



KOTTAKKAL FAROOK
ARTS & SCIENCE COLLEGE

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

**POLICY AND STANDARD OPERATING PRACTICES
ON MOU, COLLABORATION AND LINKAGES.**

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1. Introduction

KFASC is committed to providing students with comprehensive experiential learning opportunities that enhance their practical skills, community engagement, and job readiness. These initiatives include internships, on-the-job training, industrial visits, field visits, extension activities, community engagement, and outreach activities, all designed to equip students with the knowledge and skills needed to thrive in their future careers.

2. Policy Statement

KFASC's experiential learning policy aims to establish strong collaborations with industry partners, community organizations, and institutions to ensure students gain valuable practical experience that complements their academic learning. The policy outlines the procedures for identifying potential partners, formalizing collaborations through MOUs, and implementing various experiential learning activities, including community-focused programs.

3. Objectives

- **Enhance Practical Skills:** Equip students with the necessary skills to apply theoretical knowledge in real-world situations, both in professional and community settings.
- **Improve Job Readiness:** Prepare students for employment by providing exposure to industry practices, workplace environments, and community engagement.
- **Foster Industry and Community Connections:** Establish and maintain partnerships with organizations and communities that align with the academic programs offered at KFASC.
- **Support Student Development:** Offer opportunities for students to develop soft skills, critical thinking, problem-solving abilities, and a sense of social responsibility through engagement in community and outreach activities.
- **Promote Civic Responsibility:** Encourage students to actively participate in community and outreach activities, fostering a sense of civic duty and social responsibility.

4. Plan of Action

4.1 Identification of Potential Partners and Community Organizations

- **Departments' Role:** Each academic department at KFASC will identify potential organizations, industries, and community groups relevant to their programs. This will include identifying partners for internships, training, and community engagement activities.
- **Criteria for Selection:** Organizations and community groups should have a good track record, offer learning opportunities aligned with the curriculum, and be willing to engage in long-term collaborations.

4.2 Memorandum of Understanding (MOU)

- **Drafting MOUs:** Prepare standard templates for MOUs that clearly define the roles and responsibilities of KFASC, the partnering organization, and community groups.

The MOUs should include details about internships, training programs, community engagement projects, and any other agreed-upon activities.

- **Approval Process:** The draft MOUs should be reviewed and approved by the college's legal and administrative bodies before being signed by both parties.

4.3 Implementation of Experiential Learning and Community Engagement Activities

- **Internships:** Coordinate with partner organizations to offer internships for students, which may be full-time, part-time, or project-based.
- **On-the-Job Training:** Arrange for students to receive on-the-job training in areas relevant to their studies.
- **Industrial and Field Visits:** Plan and organize visits to industries and community sites to give students a firsthand understanding of operational and community practices.
- **Extension Activities:** Engage students in extension activities that connect their academic learning with community needs, such as educational workshops, health camps, and environmental initiatives.
- **Community Engagement and Outreach:** Develop and implement projects that involve students in community service, outreach programs, and social initiatives that benefit local communities.

4.4 Student Selection and Preparation

- **Eligibility Criteria:** Establish criteria for selecting students for each experiential and community engagement opportunity, such as academic performance, interest, and career goals.
- **Pre-Placement Orientation:** Provide students with an orientation before they begin internships, training programs, or community engagement activities. This will include information on workplace and community etiquette, expectations, and how to make the most of their experience.

4.5 Monitoring and Evaluation

- **Supervision:** Assign faculty mentors to supervise students during their experiential and community engagement activities. The mentors will be responsible for monitoring progress, providing guidance, and addressing any issues that arise.
- **Feedback Mechanism:** Develop a feedback system where students, partner organizations, and community groups can share their experiences. This feedback will be used to improve the program.
- **Assessment:** Evaluate the outcomes of experiential learning and community engagement activities by assessing the skills, knowledge, and social responsibility gained by students. This assessment will contribute to the overall grading of the student's course.

5. Standard Operating Procedure (SOP)

5.1 Partner and Community Group Identification and MOU Development

- **Step 1:** Departments identify potential partners and community organizations.
- **Step 2:** Departments submit a list of potential partners to the administration.
- **Step 3:** Administration drafts MOUs and gets them approved.
- **Step 4:** MOUs are signed and formalized.

5.2 Implementation of Experiential Learning and Community Engagement

- **Step 1:** Departments coordinate with partners to offer internships, training, visits, and community engagement projects.
- **Step 2:** Students apply and are selected based on eligibility criteria.
- **Step 3:** Pre-placement orientation is conducted.
- **Step 4:** Students engage in experiential and community engagement activities.

5.3 Monitoring and Evaluation

- **Step 1:** Faculty mentors are assigned to students.
- **Step 2:** Ongoing monitoring and support are provided.
- **Step 3:** Feedback is collected from students, partners, and community groups.
- **Step 4:** Final assessment of student outcomes.

6. Review and Continuous Improvement

- **Annual Review:** Conduct an annual review of the experiential learning and community engagement program to identify strengths and areas for improvement.
- **Updating MOUs:** Review and update MOUs as needed to reflect changing industry and community needs and academic objectives.
- **Feedback Implementation:** Use feedback from students, partners, and community groups to refine the experiential learning and community engagement activities.

7. Documentation and Reporting

- **Record Keeping:** Maintain records of all experiential learning and community engagement activities, including MOUs, student placements, feedback, and assessments.
- **Reporting:** Departments will submit annual reports on the experiential learning and community engagement activities to the college administration, detailing the number of students involved, the organizations and communities they worked with, and the outcomes achieved.