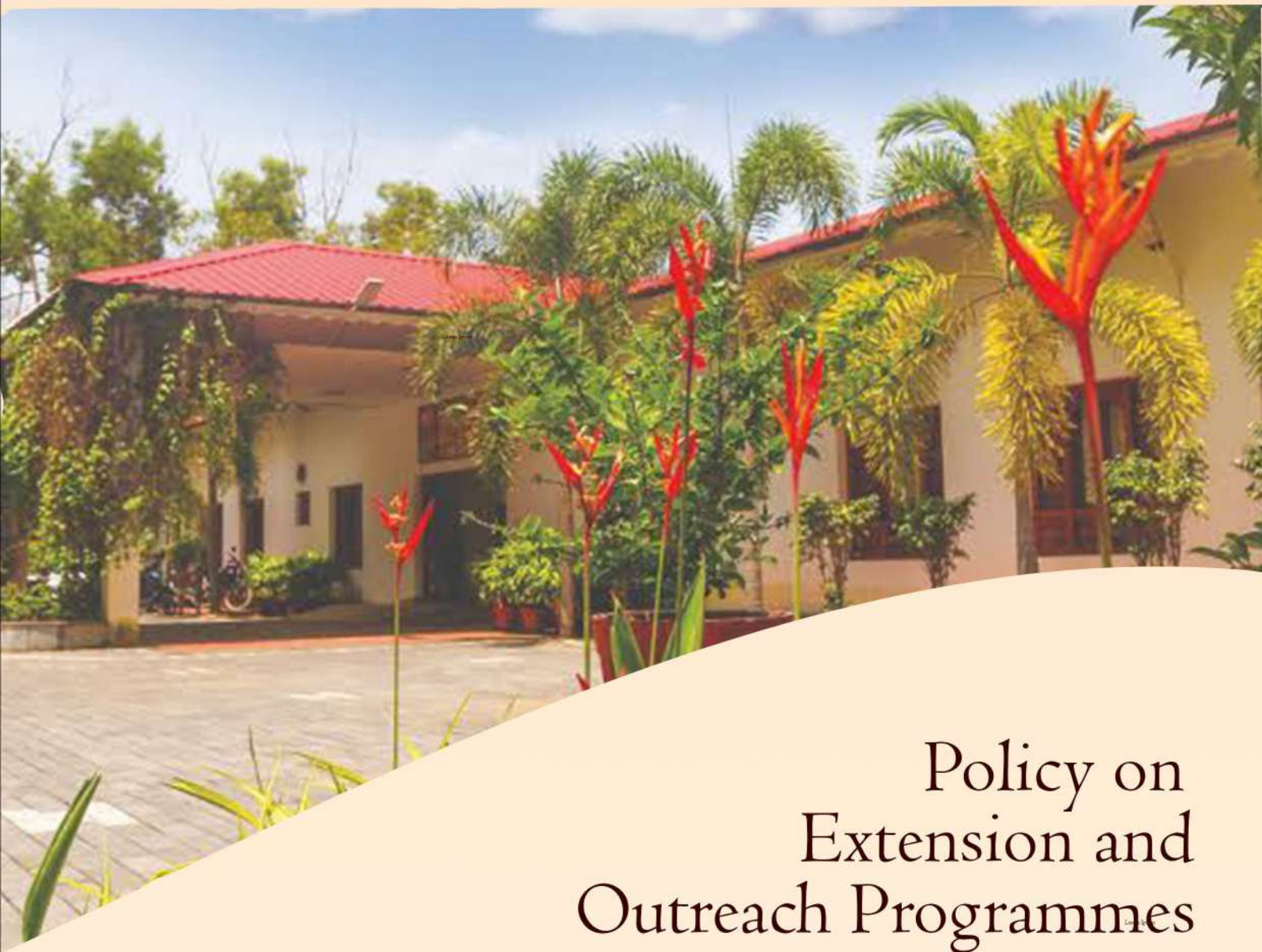




Thunchath Ezhuthachan Malayalam University



Policy on
Extension and
Outreach Programmes

POLICY ON EXTENSION AND OUTREACH PROGRAMMES

Thunchath Ezhuthachan Malayalam University

Extension and outreach activities foster the holistic development of students and research scholars by offering community services through research, education, and technological resources. The term 'Extension' refers to the strategic use of the university's resources, including infrastructure, expertise, knowledge, skills, and manpower, for the community's benefit and the university's stakeholders through planned programs. Extension involves delivering new knowledge or information generated within the university to external recipients. 'Outreach' signifies officially sanctioned community service by organized groups within the university, aimed at supporting and encouraging disadvantaged community members.

Malayalam University is dedicated to nurturing a generation that actively participates in social activities and remains committed to societal service. The university aims to impact rural development through technological advancements and entrepreneurial growth within the local community.

Malayalam University, as of now, provides effective services for the development of rural areas and neighbouring communities through various innovative programs. The policy for extension and outreach activities at Malayalam University is designed to achieve excellence by creating a vibrant ecosystem for the conduction and implementation of these activities. This involves engaging all stakeholders to volunteer for social welfare initiatives.

The Community Outreach and Extension Programme at Malayalam University is designed to positively impact the local community through various initiatives. This program addresses social, economic, and environmental challenges faced by marginalized communities in nearby areas. It offers students and faculty opportunities to engage in volunteerism and community service, promoting awareness and advocacy on issues such as health and hygiene, skill development, and environmental conservation. This fosters social responsibility among stakeholders and contributes to creating a better society.

Vision

To enhance the quality of life and well-being of community members, the program focuses on improving their living standards by addressing their needs through active participation and participatory learning.

Mission

To cultivate social values and responsibility among faculty members and students, aiming for the holistic development of society. This involves enhancing their understanding of societal issues and problems by actively engaging them in community development initiatives.

Objectives

- Participate in various social upliftment activities for rural community development through diverse projects and programs.
- Identify community needs, collaborate with local organizations and individuals, and conduct awareness campaigns.
- Extend knowledge and other institutional resources to nearby communities.
- View community service as a sense of responsibility.
- Foster partnerships between communities.
- Sensitize students to socio-economic realities.
- Design programs for environmental protection and conservation.
- Assist local governments in improving governance quality.
- Develop and implement short-term courses and workshops for community development and empowerment.
- Encourage students to contribute to community transformation through technological innovation.
- Create an ecosystem for extension and outreach activities to achieve social welfare through well-established NSS, NCC units, and University clubs.
- Encourage stakeholders to actively participate in community problem-solving.
- Identify areas or communities based on needs.
- Educate students about socio-economic realities.
- Help local governments improve governance quality.
- Adopt schools and villages for holistic development.
- Promote skill development and women empowerment.
- Engage in youth development activities.
- Promote health and sanitation facilities.
- Support entrepreneurial development activities.
- Conduct livelihood development activities.
- Organize digital literacy campaigns.
- Promote energy conservation and afforestation.
- Raise awareness about gender issues.

Programmes and their selection

Programs developed based on the community's needs., must be finalised after essential discussions with experts, NGOs, political leaders, and government officials.”

Extension activities for individual schools must be planned well in advance and steps must be taken to include them in the University's annual plan.

All extension activities organized by schools shall be channelled through the university's extension and outreach committee.

The director or teacher in charge of extension services shall inform the head of the extension committee about the programs undertaken within the limits of this policy document. This should be done in the prescribed format, containing well-articulated objectives, action plan,

modus operandi, financial implications, time frame, and details of the faculty and students involved, before implementing the project.

All stakeholders are strictly forbidden from engaging in any activity that could harm the institution's reputation.

Extension and outreach projects undertaken by joint teams comprising university members and external organizations or individuals shall be conducted under contractual terms agreed upon before the inception of the project. Such contracts shall cover financing, personnel, responsibilities, and duties of each party for their mutual benefit. Each group involved in extension or outreach activities lasting more than six months shall be required to submit quarterly reports to the university's extension and outreach committee.

Outcome indicators

The programs must aim to develop and enhance students' academic skills, leadership qualities, self-confidence, communication skills, and sense of responsibility towards the community., fostering in them a sense of community and cultivating critical awareness of the world around them.

EXTENSION AND OUTREACH COMMITTEE

A committee will be established exclusively for the university to serve as the central organization for coordinating all university extension and outreach projects. The chairperson of the committee will typically be the vice chancellor of the university. The committee members will include the vice chancellor, the registrar, a representative from the academic unit, a representative from the non-teaching staff, and the directors of all schools. The university may also include other individuals for technical advice as needed.

FUNCTIONS OF COMMITTEE

- To consider and approve extension and outreach activities to be undertaken throughout the year.
- To allocate funds for extension and outreach projects in consultation with other University administrative offices.
- To frequently review and update the university's extension and outreach strategy as needed.
- To establish subcommittees to manage tasks related to university extension and outreach programs and projects.
- To coordinate the development of extension or outreach proposals for external funding and support.
- To establish international contacts for students and staff to collaborate on extension and outreach services.
- To create, develop, promote, and sustain a conducive environment for extension and outreach within the university, linking them to professional communities, government agencies, and institutions.
- To maintain a database of all extension and outreach projects, including detailed reports of completed projects.
- To periodically update extension or outreach activities to ensure compliance with Malayalam University policies and development plans.

- To monitor and evaluate the extension or outreach activities undertaken by the schools to ensure they align with the university's mission, extension policy, and internationally recognized ethics.

Finance, Accounts and Auditing

When funds from external sources are involved, they should be managed through the university office or a joint account with the university. All accounts related to extension activities are subject to internal audit by the university. Therefore, all transactions must be supported by relevant vouchers and documents and submitted to the audit committee.

Policy Review

Typically, policy revisions will occur every three years. However, the policy will undergo an annual review based on recommendations and expert advice from the statutory bodies of Malayalam University. The extension policy will be reviewed annually by the extension committee at the end of each academic year and may be adopted with the approval of the extension and outreach committee.