



Marata Vidya Prasarak Samaj's

Karmveer Abasaheb Alias N. M. Sonawane Arts, Commerce and  
Science College

Morenagar, Baglan (Satana), Nashik – 422301, (MS) India

**(Affiliated to Savitribai Phule Pune University)**

**Re-Accredited by NAAC- 'A' Grade (CGPA-3.18)**

# Extension Activities

## *Policy and Procedures*

## Extension Activities

### Introduction:

India, a youthful nation where approximately 65 percent of the population is under 35 years old, holds great potential. As these young individuals embark on their pursuit of a better future, many of them enroll in higher education institutions, opening doors to a world of new ideas. However, it is crucial to instill within them a sense of social responsibility alongside their academic endeavors. At KANMS Arts, Commerce and Science College in Satana,, this commitment to societal welfare takes center stage. The college places significant emphasis on extension and outreach activities, driven by a desire for service and philanthropy. This dedication to community engagement is deeply rooted within the college's fabric, with all departments, support services, and cells actively organizing extension activities in alignment with its vision and mission statement.

### Objectives:

1. To sensitize students about the socio-economic realities and constitutional obligations.
2. To develop ethical and social responsibility for inclusive environment and instill the life skills.
3. To design programmes for the protection and conservation of natural resources and environment.
4. To help local governments to improve their quality of governance.
5. To inculcate social values through short term courses, workshops, training programmes and outreach programs.

### Guiding Principles:

1. 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 and the stakeholders including the college, through planned programmes.
2. All students should be involved in extension and outreach activities.
3. The programmes organized should help in imbibing the spirit of service among students.
4. The extension activities should help build society through the service of the college.
5. Special care and consideration are to be given to the marginalized sections of local society including tribal, economically backward communities, etc.
6. NSS, NCC, Board of Student's Development (SDB) and other cells should follow the guiding principles.
7. The resources of the college may be used for the benefit of the community near and far away imbibing the spirit of 'life in abundance'.

### **Programs:**

The programs are designed and conducted considering the local needs of the community, surveys and discussions with experts, NGOs, Government officials.

#### ✓ **Selection of the Program**

1. Extension activities must be planned well in advance.
2. All extension activities of NSS, NCC, BSD and academic departments shall be organized under the aegis of IQAC.
3. All the administrative matters connected with the extension activities shall be performed through the office.
4. The HOD / coordinator of activity shall intimate the programs undertaken with the objectives, action plan, modus operandi, financial implications and time frame, the faculty and students involved, etc. before implementation the activity.
5. The care should be taken to avoid any conflict with the interest of the college or society while conduct of activity.
6. To the extent possible, programs should be arranged without affecting regular class hours.

#### ✓ **Conduct of the programme**

1. The activity should be coordinated by a teacher deputed.
2. Objectivity must be maintained while selecting the beneficiaries for the programme.
3. 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 HEI for the purpose.
4. Some of the activities may be coordinated by the student or group of students for capability enhancement.
5. Any conflicts, disputes, etc. regarding the extension activity shall be dealt with at the college level.
6. All the serious issues/disasters arising during the conduct of the programme shall be reported to the college authorities immediately.
7. All the stakeholders are strictly forbidden from involving any activity that takes away the reputation of the institution.

#### ✓ **Documentation**

The records including notices, circulars, schedule, geotag photographs and report along with outcomes of the extension activity shall be maintained at the department level and copy of the same should be forwarded to IQAC.

**Committee:**

- **Committee Chairman**
  - Prin. Dr. Dilip Dhondge
- **Committee Member**
  - Prof. B. K. Nikam
  - Prof. P. K. Gavali
  - Prof. T. P. Khairnar
  - Dr. Sunil Pachange
  - Smt. S. V. Gharte

We strive to follow a scheme of continuous improvement and upgradation in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

**Date: 31/8/2018**

**Place: Satana**