	Work/Activity Performed	Outcome Achieved
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
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20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Signature of the student

Counter signed by the faculty mentor



ANNEXTURE –II

Detail Report of Community Work

1. Name of the student: _____
2. Academic Program (FYUGP/PG): _____
3. Department/Subject: _____
4. Semester: _____
5. Area/Field of Community Work: _____
6. Roll Number: _____
7. Address of Village/Town where work was performed:

8. Period of Community Work: _____
9. Introduction (70–100 words)
10. Impact of the work (100–150 words)
11. Details of the Community Engagement (100–150 words)
12. Engagement of Innovation and Creativity (100–150 words)
13. Conclusion (70–100 words)
14. Outcome of the work

****Prepared by Research and Development Cell, RDC and approved by UG Board and Academic Council, Sibsagar University***

