



VASANTA COLLEGE FOR WOMEN

वसंत महिला महाविद्यालय

Admitted to the Privileges of Banaras Hindu University
Krishnamurti Foundation India, Rajghat Fort, Varanasi - 221 001

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POLICY ON EXTENSION SERVICES

S.No.	Policy Title	Policy on Extension Services
1	Administrative Policy Number (APN):	VCW/EXT SER/2017/01/08
2	Functional Area:	Extension Community Services
3	Brief Description of the Policy	Purpose: To develop awareness and engagement of students in extension and community services by sensitizing them on relevant social issues.
4	Policy Applies to:	For teachers, students and support staff
5	Effective from:	2017
6	Approved By:	Principal & Manager
7	Responsible Authority:	Program Officers of NSS, NCC and UBA
8	Superseding Authority	Principal

Policy Statement

In the effort to encourage the students to undertake social service, the college has instituted NSS, NCC, UBA, ISR, Cells, Committees, and various Departments to substantiate extension or community welfare, awareness programs to contribute significantly to the villages around the college campus in particular, and the society in general.

Objectives

- To develop the students in multi-dimensional way so that they can be torchbearer of change.
- To sensitise the students for pressing social problems and issues.
- To inculcate the habit of contributing at every level in society and contributing to social service.

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Definition

➤ Extension

The term extension means the utilisation of resources such as knowledge, infrastructure, skill, etc. for the development and creating awareness in the community as well as students around the college premises.

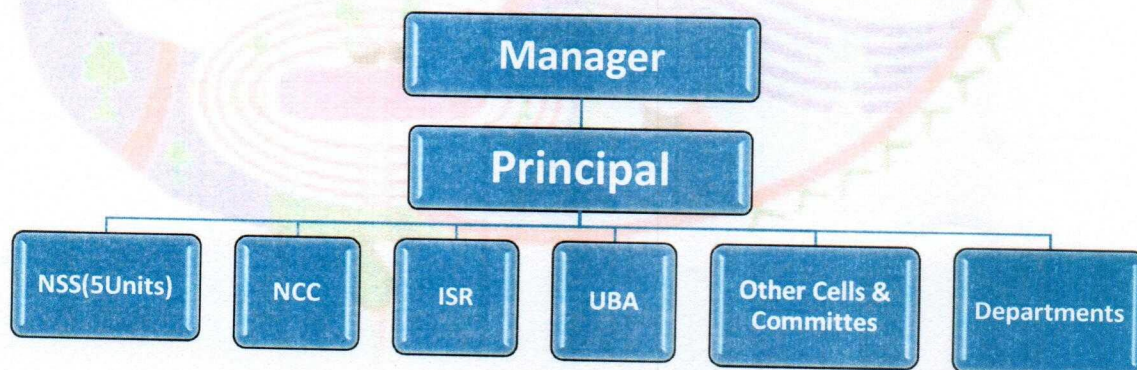
➤ Multi-Dimensional

Overall growth and positive progression of community and other stakeholders through overbearing presence of the institution through its extension programs.

Process:

The college has constituted various committees, cells, has tied-up with NGOs to smoothly carry out extension service activities. NSS, NCC, UBA, ISR are the bodies which conduct various extension activities in collaboration with affiliated units and agencies. The proper documentation is compiled in the prescribed formats by the committees, cells, Departments thoroughly session wise every year.

Administrative Structure:



Finance, Accounts and Auditing:

Financial expenditure related to NSS and NCC activities is the responsibility of affiliating BHU Units. The MHRD keeps the financial records for UBA extension activities. The expenditure of other extension activities carried out by different Departments, Committees and Cells is financed by the college. For this, prior requisite is sent to finance department with the Principal's approval.

Policy Review:

An annual review of extension policy is undertaken by the Head of the institution, Manager in agreement with various Cells, Committees, Clubs, Departments, and the review process is done which can see in Annexure 1.

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Annexure 1

EXTENSION ACTIVITY REPORT FORMAT

Department /Committee/Cell	
Name of the Activity	
Date	
Time	
Venue	
Coordinator Name	
Number of students Participated	
Number of Teachers Involved in the activity	

BRIEF DISCRPTION ABOUT THE ACTIVITY

Topic / Subject of the Activity	
Objectives	
Name of the Speaker/s	
Outcomes:	

Note: Any **one or more** document from the below mentioned list must be produced as the proof of activity:

- Notice & Letters
- Student list of participation
- Photos
- News clip with details
- Certificate
- Feedback analysis
- Any other


PRINCIPAL
VASANTA COLLEGE FOR WOMEN
RAJGHAT FORT, VARANASI