

# POLICY ON EXTENSION SERVICES



MARIAN COLLEGE  
KUTTIKKANAM  
(AUTONOMOUS)

MAKING COMPLETE

## Contents

### 1. Preamble

### 2. Scope

### 3. Definition

### 4. Objectives

### 5. Programmes

#### 5.1 Selection of the Programme

#### 5.2 Conduct of the Programme

#### 5.3 Documentation

### 6. Administration structure

#### 6.1 General council

#### 6.2 Meetings and Quorum

#### 6.3. Conduct of meeting

#### 6.4. Minutes of the meetings

### 7. Finance, Accounts and Auditing

### 8. Policy Review

**Establishment:** IQAC - Research Criterion Committee, 31 March 2012  
**Last Amended:** 18 November 2012

**Date Last Reviewed:** 31 March 2016  
**Responsible Officer:** Principal, with the assistance of Director, Department of Extension Services

## 1. Preamble

As the youth of India aspire for a better life, millions of them enter higher education institutions and are exposed to a new world of ideas. In addition to the subjects they have chosen for study, it is essential to inculcate in them a sense of social responsibility.

The young students who enter universities and colleges are energetic, curious and interested in contributing something to the society. Proper guidance and support by the institutions at this juncture can reinforce their ethical and social responsibilities. Marian, recognizing the importance of social responsibility of a higher education institution, constituted an apex body named 'Department of Extension Services' to visualize and coordinate the various extension and social responsibility activities of the college.

The 'Department of Extension Services' of Marian College Kuttikkanam has recommended the concept of '**developing social responsibility for inclusive development**' as an integral part of the strategy for inculcating social values in higher education institutions in the coming days. It is based on our strong realisation that the products of educational institutions should not only improve their livelihoods and advance their professional opportunities, but also become and act as good citizens of the country. By improving engagements with the community and civil society need to be encouraged to realize this goal.

## 2. Scope

The 'Department of Extension Services' may undertake activities catering to the needs of diverse sections of the society in accordance with the mission and vision of the college. The resources of the college may be judiciously put to use for the benefit of the community near and far away

imbibing the spirit of ‘life in abundance’ without compromising the quality of the training of faculty and students already at hand.

### 3. Definition

The term ‘Extension’ means, a judicious use of the resources of the institution such as infrastructure, expertise, knowledge, skills, man power, for the betterment of community around and the benefit of all the stakeholders including the college, through planned programmes.

### 4. Objectives

- To sensitize students about the socio-economic realities.
- To design programmes for the protection and conservation of Environment
- To help local governments to improve their quality of governance.
- To design and implement short-term courses and workshops for continuing education and professional development.
- To act as a nodal department coordinating short term courses, workshops, training programmes and outreach programmes offered by various departments of the college.

### 5. Programmes

The programs are to be developed considering the needs of the community. Surveys and discussions with experts, NGOs, Political leaders, Government officials need to be conducted prior to finalising the strategies and programs of the Department. The ideas come up during such interactions shall be discussed in the General Council. The decision taken by the Council shall be communicated to the Manager and Principal and approval from them shall be sought prior to launching the programmes/activities. The guidelines regarding the selection and conduct of extension activities and Institutional Social Responsibility measures of individual departments are given below.

### 5.1 Selection of the Program

1. Extension activities of each Department/School must be planned sufficiently early and must be included in the annual plan of the department presented in the MAAP.
2. The Extension Department would assist in identifying various possibilities for extension activities of each individual teaching Department.
3. All the extension activities organized by the Departments shall be channelized through the Extension Department and the Extension Director.
4. All extension activities of NSS, NCC, associations, clubs, shall be organized under the aegis of the Extension Department.
5. All the Secretarial and Administrative matters connected with the extension activities shall be performed through the office of the Secretary of the Extension Services Department/ Coordinator of Marian Community College.
6. The HoD/The teacher in charge of Extension Services shall intimate the programs undertaken within the limits of this policy document to the head of extension department in the prescribed format containing well-articulated objectives, action plan, modus operandi, financial implications and time frame, the faculty and students involved, etc before implementing the project.
7. A need assessment shall be conducted before establishing the objectives of the program.
8. Proper care has to be taken to avoid any extension activity that is in conflict with the interest of the college.
9. To the extent possible, programs should be arranged without affecting regular class hours.

### 5.2 Conduct of the programme

1. The Department may depute one teacher as the coordinator for the programme
2. Objectivity must be maintained while selecting the beneficiaries for the programme
3. The concerned Department shall ensure the support of all the authorities such as Police, Local Governments, Heads of the institutions, Parish Churches etc wherever necessary before commencement of the programme

4. To the extent possible, the place of extension activity must be the immediate neighborhood of the college or the area that are identified by the Extension Department for the purpose.
5. Wherever students act as resource persons their caliber must be assessed in order to ensure the effectiveness of the programme.
6. Any conflicts, disputes, etc regarding the extension activity among departments, between Departments and Extension Departments, beneficiaries etc. shall be dealt with at the college level by the college Principal and individual departments are not expected to deal with them without the concurrence of the college authorities
7. All the serious issues arising during the conduct of the programme shall be reported to the college authorities immediately.
8. All the stakeholders are strictly forbidden from involving any activity that takes away the reputation of the institution.

### 5.3 Documentation

The documentation (reports/photographs) of all the Extension activities at the department level shall be done at the concerned department level and copy of the same may be given to Extension Department. Documentation of all the Extension activities undertaken at the college level shall be done by the Extension Department.

## 6. Administration structure

6.1 Marian Extension Department has a two-tier administration structure, which includes a General council and an Executive committee

The General council is to be constituted with representation from the following

- Manager of the College
- Principal of the College
- Director Extension Program
- Representatives from each Teaching Departments of the institution.
- One Representative from a Government Department working closely with community.
- One Representative from a reputed Non-Government Organization.

- Representative of students
- Representative of corporate sector
- Representative of media
- Representatives from local Self Governments

#### Executive committee

The executive committee to be constituted with the representation of faculty in charges of social outreach programs, community college, representatives from campus community partnership program, child line, open college, Director and coordinator of Extension services.

#### 6.2 Meetings and Quorum

The date, time and venue of the meeting shall be communicated to the members at least two days in advance through a letter with the proposed agenda of the meeting. Minimum one third members shall be present to complete the quorum.

#### 6.3. Conduct of meeting

The meeting shall be chaired by the director of extension services and the chairman has the power to control the proceedings as per the given agenda. The decisions shall be taken by majority voting if no consensus emerges.

#### 6.4. Minutes of the meetings

The minutes of the meeting shall be prepared by the secretary or any other person entrusted by the director and shall be kept in the office. The full signature all the members present shall be obtained in the minutes prepared.

#### 7. Finance, Accounts and Auditing


1. Wherever funds from the external sources are involved, it shall be dealt through college office or through a joint account with Principal/ Extension Service Director and concerned HOD only. If considerable amount of finance involved it has to be audited with a chartered accountant and a copy of the same shall be submitted to the Manager.

MAKING COMPLETE

2. All the accounts relating to extension activities are subject to internal audit by the college internal audit committee. Therefore, all transactions must be supported with relevant vouchers and documents and shall be submitted to the audit committee at least within two months after the end of a financial year.

## 8. Policy Review

An annual review of the Extension policy may be done by the general council of extension department at the end of an academic year and may be adopted with the consent of faculty preferably during MAAP. However, the principal of the college has the right to initiate a review of a particular policy as and when such need arises. All the changes or new policies that has an implication to the management and running of the college is implemented only after obtaining permissions from the college Governing Board.



Principal  
Marian College, Kuttikkanam

## Annexure 1

**Marian College Kuttikkanam**  
**Department of Extension Services**  
**Application to undertake Extension Services**

1.Name of the Applicant with Phone number	
2. Tittle of the Programme	<b>1.Community college</b>  <b>2. Open College</b>  <b>3. Social outreach</b>  <b>4.Campus community partnership program</b>  <b>5. Other (please specify)</b>
3.Department/School/Organisation	
4. Name and address of organisation/Person	

MAKING COMPLETE

5.Number of Participants	Male.....Female.....Total.....
6. Date or estimated time required for the program	
7. Brief description of the programme and place	
8. What are the facilities required	
10. Name and designation of any college staff associated	
<p align="center"><b>11.Budget of the program</b></p> <p><b>1.</b></p> <p><b>2.</b></p> <p><b>3.</b></p> <p><b>4.</b></p> <p><b>5.</b></p>	

MAKING COMPLETE

**Date**

**Signature and Name of the applicant**

**Head of the Department/School**

**Date**

**Signature and Name**

**Head of the Institution.**

**Signed.....**

**Date.....**

**For office use**



MARIAN COLLEGE  
KUTTIKKANAM  
(AUTONOMOUS)

MAKING COMPLETE

