CW Guidelines

What is Community Work (CW)?

Community Work (CW) is a mandatory component of the B.Tech. program at IIIT-Delhi. It provides students broader connect with society and self. At IIIT-Delhi, students have to do a minimum 80 hours of Community Work. This activity teaches students about their rights and responsibilities as citizens, and their ability to bring about meaningful change through advocacy and service. It enables students to help to apply skills and content knowledge to real needs in their local community.

Credits: 2

Minimum no. of hours: 80-90

The following must be followed during CW activity:-

1. http://cw.iiitd.edu.in:8089/supervisor/home/ click on this link to visit CW portal.
2. Write a new proposal and wait for the approval. Once it's been approved, you can start working with the organisation/NGO.
3. You need to maintain daily/weekly logs and after completion of 80 hours of work, get a valid certificate with the **signature** of the person concerned and **stamp** of the organisation.
4. Please visit this link to know the format of report https://www.iiitd.ac.in/sites/default/files/docs/education/SG-CW-final-report-format.pdf
5. Upload your documents along with certificate and daily logs on the portal.
6. Once it has been verified, date of poster presentation is announced during the beginning of the semester wherein you need to present your work which is evaluated by the faculty incharge.
7. Upon successful completion, you'll be informed about your credits status through formal mail from *communitywork@iiitd.ac.in*

FAQ's

1. When can I register for CW? Only at the start of Summer/Monsoon/Winter Semester, or at any time?

The registration dates for CW work will be same as Add/Drop dates as per the Academic Calendar for Summer/Monsoon/Winter. No registrations will be allowed after the last date of Add/Drop as per the calendar.

You have to register on the portal, and then check the portal after 2-3 days. If your request for proposal is not approved then drop a mail to community work email id (communitywork@iiitd.ac.in). Usually you get an email after your proposal is verified, but in case you do not receive an email, check portal for your current status.

2. Do I have to work with an organisation/NGO? Can't I do some online course related to community or teach students for free?

The goal of this compulsory course is to have practical experience of working with the community which isn't achievable by doing online course. As per the report format provided by the institute, you are required to mention in detail about the organisation/NGO you worked with and also asks for the weekly logs.

3. Can I split my 80/90 hours into 40/50 each and can I do 1 credit of work in one semester and the other 1 credit in next semester?

Yes you can split your work.

4. Is it necessary to give presentation right after the semester following the completion of CW work?

Poster presentation dates are announced in the beginning of every semester. It is mandatory to present your work in the semester following the completion of CW work. For this, you need to fill out the form and submit it, after which your documents will be verified and if found correct, then only you will be allowed to present.

5. Are Powerpoint presentations/slides acceptable during presentation?

No. You need to make a poster on chart paper or you can take printouts and pin them on the board. The idea is to nicely present your work done. We don't expect a fancy poster, but your presentation should be informative and professional.

6. Can I skip presentations?

No. It's mandatory to present, based on which final evaluation is done. Without the presentation, your CW credit requirements cannot be fulfilled.

7. Is there a list of NGOs through which I can complete my CW requirements?

Visit the portal and there you can see list of registered NGOs and also the example CW project reports for reference. In case your NGO is not listed, the TA will check it and verify your proposal.

8. Would my work at the summer school in IIITD count toward CW credits?

Yes.

9. I am not able to get a stamp on my certificate from organization.

In special cases only we allow student to ask the organization to write a formal mail validating student's work and student is suppose to forward the same to communitywork@iiitd.ac.in, faculty in-charge and Ms. Sheetu Ahuja (Manager, Academics).

10. Can I work for an NGO outside Delhi?

Yes.

11. Can I do CW in Monsoon/Winter or is it only permitted in the Summer session?

There are no restrictions regarding the scheduling of CW work. If you can manage the workload during the regular semester, you may choose to do so. Your logs are verified against 80/90 or 40/50 hours requirement for 2 or 1 credits respectively.

12. After approval of proposal, is there a time limit within which I need to present my CW work?

Please see Q3 in this FAQ.

13. When is the latest semester when I can present my CW work?

If you wish to graduate in May, you should have presented your work in the preceding Winter semester (i.e., your 8th semester). Therefore you need to plan accordingly and submit your CW proposal before the end of your 7th semester. There will be **only one** presentation in a semester, typically scheduled in the first half.