

ANNEXURE-1



SYMBIOSIS

INTERNATIONAL (DEEMED UNIVERSITY)
(ESTABLISHED UNDER SECTION 3 OF THE UGC ACT 1956, BY
NOTIFICATION NO.F.9-12/2001-U3 GOVERNMENT OF INDIA)
ACCREDITED BY NAAC WITH "A" GRADE

Service Learning Centre

Application Form for Service Learning Project

Name of the Student _____

Institute _____

Programme _____

PRN _____

Personal Statement:

Signature of the Student:

Date:

ANNAXURE-2

Service Learning Undertaking

Service learning is a form of experiential learning that links class room learning with community experiences and critical, reflective practices. Students in service learning will be engaged in projects and activities in the community.

Learning will occur through individual and collective critical reflection during working on project that will help students to integrate concrete experiences of real world with course/discipline concepts.

You must have received information that describes the project that you will be engaged in as well as the NGO/Organization's requirements and the learning outcomes of your service experience. As a participant in the Service Learning Programme you are required to read and sign the following student undertaking.

Signature

(Service learning In-charge of the Institute)

While participating in service learning I agree to abide by the following:

- 1. I understand the requirements and goals of service learning project in which I will participate. I know that the academic credit I receive is based on the participation and learning demonstrated through my project work, project report and presentation.*
 - 2. I will fulfill the minimum number of hours for service learning project.*
 - 3. I will attend orientation/training session organized by NGO/Organization for my project.*
 - 4. I will behave professionally while providing my service, including observance of established dress code.*
 - 5. While working on the project I will keep all sensitive information concerning people and organization confidential. I will not use or publish any information based on the data outside my project report.*
 - 6. I understand that failure to fulfill the expectations of the service learning project may result in a disciplinary action.*
- I, the undersigned have read and agree to the above.*

Institute _____ Programme _____ PRN _____

ANNAXURE-3

Student Time Log

Name of the Student _____

Institute _____

PRN _____ *Semester* _____

Programme _____ *Academic Year* _____

Name of the Faculty Coordinator _____

Address of the NGO/Organization _____

Project Supervisor's Name & Designation _____

Contact Number _____

E- Mail _____

To be completed by the service learning student and handed over to the Faculty/Coordinator

Please use this form to record the number of hours per day you served at your Service Learning Organization or worked independently on your service project. When you have completed your service learning hours, please return this report to your Faculty/Coordinator.

Date	Time In	Time Out	Total Hours	Student Signature	Project Supervisor Signature

Student Signature _____ *Total Hours* _____

Project Supervisor’s Name _____ *Signature* _____

Faculty Coordinator’s Signature _____

[This Time Log is to be handed over to your Faculty/ Coordinator]

ANNAXURE-4

NGO/Organization/SCOPE Feedback Form for the Student

(To be filled by the student and sent to Service Learning Centre by the Institute)

Name of the Student _____

Institute _____

PRN _____ Programme _____

NGO/Organization _____

Date(s) of Service _____ Total Hours of Service Provided _____

Please circle one response for each item. (5=Excellent/4=Very Good/3=Good/2=Moderate/1=Not Good)

Sr. No	Item	Circle choice of number				
1	<i>The NGO/Organization contact person was helpful.</i>	5	4	3	2	1
2	<i>I received adequate support and encouragement from the NGO/Organization staff member(s).</i>	5	4	3	2	1
3	<i>I received adequate orientation and training for the service I provided.</i>	5	4	3	2	1
4	<i>I received adequate on- site supervision for the service I provided.</i>	5	4	3	2	1
5	<i>I personally benefitted from this service experience.</i>	5	4	3	2	1
6	<i>I would recommend service in this NGO/Organization.</i>	5	4	3	2	1

Additional comments/suggestions:

Name of the Student _____ Date _____

Signature of Student _____

ANNAXURE-5

Feedback Form for the Student on Personal Experience

To be filled by the student and sent to Service Learning Centre by the Institute

Please circle one response for each item. (5=Excellent/4=Very Good/3=Good/2=Moderate/1=Not Good)

Sr. No.	Questions	Circle choice of number				
1	<i>How much did you learn from working at your project</i>	5	4	3	2	1
2	<i>Do you think you made a significant Contribution to the community?</i>	5	4	3	2	1
3	<i>Did your experience increase in your level of commitment to “get involved” in your community?</i>	5	4	3	2	1
4	<i>How well did service learning activity enable you to utilize your classroom learning?</i>	5	4	3	2	1
5	<i>To what extent did assigned tasks facilitate your service learning project plan objectives?</i>	5	4	3	2	1
6	<i>Did your service learning experience have any effect on the following?</i>					
	<i>a. Improved relationships with faculty</i>	5	4	3	2	1
	<i>b. Increased desire to take more interest in Institute</i>	5	4	3	2	1
	<i>c. Heightened self confidence</i>	5	4	3	2	1
	<i>d. Developed insight into personal strengths and weaknesses</i>	5	4	3	2	1
	<i>e. Enhanced ability to work and learn Independently</i>	5	4	3	2	1
	<i>f. In what way your service learning experience has changed your career or educational plans? Please select only one option.</i>	<i>a. Confirmed your plans</i> <i>b. Made you question your previous choice</i> <i>c. Decided to change career.</i> <i>d. Had no effect</i>				

Any other Comment

Name of the Student _____ *Programme* _____

Institute _____ *PRN* _____

Signature of Student _____

ANNAXURE-6

Guidelines for students on Project Report of Service Learning

Name of the NGO/Organization

Name of the Student

Name of Institute

*PRN*_____ *Programme*_____

*Semester*_____ *Academic Year*_____

Introduction of the Service Learning Project

Description of the Service Learning Project

Objectives of the Service Learning Project

Methodology of the Service Learning Project

Learning Outcomes of the Service Learning Project

Implications of the Service Learning Project

Obstacles/Impediment while working on the Service Learning Project

Suggestions

Attach photocopy of the time log.

ANNEXURE- 7

Student Evaluation Form (To be filled by NGO/Organization/SCOPE)

Name of the Student _____

Institute _____

PRN _____ Programme _____

NGO/Organization _____

Date(s) of Service _____ Total Hours of Service Provided _____

Please circle one response for each item

(5=Excellent/4=Very Good/3=Good/2=Moderate/1=Not Good)

Sr. No	Item	Circle choice of number				
1	<i>The student was prompt during his/her service.</i>	5	4	3	2	1
2	<i>The student was cooperative during his/her service.</i>	5	4	3	2	1
3	<i>The student was courteous during his/ her service.</i>	5	4	3	2	1
4	<i>The student took appropriate initiative during his/her service.</i>	5	4	3	2	1
5	<i>The student took responsibility during his/her service.</i>	5	4	3	2	1
6	<i>The student exhibited a positive attitude during his/her service.</i>	5	4	3	2	1
7	<i>The student dressed appropriately during his/her service.</i>	5	4	3	2	1
8	<i>The student exhibited and developed the analytical skills.</i>	5	4	3	2	1
9	<i>The student was sensitive towards the problems and tried to bring a change in the community.</i>	5	4	3	2	1
10	<i>Overall, the student was effective in his/her service.</i>	5	4	3	2	1