Mandatory Course 6: Community Service Project

Course Type:	CS: Community Engagement & Service	Course Credits:	2
Course Code:	C1CS406	Course Duration:	30 Hours

Course Objective:
- To develop social consciousness, ethical leadership, and a sense of civic responsibility among future management professionals.
- To sensitize students to real-world societal challenges by encouraging active engagement with communities.
- To understand the impact of socio-economic factors, and contribute meaningfully to inclusive development.

Course Outcomes:
- CO1: Understand the sensitivity issues towards social, cultural, and environmental.
- CO2: Analyze managerial knowledge and skills in addressing real-life community problems through volunteering and engagement with NGOs or civic initiatives.
- CO3: Evaluate detailed reports and presentations that summarize project goals, activities, outcomes, and social impact.

Introduction:
The New Education Policy (NEP) 2020 envisions a holistic, value-based, and multidisciplinary approach to higher education. In alignment with this vision, the subject "Community Service" has been introduced into the MMS curriculum to develop social consciousness, ethical leadership, and a sense of civic responsibility among future management professionals.

This course aims to sensitize students to real-world societal challenges by encouraging active engagement with communities. By participating in structured community projects, students will connect classroom learning to ground realities, understand the impact of socio-economic factors, and contribute meaningfully to inclusive development.

Through immersive experiences such as fieldwork, collaborations with NGOs, awareness campaigns, and social innovation projects, MMS students will not only enhance their interpersonal and managerial skills but also grow as socially responsible
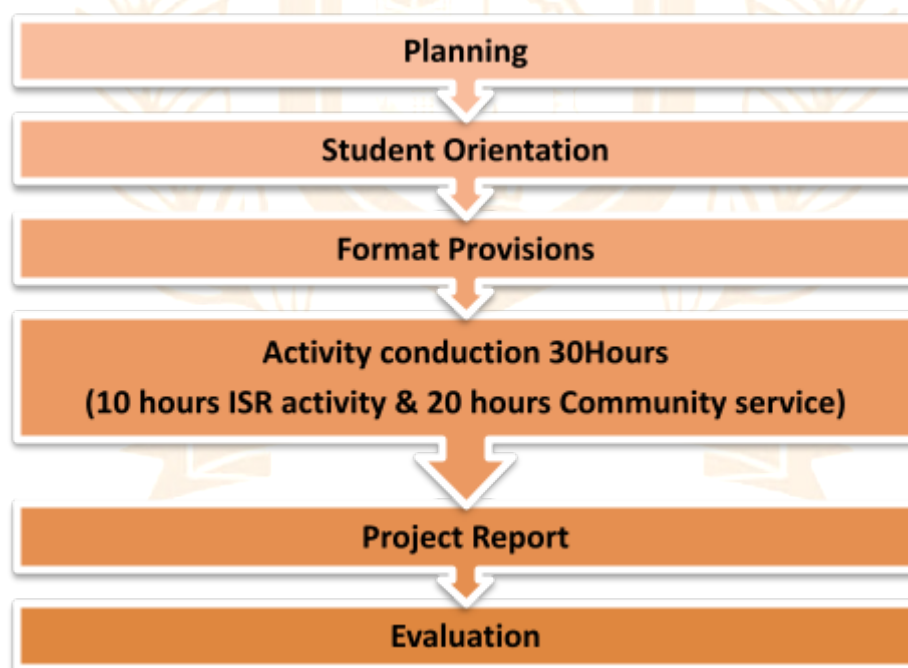
leaders. This experiential component will foster empathy, teamwork, and critical thinking — key attributes in responsible management.

Ultimately, Community Service as a subject under NEP 2020 nurtures the "nation builder" mindset, preparing students not just for corporate success, but also for ethical citizenship and sustainable impact.

Indicative Areas of Community Service Projects

- Non-Governmental Organizations (NGOs)
- Government & Civic Initiatives
- Local Gram Panchayats
- Educational & Skill Development Centers
- Old Age Homes & Disability Centers
- Hospitals & Health Camps
- Start-ups & Social Enterprises like Reliance foundation, Tata Foundations

Implementation of Community Service:

Planning

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Student Orientation

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Format Provisions

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Activity conduction 30Hours
(10 hours ISR activity & 20 hours Community service)

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Project Report

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Evaluation

The image illustrates a structured **six-step process** for implementing the Community Service component in the MMS (Master of Management Studies) curriculum. Each step ensures that students experience meaningful engagement while fulfilling academic and societal responsibilities.

- This initial planning phase involves designing the community service program, setting objectives, identifying partner organizations (e.g., NGOs, local bodies), and finalizing timelines.

- Students attend an **orientation session** that includes:
    1. Introduces the purpose and benefits of community service.
    2. Details guidelines and responsibilities.
    3. Explanation of format of documents.
    4. Dissemination of College Outreach letter
    5. Attendance sheets to track the 30-hour requirement.
    6. Report Format to be discussed

- Each student engages in approved community service work for **30 hours**. Activities may include teaching, awareness drives, environmental work, assisting the elderly or differently-abled, etc.
- The Community service program is to be **completed during Semester I.**
- Upon completing the field activity, students compile **a detailed report** that includes: **(Find Formats in Appendices no. I,II,III & IV)**

Role & Responsibilities:

Faculty Coordinator:
- Conduct orientation sessions to introduce students to the purpose, structure, and significance of the Community Service course.
- Publish and communicate a clear code of conduct for the successful completion of the mandatory 30 hours of community service.
- To Support the planning, execution, and follow-up of pre-service, service-phase, and post-service activities.
- To communicate mechanisms for evaluating the program and making improvements.
- To track and verify the timely completion of the 30-hour service requirement by students.
- To monitor and ensure the quality, relevance, and impact of student-led community service initiatives.

Student:
- To participate in briefing session conducted by the faculty coordinator.

- To understand the purpose, process, and outcomes of the community service.
- To identify a social cause with associated organization & execute the same.
- To complete minimum 30 hours of service, get daily activities record updated in a field log/ attendance sheet & get final certificate of completion.

Rubric Based Assessment Instruments

Community Service Project (CSP) – 50 marks

Internal Evaluation (40%)

Criteria	Assessment Basis	Weightage
Completion of Required Hours	Verified through attendance sheets/logs signed by supervisor/faculty.	10 marks
Participation in In-College ISR Activities	Active involvement, discipline, punctuality during college-led community programs.	10 marks

External Evaluation (60%)

Criteria	Assessment Basis	Weightage
Project Report (Documentation & Reflection)	Structure, clarity, outcome summary, evidence (photos, certificates), personal reflection.	10 marks
Viva-Voce (Oral Presentation & Insight)	Communication skills, understanding of the project's social impact, critical thinking, and learning outcome.	20 marks
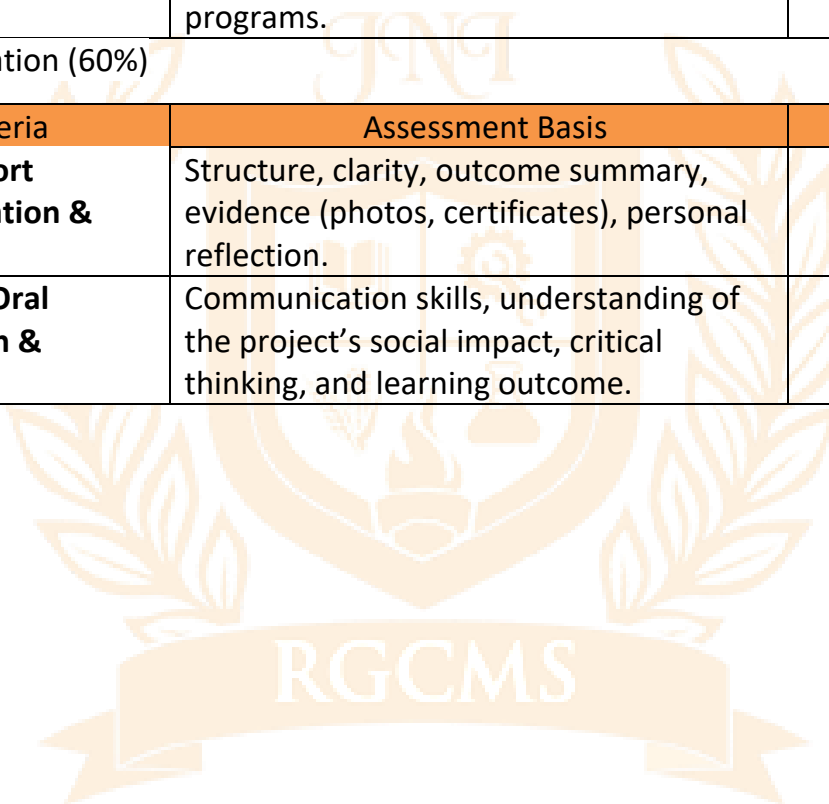
APPENDICES

APPENDIX 1: Community Service Project Formats

Appendix 1. i. Community Service Undertaking

Appendix 1. ii. Organization Outreach Letter

Appendix 1. iii. Student Diary (Log) Recording Format

Appendix 1. iv. Community Service Completion Certificate

1.i. Community Service Undertaking

1. Student Name:	
2. Roll No.:	
3. Residence Address	
4. Email ID:	
5. Mobile No.	

I hereby confirm that I agree to the terms, conditions, and requirements of the 30-hour Community Service during Semester I. I will actively participate in the community service and submit the necessary documents as instructed.

Student Signature

Date

Faculty Coordinator/ Mentor

Date

1.ii. Organization Outreach Letter

To

The (Designation of the person addressed)

....

Subject: Request to allow participation of _____ hours of Community service activities with the organization.

Dear Sir/Madam,

RGCMS, established in 2009, is one of the premier institutions dedicated to fostering industry-relevant and socially responsible management education. As a part of the curriculum prescribed under the National Education Policy (NEP) 2020, we are introducing a **Community Service** component for post graduate program **Master of Management Studies (MMS)**. This initiative is aimed at sensitizing future managers toward social issues and helping them contribute meaningfully to the community.

We are seeking your support in providing our students an opportunity to volunteer for concern **community services to be conducted through** your esteemed organization. The initiative will give them real-world exposure while also aiding your ongoing social efforts.

Sr. No.	Name	Roll no.	Year	Department
1				M.M.S.

We kindly request you to allow the following students to engage in volunteer activities aligned with your organization's mission:

Thanks & Regards

Faculty Coordinator, Community Service Project
RGCMS.

1.iii. Student Diary (Log) Recording Format

1. Student Name:	
2. Organization Name(Association):	

Day& Date	Activities Participated	No. of Hours spent	Key Learnings	Authority Sign

1.iv. Proforma for Community Service Completion Certificate

(The student should attach Community service completion certificate, duly signed by the organization supervisor to his/her report.)

TO WHOMSOEVER IT MAY CONCERN

(On Organization Letterhead)

This is to certify that Ms. /Mr. _____, has

successfully completed the Community service for 30 hours along with our

organization, from _____ to _____ under the supervision

of _____ .

Signature & Stamp
Authority's Name

1.iv. Report - Front Page & Index:

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Plot No. 01, Sector-08, Ghansoli, Navi Mumbai - 400701.
(An Autonomous College; Degree affiliated to University Of Mumbai)

Vision:
To be an institute that nurtures business professionals to deliver social and economic impact.
Mission:
M1: To provide a platform for academic delivery in coherence with defined teaching process.
M2: To encourage our faculty and students for Industry Academia Interaction.
M3: To expose and inculcate social ethical values in students.

COMMUNITY SERVICE PROJECT REPORT

Name of the organization:

Duration of Training: 30 Hours

Name of the Organisation:

Name of the Supervisor:

Name of the Student: **Roll No.:**

   Class/ Semester: **Div:**

             Batch: XXXX-XX   **A.Y.: XX-XX**

 Faculty Coordinator:

 Sign & Date of Submission:

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