



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

An ISO : 9001 - 2015 Certified Educational Institution
Affiliated to M.G. University, Kottayam
Approved by AICTE, New Delhi

POLICY ON EXTENSION AND OUTREACH PROGRAMMES

Kristu Jyoti College of Management and Technology (KJCMT) conducts extension and outreach programmes on a regular basis. Extension programmes come under two categories:

- **Academic Extension Programmes** – Students and /or teachers conduct academic oriented programmes in other institutes within or outside the campus. These programmes in addition to sharing of knowledge and talents enable students to face an audience with confidence and enhance their communication skills.
- **Social Extension Programmes** – Students and/or teachers visiting and supporting orphanages, old age homes, extending financial support to medical treatments and providing food to needy. These programmes are designed to inculcate the habit of caring, sharing and loving lesser privileged sections of the society.

Outreach programmes are tailored for personality development of the students. Students are taken out to other institutes offering this programme. These programmes help the students to go beyond academics enabling them to build up a broader mindset and confident inner self.

1. Guidelines related to the Extension Programmes

1.1. Academic Extension Programmes

- Students and /or teachers visit other institutions within or outside the campus to conduct programmes that are academically enriching to students of those institutes.
- The programmes include talk, demonstrations, exhibitions and training activities.



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- Class tutor is assigned with the task of identifying institutions where these extension programmes can be conducted.
- Class tutor should plan the programme in consultation with the concerned Head of the Department and the Principal.
- Class tutor should obtain prior consent from the authorities of the institution to be visited.
- Proper intimation should be given to students and parents at least 10 days prior to the conduct of the programme.
- Class tutor will select students to participate in this programme, based on their potential and talent in consultation with the Head of the Department.

1.2. Social Extension Programmes

- Extension programmes are meant for charity work
- Students are encouraged to contribute towards charity.
- Class tutor is assigned with the task of identifying institutions (namely an orphanage/old age home) in need of support.
- Class tutor should plan the programme in consultation with the concerned Head of the Department and the Principal.
- Students may also contribute provisions and non-perishable items.
- Class tutor should obtain prior consent from the authorities of the institution to be visited.
- At the time of visit students hand over money or essential items collected.
- Students may interact with the inmates to express their concern and affection.
- Students can present cultural programmes to make the inmates joyful.
- Class leaders are assigned responsibilities of collecting money and essential items.
- Proper intimation should be given to the students and parents at least 10 days prior to the conduct of the programme.
- Participation in outreach programmes is not mandatory.



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2. Guidelines related to the Extension Programmes

- Outreach programmes are scheduled (usually 2-3 days) in association with other institutions.
- Respective class tutor will be in charge of each programme related to that class.
- Class tutor should finalize the programme in consultation with the concerned Head of the Department and the Principal.
- Proper intimation should be given to the students and parents at least 10 days prior to the commencement of the programme.
- Tutor should obtain written consent from parent/guardian regarding participation and disciplined behavior of his/her ward in the programme.
- Events/activities to be included in the programme will be designed by the organizing institution.
- Class tutor or a delegated staff member should stay with students during the course of the programme. If girl students are participating, a lady teacher will be assigned to be with them.
- All expenses related to this programme should be borne by the students.
- Participation in outreach programmes is not mandatory.
