

**Sri Chintalapati Varaprasada Murthy Raju**  
**Government Degree College, Ganapavaram, W.G.Dist. A.P.**

Estd. 1972  
Affiliated to Adikavi Nannaya University  
Accredited 'B' by NAAC  
ISO 9001:2015 Certified



Website: [gdcganapavaram.ac.in](http://gdcganapavaram.ac.in)  
Mail Id. [ganapavaram.jkc@gmail.com](mailto:ganapavaram.jkc@gmail.com)  
Tel. 08818-295651 & 9985126333

**Policy Document on 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. SCHVPMR Govt. Degree College, Ganapavaram motivates the students' community to actively participate in community service and its development.. All the extension activities are coordinated through supporting services or clubs, department level co-coordinators and a team of students..

**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 opportunities 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 Support Services**

1. Planning, implementing, co-coordinating, 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. Designing the guidelines and requirements of the extension activities.
7. Facilitating in awarding credits to the students for their extension activities.

### **General Guidelines**

1. Each student is supposed to spend 60 hours of work for the extension activities.
2. Students maintain discipline and need 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. Students are supposed to complete his or her extension activity and submit the consolidated report in the prescribed format after getting the signature of the coordinator of concerned supporting service or class teacher countersigned by their HoD.
4. If the student fails to finish his or her extension activities, he or she will not be given the credits. However, such candidates are 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.
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 future reference.

### **Responsibilities of Students**

1. Each student is obliged by the general guidelines given by their supporting service.
2. Student needs to be in regular contact with the coordinator or class teacher for the successful completion of extension activities.
3. Students need to grow in leadership, excel in soft skills, imbibe social responsibility and become social development agents in the future by their active involvement in extension activities.

  
PRINCIPAL  
S.CH.V.P.M.R.Govt. Degree College  
Accredited "B" by NAAC  
GANAPAVARAM-534198.(Eturu Dist.)