



LATE BHAUSAHEB HIRAY S. S. TRUST'S INSTITUTE OF COMPUTER APPLICATION

ISO 9001:2015 CERTIFIED

S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.
Tel. 91-22-2657 0986 / 892 Telefax : 91-22-2657 3181 Website : www.hiray.edu.in E-mail : director@hiray.org.in

LBH/ICA/257(4)/2021
07/09/2021

Policy document

Policy Title: Policy for Extension Activities		
1.	Administrative Policy Number (APN): MCA/APN/07	Functional Area: Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: promoting quality in Academics and administration Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 st June 2019
5.	Approved by:	Core Committee
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University

Aim: The aim is to extend commitment to society by sensitizing students towards community issues, civic duties, social responsibilities, and environmental sustainability.

Objectives:

- To create awareness about community issues by undertaking **Academic Extension Activities** through project assignment, studying, and researching a community, presenting the primary data.





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- To create awareness towards **Social Responsibility** by taking students to underprivileged strata of the society, old age homes, orphanage centres, schools, shelter for women, missionaries, charity homes and centres run by various NGOs. Organising Blood Donation Camp each year on 16th December on the occasion of "Prerna Diwas".
- To develop **Environmental Sustainability** by promoting responsible practises and conducting activities to conserve natural resources and biodiversity such as Participating in tree Plantation, Beach cleaning and Hospital cleaning Drive.
- To fulfil **Civil Duties** by setting up programs like blood donation camps, cleaning-up drives to make students understand the concept of giving back to the society.

Introduction: The most important component of the extension activities is to sensitize students towards community. By undertaking these activities outside the college premises makes students understand the reality of the society and its mechanism of working. Students feel responsible when they visit the under-privileged communities, and they analyse their role in the society. For an institute, developing the sense of empathy in students for society, environment and community is of prime importance to ensure user sensitive designs in future. These societal engagements serve to identify the problems faced by the society which can be used in planning and designing by the students, hence ensuring a two-way flow of knowledge.

The institute has a policy to promote various extension activities to build a healthy and responsible culture among its staff and students. Below mentioned points are the general provisions in the policy to plan and execute extension activities outside college:





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- All students should be involved in extension and outreach activities planned under academic, environmental, civic, and social responsibility. The programmes organised should help in imbibing the spirit of service among students.
- Teaching staff should actively participate in planning and executing academic extension activities. The entire strength of the class must be involved in the academic extension activity for the semester it is planned for and ensure equal outcome from all students. The field work done will be shared with the institute in a documented report.
- Different communities and areas in Mumbai city should be selected in order to have a complete overview of the current scenario. The students must visit the communities to collect the primary data and present it to the institute.
- Special care and consideration should be given to the marginalised sections of society including tribal, economically backward communities, gender inequalities, vulnerable population etc while selecting the communities.
- Donations and help under social responsibility should be in the form of essentials like grains, clothes, stationary, books and study materials, toys etc. or as per the requirements of the centre to be visited.
- The entire elected student council for that year will be involved in executing all the extension activities along with the students' volunteers from all years with pre-registration for the same. A faculty in charge along with few assigned faculties will assist a particular activity to be undertaken.
- Old people, especially abled and small children should be given special attention when the services are offered. There should be no physical and psychological harm whatsoever because of the activity to the people the institute will be visiting.





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- Code of conduct with respect to clothes, language of communication and behaviour should be followed by all the students and faculties while carrying out extension activities.
- The institute will dedicatedly work for the civic responsibility by arranging blood donation camp and encourage its students and faculties to participate and donate blood.
- The institute will provide all the arrangements from infrastructure to refreshments to the hospital authorities with whom the camp will be collaborated.
- The institute understands its responsibility towards environment and will extend its service to make it more sustainable, clean, and green. Tree plantation drives, cleanliness drives will be arranged with in the campus as well as outside the campus in various communities and public places with maximum participation from students and faculties.
- The institute will look forward to collaborating with government and government recognised bodies to undertake these extension activities.

L.B.H.S.S.T's I.C.A strives to promote and undertake Extension Activities as an aspect of education which emphasizes community services to help, serve, reflect, and learn.

Prof. Vikram Patalbansi
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Late Bhausaheb Hiray S. S. Trust's
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