

STANDARD OPERATING PROCEDURE (SOP) OF COMMITTEE FOR EXTENSION ACTIVITIES



**MORIDHAL COLLEGE
P.O. MORIDHAL, DHEMAJI**



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PIN- 787057



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The Rules and Regulations of Committee for Extension Activities, Moridhal College, 2003-2004 amended on **08-06-2023** and entitled as Standard Operating Procedure (SOP) of Committee for Extension Activities, Moridhal College. This Standard Operating Procedure (SOP) will be in-force with due approval of Governing Body for organising out-reach and community related activities.

Motto: *Work for Community, Live in Unity*

Formation of the Committee

The Committee for Extension Activities of the college is a permanent body constituted by the Principal in consultation with IQAC comprising the following officials and members for a tenure of 3 (three) years:

- President : From teaching staff
- Vice president : Do
- Co-ordinator : Do
- Asstt. Co-ordinator : From non-teaching staff
- Two members : Teaching staff other than the above
- Two members : From non-teaching staff
- Two members (ex-officio) : From students (General Secretary and Social Service Secretary for one year)

Objectives

- To develop a sense of social responsibility and belongingness among the students.
- To provide opportunity to students, faculty members and non-teaching staff for rendering useful service to the society.
- To establish a good rapport between the college and the community for mutual advantage.
- To create awareness among the public on varied emerging issues on social, economical, educational, environmental, health & hygiene and gender sensitization fields.
- To expose students to social realities of life outside the classroom situation.
- To enable the faculty and the students to study the problems and prospects of the community.

Functions



The Committee will:

1. Prepare an action plan at the beginning of the session.
2. Make aware, encourage and motivate students and teachers for participation in extension activities at the beginning of the session.
3. Make coordination with other Committees, Cells or Units of the college related to social service to avoid overlapping and duplication of works and misuse of fund.
4. Work in collaboration with other GOs and/or NGOs as and when required in the conduct of out-reach programmes and activities.
5. Keep all records and reports in documented form and submit a copy of the same to the IQAC within a week.
6. Use properly the fund provided by the college authority for the conduct of extension activities and submit the utilization report to the college authority in time.
7. Show promptness in service at the time of urgent situation.
8. The programmes and activities to be conducted are notified and/or made known to the concern stake holders well in advance for effective accomplishment.
9. Have to hold its regular meeting and keep records of the proceedings and minutes.
10. Have to organise at least two out-reach programmes related to emerging need of the local community, *in an academic session.*

N.B.: The committee may be re-constituted by the college authority in consultation with the IQAC subject to the approval of the Governing Body as and when required.

Approved
Sudh
Tnt/6/23
Principal
Moridhal College
P.O.- Moridhal, Dhemaji