

# St. Joseph's College of Arts & Science (Autonomous)

Affiliated to Annamalai University, Annamalai Nagar | Re-Accredited by NAAC with 'A' Grade (3<sup>rd</sup> Cycle)

Recognised under section 2(f) and 12(B) of the UGC Act, 1956 | A Christian Minority Institution

St. Joseph's College Road, Manjakuppam, Cuddalore – 607 001.

Ph: (Office) 04142-286311 | E-mail: josecol27998@gmail.com | Websites: www.sjctnc.edu.in

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## Policy Document of Extension Activities

### **Introduction**

Extension activity is a teaching approach which integrates students with community in which opportunities are created by the educational institution to teach students their social responsibility and empower communities through the outreach programme. St. Joseph's College of Arts and Science (Autonomous), Cuddalore motivates the students' community to actively participate in community service and its development. All the extension activities are coordinated through Service Learning Programme (SLP) which consists of core committee, co-ordinators of supporting services or clubs, department level co-ordinators and team of students. The students of shift-I undertake extension activities in the afternoon and those from the shift-II engage their activities in the morning.

### **Aim**

To foster a sense of social responsibility among the students and to inspire them to dedicated service to the needy.

### **Objectives**

- To nurture a sense of commitment and civic responsibility.
- To provide opportunity for learning beyond the classroom.
- To promote learning through active participation in extension activities.
- To develop leadership and personal grooming of the students.

### **Duties and Functions of SLP**

1. Planning, implementing, co-ordinating, monitoring and documenting the extension activities annually.
2. Conducting a periodical meeting on a need basis to monitor, supervise and evaluate the on-going extension activities.
3. Linking and collaborating with the governmental and non-governmental organizations for the smooth execution of the extension activities.
4. Signing Memorandum of Understanding (MoUs) with the non-governmental organizations, social service clubs for the professional support towards the implementation of extension activities.
5. To regulate and support 'Village Adoption Programme'.
6. Designing the guidelines and requirements of the extension activities.
7. Facilitating in awarding 2 credits to the students for their extension activities.

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## Duties of Supporting Services or Clubs Co-ordinators

1. Selection of students every year for their respective supporting service or club.
2. Organizing classroom orientation on their supporting service & co-ordinating all the activities stipulated by SLP.
3. Reporting the extension activities to the SLP Office and documenting the same in their respective service organization or club.
4. Maintenance of student's attendance record and facilitating to award credits for the students for their extension activities.
5. Motivating and enabling the students regularly to involve in extension activities and to form him or her socially responsible person.
6. Organizing Periodic Review Meeting among their students and forward their feedback and suggestions to SLP office.

## General Guidelines

1. Each student is supposed to spend 60 hours of work to earn 2 credits for the extension activities.
2. Student is to maintain discipline and needs to be morally credible while visiting villages, organizations and undertaking programmes. If a student misbehaves or exhibits any unexpected attitude or disturbs the functioning of any activity, he or she needs to face the disciplinary action enforced by the College Disciplinary Committee.
3. Student is supposed to complete his or her extension activity and submit the consolidated report in the prescribed format after getting signature of the coordinator of concerned supporting service or class teacher countersigned by their HoD before the end of the fourth semester. Two credits are awarded for the students for the extension activities.
4. If the student fails to finish his or her extension activities, he or she will not be given the credits. However, such candidate is advised to finish the work by approaching their coordinator of the concerned supporting service or class teacher and complete the work within the stipulated time given by them and can get the credits after the submission of report to the class teacher at the end of the 6<sup>th</sup> Semester.
5. The class teacher or the coordinator of supporting service is asked to document the report of extension activities done by each student in a systematic manner in the fourth semester and keep them in their own department or office for the future reference.

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6. The student is expected to maintain the Activity Record Card for recording all the extension activities carried by him or her during the course of studies. If the student misses the card, he or she is to get the duplicate card from the SLP office.

## Responsibilities of Students

1. Each student is obliged by the general guidelines given by their supporting service or club.
2. Student needs to be in regular contact with the coordinator or class teacher for the successful completion of extension activities.
3. Student needs to grow in leadership, excel in soft skills, imbibe social responsibility and become social development agent in the future by their active involvement in SLP programme.
4. Student needs to meet the coordinator of supporting service or class teacher to get attendance for his or her work in the Student's Attendance Record.
5. Student must fulfill all the requirements of extension activities for the award of 2 credits.



**PRINCIPAL**

**Dr. M. ARUMAI SELVAM, M.Sc., M.Phil., Ph.D.,**

**PRINCIPAL**

**St. Joseph's College of Arts & Science**

**(AUTONOMOUS)**

**CUDDALORE - 607 001.**