



## COLLEGE RELATIONS

### Internship/Seva Program Guidelines

Youth for Seva (YFS) is a reputed organization with certain standards which it follows where its students get to involve in various community service activities especially under social sector such as education, health, livelihood and environment. It is important for all the students to abide, adhere and follow all the guidelines mentioned below through which we thrive to render quality service for individuals and community through students.

Failure in abiding to these guidelines will lead to suspension from the Seva Volunteering/Internship Program.

#### Formal Requirements

1. Fill online registration form.
2. Attend YFS orientation and training session.
3. Students are supposed to visit the local office of YFS for interaction with supervisors
4. All students are expected to attend weekly scheduled reflection sessions
5. Students must have authorization/ permission letter/mail from concerned faculty members in order to pursue Internship/Seva Program
6. Kindly report to YFS coordinators who will be the point of contact for all the activities
7. Consent form to be filled and signed before the commencement of Internship/Seva program

#### Volunteer Engagement & Community Guidelines

1. Students must come with positive mindset to serve in the communities and involve in field based activities most often.
2. Mandatory for students to attend all the flagship programs of YFS
3. Mandatory for students to attend enrichment session planned for the benefit of students.
4. **Professional etiquette** from students is expected and there'll be no compromise on punctuality, time management (9:30 AM to 5:30 PM) regular communication, commitment in achieving desired goals.
5. **Dress Code:** Students are supposed to wear sober clothing during fieldwork. Indian Traditional Attire (Salwar Kameez, Churidar for Girls, Formal Shirts/ Kurta and Trousers for Boys)
6. Students must carry pleasing personality with external stakeholders (NGO, Community Partners, government institutions, Beneficiaries etc.)
7. Students must meet their own traveling/food and other personal expenses to the assigned communities.
8. Never share each other personal contact details with beneficiary, especially with children which is against the POSCO Act and is a punishable offence. Also read through Child Protection Policy carefully.

#### Certification Guidelines

1. (a) In order to avail certificate minimum 50 hours or 15 days is mandatory for students to serve.  
b) Number of stipulated Hours/Days recommended by the college authorities must be completed by students to avail the certificate.
2. Students are requested to update the daily YFS seva tracking sheet.
3. (a) Students must submit their final report after completion of their required hours  
b) In order to avail certificate it is important to fill online seva completion form.
4. Students must fill Self Evaluation form after they complete mandated hours/days of seva volunteering and internship.
5. Final Presentation on Volunteering/Internship Journey is Mandatory for students based on which the certificate will be rewarded.
6. Concerned YFS Supervisor must acknowledge and approve the completion of assigned activity/volunteering service to process certification. Certificate cannot be provided without the approval of YFS supervisor on completion of assigned activity/volunteering service. YFS Supervisor is the final authority to qualify or disqualify the certification to volunteers based on fulfilment of guideline requirements.

#### Office Guidelines

1. Strictly follow waste segregation (Wet Waste in Green Bin and Dry Waste in Blue Bin at the office).
2. Consumption of meat/non-veg food is not allowed in YFS office.
3. Interns to maintain a formal behavior in the office premises
4. All YFS items/assets (banners/standee/projector/resource materials etc) utilized during volunteering must be handed over in good/undamaged/working/ same condition before the certification ceremony; else students/college must bear the expenses to proceed with certification.

#### Note:

Students must adhere to all the mandatory points, failure to abide will lead to suspension from the program.