Guidelines for a meaningful Social Involvement Programme participation
For 2020-21 only

1. **INTRODUCTION:**

   1.1. St. Xavier's College (Autonomous), Mumbai, has made participation in the **Social Involvement Programme** (S.I.P.) an integral component of its learning process. The S.I.P. aims at informing and empowering students by engaging them with socio-economic realities, so that they raise critical questions and thereby make consequential interventions. To achieve this goal, the S.I.P. Department networks with more than 200 organisations across a wide array of social endeavors.

   1.2. This academic year all the First Years students (viz., F.Y.B.A., F.Y.B.M.S., F.Y.B.A.(M.C.J.), F.Y.B.Sc. & F.Y.B.Sc. IT) would be doing the S.I.P. at the same time.

   1.3. The S.I.P Grade is a mandatory 2 non-academic credit for the undergraduate degree programme.

   1.4. Every student has to record the following activities in the S.I.P. File:
   - **1.4.1.** 25 hours of activity with the NGO approved by the College.
   - **1.4.2.** 25 hours of activity with a College Department.

2. **POINTS TO NOTE:**

   2.1. Duration Of The Voluntary Virtual Service:

   - **2.1.1.** 15th October, 2020 to 30th April, 2020

   2.2. Registration Process

   - **2.2.1.** The Registration Process is completed after the Registration Form (RF) as been duly filled and submitted to the S.I.P. via Goggle link by 15th October, 2020.

   - **2.2.2.** The RF is to be submitted prior to starting work in the organisation. If this is not done, the work done will not be taken into account.

   2.3. Choice of NGO

   - **2.3.1.** Students can register with only one NGO working India. The chosen NGO must work for the upliftment of struggling human sections of society.

   - **2.3.2.** A student has to volunteer with ONLY ONE organisation throughout the term.

   - **2.3.3.** As change in organisation will not be allowed without serious reason/s. It is therefore recommended that the student ensures that the nature of the voluntary work and other relevant issues are agreeable to him/her prior to registering with the concerned NGO.

   - **2.3.4.** NGOs that are not currently registered with the S.I.P. Dept., can be brought to its notice; working with such NGOs is at the discretion of the S.I.P. Dept.

   2.4. Hours Requirements

   - **2.4.1.** 1 to 2 times a week is recommended with 1 to 3 hours of work per session

   - **2.4.2.** On a holiday, if the organisation requires assistance, up to 6 hours of work is acceptable, provided that the S.I.P. Dept. was consulted prior to the event.

   - **2.4.3.** Students can work with their allotted organisation during their vacations (following the instructions mentioned in 2.4.1).

2.5. Maintaining the S.I.P. File

2.5.1. Detailed NGO and Department time sheets have to be filled in regularly.

2.5.2. A month's Summary Report should be written in the file and submitted (once a month) to the S.I.P. Depart. for assessment, via email

2.5.3. The writing must contain: Activity and Reflections drawn from the work per month. Refer to the Sample Report Writing Sheet for a writing proto-type, loaded in the S.I.P. website.

2.6. Voluntary Service Evaluation Pattern

2.6.1. Student's voluntary work will be assessed on the basis of the following grid which shows marks (Grades awarded is as per the flipside of the College Mark Sheet):

2.6.2. Grading Template:

Voluntary Work Performed with		Work Reflections		Viva	Monthly Submission (Max) @ 5 Marks/Month	On-date Final Submission
NGO	Department	NGO	Department			
20	20	10	10	20	15	05

2.7. The time sheet of the student's work which is maintained in the organisation as well as in the S.I.P. journal will be used for cross-checking the attendance of the voluntary work with that NGO.

2.8. If it is detected that fraudulent means have been indulged in with respect to noting of the volunteering works timings/ signature of the NGO's supervisor/NGO's stamp, then this matter would be reported to the college unfair means committee for further action.