



COMMUNITY SERVICE POLICY

BE Electronic Engineering

(Non-Credit, Mandatory & Qualifying Requirement)

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1. INTRODUCTION, POLICY STATEMENT, RATIONALE AND PURPOSE

1.1 Introduction

Community Service is a mandatory graduation requirement for students of the B.E. Electronic Engineering program from Batch 2K25 onwards. It provides students with an opportunity to apply their engineering knowledge and skills to address well-defined and practical community needs in an authentic community setting. The activity is intended to complement, rather than replace, formal engineering coursework or the Final Year Project. Projects should therefore be practical, appropriately scoped, safe, and achievable within the prescribed community-service period and available resources. Community Service develops students' technical and professional capabilities through practical engagement, including problem identification, application of engineering principles, design and implementation, testing, teamwork, communication, ethical conduct, safety awareness, project management, and social responsibility.

The policy is designed with reference to applicable Pakistan Engineering Council (PEC) requirements, the International Engineering Alliance (IEA) Graduate Attributes and Professional Competencies (GAPC), relevant Washington Accord principles, the Higher Education Commission (HEC) Plagiarism Policy (2023), and the University of Sindh Environmental, Health and Safety requirements/policy.

1.2 Policy Statement

All B.E. Electronic Engineering students of Batch 2K25 onwards shall complete a minimum of 30 verified physical hours of Community Service as a mandatory, zero-credit graduation requirement.

The Community Service activity shall:

1. be conducted through an approved community-based project or engineering activity;
2. be supervised academically by a Faculty Supervisor and on-site by a Community Partner Supervisor;
3. involve meaningful application of electronic engineering knowledge and skills;
4. include the required planning, implementation, documentation, assessment, and reflection activities; and



5. be completed in accordance with the approved safety, academic-integrity, and professional-conduct requirements.

The activity carries zero credit hours and does not contribute to the student's CGPA. The prescribed 100-mark assessment is used solely to determine whether the student satisfies the Community Service graduation requirement. A student shall be awarded “Pass” only when the applicable minimum marks and attendance requirements specified in this policy are satisfied.

1.3 Rationale

Community Service provides an appropriate experiential-learning opportunity within the B.E. Electronic Engineering program. It is intended to:

1. **Experiential Learning:** Enable students to apply engineering knowledge and skills to practical community needs outside the conventional classroom environment.
2. **Engineering Practice:** Develop practical abilities in problem identification, engineering analysis, design, implementation, testing, and use of appropriate tools within a manageable project scope.
3. **Professional Development:** Develop teamwork, communication, project management, ethical conduct, safety awareness, and professional responsibility.
4. **Social Responsibility:** Enable students to understand community needs, stakeholder perspectives, social impacts, sustainability considerations, and the responsibility of engineers toward society.
5. **Graduate Attributes:** Provide an additional experiential context in which students can demonstrate selected PEC Graduate Attributes (PLOs) through defined Community Service Learning Outcomes (ILOs).
6. **Employability:** Provide students with evidence of practical experience, teamwork, communication, problem-solving, and community engagement that can contribute to their professional development.

Community Service is not intended to substitute for laboratory courses, industrial training, or the Final Year Project. Its purpose is to provide a structured and appropriately scaled community-engagement experience.



1.4 Purpose

The purpose of this policy is to:

1. establish a clear framework for planning, approving, implementing, supervising, and assessing Community Service;
2. define the roles and responsibilities of students, Faculty Supervisors, Community Partner Supervisors, the Community Service Committee (CSC), and Community Partners;
3. establish appropriate Community Service Learning Outcomes (ILOs) and their alignment with the relevant PEC Graduate Attributes (PLOs);
4. establish a transparent 100-mark assessment framework and Pass/Fail requirements;
5. ensure that community activities are appropriately scoped, technically meaningful, safe, and achievable within the prescribed duration and resources;
6. establish requirements for academic integrity, ethical conduct, safety, documentation, and professional behaviour;
7. provide a consistent mechanism for reviewing and improving the Community Service program through Continuous Quality Improvement (CQI); and
8. support meaningful and mutually beneficial engagement between the Department and community partners.

1.5 Scope

This policy applies to:

- all B.E. Electronic Engineering students of Batch 2K25 onwards undertaking Community Service;
- the Community Service Committee (CSC);
- Faculty Supervisors;
- Community Partner Supervisors;
- approved Community Partner organizations; and



- other Departmental personnel involved in the approval, supervision, assessment, record-keeping, or quality assurance of Community Service.

The policy governs the complete Community Service cycle, from identification and approval of the community need and project proposal through implementation, assessment, reporting, presentation, viva, completion, and CQI review.

2. DEFINITIONS

For the purposes of this policy, the following terms shall have the meanings stated below:

Term	Definition
Community Service	A structured, faculty-supervised experiential learning activity in which students apply relevant electronic engineering knowledge and skills to address a well-defined and practical community need. It is a mandatory, zero-credit graduation requirement for B.E. Electronic Engineering students of Batch 2K25 onwards, requiring a minimum of 30 verified physical hours.
Community Service Learning Outcome (ILO)	A specific learning outcome that a student is expected to demonstrate through the Community Service activity. Each ILO is aligned with a corresponding PEC Graduate Attribute (PLO) as specified in Section 7.
Community Partner	An external organization, community group, non-profit organization, educational institution, public-sector organization, or other approved entity that collaborates with the Department to provide an appropriate community setting or need for the activity.
Community Partner Supervisor	A designated representative of the Community Partner who provides or coordinates on-site supervision, verifies student attendance and physical hours, monitors student conduct and safety compliance, provides feedback, and completes the Field Performance & Observation assessment.
Faculty Supervisor	A faculty member appointed by the CSC to provide academic guidance, monitor student progress, evaluate assigned individual and group deliverables, and ensure compliance with this policy.
Community Service	A departmental committee responsible for the coordination, approval, monitoring, assessment oversight, record keeping, and Continuous Quality Improvement (CQI) of the Community Service program.



Term	Definition
Committee (CSC)	
Well-Defined Community Engineering Problem	A practical community need or engineering problem that can be addressed using established engineering principles, commonly available methods, standards, tools, and resources within the student's level of competence. The problem should have a manageable scope, identifiable requirements and stakeholders, and reasonably predictable outcomes. It does not require the complexity or depth expected of a Final Year Project.
Well-Defined Engineering Activity	A practical engineering activity involving a limited range of resources and established or readily adaptable techniques. It may involve implementation, modification, testing, maintenance, monitoring, training, or improvement of an existing system or solution and should have manageable technical and non-technical considerations and reasonably predictable consequences.
Physical Hours	Verified hours during which a student is physically present and actively engaged at the approved Community Partner/site. Remote work, online meetings, or virtual activities shall not normally count toward the minimum 30-hour requirement.
Activity Log	The prescribed record of a student's Community Service activities, including dates, activities performed, hours completed, and verification by the Community Partner Supervisor.
Pass/Fail	The grading method used for Community Service. A student receives Pass when the minimum overall assessment marks and the minimum 30 verified physical hours specified in this policy are both satisfied. Otherwise, the student receives Fail.
Academic Integrity	Honest, responsible, and ethical conduct in the preparation, implementation, documentation, reporting, presentation, reflection, and assessment of Community Service, including appropriate acknowledgment of sources and responsible use of digital and AI-based tools, in accordance with the applicable HEC and University requirements.
Safety Compliance	Conformity with applicable University of Sindh, Community Partner/site, legal, regulatory, and activity-specific health and safety requirements, including approved safety instructions, risk-control measures, and required protective equipment.



Term	Definition
Academic Integrity and Safety Compliance Declaration	A mandatory student declaration confirming compliance with applicable academic-integrity, ethical, professional-conduct, health, and safety requirements throughout the Community Service activity. The declaration shall be submitted using the prescribed appendix/form.
Community Need	A genuine and identifiable need affecting a community, group, or organization that can reasonably be addressed through an appropriate, safe, and meaningful engineering activity within the scope and duration of Community Service.
Stakeholder	An individual, group, organization, or community member who is affected by, contributes to, or has a legitimate interest in the Community Service activity or its outcomes.
Reciprocity	The principle that Community Service should provide meaningful benefit to both students and the community, with the activity developed in consultation with the community rather than imposed without consideration of its needs.
Expert Review	A contextual review conducted by a subject-matter expert appointed by the CSC when an academic-integrity concern requires specialist examination. The expert review shall support the institutional academic-integrity process and shall not replace the authority of the University's approved disciplinary or plagiarism mechanism.
Continuous Quality Improvement (CQI)	A systematic process of reviewing Community Service activities, assessment results, stakeholder feedback, and identified issues to determine and implement improvements to the program and policy.

3. IMPLEMENTATION

3.1 Program Integration

Community Service is a mandatory, zero-credit graduation requirement for B.E. Electronic Engineering students of Batch 2K25 onwards. It provides students with an opportunity to apply relevant engineering knowledge and skills to a well-defined and practical community need in an authentic community setting.



The activity is intended to complement formal coursework and shall not be treated as a substitute for the Final Year Project, laboratory courses, industrial training, or any other prescribed academic requirement. Community Service shall be coordinated by the Community Service Committee (CSC) in collaboration with approved Community Partners and Faculty Supervisors.

Aspect	Requirement
Program Status	Mandatory, zero-credit graduation requirement
Applicable Students	B.E. Electronic Engineering, Batch 2K25 onwards
Minimum Physical Hours	30 verified physical hours per student
Project Scope	Well-defined and practical community engineering need appropriate to the student's level
Learning Outcomes	11 Community Service ILOs aligned with the relevant PEC Graduate Attributes (PLOs)
Assessment	100 marks used solely to determine Pass/Fail
CGPA	Community Service does not contribute to CGPA
Completion	Pass/Fail based on the requirements specified in Section 8

The Community Service activity should involve meaningful student participation in planning, implementation, testing, documentation, communication, or other appropriate engineering work. The scope shall remain manageable within the approved period, available resources, and the student's level of competence.

3.2 Implementation Period

Community Service shall normally be completed during an approved semester break, preferably during the summer or winter vacation. The Department may approve another suitable period where justified by the nature of the activity and the academic calendar. The CSC shall announce the applicable schedule for proposal submission, approval, activity implementation, report submission, presentation, and viva voce.



3.3 Minimum Physical Hours

Each student shall complete at least 30 verified physical hours of Community Service.

Requirement	Provision
Minimum Hours	30 physical hours per student
Verification	Activity Log verified by the Community Partner Supervisor
Nature of Hours	Actual physical participation at the approved community/service site
Remote/Online Activities	Do not normally count toward the 30-hour requirement.
Hours Shortfall	Failure to complete 30 verified physical hours results in Fail, irrespective of assessment marks

The 30 hours may be completed over multiple approved visits or activity days, provided that all hours are accurately recorded and verified.

3.4 Group Composition

Community Service may be undertaken individually or in groups, depending on the nature and scope of the approved activity. Where group work is appropriate, a group should normally consist of 7–10 students. The CSC may approve a different group size where justified by the project requirements.

For group projects:

1. Each student shall have a clearly defined individual role and contribution.
2. Each student shall personally complete the required 30 verified physical hours.
3. Individual participation shall be verifiable through the Activity Log and other appropriate evidence.
4. Group deliverables may be assessed collectively where specified in Section 8, while individual performance shall be assessed separately where required.



5. Each student remains individually responsible for professional conduct, academic integrity, safety compliance, and required individual submissions.

An individual project may be approved by the CSC where the proposed activity is suitable for individual implementation.

3.5 Implementation Principles

All Community Service activities shall comply with the following principles:

1. **Community Relevance:** The activity shall address a genuine and identifiable community need.
2. **Engineering Relevance:** Students shall apply appropriate electronic engineering knowledge, skills, methods, tools, or techniques.
3. **Appropriate Scope:** The activity shall be manageable within the prescribed period, resources, and student competence and shall not be expected to have Final Year Project-level complexity.
4. **Student Participation:** Each student shall make a meaningful and verifiable individual contribution.
5. **Safety:** Activities shall be conducted in accordance with applicable University, Community Partner/site, legal, and activity-specific safety requirements.
6. **Ethical Conduct:** Students shall comply with academic-integrity, professional-conduct, confidentiality, and ethical requirements.
7. **Community Benefit:** The activity should produce a meaningful and demonstrable benefit, outcome, or service for the intended community.
8. **Reciprocity:** Where practicable, the activity should be developed in consultation with the community and should respect its needs, context, and expectations.

Detailed responsibilities of the CSC, Faculty Supervisor, Community Partner, Community Partner Supervisor, and students are provided in Section 6. Detailed assessment requirements are provided in Section 8.



4. COMMUNITY SERVICE REQUIREMENTS

4.1 Duration and Timing

Community Service shall normally be completed during an approved semester break. The activity shall be planned and completed within the period approved by the CSC.

Requirement	Provision
Minimum Duration	30 verified physical hours per student
Normal Timing	Summer or winter semester break
Start	Only after CSC approval of the project proposal
Completion	Within the approved activity period
Extension	May be granted by the CSC only in justified circumstances

The 30-hour requirement refers specifically to verified physical, on-site participation and shall not be replaced by remote or online hours.

4.2 Mandatory Requirements

Each student shall complete all requirements listed below.

Requirement	Description	Status / Marks
Physical Attendance	Completion of at least 30 verified physical hours at the approved community/service site.	Mandatory
Activity Log	Record of dates, activities performed, hours completed, and verification by the Community Partner Supervisor.	Mandatory Evidence
Proposal Defense	Individual defense demonstrating understanding of the community need, proposed engineering approach, objectives, and implementation plan.	15
Field Performance & Observation	Individual assessment of participation, professional conduct, teamwork, engineering practice, and performance during the activity.	30



Requirement	Description	Status / Marks
Group Technical Report	Group report documenting the community need, engineering approach, implementation, testing/evaluation, results, and community outcome.	25
Individual Reflection Report	Individual reflection on learning, professional development, ethics, community engagement, and future improvement.	10
Presentation	Individual presentation of the project, personal contribution, engineering work, and outcomes.	10
Viva Voce	Individual oral examination covering the project, engineering decisions, results, and individual contribution.	10
Academic Integrity and Safety Compliance Declaration	Mandatory declaration confirming compliance with academic-integrity, ethical, safety, and professional-conduct requirements.	Mandatory

Total Assessment Marks = 100

The 100 marks are used only to determine the Pass/Fail status of this zero-credit graduation requirement and do not contribute to CGPA.

4.3 Community Partner Selection Criteria

A Community Partner shall be approved by the CSC before students commence the activity.

Criterion	Requirement
Community Relevance	The organization or group should serve a genuine and identifiable community need.
Engineering Relevance	The proposed activity should provide an appropriate opportunity for students to apply electronic engineering knowledge or skills.
Suitable Supervision	A designated Community Partner Supervisor shall be available to guide students and verify their physical attendance and field performance.



Criterion	Requirement
Safety	The activity and site shall provide reasonably safe working conditions and comply with applicable safety requirements.
Resources and Access	The Community Partner shall provide reasonable access to the approved site, facilities, users, or information necessary for the activity.
Ethical Suitability	The activity shall be consistent with University policies, professional ethics, applicable laws, and the principles of community benefit and reciprocity.
Approval	The proposed Community Partner and project shall receive CSC approval before commencement.
Partnership Agreement	A Partnership Agreement shall be completed where required by the Department/University before the activity begins.

4.4 Eligible Community Service Activity

The activity shall address a well-defined and practical community need appropriate to the students' academic level. The project does not need to be highly complex or comparable to a Final Year Project. It should instead demonstrate meaningful application of engineering knowledge through an achievable activity such as:

- development or improvement of a simple electronic system;
- implementation of a low-cost engineering solution;
- testing, measurement, or monitoring;
- repair, refurbishment, or safe reuse of suitable electronic equipment;
- development of educational or technical resources;
- basic energy, water, environmental, safety, or accessibility solutions; or
- another CSC-approved activity with a clear community benefit.

The activity shall not be approved merely because it involves community participation; there must be a meaningful and verifiable engineering contribution.



4.5 Individual Participation

Where students work as a group, the project may have common objectives and group deliverables. However, each student shall be individually accountable for:

- completing the required 30 verified physical hours;
- performing an identifiable role or contribution;
- following applicable safety and professional requirements;
- maintaining accurate activity records;
- demonstrating individual learning and contribution; and
- completing the required individual assessment components.

The purpose of group work is to encourage teamwork without removing individual accountability.

5. APPLICATION AND APPROVAL PROCESS

Students may identify a suitable Community Partner independently or request assistance from the Department. CSC approval must be obtained before any Community Service activity begins. The application and approval process is intended to ensure that the proposed activity is relevant, feasible, safe, appropriately supervised, and suitable for the student's academic level.

5.1 General Requirements

Before commencing Community Service, the student/group shall:

1. identify a suitable community need and Community Partner;
2. develop a Community Service project proposal using the prescribed format;
3. identify the proposed activities, expected outcomes, individual responsibilities, resources, estimated budget, and safety considerations;
4. submit the proposal to the CSC within the announced deadline;
5. successfully complete the individual Proposal Defense;
6. obtain formal CSC approval;



7. obtain the required Partnership Agreement and other mandatory declarations before commencement; and
8. commence the activity only after all required approvals have been completed.

No Community Service hours completed before formal CSC approval shall normally be counted toward the required 30 physical hours.

5.2 Student-Initiated Placement

Students are encouraged to identify and approach suitable Community Partners themselves. This provides students with an opportunity to develop initiative, professional communication, networking, and self-management skills.

Step	Action	Responsible
1	Identify a suitable Community Partner and discuss a potential community engineering activity.	Student
2	Obtain preliminary confirmation from the Community Partner that the proposed activity can be undertaken.	Student / Community Partner
3	Prepare and submit the prescribed project proposal to the CSC.	Student
4	CSC reviews the Community Partner, project relevance, feasibility, safety, supervision arrangements, and proposal completeness.	CSC
5	Student defends the proposal before the CSC.	Student / CSC
6	CSC approves, conditionally approves, or rejects the proposal.	CSC
7	CSC assigns a Faculty Supervisor after proposal approval.	CSC
8	Complete the Partnership Agreement and required declarations before commencement.	Student / Community Partner / Department
9	Commence Community Service on the approved date.	Student / Community Partner

CSC approval may include conditions or required modifications before the activity is permitted to commence.



5.3 Department-Facilitated Assistance

Students who are unable to identify a suitable Community Partner despite reasonable effort may request assistance from the Department. Departmental assistance does not constitute a guarantee of placement.

Step	Action	Responsible
1	Student submits a request for assistance and provides reasonable evidence of efforts made to secure a placement.	Student
2	CSC considers the request and identifies, where possible, suitable Community Partner opportunities.	CSC
3	CSC communicates available opportunities to the student.	CSC
4	Student applies to the identified opportunity and participates in any selection process required by the Community Partner.	Student
5	If accepted, the proposed activity and Community Partner are processed for CSC approval.	CSC / Student
6	Student submits the required proposal and completes the Proposal Defense.	Student
7	CSC approves the project and assigns a Faculty Supervisor.	CSC
8	Required agreement and declarations are completed before commencement.	Relevant Parties
9	Community Service commences on the approved date.	Student / Community Partner

5.4 Proposal Requirements

The proposal shall provide sufficient information for the CSC to determine whether the activity is appropriate and feasible.

At minimum, the proposal shall include:

1. Community Partner and project details



2. Identified community need/problem
3. Rationale and expected community benefit
4. Project objectives
5. Proposed engineering activity/solution
6. Implementation plan and schedule
7. Individual student roles and responsibilities
8. Resources and estimated budget
9. Testing/evaluation approach, where applicable
10. Safety and risk considerations
11. Relevant standards or technical requirements, where applicable
12. Expected outcomes and deliverables
13. Proposed SDG alignment, where relevant

The proposal shall demonstrate that the activity is achievable within the approved period and does not require Final Year Project-level complexity.

5.5 Proposal Review and Decision

The CSC shall review the proposal using the following considerations:

Review Area	CSC Consideration
Community Need	Is there a genuine and identifiable community need?
Engineering Relevance	Does the activity involve meaningful application of electronic engineering knowledge or skills?
Feasibility	Can the proposed activity reasonably be completed within the approved period and available resources?
Student Level	Is the scope appropriate for undergraduate students and not unnecessarily complex?



Review Area	CSC Consideration
Community Benefit	Is there a clear and realistic benefit or outcome for the intended community?
Supervision	Is suitable on-site and academic supervision available?
Safety	Can the activity be performed safely under applicable requirements?
Resources and Budget	Are the required resources available and the proposed expenses reasonable?
Ethics	Is the activity consistent with academic integrity, professional ethics, confidentiality, and community interests?
Individual Contribution	Can the contribution of each student be clearly identified and verified?

The CSC may:

- Approve the proposal;
- Approve with conditions/modifications;
- Return the proposal for revision; or
- Reject the proposal with reasons.

Approval shall be granted only when the CSC is satisfied that the project meets the requirements of this policy.

5.6 Financial Responsibility

Students shall normally be responsible for arranging and bearing the expenses associated with their Community Service project, including project materials, components, transportation, meals, accommodation, printing, and other approved project-related costs. The University, Department, and CSC shall not normally be responsible for student-incurred project or personal expenses.

However:

- Community Partners may provide materials, facilities, transportation, or other in-kind support.



- Students may seek external sponsorship subject to CSC approval.
- Students may use available University laboratories, equipment, and facilities subject to availability and applicable University rules.
- Students shall not be required to undertake unsafe activities because of financial limitations.
- Any project that cannot reasonably be completed safely within the available resources shall be revised, postponed, or rejected by the CSC.

5.7 Commencement of Activity

Community Service shall commence only after:

- CSC project approval;
- Faculty Supervisor assignment;
- completion of the required Partnership Agreement, where applicable;
- submission of the required Academic Integrity and Safety Compliance Declaration; and
- Confirmation of the approved start date and Community Partner arrangements.

The 30 verified physical hours shall be counted only from the approved commencement of the activity.

6. GOVERNANCE AND RESPONSIBILITIES

6.1 Community Service Committee

The Community Service Committee (CSC) shall be the principal departmental body responsible for the administration, coordination, monitoring, assessment oversight, and quality assurance of the Community Service program.



6.1.1 Composition

Member	Role
Convener – Senior Faculty Member	Leads and coordinates CSC activities
Two Faculty Members	Support administration, assessment, monitoring, and CQI
Community Representative – Optional	Provides community perspective and advice

6.1.2 Responsibilities

The CSC shall:

1. implement and periodically review the Community Service Policy;
2. identify, evaluate, and approve suitable Community Partners;
3. review and approve student project proposals;
4. conduct or coordinate Proposal Defenses;
5. assign Faculty Supervisors;
6. monitor the overall implementation of Community Service;
7. coordinate the prescribed assessment activities;
8. review assessment records and determine the final Pass/Fail status;
9. maintain appropriate Community Service records;
10. manage cases requiring academic-integrity or other formal review in accordance with applicable University procedures;
11. manage conflicts of interest in approval and assessment;
12. review student and Community Partner feedback; and
13. Conduct periodic CQI review and recommend improvements to the program.



The CSC shall not replace the University's competent authority in matters that require formal disciplinary, plagiarism, or other statutory action.

6.2 Faculty Supervisor

A Faculty Supervisor shall be appointed by the CSC after approval of the student's/group's proposal. The Faculty Supervisor shall provide academic guidance and monitoring and shall not assume the responsibilities of the Community Partner Supervisor for day-to-day on-site supervision.

The Faculty Supervisor shall:

1. provide academic guidance relevant to the approved project;
2. communicate with the Community Partner Supervisor regarding student progress where necessary;
3. conduct at least one documented monitoring interaction during the activity, through a physical visit, telephone call, or video conference, as appropriate;
4. evaluate the Group Technical Report (Appendix C) – 25 marks;
5. evaluate the Individual Reflection Report (Appendix D) – 10 marks;
6. verify the required Activity Log and supporting documentation as part of the academic assessment process;
7. perform administrative checks of the required similarity/AI-detection reports where applicable;
8. verify submission of the Academic Integrity and Safety Compliance Declaration;
9. identify and refer suspected academic-integrity concerns to the CSC in accordance with Section 12;
10. submit completed assessment records and required documentation to the CSC;
and
11. Maintain appropriate records of academic supervision and assessment.



The Faculty Supervisor shall not independently impose disciplinary penalties for suspected academic misconduct.

6.3 Community Partner

The Community Partner provides the approved environment in which the Community Service activity is undertaken.

The Community Partner shall, where applicable:

1. provide access to the approved community/service site;
2. identify a suitable Community Partner Supervisor;
3. provide reasonable information and access required for the approved activity;
4. communicate relevant site-specific requirements to students;
5. facilitate safe and appropriate student participation;
6. provide reasonable feedback on student participation; and
7. Communicate significant concerns or incidents to the Department/Faculty Supervisor.

The Community Partner is not responsible for the academic assessment of reports, presentations, or viva voce unless specifically assigned under this policy.

6.4 Community Partner Supervisor

The Community Partner Supervisor is the designated person responsible for on-site supervision and verification of student field participation.

The Community Partner Supervisor shall:

1. provide an appropriate orientation to the activity and site;
2. communicate applicable site safety requirements and procedures;
3. guide students in their approved activities;
4. monitor student attendance and participation;
5. verify the student's 30 physical hours through the Activity Log;
6. provide reasonable feedback on student performance;



7. complete the Field Performance & Observation assessment (Appendix B) – 30 marks;
8. report significant safety, conduct, attendance, or performance concerns to the Faculty Supervisor; and
9. Verify, where applicable, compliance with site-specific safety requirements.

The Community Partner Supervisor shall not be responsible for academic decisions such as plagiarism determinations, final grading, or disciplinary penalties.

6.5 Students

Students are responsible for completing the approved Community Service activity and meeting all academic, professional, ethical, and safety requirements.

Each student shall:

1. identify or accept an approved Community Partner and community need;
2. prepare and submit the required proposal;
3. successfully complete the Proposal Defense;
4. participate only in the approved Community Service activity;
5. complete at least 30 verified physical hours;
6. maintain an accurate Activity Log;
7. perform the assigned individual responsibilities within a group project;
8. comply with University, Community Partner/site, legal, ethical, and safety requirements;
9. maintain academic integrity and appropriately acknowledge sources and permitted use of digital/AI tools;
10. protect confidential or sensitive community information;
11. submit the required technical and individual deliverables;
12. participate in the presentation and viva voce;
13. report accidents, hazards, or significant concerns promptly; and



14. Cooperate with reasonable monitoring, assessment, and CQI activities.

6.6 Conflict of Interest

A person involved in approval, supervision, or assessment shall disclose any actual, potential, or perceived conflict of interest. A person shall not participate in the approval or assessment of a student/project where they have a personal, financial, professional, or other relationship that could reasonably affect impartiality. The CSC Convener shall arrange an appropriate alternative reviewer, assessor, or decision-maker where necessary.

7. INTENDED LEARNING OUTCOMES (ILOs) AND PLO MAPPING

The Community Service Activity shall provide students with opportunities to develop and demonstrate 11 Intended Learning Outcomes (ILOs) aligned one-to-one with the 11 PEC Graduate Attributes/PLOs applicable to the B.E. Electronic Engineering program. The ILOs are designed to be appropriate to the level and scope of Community Service. They do not require the complexity of a Final Year Project; rather, students are expected to demonstrate meaningful application of engineering knowledge to a well-defined and practical community need.

ILO	Intended Learning Outcome	Domain & Level	PLO	Marks
ILO1	Apply relevant mathematical, natural science, computing, and engineering knowledge to address a well-defined community engineering problem.	C3	PLO1	9
ILO2	Identify, formulate, and analyze a well-defined community engineering problem using appropriate engineering principles, stakeholder evidence, and relevant technical information to reach substantiated conclusions.	C4	PLO2	12
ILO3	Design and develop a practical engineering solution for a well-defined community engineering problem that satisfies specified requirements using appropriate engineering principles, methods, and standards.	C6	PLO3	15



ILO	Intended Learning Outcome	Domain & Level	PLO	Marks
ILO4	Conduct appropriate tests and measurements, analyze the resulting data, and draw valid conclusions to verify the functional and performance requirements of an implemented engineering solution.	C4	PLO4	10
ILO5	Select and apply appropriate engineering techniques, resources, software, equipment, and modern engineering and IT tools, recognizing their capabilities and limitations.	P4	PLO5	8
ILO6	Evaluate the technical, societal, environmental, economic, health and safety, legal, and sustainability impacts of an engineering solution in relation to community needs and relevant UN Sustainable Development Goals.	C5	PLO6	11
ILO7	Demonstrate commitment to professional ethics, academic integrity, applicable laws, cultural sensitivity, confidentiality, inclusivity, and social responsibility in community engineering practice.	A5	PLO7	9
ILO8	Function effectively as an individual, team member, and leader in a diverse, inclusive, and multidisciplinary community team by demonstrating accountability, collaboration, and conflict-resolution skills.	A4	PLO8	8
ILO9	Prepare and deliver professional engineering reports, technical documentation, and oral presentations that communicate engineering information accurately, clearly, inclusively, and effectively to technical and non-technical audiences.	P4	PLO9	8
ILO10	Apply engineering project management and economic decision-making principles to plan, schedule, budget, allocate resources, manage risks, and monitor project deliverables within defined technical, financial, and resource constraints.	C3	PLO10	6
ILO11	Demonstrate self-directed lifelong learning by identifying knowledge and skill gaps and acquiring, evaluating, and applying relevant emerging engineering knowledge, technologies, standards, and professional practices.	A5	PLO11	4



ILO	Intended Learning Outcome	Domain & Level	PLO	Marks
TOTAL				100

7.1 Project Scope Standard

An approved Community Service project shall:

- Address a genuine and identifiable community need.
- Have a clearly defined and limited scope.
- Be appropriate to the student's academic level.
- Apply established engineering knowledge, techniques, methods, or tools.
- Be achievable within the approved activity period.
- Use resources that are reasonably available to the students.
- Include appropriate consideration of safety, ethics, and sustainability.
- Produce a measurable, demonstrable, or documented outcome for the community.

8. ASSESSMENT FRAMEWORK

The Community Service Activity shall be assessed through multiple assessment tools to provide evidence of individual learning, technical work, professional conduct, teamwork, communication, and community engagement. The assessment carries 100 marks. These marks are used solely to determine the Pass/Fail status of this zero-credit mandatory graduation requirement.

8.1 Assessment Tools and Weightage

Assessment Tool	Marks	Assessment Type	Assessed By	Assessment Instrument
Proposal Defense	15	Individual	CSC	Appendix A



Assessment Tool	Marks	Assessment Type	Assessed By	Assessment Instrument
Field Performance & Observation	30	Individual	Community Partner Supervisor	Appendix B
Group Technical Report	25	Group	Faculty Supervisor	Appendix C
Individual Reflection Report	10	Individual	Faculty Supervisor	Appendix D
Presentation	10	Individual	CSC	Appendix E
Viva Voce	10	Individual	CSC	Appendix F
TOTAL	100			

The detailed assessment criteria and ILO-specific marks shall be defined in the approved assessment rubrics.

8.2 ILO Marks Distribution Matrix

ILO	Proposal Defense (15)	Field Performance & Observation (30)	Group Technical Report (25)	Reflection Report (10)	Presentation (10)	Viva Voce (10)	ILO Total
ILO1	5	1	2	–	–	1	9
ILO2	3	3	5	1	–	–	12
ILO3	3	3	6	–	2	1	15
ILO4	1	3	5	–	–	1	10
ILO5	1	5	–	–	–	2	8
ILO6	1	3	3	2	1	1	11



ILO	Proposal Defense (15)	Field Performance & Observation (30)	Group Technical Report (25)	Reflection Report (10)	Presentation (10)	Viva Voce (10)	ILO Total
ILO7	–	4	–	4	–	1	9
ILO8	–	4	–	–	4	–	8
ILO9	–	2	1	1	2	2	8
ILO10	1	1	3	–	–	1	6
ILO11	–	1	–	2	–	1	4
TOTAL	15	30	25	10	10	10	100

Assessment principle: Group assessments evaluate common project deliverables, whereas individual assessments evaluate each student's personal performance, learning, contribution, and achievement.

8.3 Pass/Fail Requirement

Result	Requirement	Status
Pass	Overall marks $\geq 50/100$ and verified physical attendance ≥ 30 hours	Requirement fulfilled
Fail	Overall marks $< 50/100$ or verified physical attendance < 30 hours	Requirement not fulfilled

Both the minimum marks requirement and the minimum physical-hours requirement must be satisfied.

8.4 Failure and Repetition

A student who does not satisfy the Pass requirements shall receive Fail for Community Service. Because the activity is conducted during a defined period and involves an external Community Partner, routine post-assessment remediation shall not normally be provided. A student who fails shall repeat the Community Service activity in the next approved offering/semester break, subject to the Department's academic schedule and applicable University rules. Where a failure



results from a documented exceptional circumstance, the CSC may consider the matter in accordance with applicable University regulations.

9. APPROVED COMMUNITY SERVICE ACTIVITIES

Community Service projects shall address a real and verified community need through a practical application of electronic engineering knowledge and skills. The project does not need to be complex or equivalent to a Final Year Project. It should be appropriate to the student's academic level, feasible within the available time and resources, safe to implement, and capable of producing a useful and measurable community outcome.

9.1 Eligibility of Community Service Projects

An eligible project shall:

- Address a specific and demonstrated community need.
- Involve a meaningful application of electronic engineering knowledge or skills.
- Include an identifiable community beneficiary or group.
- Have a clear and achievable scope within the approved Community Service period.
- Use appropriate and reasonably available resources.
- Include appropriate testing, verification, demonstration, training, or technical evaluation where applicable.
- Comply with applicable safety, ethical, legal, environmental, and University requirements.
- Provide sufficient opportunity for students to demonstrate the relevant ILOs.
- Have clearly defined individual student responsibilities where the project is conducted in a group.
- Be approved by the CSC before implementation begins.



A project shall not be rejected merely because the engineering solution is simple. The emphasis shall be on appropriate engineering application, community relevance, student learning, safety, and measurable benefit.

9.2 Approved Community Need and Project Categories

The following categories provide examples of suitable Community Service projects. They are illustrative rather than exhaustive. Other projects may be approved by the CSC where they satisfy the eligibility requirements in Section 9.1.

No.	Community Need / Problem Area	Possible Engineering Intervention	Potential Beneficiaries
1	Limited access to basic electricity	Solar emergency lighting, rechargeable lighting, small solar charging systems	Low-income households, rural communities, community facilities
2	Inadequate lighting for study	Solar/rechargeable study lamps, portable reading lights	Students and underserved schools
3	Unsafe lighting in community spaces	Pathway, entrance, or emergency lighting	Vulnerable households, schools, community facilities
4	Unsafe water storage or limited monitoring	Tank-level indicator, overflow alarm, low-water warning	Households, schools, community facilities
5	Water wastage and leakage	Leakage indicator, overflow warning, flow monitoring	Households and community facilities
6	Limited educational resources	Low-cost electronics/STEM kits, demonstration systems, basic trainers	Schools and community learning centres
7	Limited access to technical skills	Basic electronics, soldering, measurement, repair, or troubleshooting training	Underprivileged youth and community members
8	Limited access to electronics repair and reuse	Repair and refurbishment of safe low-voltage equipment	Low-income households and schools



No.	Community Need / Problem Area	Possible Engineering Intervention	Potential Beneficiaries
9	Electronic waste and unsafe disposal	E-waste collection, segregation, reuse, and awareness	Schools and local communities
10	Accessibility difficulties	Visual alerts, large-button controls, simple notification systems	Persons with disabilities and elderly persons
11	Household/community safety risks	Door/window alarms, water-overflow alarms, emergency alerts	Vulnerable households and community facilities
12	Poor environmental conditions	Temperature/humidity monitoring and environmental indicators	Schools and community facilities
13	Water scarcity and inefficient irrigation	Soil-moisture monitoring, irrigation control, water-level monitoring	Small farmers and community gardens
14	High energy costs	Basic energy assessment, energy monitoring, LED-efficiency improvements	Households and community facilities
15	Emergency and disaster preparedness	Water-level warning, rain monitoring, simple emergency alerts	Vulnerable and disaster-prone communities
16	Limited emergency communication	Local notification or alert systems using existing infrastructure	Remote and vulnerable communities
17	Limited health-support facilities	Non-diagnostic environmental/temperature monitoring, reminder systems	Elderly persons and community centres
18	Transport and road-safety risks	Bicycle visibility lights, pedestrian/school safety indicators	Students, cyclists, and pedestrians
19	Limited backup/battery facilities	Battery-status indicators, low-voltage battery monitoring	Households and small community facilities
20	Other verified community needs	Any safe, practical, affordable electronic engineering intervention	As identified and justified



Note: Projects involving medical diagnosis, mains electrical work, hazardous equipment, structural modifications, or other activities requiring specialized authorization shall require appropriate technical and safety approval before implementation.

9.3 Engineering Scope and Complexity

Community Service projects shall normally fall within the scope of a well-defined engineering problem or activity.

For the purpose of this policy, a well-defined problem/activity may involve:

- a limited number of stakeholders;
- established engineering principles and methods;
- commonly available components, equipment, or software;
- a limited range of resources;
- established or readily applicable standards and procedures;
- modification or practical application of existing techniques;
- predictable and manageable consequences; and
- a solution that can reasonably be implemented and evaluated within the Community Service period.

The project does not require novel research, advanced innovation, or complex system development. Examples of appropriate scope, A student group may:

- develop a simple solar lighting system for a community learning centre;
- design and test a water-tank overflow indicator;
- develop a low-cost environmental monitoring system;
- refurbish safe low-voltage electronic equipment;
- develop and demonstrate a basic electronics training kit;
- conduct an energy-use assessment and recommend practical improvements.



These activities are appropriate provided that they involve genuine engineering application and meaningful community engagement.

9.4 Project Selection Criteria

The CSC shall consider the following criteria when reviewing a proposed project:

Criterion	Requirement
Community Need	The need is genuine, specific, and supported by appropriate evidence.
Engineering Relevance	The activity involves meaningful application of electronic engineering knowledge or skills.
Feasibility	The project can reasonably be completed within the approved period and available resources.
Community Benefit	The expected outcome provides a clear and reasonable benefit to the identified beneficiaries.
Safety	Risks are identified and appropriate controls are available.
Ethics	The project respects dignity, privacy, confidentiality, inclusivity, and professional ethics.
Resources	Required materials, equipment, facilities, and funding are reasonably available.
Assessment Evidence	The project provides sufficient evidence for assessment of the relevant ILOs.
Individual Contribution	Each student has clearly defined and verifiable responsibilities.
Sustainability	Where applicable, the solution considers maintenance, usability, affordability, and environmental impact.



9.5 Activities Not Normally Accepted

The following activities shall not normally qualify as Community Service unless they contain a substantial and demonstrable engineering component:

- Pure charity or donation activities.
- Food or clothing distribution alone.
- Fundraising without an engineering component.
- Routine clerical or administrative work.
- Attendance at seminars, lectures, or awareness events without active engineering contribution.
- Ordinary paid employment or internship activities.
- Activities undertaken primarily for the commercial benefit of a private organization without a demonstrable community/public benefit.
- Activities that expose students or community members to unacceptable safety risks.
- Activities involving unauthorized medical diagnosis, treatment, or other regulated professional services.
- Projects in which the student has no identifiable individual contribution.

9.6 Community Benefit and Reciprocity

Projects shall be developed in consultation with the Community Partner and, where reasonably possible, the intended beneficiaries. The project should reflect reciprocity, meaning that the activity provides meaningful benefit to the community while also providing an authentic learning experience for students. Students shall not impose a solution solely on the community without considering the actual needs, preferences, resources, and circumstances of the intended beneficiaries.

9.7 Student Project Guidelines

Students shall ensure that their approved project:

- has a clearly stated community problem/need;



- identifies the intended beneficiaries;
- defines the proposed engineering intervention;
- establishes measurable objectives;
- identifies individual responsibilities;
- includes appropriate testing or evaluation where applicable;
- documents the work performed;
- records the community outcome or benefit; and
- remains within the approved scope.

10. FUNDING AND EXPENSES

Community Service project expenses shall normally be borne by the students. The University, Department, and Community Service Committee (CSC) shall not normally provide financial sponsorship for student projects. Students shall plan their projects according to their available resources and reasonable financial capacity. A project shall not be approved if its required cost is excessive or if its implementation depends on funding that has not been secured.

10.1 Sources of Funding and Support

Students may meet project costs through one or more of the following sources:

Source	Provision
Student Funding	Students may individually or collectively bear the cost of materials, components, transportation, documentation, and other approved project expenses.
Community Partner Support	A Community Partner may voluntarily provide materials, equipment, facilities, transport, or other in-kind support.
External Sponsorship	Students may obtain sponsorship or in-kind support from NGOs, industry, donors, or other organizations, subject to CSC approval and applicable University requirements.



Source	Provision
University Resources	Students may use available University laboratories, equipment, and facilities, subject to availability, safety requirements, and approval of the Faculty Supervisor.

No student shall be required to make a payment to a Community Partner as a condition for placement or assessment.

10.2 Student Financial Responsibility

Unless otherwise approved in writing, students shall be responsible for expenses directly associated with their Community Service project, including:

- electronic components and materials;
- fabrication or prototyping costs;
- batteries and consumables;
- transportation to and from the Community Partner site;
- printing and documentation;
- project-specific equipment not available through the University; and
- other reasonable project-related expenses.

Students shall not be required to undertake unsafe work or incur unreasonable expenses in order to complete the Community Service requirement. Where a proposed activity requires substantial expenditure, the CSC may require the students to modify the project scope or select an alternative project.

10.3 Project Budget

Each project proposal shall include a simple estimated budget.

Budget Item	Requirement
Materials/Components	List major components and estimated costs
Equipment/Tools	Identify any project-specific equipment required
Transportation	Estimate necessary travel costs



Budget Item	Requirement
Documentation	Include reasonable printing/documentation costs
Other	Identify any additional project-specific expense
Estimated Total	Provide the total estimated project cost
Funding Source	State how the expenses will be covered

The budget shall be realistic and proportionate to the scope of the project.

10.4 Approval of Project Expenses

Requirement	Description
Pre-Approval Identification	Students shall identify the expected project expenses before approval.
Financial Feasibility Review	The Faculty Supervisor shall review whether the proposed project is financially feasible.
Scope/Expenditure Changes	Significant changes to the approved project scope or expenditure shall require prior approval of the Faculty Supervisor and, where necessary, the CSC.
Excessive Costs	The CSC may require a project to be modified, reduced in scope, or replaced where the financial requirements are unreasonable for a Community Service activity.

10.5 Financial Disclaimer

The University of Sindh, Department of Electronic Engineering, and CSC shall not normally be responsible for expenses incurred by students in connection with Community Service. Students shall not enter into financial commitments, contracts, loans, or obligations on behalf of the University, Department, CSC, or Community Partner. Community Service is a zero-credit academic requirement; students shall not be denied participation solely because they cannot afford an optional enhancement to a project. Where a proposed project is financially unsuitable, the student/group shall select an alternative feasible project in consultation with the Faculty Supervisor.



11. INDIVIDUAL REFLECTION REPORT

The Individual Reflection Report provides evidence of the student's personal learning, professional development, and ability to reflect on the Community Service experience. It complements the technical assessment and shall focus on the student's own contribution and learning, rather than repeating the Group Technical Report. The report carries 10 marks and is assessed individually by the Faculty Supervisor using Appendix D.

11.1 Requirements

Requirement	Provision
Assessment	Individual
Marks	10
Word Count	600–1,000 words
Assessed By	Faculty Supervisor
Assessment Instrument	Appendix D
Submission	Submitted with the final project documentation
Focus	Personal learning, professional development, challenges, reflection, and future improvement

The reflection shall be written in the student's own words and shall be based on the student's actual Community Service experience.

11.2 Reflection Areas and Marks

ILO	Reflection Area	Marks
ILO2	Community Problem and Stakeholder Understanding	1
ILO6	Impact, Sustainability and SDG Awareness	2
ILO7	Ethics, Integrity and Professional Responsibility	4
ILO9	Communication	1



ILO	Reflection Area	Marks
ILO11	Learning and Improvement	2
TOTAL		10

11.3 ILO2 – Community Problem and Stakeholder Understanding (1 Mark)

The student should reflect on what they learned about the community problem and stakeholder needs.

Guiding Questions

- What community problem did the project address?
- How did you learn about the actual need?
- What did you learn from community members or stakeholders?
- Did stakeholder feedback change your understanding of the problem or proposed solution?
- What did you personally contribute to understanding the problem?

Evidence of Good Reflection

The reflection should demonstrate:

- clear understanding of the community problem;
- consideration of stakeholder needs; and
- evidence that community feedback influenced the student's understanding or contribution.

11.4 ILO6 – Impact, Sustainability and SDG Awareness (2 Marks)

The student should reflect on the wider effects of the engineering solution.

Guiding Questions

- What technical benefits did the project provide?



- What social, environmental, economic, health or safety considerations did you observe?
- What sustainability issues did you identify?
- Which relevant SDG(s) does the project support, and why?
- What could be improved to make the solution more sustainable?

Evidence of Good Reflection

The reflection should demonstrate:

- understanding of relevant impacts;
- consideration of sustainability;
- appropriate SDG connection; and
- awareness of community feedback or practical constraints.

11.5 ILO7 – Ethics, Integrity and Professional Responsibility (4 Marks)

The student should reflect on ethical and professional responsibilities encountered during the activity.

Guiding Questions

- How did you demonstrate professional ethics?
- How did you maintain academic integrity?
- How did you respect community members, their culture, privacy, and dignity?
- Did you encounter any ethical or professional challenge?
- How did you maintain confidentiality where required?
- How did you use digital or AI-based tools responsibly?
- What did the experience teach you about social responsibility as an engineer?

Evidence of Good Reflection

The reflection should demonstrate:

- professional and ethical conduct;



- academic integrity;
- respect for cultural diversity and inclusion;
- responsible use of digital/AI tools;
- appropriate treatment of confidential information; and
- understanding of the engineer's responsibility to society.

Students shall not disclose confidential, personal, or identifying information about community members in the reflection report.

11.6 ILO9 – Communication (1 Mark)

The student should reflect on communication with community members, supervisors, and team members.

Guiding Questions

- How did you communicate technical information to non-technical people?
- What communication difficulties did you encounter?
- How did you adapt your communication to different audiences?
- What did you learn about professional communication?

Evidence of Good Reflection

The reflection should demonstrate:

- clear and appropriate communication;
- awareness of different audiences; and
- learning from actual communication experiences.

11.7 ILO11 – Learning and Improvement (2 Marks)

The student should identify personal learning and areas for future development.

Guiding Questions

- What new engineering knowledge or practical skills did you gain?
- What challenge did you personally face?



- What knowledge or skill gap did you identify?
- How did you address the gap?
- What will you do differently in a future project?
- How will you continue developing the identified skill or knowledge?

Evidence of Good Reflection

- Identifies a specific knowledge or skill gap
- Identifies a realistic action for improvement
- Explains how the learning will support future engineering practice
- Demonstrates commitment to continuing learning

A future action should be realistic and relevant. A student does not need to provide a specific online course or deadline unless it is genuinely relevant to the identified learning need.

11.8 Recommended Report Structure

Section	Suggested Content	Approx. Words	ILO
Introduction	Brief description of the project and student's role	50–100	—
Community Problem	Personal learning about the problem and stakeholders	100–150	ILO2
Impact and Sustainability	Technical/social/environmental impacts, sustainability and SDGs	150–200	ILO6
Ethics and Professionalism	Ethics, integrity, confidentiality, inclusion and responsible technology use	150–200	ILO7
Communication	Communication experiences and lessons learned	75–125	ILO9
Learning and Improvement	Skills gained, challenges, gaps and future improvement	100–150	ILO11



Section	Suggested Content	Approx. Words	ILO
Conclusion	Overall personal learning and professional growth	50–100	—
Total		600–1,000	

11.9 Academic Integrity of the Reflection

The Individual Reflection Report must represent the student's own experience and learning.

Students shall:

- acknowledge sources where external information is used;
- comply with the University's applicable plagiarism requirements;
- disclose the use of digital or AI-based tools where required by University policy;
- not fabricate experiences, activities, results, or community feedback; and
- not copy another student's reflection.

The Faculty Supervisor may refer suspected academic-integrity concerns to the process specified in Section 12.

12. ACADEMIC INTEGRITY AND SAFETY COMPLIANCE

Community Service shall be conducted in accordance with the University's requirements for academic integrity, professional conduct, health and safety, and responsible use of information and technology. Students, Faculty Supervisors, Community Partner Supervisors, and the CSC shall comply with the applicable HEC Plagiarism Policy (2023) and the University of Sindh Environmental, Health and Safety (EHS) Policy (2023), together with other applicable University rules.



12.1 Academic Integrity

Students shall maintain academic integrity throughout the Community Service activity, including:

- proposal preparation;
- project implementation;
- data collection and recording;
- technical documentation;
- report writing;
- reflection;
- presentation and viva;
- use of sources and references; and
- use of digital or AI-based tools.

Students shall not engage in plagiarism, fabrication, falsification, cheating, collusion, contract cheating, impersonation, or any other form of academic dishonesty. All submitted work shall represent the student's/group's actual work and experience. Information obtained from external sources shall be appropriately acknowledged.

12.2 Responsible Use of Digital and AI-Based Tools

Digital and AI-based tools may be used only in accordance with applicable University requirements.

Students remain responsible for:

- the accuracy and originality of their submitted work;
- verifying information generated or assisted by digital/AI tools;
- protecting confidential or personal information;
- appropriately acknowledging or disclosing AI-assisted work where required; and



- ensuring that AI tools are not used to misrepresent work that the student did not perform or understand.

AI-detection results alone shall not be treated as conclusive evidence of academic misconduct. Any concern shall be reviewed in context in accordance with the applicable University/HEC procedure.

12.3 Safety Compliance

Students shall comply with:

- the University of Sindh EHS Policy (2023);
- applicable laws and regulations;
- Community Partner/site safety requirements;
- approved risk-control measures;
- required safety instructions; and
- appropriate personal protective equipment (PPE), where applicable.

The Community Partner Supervisor is responsible for on-site safety supervision and verification. The Faculty Supervisor shall verify submission of the student's Academic Integrity and Safety Compliance Declaration but shall not replace the Community Partner Supervisor's responsibility for day-to-day on-site safety supervision.

12.4 Academic Integrity and Safety Compliance Declaration

Before commencing the Community Service activity, each student shall submit the prescribed Academic Integrity and Safety Compliance Declaration.

The declaration confirms that the student:

- will comply with academic-integrity requirements;
- will provide truthful and accurate project information;
- will appropriately acknowledge sources;
- will use digital/AI tools responsibly;
- will protect confidential information;



- will follow applicable health and safety requirements;
- will comply with Community Partner/site safety instructions; and
- will report relevant incidents or safety concerns.

The declaration shall be maintained as part of the student's Community Service records.

12.5 Safety Induction

Before commencing field activities, students shall receive appropriate safety information or induction relevant to the Community Service site and proposed activities. Where the Community Partner provides a formal safety induction, students shall complete it before undertaking relevant activities. Students shall not undertake an activity for which they have not received the necessary safety instructions, authorization, or supervision.

12.6 Incident Reporting

Any accident, injury, unsafe condition, property damage, or other significant safety incident shall be reported promptly to the:

- Community Partner Supervisor;
- Faculty Supervisor; and
- CSC, where required.

The University's prescribed Incident Reporting Form shall be used where applicable. Students shall not conceal, alter, or falsify information concerning a safety incident.

12.7 Safety Violations

Safety non-compliance shall be addressed according to its nature and seriousness.

Level	Examples	Action
Minor non-compliance	Failure to follow a routine instruction that does not create significant risk	Corrective instruction and documented warning
Repeated/serious non-compliance	Repeated disregard of safety instructions, inappropriate PPE use, or conduct creating significant risk	Referral to Faculty Supervisor/CSC and appropriate corrective or disciplinary action



Level	Examples	Action
Confirmed Serious Safety Violation	Conduct resulting in, or creating a substantial risk of, serious injury, major harm, or serious breach of required safety controls	Action under applicable University EHS procedures and the consequences specified by this policy

A safety violation shall not automatically be classified as an academic-integrity violation. The two matters shall be handled separately where appropriate.

12.8 Plagiarism and Other Academic-Integrity Concerns

Academic-integrity concerns shall be handled according to the applicable HEC Plagiarism Policy (2023) and University procedures.

Concern	Initial Action
Suspected plagiarism	Faculty Supervisor documents and refers the concern to the CSC for appropriate review
Suspected fabrication/falsification	Faculty Supervisor documents and refers the matter to the CSC
Suspected cheating/collusion/contract cheating/impersonation	Faculty Supervisor documents and refers the matter to the CSC
Suspected inappropriate AI use	Concern is reviewed in context; AI detection alone is not conclusive
Confirmed misconduct	Handled through the applicable University/HEC procedure and competent authority

The Faculty Supervisor shall not independently impose formal academic-integrity penalties unless such authority is specifically provided under University regulations.

12.9 Similarity Checking

Where Turnitin or another approved similarity-checking system is used, the similarity result shall be treated as a screening indicator, not as automatic proof of plagiarism.

The review shall consider:

- properly cited quotations;



- references and bibliography;
- commonly used technical terminology;
- standard phrases;
- legitimate source material;
- templates or prescribed formats; and
- the actual context of the identified similarity.

A numerical similarity percentage alone shall not determine whether plagiarism has occurred. No fixed similarity percentage shall be interpreted as an automatic finding of plagiarism unless such a threshold is expressly prescribed by the applicable University/HEC policy.

12.10 Referral and Review Process

Where a significant academic-integrity concern is identified:

Step	Action
1	The Faculty Supervisor shall document the concern and notify the student.
2	The matter shall be referred to the CSC.
3	The CSC shall determine the appropriate review route under applicable University/HEC procedures.
4	Where an expert academic review is required, the CSC may appoint an appropriately qualified person who was not responsible for the original assessment.
5	The student shall be given an opportunity to provide an explanation where required by applicable procedures.
6	Any formal penalty shall be imposed by the competent authority under the applicable University regulations.

The CSC's role in such cases shall be limited to the authority assigned to it by University rules.

12.11 Confidentiality and Protection of Community Information

Students shall respect the confidentiality and privacy of information obtained during Community Service. Students shall not include personal, confidential, or identifying information in reports, presentations, photographs, or other submissions without appropriate



authorization. Where photographs, videos, interviews, or personal information are used for academic documentation, students shall obtain the required permission and follow applicable University and Community Partner requirements.

13. GRADE DISPUTES AND APPEALS

The Community Service assessment process shall be transparent, fair, and evidence-based. Students shall have the right to seek clarification and review of an assessment decision in accordance with the procedure below.

13.1 Informal Clarification

A student who believes that an assessment has been recorded incorrectly or that the approved assessment criteria have not been applied may first seek clarification from the relevant assessor.

The student shall:

- identify the specific assessment component or criterion in dispute;
- provide the relevant evidence, where applicable; and
- submit the request within 5 working days of receiving the assessment result.

The assessor shall review the matter and provide clarification or correct any demonstrable administrative or recording error. An informal review shall not permit the assessor to change marks arbitrarily or introduce criteria that were not included in the approved rubric.

13.2 Formal Grade Appeal

If the matter is not resolved through informal clarification, the student may submit a formal written appeal to the CSC Convener within 10 working days of the assessor's response.

The appeal shall:

- identify the assessment component being challenged;
- state the specific grounds for the appeal;
- refer, where applicable, to the approved assessment rubric;
- provide supporting evidence; and
- clearly state the outcome being requested.



The appeal shall normally be considered only on grounds such as:

- incorrect calculation or recording of marks;
- failure to apply the approved assessment rubric;
- procedural irregularity;
- evidence that relevant submitted work was not considered; or
- demonstrable conflict of interest or other assessment-related irregularity.

Disagreement with a mark alone, without an identifiable assessment or procedural ground, shall not normally constitute sufficient grounds for an appeal.

13.3 Review of Formal Appeal

Upon receiving a valid appeal, the CSC shall:

- review the grounds and supporting evidence;
- obtain the relevant assessment records and rubric;
- appoint two faculty members who were not involved in the original assessment, where an independent review is required;
- ensure that the review is based on the approved assessment criteria; and
- communicate the decision to the student in writing.

The review panel shall normally complete the review within 15 working days, subject to availability of the relevant records and applicable University procedures.

The review may result in:

- confirmation of the original result;
- correction of an administrative/recording error; or
- reassessment where a substantive procedural or assessment irregularity is established.

A reassessment, where authorized, shall use the same approved assessment criteria and shall not be used simply to provide an opportunity to improve a satisfactory mark.



13.4 Appeal Against CSC Decision

If the student remains dissatisfied with the formal review decision, the student may submit a further appeal to the Departmental Chairman/competent University authority within 10 working days of receiving the CSC decision. The further appeal shall be considered in accordance with applicable University rules. Where a review committee is constituted, members who participated in the original assessment or previous review shall not normally participate in the final review. The decision of the competent authority shall be final within the University's applicable appeal framework.

13.5 Academic Integrity and Safety Cases

Grade appeals shall not be used to bypass formal academic-integrity or safety procedures.

Where a result or failure arises from a suspected or confirmed:

- plagiarism;
- fabrication or falsification;
- cheating;
- collusion;
- contract cheating;
- impersonation;
- inappropriate use of AI;
- serious safety violation; or
- other disciplinary matter,

The case shall be handled according to Section 12 and the applicable University policies and procedures. A student shall retain any appeal rights provided under the applicable University policy.

13.6 Attendance Requirement and Appeal

Completion of 30 verified physical hours is a mandatory qualifying requirement. If a student disputes the recorded attendance, the student may submit documentary evidence such as the Activity Log or other approved attendance evidence for verification.



The CSC may correct an attendance-recording error where supported by evidence. However, the CSC shall not normally waive the minimum 30 physical hours unless such waiver or academic relief is expressly permitted by applicable University regulations.

13.7 No Reassessment for Mark Improvement

A student who has already achieved the required Pass shall not normally be permitted to repeat an assessment merely to improve the marks. Community Service is a zero-credit Pass/Fail requirement; therefore, the purpose of assessment is to determine satisfactory completion rather than to improve a student's CGPA.

13.8 Record Keeping

The CSC shall maintain records of:

- appeals received;
- grounds for appeal;
- assessment records reviewed;
- decisions made;
- reassessments, where authorized; and
- relevant supporting documentation.

Appeal records shall be handled confidentially and retained in accordance with applicable University record-management requirements.

14. CONTINUOUS QUALITY IMPROVEMENT (CQI)

The CSC shall periodically review the Community Service program to ensure that it remains effective, academically appropriate, and aligned with program objectives and applicable requirements. The review shall follow the Plan–Do–Check–Act (PDCA) cycle.

Phase	Activity
Plan	Identify improvement needs using assessment results, student feedback, Faculty Supervisor feedback, Community Partner feedback, and safety/academic-integrity records.



Phase	Activity
Do	Implement approved improvement actions.
Check	Evaluate whether the implemented actions achieved the intended improvement.
Act	Retain effective practices and revise procedures, assessment tools, or policy provisions where required.

14.1 CQI Evidence

The CSC shall consider, as applicable:

- ILO/PLO attainment results;
- assessment performance;
- student feedback;
- Faculty Supervisor feedback;
- Community Partner feedback;
- project completion and failure rates;
- attendance compliance;
- safety incidents;
- academic-integrity cases;
- suitability of approved activity categories;
- student workload and financial burden; and
- Effectiveness and consistency of assessment rubrics.

14.2 Policy Review

The CSC shall maintain records of CQI reviews and improvement actions. Major changes to the policy, ILOs, assessment framework, or other academic requirements shall be processed through the appropriate departmental and University approval mechanisms before implementation.



APPENDIX A: PROPOSAL DEFENSE RUBRIC

Individual Assessment — 15 Marks

Student Name: _____

Roll No.: _____

Project Title: _____

Community Partner: _____

Assessor Name: _____

Date: _____

Rubric Scale:

Grade Level	Percentage Range	Descriptor
Excellent	80 – 100%	Consistently exceeds expectations; demonstrates superior individual understanding and contribution
Good	65 – 79%	Frequently meets and sometimes exceeds expectations; demonstrates solid individual contribution
Satisfactory	50 – 64%	Meets minimum expectations; demonstrates adequate individual contribution
Unsatisfactory	Below 50%	Fails to meet minimum expectations; demonstrates inadequate individual contribution

Assessment Rubric

ILO	Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
ILO1	Engineering Knowledge	Applies relevant mathematical, natural science, computing and engineering knowledge accurately to explain the proposed response to the well-defined community engineering problem.	Applies relevant engineering knowledge appropriately with minor gaps.	Applies some relevant knowledge but requires clarification or prompting.	Demonstrates inadequate or incorrect application of relevant knowledge.	___ / 5
ILO2	Problem Identification & Analysis	Clearly identifies, formulates and analyzes the well-defined	Identifies and analyzes the problem	Identifies the problem but provides limited	Problem is unclear, poorly formulated,	___ / 3



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ILO	Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
		community engineering problem using relevant stakeholder evidence and technical information.	appropriately with minor gaps in evidence or reasoning.	analysis or supporting evidence.	unsupported or incorrectly analyzed.	
ILO3	Proposed Engineering Solution	Proposes a feasible engineering solution that addresses the identified community need and requirements, with appropriate technical justification.	Proposes a feasible solution with generally appropriate justification.	Proposed solution is relevant but has important omissions or limited justification.	Proposed solution is impractical, inappropriate or does not address the identified problem.	___ / 3
ILO4	Testing & Validation Plan	Identifies appropriate tests, measurements and validation methods and clearly relates them to the proposed solution's requirements.	Identifies generally appropriate testing and validation methods with minor omissions.	Identifies a basic testing approach but its relevance is only partly explained.	Does not identify an appropriate testing or validation approach.	___ / 1
ILO5	Engineering Tools & Techniques	Selects appropriate engineering techniques, resources, software, equipment and tools and recognizes their relevant capabilities and limitations.	Selects generally appropriate tools with minor gaps in justification or limitations.	Identifies some suitable tools but their selection or limitations are insufficiently explained.	Selects inappropriate tools or cannot explain their use.	___ / 1
ILO6	Impact & Sustainability	Identifies the key technical, societal, environmental, economic, health and safety, legal and sustainability considerations relevant to the proposed solution.	Identifies most relevant considerations with minor omissions.	Identifies some relevant considerations but misses important aspects.	Shows little or no awareness of relevant impacts or sustainability considerations.	___ / 1
ILO10	Project Planning, Resources & Risk	Presents a realistic preliminary plan covering major activities, schedule, resources, budget considerations, risks and deliverables within the defined constraints.	Presents a generally workable plan covering most key planning considerations.	Presents a basic plan but important planning, resource, budget or risk aspects are insufficiently developed.	Plan is unrealistic, substantially incomplete or does not address key constraints.	___ / 1
	TOTAL					___ / 15



Assessor Comments:

Assessor (Signature and Date):

CSC Averaging Template — Proposal Defense

ILO	Max Marks	Assessor 1	Assessor 2	Assessor 3	Average
ILO1	5	___/5	___/5	___/5	___/5
ILO2	3	___/3	___/3	___/3	___/3
ILO3	3	___/3	___/3	___/3	___/3
ILO4	1	___/1	___/1	___/1	___/1
ILO5	1	___/1	___/1	___/1	___/1
ILO6	1	___/1	___/1	___/1	___/1
ILO10	1	___/1	___/1	___/1	___/1
TOTAL	15	___/15	___/15	___/15	___/15

Final Proposal Defense Marks: _____ / 15

CSC Convener (Signature and Date):



APPENDIX B: FIELD PERFORMANCE & OBSERVATION RUBRIC

Individual Assessment — 30 Marks

Student Name: _____

Roll No.: _____

Project Title: _____

Community Partner: _____

Assessor Name: _____

Date: _____

Rubric Scale:

Grade Level	Percentage Range	Descriptor
Excellent	80 – 100%	Consistently exceeds expectations; demonstrates superior individual conduct
Good	65 – 79%	Frequently meets expectations; demonstrates solid individual conduct
Satisfactory	50 – 64%	Meets minimum expectations; demonstrates adequate individual conduct
Unsatisfactory	Below 50%	Fails to meet minimum expectations; demonstrates inadequate individual conduct

Assessment Rubric

ILO	Assessment Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
ILO1	Application of Engineering Knowledge	Applies relevant engineering knowledge accurately to assigned project tasks and explains its practical application.	Applies relevant knowledge appropriately with minor guidance.	Applies basic relevant knowledge but requires regular guidance.	Cannot appropriately apply relevant engineering knowledge.	____ / 1



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ILO	Assessment Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
ILO2	Problem Identification & Analysis	Demonstrates a clear understanding of the community problem, gathers relevant information, and appropriately considers stakeholder needs.	Demonstrates good understanding of the problem and stakeholder needs with minor gaps.	Demonstrates basic understanding but requires guidance.	Demonstrates inadequate understanding of the problem or stakeholder needs.	___ / 3
ILO3	Engineering Solution & Individual Contribution	Makes a clear and effective individual contribution to developing, implementing, testing, or improving the engineering solution.	Makes a useful contribution with limited guidance.	Makes a limited contribution and requires considerable guidance.	Fails to make an effective contribution to assigned engineering tasks.	___ / 3
ILO4	Testing, Measurement & Validation	Performs appropriate tests and measurements correctly, records observations accurately, and uses results to assess performance.	Performs testing and measurements correctly with minor errors or guidance.	Performs basic testing but requires considerable supervision.	Cannot appropriately perform required testing or measurements.	___ / 3
ILO5	Engineering Tools & Techniques	Selects and uses appropriate engineering techniques, equipment, software, and modern tools effectively and recognizes their limitations.	Uses appropriate tools and techniques effectively with minor guidance.	Uses basic tools appropriately but requires significant guidance.	Uses tools or techniques inappropriately or cannot demonstrate competent use.	___ / 5



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ILO	Assessment Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
ILO6	Impact, Safety & Sustainability	Demonstrates clear awareness of relevant technical, social, environmental, economic, health and safety, legal, and sustainability considerations.	Considers most relevant impacts and safety/sustainability factors with minor gaps.	Shows basic awareness but requires guidance.	Shows little or no awareness of relevant impacts, safety, or sustainability.	___ / 3
ILO7	Ethics & Professional Responsibility	Consistently demonstrates ethical conduct, academic integrity, confidentiality, respect, inclusivity, cultural sensitivity, and professional responsibility.	Demonstrates appropriate ethical and professional conduct with minor lapses.	Generally behaves appropriately but requires occasional reminders.	Demonstrates unacceptable ethical or professional conduct.	___ / 4
ILO8	Teamwork, Accountability & Leadership	Works effectively with team members and community stakeholders, accepts responsibility, supports others, and demonstrates appropriate leadership when required.	Works effectively with others and accepts assigned responsibilities.	Participates in the team but requires guidance in collaboration or accountability.	Fails to cooperate, accept responsibility, or contribute constructively.	___ / 4
ILO9	Professional Communication	Communicates clearly, accurately, respectfully, and appropriately with community members, supervisors, and team members.	Communicates effectively with minor difficulties.	Communicates basic information but requires guidance or clarification.	Communication is unclear, inappropriate, or ineffective.	___ / 2



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ILO	Assessment Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
ILO10	Planning, Resources & Risk	Follows the agreed work plan, uses resources responsibly, identifies practical risks, and reports problems promptly.	Follows the work plan and uses resources appropriately with minor guidance.	Completes assigned tasks but requires regular guidance in planning or resource use.	Fails to follow the work plan or uses resources irresponsibly.	___ / 1
ILO11	Learning & Adaptability	Demonstrates initiative in acquiring new skills, responds positively to feedback, solves routine problems, and adapts effectively to changing requirements.	Learns required skills and responds positively to feedback with minor guidance.	Learns basic skills but requires considerable guidance.	Shows little willingness or ability to learn, improve, or adapt.	___ / 1
TOTAL						___ / 30

Attendance Verification

Attendance should be recorded separately because it is a mandatory qualifying requirement, not part of the 30 performance marks.

Requirement	Record
Minimum required physical hours	30 hours
Verified physical hours completed	_____ hours
Activity Log maintained	☐ Yes ☐ No
Activity Log verified	☐ Yes ☐ No

Important: Failure to complete the required minimum physical hours shall be dealt with under the attendance provisions of the Community Service Policy.



Supervisor's Overall Comments

1. Strengths Demonstrated:
2. Areas for Improvement:
3. Overall Observation of Student's Contribution:
4. Suggestions for Improvement of the Community Service Program

Please provide suggestions regarding project organization, supervision, community-partner coordination, safety, student preparation, resources, or other aspects that could improve future Community Service activities.

Note: Suggestions for improvement of the Community Service Program are collected for Continuous Quality Improvement (CQI) and shall not affect the student's assessment marks.

Final Assessment

Total Marks Obtained: _____ / 30

Signatures

Community Partner Supervisor Name: _____

Designation: _____

Organization: _____

Signature: _____ Date: _____

Organization Stamp (if applicable): _____



APPENDIX C: GROUP TECHNICAL REPORT RUBRIC
Group Assessment —25 Marks

Project Title	
Community Partner	
Faculty Supervisor	
Group Members Name and Roll Nos	1. _____ 2. _____ 3. _____
Submission Date	

Rubric Scale:

Grade Level	Percentage Range	Descriptor
Excellent	80 – 100%	Consistently exceeds expectations; demonstrates superior quality in all sections
Good	65 – 79%	Frequently meets and sometimes exceeds expectations; demonstrates solid quality
Satisfactory	50 – 64%	Meets minimum expectations; demonstrates adequate quality
Unsatisfactory	Below 50%	Fails to meet minimum expectations; demonstrates inadequate quality

Assessment Rubric

ILO	Assessment Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
ILO1	Application of Engineering Knowledge	Applies relevant mathematical, natural science, computing and engineering knowledge accurately and	Applies relevant engineering knowledge appropriately with minor gaps.	Shows basic application of relevant engineering knowledge but with noticeable limitations.	Relevant engineering knowledge is absent, substantially incorrect or inappropriate.	___ / 2



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ILO	Assessment Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
		appropriately to the community problem and solution.				
ILO2	Problem Identification & Analysis	Clearly identifies, formulates and analyzes the well-defined community engineering problem using relevant stakeholder evidence, technical information and engineering reasoning; conclusions are well supported.	Identifies and analyzes the problem using relevant evidence with minor gaps.	Identifies the problem but analysis, evidence or conclusions are limited.	Problem is unclear, poorly analyzed or inadequately supported.	___ / 5
ILO3	Engineering Solution & Implementation	Clearly explains an appropriate and feasible engineering solution, including relevant requirements, design decisions, implementation approach, constraints and technical justification.	Explains an appropriate solution and implementation with minor omissions.	Solution addresses the problem but technical explanation or justification is limited.	Solution is inappropriate, impractical, inadequately explained or does not address the identified problem.	___ / 6
ILO4	Testing, Measurement & Results	Documents appropriate testing and measurements, presents relevant data accurately, analyzes results and draws valid conclusions about solution performance.	Provides appropriate testing and results with generally sound analysis.	Provides basic testing/results but analysis or interpretation is limited.	Testing/results are inadequate, unreliable or unsupported by evidence.	___ / 5
ILO6	Impact, Safety & Sustainability	Evaluates impacts relevant to the project, including appropriate technical, social, environmental, economic, health and safety, legal or sustainability considerations, with	Addresses most relevant impacts and safety/sustainability considerations adequately.	Identifies some relevant impacts but evaluation is limited.	Important relevant impacts, safety or sustainability considerations are absent or inadequately addressed.	___ / 3



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ILO	Assessment Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
		relevant SDG linkage where applicable.				
ILO9	Technical Documentation & Communication	Communicates technical information clearly, accurately and logically; report is well organized and appropriate for technical and non-technical readers.	Report is clear and organized with minor weaknesses.	Report is understandable but has noticeable weaknesses in clarity or organization.	Report is unclear, poorly organized or technically inadequate.	___ / 1
ILO10	Project Planning, Resources & Risk	Clearly documents planning, schedule, resource use, budget/cost considerations where applicable, risk management and achievement of planned deliverables within defined constraints.	Documents most relevant planning, resource and risk considerations adequately.	Provides basic planning information but important aspects are incomplete.	Planning, resources, risk management or deliverables are inadequately documented.	___ / 3
					TOTAL	___ / 25

Faculty supervisor Comments:

Faculty supervisor signature _____



APPENDIX D: INDIVIDUAL REFLECTION REPORT RUBRIC

Individual Assessment — 10 Marks

Project Title	
Community Partner	
Faculty Supervisor	
Group Member Name and Roll No	1. _____
Submission Date	

Rubric Scale:

Grade Level	Percentage Range	Descriptor
Excellent	80 – 100%	Consistently exceeds expectations; demonstrates superior personal reflection with specific, authentic examples
Good	65 – 79%	Frequently meets expectations; demonstrates solid personal reflection with clear examples
Satisfactory	50 – 64%	Meets minimum expectations; demonstrates adequate personal reflection with limited examples
Unsatisfactory	Below 50%	Fails to meet minimum expectations; demonstrates inadequate or generic reflection without examples

Assessment Rubric

ILO	Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
ILO2	Community Problem & Stakeholder Understanding	Clearly explains what the student personally learned about the community problem and stakeholder needs, supported by relevant experience or evidence.	Demonstrates good understanding of the problem and stakeholder needs with relevant reflection.	Provides basic understanding but reflection is limited or mainly descriptive.	Shows little meaningful understanding of the problem or stakeholder needs.	___ / 1



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ILO	Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
ILO6	Impact, Safety & Sustainability	Provides thoughtful reflection on impacts relevant to the project, including appropriate safety, social, environmental, economic or sustainability considerations, with justified SDG linkage where applicable.	Reflects adequately on the relevant impacts, safety and sustainability considerations.	Identifies some relevant considerations but provides limited reflection or explanation.	Provides little or no meaningful reflection on relevant impacts, safety or sustainability.	___ / 2
ILO7	Ethics & Professionalism	Provides specific and thoughtful reflection on professional ethics, academic integrity, confidentiality, inclusivity, cultural sensitivity, responsible use of digital/AI tools and social responsibility.	Demonstrates good ethical and professional reflection with relevant examples.	Addresses some ethical/professional issues but reflection is general or limited.	Provides inadequate or no meaningful evidence of ethical or professional reflection.	___ / 4
ILO9	Communication	Clearly reflects on communication with community members, supervisors and team members and explains how communication was adapted to different audiences.	Provides good reflection on communication experiences and challenges.	Provides basic reflection but examples or analysis are limited.	Provides little or no meaningful reflection on communication.	___ / 1
ILO11	Learning & Future Improvement	Clearly identifies personal knowledge/skill gaps, explains how they were addressed, and proposes specific and realistic actions for continued learning and improvement.	Identifies learning needs and appropriate future improvement actions.	Identifies learning needs but proposed improvement is general.	Does not identify meaningful learning or future improvement.	___ / 2
					TOTAL	___ / 10



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Supervisor's Comments

Strengths Demonstrated:

Areas for Improvement:

Overall Observation of Individual Learning:

Faculty Supervisor Name: _____

Signature: _____

Date: _____



APPENDIX E: PRESENTATION RUBRIC

Individual Assessment — 10 Marks

Student Name: _____

Roll No.: _____

Project Title: _____

Community Partner: _____

Assessor Name: _____

Date: _____

Rubric Scale:

Grade Level	Percentage Range	Descriptor
Excellent	80 – 100%	Consistently exceeds expectations; demonstrates superior presentation skills
Good	65 – 79%	Frequently meets expectations; demonstrates solid presentation skills
Satisfactory	50 – 64%	Meets minimum expectations; demonstrates adequate presentation skills
Unsatisfactory	Below 50%	Fails to meet minimum expectations; demonstrates inadequate presentation skills

Assessment Rubric

ILO	Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
ILO3	Engineering Solution & Implementation	Clearly and accurately explains the appropriate engineering solution, key technical decisions and how it was implemented to address the identified community need.	Explains the solution and implementation clearly, with minor gaps.	Gives a basic explanation but important technical details or reasoning are limited.	Cannot adequately explain the solution or its implementation.	___ / 2
ILO6	Relevant Impact, Safety & Sustainability	Clearly identifies and explains the most relevant impact, safety and/or sustainability considerations of the	Identifies and explains relevant considerations adequately.	Identifies some relevant considerations but explanation is limited.	Fails to identify or explain relevant considerations.	___ / 1



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ILO	Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
		project and their significance to the community.				
ILO8	Individual Contribution, Teamwork & Leadership	Clearly demonstrates substantial individual contribution, accountability and effective collaboration; provides specific evidence of teamwork and leadership where applicable.	Demonstrates meaningful individual contribution and effective teamwork.	Demonstrates participation, but evidence of individual contribution or teamwork is limited.	Cannot demonstrate meaningful individual contribution or effective participation in the team.	___ / 4
ILO9	Professional Communication	Communicates clearly, accurately and confidently; presentation is logically organized, concise, audience-appropriate and supported by effective visual material.	Communicates clearly and professionally with minor weaknesses in organization or delivery.	Communication is understandable but has noticeable weaknesses in clarity, organization or delivery.	Communication is unclear, poorly organized or inappropriate for the audience.	___ / 3
TOTAL						_____ / 10

Assessor Comments:

Assessor (Signature and Date):



CSC Averaging Template — Presentation

ILO	Criterion	Max	Assessor 1	Assessor 2	Assessor 3	Average
ILO3	Engineering Solution	2				
ILO6	Impacts and Sustainability	1				
ILO8	Teamwork and Contribution	4				
ILO9	Professional Communication	3				
	TOTAL	10				

Final Presentation Marks: _____ / 10

CSC Convener (Signature and Date): _____



APPENDIX F: VIVA VOCE RUBRIC

Individual Assessment — 10 Marks

Student Name: _____

Roll No.: _____

Project Title: _____

Community Partner: _____

Assessor Name: _____

Date: _____

Rubric Scale:

Grade Level	Percentage Range	Descriptor
Excellent	80 – 100%	Consistently exceeds expectations; demonstrates superior knowledge and spontaneous thinking
Good	65 – 79%	Frequently meets expectations; demonstrates solid knowledge and thinking
Satisfactory	50 – 64%	Meets minimum expectations; demonstrates adequate knowledge and thinking
Unsatisfactory	Below 50%	Fails to meet minimum expectations; demonstrates inadequate knowledge and thinking

Assessment Rubric

ILO	Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
ILO1	Application of Engineering Knowledge	Clearly and accurately explains the relevant engineering knowledge or principles applied to the project.	Explains the relevant principles with minor gaps.	Demonstrates basic understanding but explanation is limited.	Cannot adequately explain the relevant engineering principles.	___ / 1
ILO3	Engineering Solution & Technical Reasoning	Clearly explains the selected solution, important technical decisions and reasons for selecting them.	Explains the solution and major decisions adequately.	Gives a basic explanation but technical reasoning is limited.	Cannot adequately explain the solution or major	___ / 1



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ILO	Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
					technical decisions.	
ILO4	Testing, Measurement & Results	Clearly explains the testing/measurement approach, interprets relevant results and identifies important limitations.	Explains testing and results adequately.	Demonstrates basic understanding of testing but interpretation is limited.	Cannot adequately explain testing or results.	___ / 1
ILO5	Tools, Techniques & Resources	Clearly explains the selection and appropriate use of relevant engineering tools, techniques, equipment or software and recognizes important limitations.	Explains the tools and techniques appropriately with minor gaps.	Demonstrates basic understanding of the tools or techniques used.	Cannot adequately explain the tools, techniques or their appropriate use.	___ / 2
ILO6	Impact, Safety & Sustainability	Clearly explains the most relevant community, safety, environmental, economic or sustainability considerations and their significance.	Explains relevant considerations adequately.	Identifies relevant considerations but provides limited explanation.	Cannot adequately identify or explain relevant considerations.	___ / 1
ILO7	Ethics & Professional Responsibility	Demonstrates clear understanding of ethical conduct, academic integrity, confidentiality and professional responsibility.	Demonstrates good understanding with minor gaps.	Demonstrates basic awareness of relevant responsibilities.	Demonstrates inadequate understanding of ethical or professional responsibilities.	___ / 1
ILO9	Technical Communication	Answers clearly, accurately and logically and explains technical matters appropriately to the audience.	Communicates clearly with minor weaknesses.	Answers are understandable but lack clarity or precision in places.	Answers are unclear, inaccurate or difficult to understand.	___ / 1
ILO10	Project Management & Resources	Clearly explains relevant planning, scheduling, resource, budget or risk-management considerations.	Explains relevant management considerations adequately.	Demonstrates basic understanding of project management considerations.	Cannot adequately explain relevant planning or resource considerations.	___ / 1



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ILO	Criterion	Excellent	Good	Satisfactory	Unsatisfactory	Obtained Marks
ILO11	Learning & Improvement	Clearly identifies significant learning, a specific knowledge/skill gap and a realistic approach for further improvement.	Identifies learning and future improvement adequately.	Identifies general learning but improvement is insufficiently specific.	Cannot identify meaningful learning or future improvement.	___ / 1
					TOTAL	_____ / 10

Assessor Comments:

Assessor (Signature and Date):



CSC Averaging Template — Viva Voce

ILO	Criterion	Max	Assessor 1	Assessor 2	Assessor 3	Average
ILO1	Engineering Knowledge	1				
ILO3	Engineering Solution	1				
ILO4	Testing, Measurement and Validation	1				
ILO5	Tools and Techniques	2				
ILO6	Impacts and Sustainability	1				
ILO7	Ethics and Responsibility	1				
ILO9	Professional Communication	1				
ILO10	Project Management and Economics	1				
ILO11	Lifelong Learning	1				
	TOTAL	10				

Final Viva Voce Marks: _____ / 10

CSC Convener (Signature and Date): _____



APPENDIX G: ACTIVITY LOG TEMPLATE

Student Name: _____ **Roll No:** _____

Project Title: _____

Community Partner: _____

Community Partner Supervisor: _____

Community Supervisor Contact No: _____

Project Start Date: _____ **Project End Date:** _____

INSTRUCTIONS FOR STUDENTS

Guideline	Details
Be Specific	Describe exactly what you did and accomplished
Get Signatures	Obtain supervisor signature after each session
Track Hours	Ensure you complete the minimum 30 hours
Submit On Time	Attach signed log to your final report

IMPORTANT: A minimum of 30 verified physical hours is mandatory.

ACTIVITY LOG

Session	Date	Time In	Time Out	Hours	Activity Description	Skills Demonstrated	Supervisor Signature
1							
2							
3							

Additional pages may be attached where required.



Student Declaration

I confirm that the above activities were performed by me and that the hours recorded are accurate.

Student Signature: _____ Date: _____

Community Partner Supervisor Verification

Total verified physical hours: _____ hours

☐ 30 or more verified physical hours — Requirement satisfied

☐ Less than 30 verified physical hours — Requirement not satisfied

Important: Failure to complete the required 30 verified physical hours results in failure of the Community Service requirement, subject to any applicable University provisions concerning documented exceptional circumstances.

I certify that I have reviewed the Activity Log and, to the best of my knowledge, the recorded attendance and activities accurately represent the student's participation in the approved Community Service activity.

Name	
Designation	
Organization	
Signature and Stamp	
Date	
Contact No.	
Email	



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Faculty Supervisor Acknowledgment

I have reviewed the completed Activity Log and confirm that the recorded hours have been verified by the Community Partner Supervisor.

Total verified physical hours: _____ hours

☐ **30 hours or more — Requirement satisfied**

☐ **Less than 30 hours — Requirement not satisfied**

Name	
Signature	
Date	



APPENDIX H: ACADEMIC INTEGRITY AND SAFETY COMPLIANCE DECLARATION

SUBMISSION INSTRUCTIONS

- 1 This form must be submitted as an integral part of the GROUP TECHNICAL REPORT. Submission of this form is a mandatory requirement for the acceptance of the report.

Note: All students are expected to be familiar with and comply with the HEC Plagiarism Policy (2023) AND Sindh University Environmental, Health and Safety Policy. .

Group Members:

1. _____ Roll No: _____
2. _____ Roll No: _____
3. _____ Roll No: _____
4. _____ Roll No: _____
5. _____ Roll No: _____

Project Title: _____

Community Partner: _____

Faculty supervisor Name: _____

SECTION A: AI TOOLS USED

Tool/Platform	Used (✓)	Purpose	AI Model/Version
ChatGPT / Claude / Gemini	☐		
Grammarly	☐		
Microsoft Copilot	☐		
Translation Tools (Google Translate, DeepL)	☐		



Tool/Platform	Used (✓)	Purpose	AI Model/Version
Paraphrasing Tools (Quillbot)	☐		
AI Image Generators	☐		
Notion AI	☐		
Other (specify): _____	☐		
No AI Tools Used	☐	<i>(If ticked, skip to Section B)</i>	N/A

Note: Core technical content (calculations, analysis, design, conclusions) must be 100% student's original work.

SECTION B: DECLARATION

Each student confirms that they:

#	Declaration	Tick
ACADEMIC INTEGRITY		
1	Have accurately represented their own work and individual contribution to the project.	☐
2	Have appropriately acknowledged sources, ideas, data, figures, images, designs, and other material obtained from external sources.	☐
3	Have not knowingly copied or presented another person's work as their own.	☐
4	Have not knowingly fabricated, falsified, or deliberately manipulated project data, measurements, observations, results, attendance records, or other evidence.	☐
5	Have not engaged in cheating, collusion, contract cheating, impersonation, or other dishonest academic conduct.	☐
6	Have accurately distinguished individual work from work completed by other group members.	☐



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#	Declaration	Tick
7	Have used digital and AI-based tools responsibly and disclosed their use where required.	☐
8	Have not used digital or AI-based tools to fabricate data, results, references, attendance records, or other project evidence.	☐
9	Have protected confidential or sensitive information obtained from the Community Partner or community members, where applicable.	☐
10	Understand that suspected academic-integrity concerns may be reviewed under the applicable HEC and University procedures.	☐
SAFETY COMPLIANCE		
1	Have read and understood the applicable University and Community Partner/site safety requirements.	☐
2	Have followed applicable safety instructions and approved risk-control measures.	☐
3	Have completed required safety induction where applicable.	☐
4	Have used required PPE and safety equipment where applicable.	☐
5	Have used tools, electrical equipment, batteries, instruments, and other project resources safely and as authorized.	☐
6	Have promptly reported significant hazards, accidents, injuries, or safety incidents to the appropriate supervisor.	☐
7	Have not knowingly exposed community members, students, supervisors, or others to avoidable safety risks.	☐

SIMILARITY RESULTS

Indicator	Required	Score
Overall Similarity Index	$\leq 19\%$	
Single Source Similarity	Check if $>5\%$	



Indicator	Required	Score
Findings/Conclusion Similarity	$\leq 9\%$	
AI Detection Score	$\leq 20\%$	

SECTION C: INDIVIDUAL STUDENT DECLARATION

I declare that:

1. the information relating to my contribution and conduct is true and accurate;
2. the work attributed to me represents my actual contribution;
3. sources and externally obtained material have been appropriately acknowledged;
4. project data and evidence have not knowingly been fabricated or falsified;
5. I have complied with applicable academic-integrity and safety requirements; and
6. I understand that a suspected violation may be referred for review under the applicable HEC Plagiarism Policy (2023), University of Sindh Environmental, Health and Safety Policy (2023), and University procedures.

Group Members:

1. _____ Roll No: _____
2. _____ Roll No: _____
3. _____ Roll No: _____
4. _____ Roll No: _____
5. _____ Roll No: _____

SECTION C: FACULTY SUPERVISOR VERIFICATION

Verification Item	Status
Declaration submitted with Group Technical Report	☐ Confirmed ☐ Not Confirmed
All listed students have signed	☐ Confirmed ☐ Not Confirmed
Turnitin report attached, where required	☐ Confirmed ☐ Not Confirmed



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Verification Item	Status
Similarity result recorded	☐ Confirmed ☐ Not Confirmed
Single-source similarity checked where required	☐ Confirmed ☐ Not Confirmed
AI-use disclosure completed	☐ Confirmed ☐ Not Confirmed ☐ N/A
Safety declaration completed	☐ Confirmed ☐ Not Confirmed
Matter requiring further review referred to CSC	☐ Yes ☐ No ☐ N/A

Supervisor Comments:

Name	
Signature	
Date	



APPENDIX I: PARTNERSHIP AGREEMENT TEMPLATE

This Agreement is made on this _____ day of _____, 20____, between:

Department of Electronic Engineering, University of Sindh, Jamshoro
and

Community Partner: _____

for implementation of the approved Community Service Activity under the Department's
Community Service Policy.

1. PARTIES AND CONTACT INFORMATION

University / Department	Community Partner
Name: Department of Electronic Engineering, University of Sindh	Organization:
Representative:	Representative:
Designation: CSC Convener	Designation:
Contact:	Contact:
Email:	Email:

2. PURPOSE & LEARNING OUTCOMES

This Agreement establishes the arrangements for providing students with a supervised community-service setting in which they can apply their engineering knowledge and skills to a well-defined community need or problem and develop the learning outcomes specified in the Community Service Policy.

Through the activity, students are expected to:

1. Apply engineering knowledge to address a well-defined community problem (ILO1).
2. Identify, formulate, and analyze the community problem using stakeholder evidence and engineering reasoning (ILO2).
3. Design and develop a practical engineering solution appropriate to the identified need (ILO3).
4. Test, measure, and evaluate the implemented solution and its performance (ILO4).
5. Use appropriate engineering techniques, resources, software, equipment, and modern tools while recognizing their limitations (ILO5).
6. Evaluate technical, societal, environmental, economic, health and safety, legal, and sustainability considerations relevant to the solution (ILO6).
7. Demonstrate professional ethics, academic integrity, cultural sensitivity, confidentiality, inclusivity, and social responsibility (ILO7).



8. Work effectively as an individual and team member, demonstrating accountability, collaboration, and leadership where appropriate (ILO8).
9. Communicate engineering information effectively through technical documentation, reports, and oral presentations (ILO9).
10. Apply basic project-management and economic decision-making principles within defined time, financial, and resource constraints (ILO10).
11. Demonstrate self-directed learning by identifying knowledge or skill gaps and taking appropriate steps for improvement (ILO11).

The Community Service Activity is a non-credit, mandatory qualifying requirement of the B.E. Electronic Engineering program. Successful completion requires fulfillment of the prescribed attendance, assessment, academic-integrity, safety, and other requirements of the Community Service Policy.

3. PROJECT DETAILS

Particular	Details
Project Title	
Community Need / Problem	
Brief Project Description	
Community / Beneficiaries	
Location / Site	
Start Date	
End Date	
Minimum Hours per Student	30 verified physical hours (remote/online hours only with prior CSC approval)
Community Partner Supervisor	
Faculty Supervisor	



Participating Students

No.	Student Name	Roll No.
1		
2		
3		

Note: Only students included in the CSC-approved project roster shall participate under this Agreement.

4. RESPONSIBILITIES OF THE UNIVERSITY / CSC

The University/CSC shall:

1. provide academic oversight of the Community Service Activity;
2. appoint a Faculty Supervisor;
3. provide academic guidance through the Faculty Supervisor;
4. coordinate the prescribed assessment process;
5. maintain relevant Community Service records; and
6. address significant academic, safety, ethical, or operational concerns in accordance with the Community Service Policy.

The University/CSC retains academic authority over approval, assessment, and completion of the Community Service requirement.

5. RESPONSIBILITIES OF THE FACULTY SUPERVISOR

The Faculty Supervisor shall:

1. provide academic guidance to the students;
2. liaise with the Community Partner Supervisor;
3. monitor student progress as required by the Community Service Policy;
4. assess the academic deliverables assigned to the Faculty Supervisor;
5. review relevant student records and documentation; and
6. report significant academic, safety, ethical, or conduct concerns to the CSC

6. RESPONSIBILITIES OF THE COMMUNITY PARTNER

The Community Partner shall:

1. Provide an appropriate and meaningful community-service setting.
2. Designate a Community Partner Supervisor with adequate experience and availability.
3. Provide site orientation and applicable safety instructions.
4. Provide reasonable access to the approved site and resources required for the activity.
5. Supervise students during their participation.
6. Verify student attendance and Activity Logs.
7. Provide field-performance assessment and feedback using the prescribed University form.
8. Inform the Faculty Supervisor of significant attendance, conduct, safety, or performance concerns.



9. Cooperate with the University in verifying completion of the activity.
10. Inform the University of any changes to site conditions, hazards, or operational constraints that may affect the project.

The Community Partner shall not assign students activities that are substantially outside the approved project scope or beyond their competence without appropriate supervision and approval.

7. RESPONSIBILITIES OF STUDENTS

Students shall:

1. Complete the approved Community Service Activity.
2. Complete a minimum of 30 verified physical hours individually.
3. Maintain an accurate, detailed Activity Log.
4. Follow the instructions of the Community Partner Supervisor and Faculty Supervisor.
5. Comply with all applicable safety requirements and use required PPE.
6. Maintain professional, respectful, and inclusive conduct at all times.
7. Protect confidential information and respect community privacy.
8. Use equipment, tools, and materials responsibly and only as authorized.
9. Report significant hazards, incidents, or problems promptly to both supervisors.
10. Submit all required assessment documents and deliverables on time.
11. Acknowledge and disclose the use of AI-based tools where required (refer to Academic Integrity Declaration).
12. Actively reflect on their learning and identify areas for future improvement.

8. ATTENDANCE AND VERIFICATION

1. Each student must complete at least 30 verified physical hours at the approved community/service site.
2. The Community Partner Supervisor shall verify the student's:
 - Attendance;
 - Activities performed; and
 - Recorded hours.
3. The Activity Log shall be signed or otherwise authenticated by the Community Partner Supervisor.
4. Unverified hours shall not count toward the required 30 hours.
5. Remote or online activities shall not normally count toward the physical-hour requirement unless specifically approved in writing by the CSC under the Community Service Policy.
6. Students must report any absence or delay in advance, where practicable.

9. HEALTH, SAFETY AND PROFESSIONAL CONDUCT

1. Students shall comply with applicable University of Sindh Environmental, Health and Safety requirements, Community Partner/site safety procedures, and approved safety instructions.
2. The Community Partner shall provide applicable site-specific safety orientation and instructions.



3. Students shall use required PPE and safety equipment where applicable.
4. Students shall not be required to undertake activities involving unreasonable or uncontrolled safety risks.
5. Hazards, accidents, injuries, and significant safety incidents shall be reported promptly through the applicable reporting procedure.
6. All participants shall maintain professional, respectful, and responsible conduct.

Nothing in this Agreement transfers or removes safety responsibilities established by University policy, site requirements, or applicable law.

10. RESOURCES AND FINANCIAL RESPONSIBILITY

Resource	Arrangement
Materials / Components	☐ Partner ☐ Students ☐ Other: _____
Tools / Equipment	☐ Partner ☐ Students ☐ University, subject to availability
Workspace / Site	☐ Partner
Field Supervision	☐ Partner
Academic Supervision	☐ University
Other Support	

Unless otherwise approved in writing:

1. Students shall arrange and bear expenses associated with their projects.
2. Expenses may include materials, components, transportation, printing, communication, and other project-related costs.
3. The Community Partner may voluntarily provide materials, equipment, facilities, or other in-kind support.
4. Students shall not create financial obligations on behalf of the University or Community Partner.

Financial responsibility does not remove or reduce applicable safety responsibilities.

11. ASSESSMENT

1. The Community Partner Supervisor shall provide field-performance assessment and feedback using the prescribed University assessment instrument.
2. The Community Partner's assessment shall constitute evidence of the student's field performance.



3. The University/CSC shall remain responsible for the overall assessment and final determination of successful completion of the Community Service requirement.

12. CONFIDENTIALITY AND COMMUNITY INFORMATION

1. Students shall maintain the confidentiality of personal, organizational, technical, or other sensitive information obtained through the Community Service Activity.
2. Students shall not disclose confidential information without appropriate authorization.
3. Photographs, videos, recordings, interviews, or identifiable information concerning community members shall only be collected or used with appropriate permission.

13. PROJECT SCOPE AND CHANGES

Students shall carry out activities within the approved project scope.

Any substantial change to the:

1. community need/problem;
2. project objectives;
3. project location;
4. nature of engineering activities;
5. safety conditions; or
6. significant resource requirements

shall require prior approval in accordance with the Community Service Policy.

14. SUSPENSION OR TERMINATION

The Community Service Activity may be suspended or terminated where:

1. significant safety concerns arise;
2. adequate supervision is no longer available;
3. the approved activity cannot reasonably continue;
4. serious misconduct occurs;
5. confidentiality or ethical requirements are breached; or
6. continuation is otherwise considered inappropriate.

The University/CSC may suspend an activity where necessary to protect students, community members, property, or academic integrity.

15. EFFECTIVE DATE AND VALIDITY

This Agreement shall be completed and signed after approval of the Community Service project by the CSC and before the activity begins. The Agreement shall apply only to the project and students identified in this Agreement.

Effective Date: _____

End Date: _____

Any substantial modification or extension shall be dealt with in accordance with the Community Service Policy.



16. AGREEMENT

The parties confirm that they have read and understood this Agreement and agree to cooperate in implementing the approved Community Service Activity in accordance with the University's Community Service Policy and applicable safety, ethical, and professional requirements.

For the Community Partner

Name: _____

Designation: _____

Signature: _____

Date: _____

Official Stamp, if applicable: _____

For the University / Department

Name: _____

Designation: CSC Convener

Signature: _____

Date: _____

Student Representative

Name: _____

Roll No.: _____

Signature: _____

Date: _____

17. STUDENT ACKNOWLEDGEMENT

No.	Student Name	Roll No.	Signature	Date
1				
2				
3				



APPENDIX J: PROJECT PROPOSAL FORM

1. Project Information

Requirement	Details
Project Title	
Community Partner	
Project Location	
Community / Beneficiaries	
Community Partner Supervisor	
Contact Information	
Proposed Start Date	
Proposed End Date	
Proposed Hours per Student	Minimum 30 physical hours (<i>remote/online only with prior CSC approval</i>)

1.1 Project Team

No.	Student Name	Roll No.	Contact No
1			
2			
3			



No.	Student Name	Roll No.	Contact No
4			
5			

2. COMMUNITY NEED AND PROBLEM

2.1 Community Context

Briefly describe the community, organization, facility, or group that will benefit from the proposed activity. Include relevant background (e.g., size, location, socio-economic context, existing challenges).

Maximum 150 words

2.2 Problem Statement

Clearly state the specific, well-defined community engineering problem or need to be addressed.

The problem should be:

- Genuine and supported by evidence;
- Relevant to electronic engineering;
- Limited enough to address within the available time and resources; and
- Appropriate for Community Service rather than a complex Final Year Project.

Problem Statement:

2.3 Evidence of Need

Evidence	Key Finding
Observation	
Community / stakeholder discussion	
Existing data / records, if available	
Other	



3. STAKEHOLDER NEEDS

Stakeholder	Need / Concern	How Identified

Important: The proposal must demonstrate that the project is based on an actual community need, rather than a technical solution selected without stakeholder input.

4. PROPOSED ENGINEERING INTERVENTION

Proposed Solution

Briefly explain the proposed engineering intervention and how it will address the identified problem.

Basic System / Process

Provide a simple block diagram, flowchart, circuit diagram, sketch, or other suitable representation.

Engineering Principles / Tools

Engineering Principle / Tool / Standard	Intended Use

5. PROPOSED REQUIREMENTS AND VERIFICATION

Identify the main requirements of the proposed solution.

No.	Requirement	Proposed Verification / Acceptance Criterion
1		
2		
3		



6. EXPECTED COMMUNITY BENEFIT

Explain the expected benefit to the community and how the benefit will be demonstrated.

Expected Outcomes:

1. _____
2. _____
3. _____
4. _____

7. IMPACT, SUSTAINABILITY AND SDGs

Impact Considerations

Area	Expected Impact / Consideration
Technical	
Social / Community	
Environmental	
Economic / Affordability	
Health & Safety	
Sustainability / Maintenance	

Maintenance, Ownership & Handover Plan

Who will maintain the solution after project completion? How will it be handed over?

Relevant SDG(s)

SDG	Justification

Note: Only include SDGs with a clear and defensible relationship to the project.



8. SAFETY, ETHICS AND CONFIDENTIALITY

Briefly explain the arrangements for:

- Site and activity safety;
- Use of PPE where required;
- Community permission and participation;
- Confidentiality and privacy;
- Protection of community members and property; and
- Professional and ethical conduct

Safety / Ethical Considerations:

Preliminary Confirmation

- ☐ Community Partner has indicated willingness to host the proposed activity
- ☐ Site access requirements identified
- ☐ Safety requirements identified
- ☐ Confidentiality requirements identified
- ☐ Additional permission required: _____

Important: This preliminary confirmation is not the Partnership Agreement. The Partnership Agreement shall be completed after CSC approval.

9. INDIVIDUAL CONTRIBUTION

Each student must have a distinct and verifiable contribution.

Student	Proposed Responsibility	Evidence of Contribution

10. PROJECT PLAN

Activity	Responsible Student(s)	Planned Period	Expected Output
Community observation / needs confirmation			
Problem analysis			



Activity	Responsible Student(s)	Planned Period	Expected Output
Solution development			
Implementation			
Testing / verification			
Community demonstration / handover			
Documentation			

The plan must be realistic for the prescribed Community Service period and 30 physical hours per student.

11. RESOURCES AND BUDGET

Resources

Resource	Source
Materials / Components	☐ Students ☐ Community Partner ☐ Other
Tools / Equipment	☐ Students ☐ University ☐ Community Partner
Laboratory Facilities	☐ University ☐ Not Required
Workspace	☐ Community Partner ☐ University ☐ Other
Other	

Budget

Item	Quantity	Estimated Cost (PKR)	Cost Type (One-Time / Recurring)	Funding Source



Item	Quantity	Estimated Cost (PKR)	Cost Type (One-Time / Recurring)	Funding Source
Total				

- Students shall arrange and bear project expenses unless support has been formally agreed by another party.
- The proposed budget must be realistic and proportionate to the project scope.
- Recurring costs (e.g., maintenance, consumables) must be clearly identified for the community partner's awareness.

12. RISK ASSESSMENT

Risk / Hazard	Likelihood (L/M/H)	Impact (L/M/H)	Risk Score (L x I)	Control / Mitigation

Students shall not be required to undertake activities involving unreasonable or uncontrolled safety risks.

13. KNOWLEDGE AND SKILL REQUIREMENTS

Identify any important knowledge or skills that students need before or during the activity.

Knowledge / Skill	How It Will Be Developed or Supported

14. ILO ALIGNMENT

Identify how the proposed activity provides opportunities for development of the Community Service ILOs.

ILO	Opportunity for Development (e.g., specific activity, task, or deliverable)
ILO1 Application of Engineering Knowledge	
ILO2 Problem Identification & Analysis	



ILO	Opportunity for Development <i>(e.g., specific activity, task, or deliverable)</i>
ILO3 Engineering Solution & Implementation	
ILO4 Testing, Measurement & Results	
ILO5 Tools, Techniques & Resources	
ILO6 Impact, Safety & Sustainability	
ILO7 Ethics & Professionalism	
ILO8 Individual Contribution, Teamwork & Leadership	
ILO9 Technical Documentation & Communication	
ILO10 Project Planning, Resources & Risk	
ILO11 Learning & Future Improvement	

Note: The proposal stage does not require students to demonstrate all ILOs. This table establishes that the proposed activity provides reasonable opportunities for their development and subsequent assessment.

15. FEASIBILITY

Explain briefly why the proposed activity can be completed within:

- The approved activity period;
- Minimum 30 physical hours per student;



- Available resources;
- Proposed budget; and
- Applicable safety requirements.

Feasibility Justification:

16. STUDENT DECLARATION

We confirm that:

1. the proposed community need/problem is genuine and has been investigated;
2. the proposed intervention is appropriate to the identified need;
3. the proposed activity is suitable for Community Service and is not intended to be a Final Year Project;
4. individual student responsibilities are identified;
5. the proposed activity can reasonably be completed within the prescribed time and minimum 30 physical hours per student;
6. the proposed resources and budget are realistic;
7. applicable safety, ethical, confidentiality, and professional requirements will be followed; and
8. the information provided in this proposal is accurate to the best of our knowledge.

Student Name	Roll No.	Signature	Date

17. CSC REVIEW AND DECISION

Proposal Review Checklist

Criterion	Satisfactory	Revision Required
Genuine community need identified	☐	☐
Problem is well-defined	☐	☐
Appropriate engineering component	☐	☐
Feasible within Community Service scope	☐	☐



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Criterion	Satisfactory	Revision Required
30-hour requirement is feasible	☐	☐
Individual contributions identifiable	☐	☐
Safety adequately addressed	☐	☐
Ethics & Confidentiality adequately addressed	☐	☐
Resources and budget feasible	☐	☐
Community benefit is clear	☐	☐
ILO opportunities identified	☐	☐

CSC Decision

- ☐ **APPROVED**
- ☐ **APPROVED SUBJECT TO REVISION**
- ☐ **NOT APPROVED**

CSC Comments / Required Revisions:

Faculty Supervisor Assigned: _____

CSC Convener: _____

Signature: _____ **Date:** _____



APPENDIX K: GROUP FINAL REPORT TEMPLATE

1. PURPOSE

The Group Final Technical Report shall provide a clear and evidence-based record of the completed Community Service Activity.

The report shall document:

- the community need or problem addressed;
- stakeholder engagement and needs assessment;
- engineering analysis and requirements;
- the solution or intervention undertaken;
- implementation activities;
- testing or verification, where applicable;
- impact and sustainability;
- project management; and
- final outcomes and recommendations.

The report shall describe what was actually completed, supported by appropriate evidence. The Final Technical Report shall not simply reproduce the approved Project Proposal (Appendix J). It shall report the actual work performed, results obtained, limitations encountered, and final outcomes.

2. NATURE OF THE REPORT

The report is a group submission. The Group Technical Report carries 25 marks. Individual performance and individual learning shall be assessed through the other approved assessment instruments.

Accordingly:

- group technical work shall be reported in this document;
- individual performance shall not be claimed solely from the group report;
- individual reflection shall be submitted through the prescribed individual assessment;
- individual contribution shall be transparently identified; and
- the same evidence shall not be awarded marks twice under different assessment instruments.

3. GROUP TECHNICAL REPORT ASSESSMENT

The report contributes 25 marks to the Community Service Activity assessment.

ILO	Area Assessed	Marks
ILO1	Application of Engineering Knowledge	2
ILO2	Problem Analysis and Formulation	5
ILO3	Solution Design and Development	6
ILO4	Testing, Measurement and Verification	5
ILO6	Impact and Sustainability	3



ILO	Area Assessed	Marks
ILO9	Technical Communication	1
ILO10	Project Management and Economic Considerations	3
TOTAL		25

4. GENERAL FORMATTING REQUIREMENTS

Element	Requirement
Font	Times New Roman, 12 pt
Main headings	14 pt, bold
Subheadings	12 pt, bold
Line spacing	1.5
Margins	1 inch (2.54 cm)
Alignment	Justified
Page numbering	Required (bottom centre or bottom right)
Figures	Sequentially numbered and captioned (e.g., Figure 1: System Block Diagram)
Tables	Sequentially numbered and titled (e.g., Table 1: Project Requirements)
Referencing	IEEE style recommended
File format	PDF
Main report length	Normally 25–30 pages excluding appendices
Appendices	Not counted in page limit; keep concise and relevant



Element	Requirement
File naming	Group[No.]_[ProjectTitle]_Report.pdf (e.g., Group5_SolarPump_Report.pdf)

The page limit shall be treated as a reasonable reporting limit, not as a requirement to fill pages unnecessarily.

5. REPORT STRUCTURE

SECTION 1: COVER PAGE

The cover page shall contain:

University of Sindh
Faculty of Engineering & Technology
Department of Electronic Engineering
B.E. Electronic Engineering
Community Service Program
Project Title:
Group Members and Roll Numbers:
Community Partner:
Community Partner Supervisor:
Faculty Supervisor:
Submission Date:

SECTION 2: EXECUTIVE SUMMARY

Recommended length: 250–300 words

The Executive Summary shall briefly describe:

- the community problem/need;
- the evidence used to establish the need;
- the engineering intervention or solution;
- major implementation activities;
- key results/outcomes;
- community benefit; and
- major recommendations.

The Executive Summary shall describe actual outcomes, not merely planned activities.

ILO Evidence: ILO9 — Technical Communication (assessed holistically across the complete report).

SECTION 3: COMMUNITY CONTEXT AND PROBLEM DEFINITION

Recommended length: 2–3 pages

3.1 Community Context

Briefly describe the:

- Community Partner;
- target beneficiaries;
- relevant community conditions; and
- context of the identified problem.



3.2 Problem Identification

Clearly explain:

- what the problem is;
- who is affected;
- available evidence;
- consequences of the problem; and
- why an engineering response is appropriate.

3.3 Engineering Knowledge Applied

Identify the relevant engineering knowledge used to understand the problem, such as:

- electronic engineering principles;
- mathematics;
- scientific principles;
- computing/software;
- technical standards;
- technical literature.

3.4 Constraints

Identify relevant:

- technical;
- financial;
- time;
- environmental;
- operational; and
- community constraints.

ILO Evidence: ILO1 — 2 marks | ILO2 — evidence supporting Section 4.

SECTION 4: COMMUNITY NEEDS ASSESSMENT AND ENGINEERING REQUIREMENTS

Recommended length: 3–4 pages

4.1 Stakeholder Identification

Identify relevant:

- beneficiaries;
- Community Partner;
- users;
- technical personnel;
- other stakeholders.

4.2 Stakeholder Engagement

Describe the actual methods used, such as:

- interviews;
- surveys;
- observations;
- site visits;
- discussions;
- measurements.

4.3 Findings

Present the important evidence obtained from the community.

4.4 Needs Analysis

Explain:



- what needs were identified;
- how they were verified;
- which need was selected;
- why it was prioritized.

4.5 Engineering Requirements

Translate the selected need into appropriate requirements.

ID	Requirement	Evidence/Basis	Target/Acceptance Criterion	Verification Method
R1				
R2				
R3				
R4				

4.6 Requirement Status (Completed at End of Project)

At the end of the project, each requirement shall be classified as:

Requirement	Status	Explanation (if Partial/Not Achieved)
R1	☐ Achieved ☐ Partial ☐ Not Achieved ☐ N/A	
R2	☐ Achieved ☐ Partial ☐ Not Achieved ☐ N/A	
R3	☐ Achieved ☐ Partial ☐ Not Achieved ☐ N/A	
R4	☐ Achieved ☐ Partial ☐ Not Achieved ☐ N/A	

ILO Evidence: ILO2 — 5 marks.

SECTION 5: ENGINEERING SOLUTION AND DESIGN

Recommended length: 3–4 pages

5.1 Proposed Intervention/Solution

Describe the solution actually implemented.

5.2 Design Approach

Explain the engineering approach used.

5.3 Alternatives Considered

Where genuine alternatives were considered, briefly explain them and the basis for selection.

Students shall not be required to invent alternative designs where the nature of the activity does not reasonably involve alternatives. If no feasible alternatives were identified, state: "No feasible alternatives were identified within the project constraints."

5.4 Final Design/Solution

Include, where applicable:



- block diagrams;
- circuit diagrams;
- schematics;
- flowcharts;
- system architecture;
- calculations;
- specifications;
- component selection;
- software configuration.

5.5 Design Decisions

Explain important technical decisions and their justification.

5.6 Standards and Safety

Identify relevant engineering standards, codes, safety requirements and good engineering practices where applicable.

5.7 Requirement-to-Design Traceability

Requirement	Design/Solution Feature	Evidence
R1		
R2		
R3		

ILO Evidence: ILO3 — 6 marks.

SECTION 6: IMPLEMENTATION

Recommended length: 2–3 pages

6.1 Implementation Procedure

Describe the actual implementation chronologically or logically.

6.2 Materials and Components

No.	Item	Specification	Quantity	Purpose
1				
2				

6.3 Tools and Equipment

Tool/Equipment	Purpose	Application

6.4 Challenges and Corrective Actions

Challenge	Effect	Action Taken	Outcome



6.5 Implementation Evidence

Include appropriate photographs, diagrams, records or other evidence.

All photographs shall be relevant, properly captioned, and consistent with privacy and confidentiality requirements (refer to Appendix I, Section I.11).

6.6 Lessons Learned (Optional but Recommended)

Briefly describe any practical lessons learned during implementation that may benefit future students or the community partner.

Note: ILO5 may be evidenced here, but ILO5 is not separately awarded Group Technical Report marks.

SECTION 7: TESTING, MEASUREMENT AND VERIFICATION

Recommended length: 3–4 pages

7.1 Verification Approach

Explain how the completed solution/activity was checked against its requirements.

The verification method may be:

- quantitative testing;
- measurement;
- functional testing;
- observation;
- demonstration;
- inspection;
- user/community feedback;

as appropriate to the nature of the project.

7.2 Test Environment/Setup

Describe the test environment, conditions, and equipment used for verification.

7.3 Test/Verification Method

For each significant requirement, identify:

- method;
- equipment/resources;
- conditions;
- acceptance criterion.

7.4 Results

Present **actual results**.

7.5 Results Analysis

Explain what the results mean.

7.6 Requirements Verification Matrix

Requirement	Acceptance Criterion	Actual Result	Status	Evidence
R1			☐ Achieved ☐ Partial ☐ Not Achieved ☐ N/A	



Requirement	Acceptance Criterion	Actual Result	Status	Evidence
R2			☐ Achieved ☐ Partial ☐ Not Achieved ☐ N/A	
R3			☐ Achieved ☐ Partial ☐ Not Achieved ☐ N/A	

7.7 Deviations and Limitations

Where a requirement was not achieved, report:

- actual result;
- reason;
- effect;
- corrective action or recommendation.

Students shall not alter, omit or fabricate results merely to demonstrate achievement of a requirement.

ILO Evidence: ILO4 — 5 marks.

SECTION 8: IMPACT, SUSTAINABILITY AND COMMUNITY BENEFIT

Recommended length: 2–3 pages

8.1 Technical Impact

Discuss relevant technical benefits or limitations.

8.2 Community/Social Impact

Discuss:

- beneficiaries reached;
- usefulness;
- accessibility;
- usability;
- community acceptance.

8.3 Environmental Considerations

Discuss relevant:

- energy consumption;
- material use;
- waste;
- e-waste;
- environmental risks.

8.4 Economic Considerations

Discuss, where applicable:

- project cost;
- affordability;
- operating cost;
- savings;
- resource efficiency.



8.5 Sustainability, Ownership & Handover

Discuss:

- maintenance requirements;
- durability;
- replacement parts availability;
- user capability and training provided;
- long-term feasibility.
- Ownership: Who now owns or operates the solution? What handover documentation or training was provided?

8.6 SDG Alignment

Only SDGs genuinely related to the activity should be identified.

SDG	Project Contribution	Evidence

There is no requirement to claim a fixed number of SDGs. Only include those with a clear and defensible relationship to the project.

ILO Evidence: ILO6 — 3 marks.

SECTION 9: PROJECT MANAGEMENT AND RESOURCES

Recommended length: 2–3 pages

9.1 Project Schedule

Activity	Planned Date	Actual Date	Status

9.2 Resource Allocation

Explain the use of:

- human resources;
- time;
- materials;
- equipment;
- financial resources.

9.3 Budget

Where project expenditure is applicable:

Item	Estimated Cost	Actual Cost	Difference
Total			

If no expenditure was incurred, state *"No direct project expenditure incurred"* and briefly explain.

9.4 Risk Management

Risk	Likelihood	Impact	Mitigation	Outcome



9.5 Project Constraints

Describe significant constraints and their effect on project implementation.

9.6 Communication Log (Optional but Recommended)

Briefly summarize key communications with the community partner (e.g., meetings, emails, site visits) and their relevance to the project.

ILO Evidence: ILO10 — 3 marks.

SECTION 10: ETHICS, SAFETY AND PROFESSIONAL RESPONSIBILITY

This section shall briefly discuss ethical, safety and professional issues that were actually relevant to the project.

Where applicable, address:

- professional ethics;
- confidentiality;
- privacy;
- cultural sensitivity;
- inclusivity;
- responsible AI use;
- health and safety;
- environmental responsibility;
- community welfare.

Students shall not merely reproduce University policies. They shall explain how relevant requirements were applied during their activity.

The signed **Academic Integrity and Safety Compliance Declaration** shall be submitted as required under the policy.

Assessment: This section provides supporting evidence for relevant ILOs but does not create additional Group Report marks.

SECTION 11: CONCLUSION AND RECOMMENDATIONS

Recommended length: 1–2 pages

11.1 Achievement of Objectives

Objective	Status	Evidence
	☐ Achieved ☐ Partial ☐ Not Achieved	
	☐ Achieved ☐ Partial ☐ Not Achieved	

11.2 Overall Outcome

Summarize:

- what was completed;
- what was achieved;
- major technical results;
- community benefit.

11.3 Limitations

Identify genuine limitations honestly.



11.4 Recommendations

Provide realistic recommendations for:

- the Community Partner;
- future students;
- further improvement.

Important: Detailed individual reflection and individual learning gaps shall not be included here as a substitute for the Individual Reflection assessment (Appendix D.4).

SECTION 12: REFERENCES

IEEE style is recommended for B.E. Electronic Engineering.

Students shall:

- cite sources used in the report;
- maintain consistency;
- use credible sources;
- avoid unnecessary references;
- ensure every cited source appears in the reference list.

There shall be no arbitrary minimum number of references. The number and type of references shall be appropriate to the project.

SECTION 13: GROUP CONTRIBUTION STATEMENT

The group shall provide a brief factual record of individual contributions.

Student	Roll No.	Major Contribution

This statement is for transparency and record purposes. It shall not independently determine or redistribute the 25 Group Technical Report marks.

SECTION 14: APPENDICES

Only relevant supporting documents shall be attached.

The following may be included, as applicable:

- Community engagement instruments;
- relevant raw data;
- detailed technical drawings;
- photographs;
- signed Activity Log;
- Academic Integrity and Safety Compliance Declaration (Appendices A.0, A.1);
- Turnitin/Similarity report;
- Partnership Agreement (Appendix I);
- additional technical evidence.

Important:

- Students shall not duplicate documents unnecessarily. Controlled documents already maintained by the Department/CSC may be referenced rather than reproduced where permitted.
- Confidential or personally identifiable information shall be removed or appropriately protected.



- Appendices are not included in the main report page limit.

FINAL TRACEABILITY MATRIX

A final traceability matrix shall be included where the project involves defined engineering requirements.

Community Need	Requirement	Design/Intervention	Implementation	Verification	Final Outcome
	R1				
	R2				
	R3				

This establishes the complete engineering chain:

Community Need → Requirement → Solution → Implementation → Verification → Outcome

FINAL STUDENT SUBMISSION CHECKLIST

Before submission, the group shall confirm:

Requirement	Yes	No	N/A
Community problem is clearly defined	☐	☐	☐
Evidence of stakeholder engagement is provided	☐	☐	☐
Engineering requirements are identified	☐	☐	☐
Engineering knowledge is appropriately applied	☐	☐	☐
Design/intervention is documented	☐	☐	☐
Implementation is documented	☐	☐	☐
Testing/verification is documented where applicable	☐	☐	☐
Results are honestly reported and analyzed	☐	☐	☐
Impact and sustainability are addressed where relevant	☐	☐	☐
Project management is documented	☐	☐	☐
Safety and ethical requirements are addressed	☐	☐	☐



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Requirement	Yes	No	N/A
References are properly cited	☐	☐	☐
Required declarations are attached (Appendices A.0, A.1)	☐	☐	☐
Turnitin/Similarity report is attached	☐	☐	☐
Activity Log is verified	☐	☐	☐
Group contribution statement is completed	☐	☐	☐
All group members have reviewed the report	☐	☐	☐
File naming convention followed	☐	☐	☐



APPENDIX L: CSC FINAL GRADE COMPILATION FORM

SECTION A: STUDENT INFORMATION

Student Information	Details
Student Name	
Roll No	
Project Title	
Faculty Supervisor	
Community Partner	

SECTION B: ASSESSMENT TOOLS — FINAL MARKS

#	Assessment Tool	Rubric Reference	Max Marks	Marks Obtained	Assessor	Marks Provided By
1	Proposal Defense	Appendix A	15		CSC	CSC Assessors
2	Field Performance & Observation	Appendix B	30		Community Supervisor	Community Supervisor
3	Group Technical Report	Appendix C	25		Faculty Supervisor	Faculty Supervisor
4	Individual Reflection Report	Appendix D	10		Faculty Supervisor	Faculty Supervisor
5	Presentation	Appendix E	10		CSC	CSC Assessors
6	Viva Voce	Appendix F	10		CSC	CSC Assessors
	TOTAL		100			



SECTION C: ILO ATTAINMENT SUMMARY

ILO	Proposal Defense (15)	Field Performance & Observation (30)	Group Technical Report (25)	Reflection Report (10)	Presentation (10)	Viva Voce (10)	ILO Total
ILO1	____ / 5	____ / 1	____ / 2	____ / -	____ / -	____ / 1	____ / 9
ILO2	____ / 3	____ / 3	____ / 5	____ / 1	____ / -	____ / -	____ / 12
ILO3	____ / 3	____ / 3	____ / 6	____ / -	____ / 2	____ / 1	____ / 15
ILO4	____ / 1	____ / 3	____ / 5	____ / -	____ / -	____ / 1	____ / 10
ILO5	____ / 1	____ / 5	____ / -	____ / -	____ / -	____ / 2	____ / 8
ILO6	____ / 1	____ / 3	____ / 3	____ / 2	____ / 1	____ / 1	____ / 11
ILO7	____ / -	____ / 4	____ / -	____ / 4	____ / -	____ / 1	____ / 9
ILO8	____ / -	____ / 4	____ / -	____ / -	____ / 4	____ / -	____ / 8
ILO9	____ / -	____ / 2	____ / 1	____ / 1	____ / 2	____ / 2	____ / 8
ILO10	____ / 1	____ / 1	____ / 3	____ / -	____ / -	____ / 1	____ / 6
ILO11	____ / -	____ / 1	____ / -	____ / 2	____ / -	____ / 1	____ / 4
TOTAL	____ / 15	____ / 30	____ / 25	____ / 10	____ / 10	____ / 10	____ / 100

SECTION D: ACADEMIC INTEGRITY, COMPLIANCE AND AUTOMATIC-FAIL CHECK

Condition / Requirement	Status	Action / Decision
Overall Turnitin Similarity $\leq 19\%$	☐ Yes ☐ No	If $>19\%$, review matched content and refer for expert review where required.
Single-Source Similarity $\leq 5\%$	☐ Yes ☐ No	If $>5\%$, inspect the matched source for potential inappropriate copying.



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Condition / Requirement	Status	Action / Decision
Findings/Conclusion Similarity $\leq 9\%$	☐ Yes ☐ No	If $>9\%$, inspect the matched content for potential inappropriate copying.
AI Screening Score $\leq 20\%$	☐ Yes ☐ No	If $>20\%$, conduct appropriate review. AI screening alone does not establish misconduct.
Academic Integrity Declaration Submitted	☐ Yes ☐ No	If No, record the non-compliance and refer to the CSC for appropriate action.
Academic Misconduct Confirmed	☐ Yes ☐ No	Apply the applicable academic-integrity procedure and record the decision.
Verified Physical Participation ≥ 30 Hours	☐ Yes ☐ No	If No, Automatic Fail (F) .
Serious Safety Violation Confirmed	☐ Yes ☐ No	If Yes, Automatic Fail (F) , subject to verification.
Disqualified Activity Confirmed	☐ Yes ☐ No	If Yes, Automatic Fail (F) , subject to verification.
Other Approved Automatic-Fail Condition	☐ Yes ☐ No	If applicable, apply the specific provision of the policy. Specify: _____

SECTION F: GRADE DETERMINATION

Total Marks:	_____ / 100
Final Grade:	☐ Pass ☐ Fail

CSC Convener Signature: _____ **Date:** _____