

VOLUNTEERS IN SERVICE

VIS – CUST POLICY & PROCEDURE

Volunteers In Service Directorate (VIS)

Capital University of Science & Technology

Islamabad Expressway, Kahuta Road, Zone-V,
Islamabad

Ph# 051-111-555-666/Ext 380

www.cust.edu.pk/VISatCUST

www.facebook.com/VISatCUST

VISION:

“To foster socially responsible citizens (SRCs) who are self-starters in terms of welfare and social development.”

MISSION:

“To instill a spirit of volunteerism in youth to make them realize the importance of their role in the betterment of society and in eradicating social evils like poverty and illiteracy.”

AIM:

This program aims to give our youth a view of the flipside of this world that’s worlds apart from the one they were bought up in.

INTRODUCTION:

The **Volunteers In Service Directorate (VIS)** was established in April 2016 to practically implement the vision of worthy Chancellor Mian Amer Mahmood to develop a society that is socially responsible. The Directorate makes sure that CUST students get to know the problems of our society like poverty, hunger and illiteracy and come to know their own role in dealing with the same. For this purpose, every graduating student of CUST is required to volunteer 65 hours (at-least two weeks) of community service in order to make him/her a socially responsible citizen.

OVERVIEW:

- ✓ All graduating students of CUST have to perform 65 hours of volunteer work (at-least two weeks)
- ✓ Placement is made by VIS Directorate in different partner organizations

THEMATIC AREA:

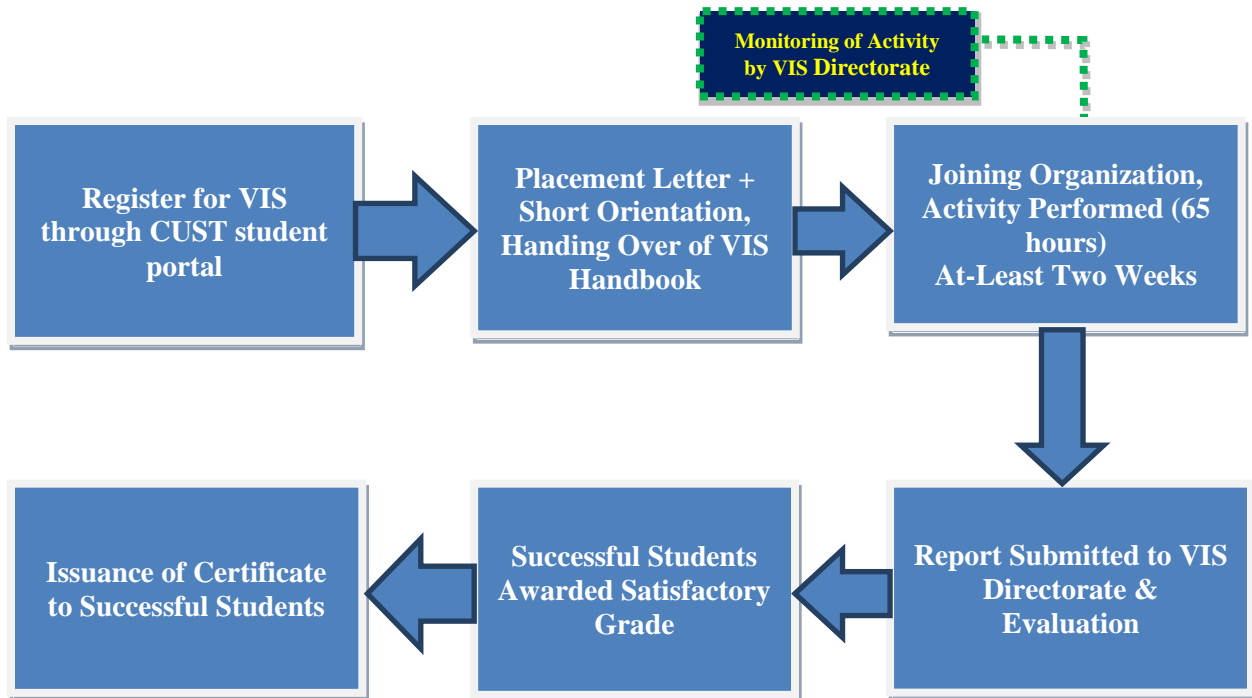
- ✓ Teaching in non-formal schools
- ✓ Social welfare event designing and management
- ✓ Marketing of social welfare activities
- ✓ Participating in routine activities of welfare partner organizations
- ✓ Facilitating or guiding patients
- ✓ Taking care of disabled and elderly persons
- ✓ Organizing blood donation camps
- ✓ Managing plantation drive

RESTRICTION:

- ✓ Fund raising or other pecuniary activities are not allowed

PROCEDURE / VOLUNTEER CYCLE:

- ✓ Register for VIS through CUST student portal and then student approach VIS Directorate
- ✓ Orientation, placement letter and handing over VIS handbook
- ✓ Joining in organization to perform volunteer work
 - Monitoring by VIS Directorate through:
 - Facilitating visits
 - Telephonic contact and email
 - Random feedback from partner organization
- ✓ Report submission and evaluation of the report by VIS
- ✓ Successful student / volunteer awarded satisfactory grade
- ✓ Issuance of certificate



BENEFITS

TO ORGANIZATIONS

- ✓ Corporate Social Responsibility (CSR)
- ✓ Socially Responsible Citizens
- ✓ Character Building of Students
- ✓ Partnership with Social Sector
- ✓ Networking with Valuable Community

TO STUDENTS

- ✓ Inculcate Students with Empathy
- ✓ Actualizing the Ethics of Caring
- ✓ Being the Trend-Setters and pioneers of volunteerism
- ✓ Accreditation and Recognition Abroad
- ✓ Networking with Local and International Social Sector

TO SOCIETY

- ✓ A Better Society with Lesser Problems
- ✓ More Helping Hands than Needy
- ✓ Support to Government
- ✓ Support to Community
- ✓ Use of Resources on Best Place

REPORT SUBMISSION CRITERIA / SOPs

CRITERIA FOR VIS REPORT SUBMISSION	
SR #	DETAILS
1.	REPORT SUBMISSION WITHIN 12 DAYS AFTER COMPLETION OF VIS OR AFTER START OF SEMESTER WITHIN 12 DAYS
2.	ATTACHMENT OF PLACEMENT LETTER WITH REPORT
3.	ATTACHMENT OF A1 TO A3 WITH REPORT
4.	CLEAR VISIBLE WORKING PICTURES (AT LEAST 5)
5.	DATE / DAY WISE ACTIVITY
6.	WORKING HOURS (65) ENTRY ON ATTANDANCE FORM
7.	SUPERVISOR REMARKS, SIGN & STAMP ON ATTANDANCE AND EVALUATION FORM
8.	OBSERVANCE OF TIMING / ATTENDANCE PUNCTUALITY GIVEN BY THE ORGANIZATION
9.	ASSIGNING TASK COMPLETION ENTRUSTED BY THE ORGANIZATION

10.	<p>THEMATIC AREAS TO BE CHOSEN BY THE STUDENT:</p> <ul style="list-style-type: none"> • EDUCATION • ENVIRONMENT • HEALTH • RELIEF ACTIVITIES • HUMAN RIGHTS • AWARENESS CAMPAIGNS
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<u>BREAKUP OF HOURS</u>	
Total Duration:	65 hours
Orientation in the campus:	1 hour
In the organization:	64 hours
<u>BREAKUP OF VOLUNTEER WORK</u>	
Field work:	70 %
Office work:	30 %

ELIGIBILITY FOR REGISTRATION OF VOLUNTEER:

All students of CUST are eligible and mandated for volunteer work except the students of the following classes:

- MBA Professional
- MBA Banking & Finance
- MS/ M.PHIL/ PHD

PARTNER ORGANIZATION ADDITION:

- Any non-for-Profit Organization (NGO, NPO etc.) working for social welfare and benefit of masses in any sphere of life like health, literacy, hygiene, peace, environmental issues, human rights etc. can be a partner of VIS Directorate.

CRITERIA:

- ✓ Any registered organization which intends to be partner of CUST should be working for a social cause.
- ✓ Have an independent office.
- ✓ Have registration and recognition at national or international level.

CUST do not cater individuals working alone, organization supporting any political, ethnic, sectarian or religious agenda.