

बाबू राम सिंह महाविद्यालय

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खाड़पाथर, पो०-मुरधवा (रेनुकूट) सोनभद्र-३०३०

(सम्बद्ध-महात्मा गाँधी काशी विद्यापीठ, वाराणसी)



पंजीयन संख्या-1482/2002-03

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पत्रांक _____

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POLICY ON EXTENSION SERVICES

BABOO RAM SINGH MAHAVIDYALAYA,
KHADPATHAR, MURDHAWA,
RENUKOOT, SONEBHADRA

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Establishment: 31 March 2018

Responsible Officer: Principal, with the assistance of Director, Department of Extension Services

Jolly Ambastha
 प्राचार्य
 बाबू राम सिंह
 बाड़नाथर मुंडा (कृषि)
 धौनभद्र (उ-प्र०)

1. Preamble

As the youth of India aspire for a better life, millions of them enter higher education institutions and are exposed to a new world of ideas. In addition to the subjects they have chosen for study, it is essential to inculcate in them a sense of social responsibility.

The young students who enter universities and colleges are energetic, curious and interested in contributing something to the society. Proper guidance and support by the institutions at this juncture can reinforce their ethical and social responsibilities. College recognizing the importance of social responsibility of a higher education institution, constituted an apex body named 'Department of Extension Services' to visualize and coordinate the various extension and social responsibility activities of the college.

The 'Department of Extension Services' of BRSM, Khadpathar, Renukoot has recommended the concept of '**developing social responsibility for inclusive development**' as an integral part of the strategy for inculcating social values in higher education institutions in the coming days. It is based on our strong realisation that the products of educational institutions should not only improve their livelihoods and advance their professional opportunities, but also become and act as good citizens of the country. By improving engagements with the community and civil society need to be encouraged to realize this goal.

2. Scope

The 'Department of Extension Services' may undertake activities catering to the needs of diverse sections of the society in accordance with the mission and vision of the college. The resources of the college may be judiciously put to use for the benefit of the community near and far away imbining the spirit of 'life in abundance' without compromising the quality of the training of faculty and students already at hand.

3. Definition

The term 'Extension' means, a judicious use of the resources of the institution such as infrastructure, expertise, knowledge, skills, man power, for the betterment of community around and the benefit of all the stakeholders including the college, through planned programmes.

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 बानसही (उ.प्र.)

4. Objectives

- To sensitize students about the socio-economic realities.
- To design programmes for the protection and conservation of Environment
- To help local governments to improve their quality of governance.
- To design and implement short-term courses and workshops for continuing education and professional development.
- To act as a nodal department coordinating short term courses, workshops, training programmes and outreach programs offered by various departments of the college.

5. Programmes

The programs are to be developed considering the needs of the community. Surveys and discussions with experts, NGOs, Political leaders, Government officials need to be conducted prior to finalising the strategies and programs of the Department. The ideas come up during such interactions shall be discussed in the General Council. The decision taken by the Council shall be communicated to the Manager and Principal and approval from them shall be sought prior to launching the programmes/activities. The guidelines regarding the selection and conduct of extension activities and Institutional Social Responsibility measures of individual departments are given below

5.1 Selection of the Program

1. Extension activities of each Department must be planned sufficiently early and must be included in the annual plan of the Department .
2. The Extension Department would assist in identifying various possibilities for extension activities of each individual teaching Department.
3. All the extension activities organized by the Departments shall be channelized through the Extension Department and the Extension Director.
4. All extension activities of NSS, associations, clubs, shall be organized under the aegis of the Extension Department.
5. All the Secretarial and Administrative matters connected with the extension activities shall be performed through the office of the Secretary of the Extension Services Department/ Coordinator of the College.

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6. The HOD / The teacher in charge of Extension Services shall intimate the programs undertaken within the limits of this policy document to the head of extension department in the prescribed format containing well-articulated objectives, action plan, modus operandi, financial implications and time frame, the faculty and students involved, etc before implementing the project.
7. A need assessment shall be conducted before establishing the objectives of the program.
8. Proper care has to be taken to avoid any extension activity that is in conflict with the interest of the college.
9. To the extent possible, programs should be arranged without affecting regular class hours.

5.2 Conduct of the programme

1. The Department may depute one teacher as the coordinator for the programme
2. Objectivity must be maintained while selecting the beneficiaries for the programme
3. The concerned Department shall ensure the support of all the authorities such as Police, Local Governments, Heads of the institutions, etc wherever necessary before commencement of the programme
4. To the extent possible, the place of extension activity must be the immediate neighborhood of the college or the area that are identified by the Extension Department for the purpose.
5. Wherever students act as resource persons their caliber must be assessed in order to ensure the effectiveness of the programme.
6. Any conflicts, disputes, etc regarding the extension activity among departments, between Departments and Extension Departments, beneficiaries etc. shall be dealt with at the college level by the college Principal and individual departments are not expected to deal with them without the concurrence of the college authorities
7. All the serious issues arising during the conduct of the programme shall be reported to the college authorities immediately.
8. All the stakeholders are strictly forbidden from involving any activity that takes away the reputation of the institution.

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5.3 Documentation

The documentation (reports/photographs) of all the Extension activities at the department level shall be done at the concerned department level and copy of the same may be given to Extension Department. Documentation of all the Extension activities undertaken at the college level shall be done by the Extension Department.

6. Administration structure

6.1 BRSM Extension Department has a two-tier administration structure, which includes a General council and an Executive committee

The General council is to be constituted with representation from the following

- Manager of the College
- Principal of the College
- Director Extension Program
- Representatives from each Teaching Departments of the institution.
- One Representative from a Government Department working closely with community.
- One Representative from a reputed Non-Government Organization.
- Representative of students
- Representative of corporate sector
- Representative of media
- Representatives from local Self Governments

Executive committee

The executive committee to be constituted with the representation of faculty in charges of social outreach programs, community college, representatives from campus community partnership program, child line, open college, Director and coordinator of Extension services.

6.2 Meetings and Quorum

The date, time and venue of the meeting shall be communicated to the members at least two days in advance through a letter with the proposed agenda of the meeting. Minimum one third members shall be present to complete the quorum.

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6.3. Conduct of meeting

The meeting shall be chaired by the director of extension services and the chairman has the power to control the proceedings as per the given agenda. The decisions shall be taken by majority voting if no consensus emerges.

6.4. Minutes of the meetings

The minutes of the meeting shall be prepared by the secretary or any other person entrusted by the director and shall be kept in the office. The full signature all the members present shall be obtained in the minutes prepared.

7. Finance, Accounts and Auditing

1. Wherever funds from the external sources are involved, it shall be dealt through college office or through a joint account with Principal/ Extension Service Director and concerned HOD only. If considerable amount of finance involved it has to be audited with a chartered accountant and a copy of the same shall be submitted to the Manager.
2. All the accounts relating to extension activities are subject to internal audit by the college internal audit committee.

8. Policy Review

An annual review of the Extension policy may be done by the general council of extension department at the end of an academic year and may be adopted with the consent of faculty. However, the principal of the college has the right to initiate a review of a particular policy as and when such need arises. All the changes or new policies that has an implication to the management and running of the college is implemented only after obtaining permissions from the college Governing Board.

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10. Budget of the program

- 1.
- 2.
- 3.
- 4.
- 5.

Date

Signature and Name of the applicant

Head of the Department/School

Date

Signature and Name

Head of the Institution.

Signed.....

Date.....

For office use

Sanjay Anubasthi

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 बा.प्र.स.स. महाविद्यालय
 बा.प्र.स.स. मुख्यालय (रि.प्र.)
 सोनमठ (उ.प्र.)

BABOO RAM SINGH MAHAVIDYALAYA, KHARPATHAR,
MURDHAWA, RENUKDOT, SONEBHADRAN, U.P.

SCHOLARSHIP AND FREESHIP POLICY

APPROVED BY: BOARD OF
MANAGEMENT

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For Ambassador

बालू राम सिंह
बाड़वाघर मुख्यालय (उ.प्र.)
सोनभद्र (उ.प्र.)

SCHOLARSHIP AND FREESHIP POLICY

1. PURPOSE

The learners' in the institution come from diverse backgrounds and socio-economic strata. The learners' academic achievements have to be recognized in order to empower and enable them as achievers. One of the reasons for non-enrolment to a program or discontinuation of education is to the weak economic background.

The institution follows the approach of inclusivity and offers Scholarship and Free ship to students so that education is accessed by all. For the institution it is a means of contributing to the community at large and not limiting education due to a lack of income. The policy document acts as an outline for the effective distribution of Scholarships and Free ships deserving students with transparency.

2. SCOPE

The policy applies, in general to the institution students by extending scholarship and Freeship assistance to fill the financial gap. This support instils sense of belongingness and motivates the students' in their educational journey.

3. POLICY STATEMENT

The institution with the support e Management and various scholarship awarding bodies would extend the access to Scholarship and Free ship to students by fulfilling the required eligibility norms

1. The institution will offer Merit Scholarship to students who secure 90% and above in the qualifying examinations and join our Undergraduate programs
2. The scholarship will consist of a Certificate of Appreciation and a cash award of Rs. 10,000 for the first year of Undergraduate program
3. The institution will extend Freeship to students securing more than 95% in the qualifying examinations and join our Undergraduate programs.
4. The Freeship will consist of a Certificate of Appreciation and complete fee waiver for the first year of Undergraduate program.
5. The institution will extend administrative support to apply for Scholarships and Freeships with various Government bodies and philanthropic institutions
6. The institution will network with the Alumni through the Alumni Association to give Alumni Merit Scholarship.
7. The institution will strive to create scholarships and Freeship opportunities through various stakeholders viz., Recruiters and the local community.

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8. The institution will maintain a record of the benefactors and beneficiaries financial support schemes.

9. The beneficiaries will be identified by the Head of Institution Office, office Assistant, Class teacher and Class Mentors. Based on the interaction and verification of relevant documents by the Administrative Office the beneficiaries list will be finalized.

10. The institution will maintain documentation of all the Scholarships and Freeships extended by the various stakeholders.

11. The institution will have a monitoring mechanism for effective communication and disbursement of the fund.

12. The college will provide Academic Scholarship wherever required with an objective of leaving no learner behind in the learning process.

4. RESPONSIBILITIES:

4.1 Compliance, monitoring and review

- The Head of the Institution and the Administrative Office will take the responsibility of getting approvals from the Management.
- The Head of the Institution will be responsible for extending support in executing the initiative.
- The Office Assistant. Administrative Office will be responsible in identifying and communicating to the eligible students' and disbursement of the funds.
- The Head of the Institution and Administrative Office will be responsible for ensuring transparency in the complete process of Scholarship and free
- A committee comprising a member of the Management, the Head of Institution. Administrative Office will be responsible for reviewing the policy every two years. The objective will be to review and evaluate the existing financial support and ascertain improvement areas for enhancing the financial support mechanism.

4.2 Reporting

1. The Head of the Institution will present a report of the schemes at the Governing Council meeting (once in three months).
2. The Administrative Office will submit a report of the overall financial support schemes extended with the benefactor and beneficiary details.

4.3 Records Management

- The Administrative Office will submit the semester wise report (hard and soft copy) to the IQAC every academic year.
- The detailed documents relating to the financial support schemes have to be maintained (hard and soft copy) by the Administrative Office and share it with the IQAC.

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5. Related legislation and documents:

- Relevant approval documents from the Management and other benefactor bodies will have to be documented.
- Relevant Circular numbers to be added.

6. FEEDBACK

College staff, students, benefactors, beneficiaries, government bodies and other relevant stakeholders.

APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Board of Management
Advisory Committee to Approval Authority	Principal and IQAC Co-ordinator
Administrator	Administrative Office
Next Review Date:	5 years from date of approval

Approval and Amendment History	Details
Original Approval Date	12/07/2012

Fully Amended

बाल गंगा धरम प्रसाद
शाहवादी
दिनांक 10/07/2012

**BABOO RAM SINGH MAHAVIDYALAYA,
KHADPATHAR, MURDHAWA, RENUKOOT, SONEBHADRA**

Affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi



Policy Document
On
Environment and Energy Usage

The Environment and Energy Usage Policy of Baboo Ram Singh Mahavidyalaya, Renukoot is to manage energy in such a systematic way so as to minimize its impact on the environment. The policy implies to explore the renewable energy resources to reduce the burden of the government and to find out substitute natural resources as solutions to the energy crisis.

This environment and energy policy is binding for all the components of the institution and applies to all its stakeholders and to the various activities undertaken by the institution. It will help us to embed efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage. **The Enviro Club**, an official platform devoted to the cause of environmental awareness, to undertake green initiatives, and to conduct green literacy programmes to save energy and to protect the environment.

Policies:

- To assess our energy usage and measure its impact on the environment.
- To count CO₂ emissions generated by our means of transportations- vehicles.
- To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.
- To install photovoltaic solar panels for the generation of alternate energy.
- To install LED bulbs in the complete campus to save energy.
- To develop systematic waste management mechanism.
- To develop rain water harvesting unit.
- To undertake tree plantation drive.
- To take additional measures to continuously improve our energy consumption.
- To ensure the availability of necessary resources to achieve our objectives.
- To encourage use of advanced technology to minimize energy consumption, atmospheric emissions and noise, particularly from our vehicle fleets.
- To engage in dialogue with the government agencies, municipal corporation and the affiliating university and actively work with the local organizations in the areas of environment, energy efficiency and sustainable development.
- To monitor and respond to emerging environmental and energy issues. To strengthen

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our employees' and students' environmental knowledge and skills in order to improve our own environmental performance.

- To provide information and training opportunities on energy saving measures.
- To offer opportunities for employees and students to engage in initiatives those contribute to environmental protection.
- To train our employees and students through our Enviro Club to make them '**Go Green Specialists**' and partners to plant trees each year.

This policy will be communicated to the students and employees via internal communication channels, and will be made available to all the stakeholders on the institutional website. The Environment and Energy Policy, objectives and targets will be reviewed on a regular basis by the Enviro Club Convener and its members under the guidance of the Principal of the college.

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