



**KOTTAKKAL FAROOK**  
**ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

# **OUTREACH, EXTENSION ACTIVITIES POLICY**

## **OUTREACH, EXTENSION ACTIVITIES POLICY**

### **Introduction:**

The college's outreach and extension policy is an essential statement that outlines the institution's commitment to engage with the local community through various outreach and extension activities. The policy statement emphasizes the importance of community engagement and how it can benefit both the college and the community. By undertaking outreach and extension activities, the college can help students study and understand the world around them, while also contributing to the sustainable development of the community.

### **Importance of Outreach and Extension:**

Outreach and extension activities provide a range of benefits to both the college and the community. By engaging in these activities, the college can establish strong linkages and collaborations with local organizations, NGOs, and governments, which can help promote community development and create new opportunities for the institution. Additionally, outreach and extension activities can help students gain practical experience and develop leadership skills, which can prepare them for future careers.

Moreover, outreach and extension activities can enhance the college's reputation and visibility within the community. By being actively involved in community service and outreach, the college can demonstrate its commitment to social responsibility and contribute to the well-being of the local community.

### **Viability of the Policy:**

The college's outreach and extension policy is a viable and achievable statement that aligns with the institution's mission and purpose. By ensuring that all departments undertake at least two outreach and two extension activities, the policy statement provides a framework for the college to prioritize community engagement and service.

The policy also creates opportunities for collaboration and cross-disciplinary work within the institution. By engaging in outreach and extension activities, students and faculty can work together to apply their skills and knowledge to real-world challenges, and develop innovative solutions to complex issues.

#### Conclusion:

In conclusion, the college's outreach and extension policy statement is a critical document that emphasizes the institution's commitment to community engagement and service. By undertaking outreach and extension activities, the college can contribute to the sustainable development of the community, while also providing meaningful opportunities for students, faculty, and staff to engage in service and outreach. Ultimately, this policy statement can help students study and understand the world around them, while also preparing them to become responsible citizens and leaders in their respective fields.

#### FRAMEWORK

KFAS College organizes outreach, and extension activities under PACE(Programme Activities and Community Engagement) headed by a director and a coordinator supported by various departments of the college. PACE plans and administers the whole activities and ensures that all the departments undertake at least three extension activities and two outreach and should project that as a distinct community engagement programme carried out by each department of the college.

#### POLICY AND WORK CALENDAR

##### **Policy:**

1. **Purpose:** The purpose of the outreach and extension activities is to engage with the local community and provide opportunities for students, faculty, and staff to participate in community service and outreach.
2. **Goals:** The goals of the outreach and extension activities are to:

- Provide students with experiential learning opportunities outside of the classroom.
  - Increase awareness of the college's programs and services within the local community.
  - Foster positive relationships between the college and the community.
  - Address community needs and concerns through service and outreach.
3. **Coordinator:** The college will appoint a coordinator who will be responsible for:
- a) ***Overseeing all outreach and extension initiatives:*** The coordinator is responsible for ensuring that all departments undertake at least two outreach and two extension activities each year. This requires planning, organizing, and coordinating the various outreach and extension activities of the college.
  - b) ***Working closely with department heads and faculty members:*** The coordinator must work closely with the department heads and faculty members to ensure that all activities are aligned with the college's mission and goals. This requires effective communication and collaboration with various stakeholders.
  - c) ***Contacting LSGD/NGO's/Clubs: Monitoring and assessing activities:*** The coordinator must monitor and assess the impact of the outreach and extension activities of the college. This requires collecting and analyzing data, identifying areas for improvement, and making recommendations for future activities.
  - d) ***Holding feedback from various beneficiaries:*** The coordinator must collect feedback from the various beneficiaries of the outreach and extension activities of the college. This requires developing effective feedback mechanisms, analyzing feedback, and making recommendations for improvement.

- e) *Developing outreach and extension policies* and guidelines for the college.
  - f) *Identifying funding sources and preparing grant proposals* to support outreach and extension activities.
  - g) *Developing and implementing training programs for faculty members and students* on outreach and extension activities.
  - h) *Representing the college in* various outreach and extension forums and events.
  - i) *Developing and maintaining partnerships* with other colleges and universities to promote collaboration and knowledge sharing.
  - j) Overall, the outreach and extension coordinator play a critical role in promoting the college's engagement with the community and supporting the achievement of its mission
4. **Evaluation:** The college will regularly evaluate its outreach and extension activities to ensure that they align with the goals and purpose of the program.

## **WORK CALENDAR:**

### Month 1 (June):

- The coordinator meets with department heads to discuss outreach and extension activities for the upcoming academic year.
- Coordinator identifies community organizations LSGD/CLUBS /NGOs and non-profit organisations requesting linkages and collaborations to partner with for outreach and extension initiatives.
- Departments submit proposed outreach and extension activities for the year extending to odd and even semesters.

### Month 2-3 (July-August):

- Coordinator finalizes partnerships with community organizations and non-profits.

- Departments receive approval for their proposed outreach and extension activities.
- The coordinator schedules training sessions for faculty and staff participating in outreach and extension activities.

Month 4-5 (September-October ):

- Outreach and extension activities are implemented for the odd semester.

Month 6-7 (November-December ):

- Outreach and extension activities are implemented for the even semester.

Month 8-9 (January- February):

- Review of outreach and extension activities.
- Departments submit progress reports.

Month 10-11 (February-March):

- The coordinator conducts the final evaluation of outreach and extension activities for the academic year.
- Departments submit final reports summarizing their outreach and extension activities for the year.
- The coordinator prepares a report on the overall success of the outreach and extension program for the academic year.

Overall, this policy and work calendar provides a comprehensive framework for the college's outreach and extension activities. It ensures that each department is actively engaged in community service and outreach and that the college is effectively meeting its goals for community engagement.

#### OUTREACH AND EXTENSION ACTIVITIES GUIDELINES THAT THE COLLEGE MAY UNDERTAKE:

- Workshops and seminars on business and entrepreneurship

- Language courses for non-native speakers
- Courses in arts and crafts, cooking, and other hobbies

b) **Business Outreach:** Business outreach programs aim to support and promote local businesses by offering resources and services that can help them grow and thrive. Some examples of business outreach programs include:

- Business incubator programs that provide resources and mentorship to startups
- Workshops and seminars on marketing, finance, and other business-related topics
- Business consulting services to help businesses improve their operations and increase profitability
- Networking events and opportunities to connect with other local business owners

c) **Research and Innovation:** Extension activities that focus on research and innovation aim to promote and support research efforts in the local community. Some examples of research and innovation programs include:

- Grant programs that provide funding for research projects
- Collaborative research partnerships between the college and local businesses or organizations
- Conferences and symposiums that showcase local research and innovation efforts
- Technology transfer programs that help local businesses and organizations commercialize research and innovation discoveries

Overall, outreach and extension activities can have a significant impact on the college's relationship with the local community. By prioritizing these activities and ensuring that they align with the college's goals and purpose, colleges can strengthen their ties with the community and

provide meaningful opportunities for students, faculty, and staff to engage in service and outreach.

programs that colleges can undertake to foster linkages and collaborations with local self-governments, yoOutreach Activities:

a) Community Service: Community service is one of the most common outreach activities that colleges undertake. It involves volunteering time and resources to assist community organizations or non-profits in their efforts to provide services to local residents. Some examples of community service activities include:

- Food drives to collect non-perishable food items for local food banks
- Volunteering at local shelters or soup kitchens
- Organizing fundraisers for nonprofits
- Providing free tutoring services to local schools

b) Health Fairs: Health fairs are events organized by colleges to promote health awareness and provide access to health services to the local community. Some examples of health fair activities include:

- Blood pressure and glucose level screenings
- Demonstrations on healthy eating and exercise habits
- Seminars on mental health and stress management
- Information booths for health insurance and healthcare providers

c) Environmental Initiatives: Environmental initiatives are outreach activities that focus on promoting sustainability and conservation in the local community. Some examples of environmental initiatives include:

- Recycling drives to collect recyclable materials
- Planting trees and cleaning up local parks, roads ,pathways etc



- Organizing educational events on climate change and energy conservation
- Encouraging sustainable transportation options like biking and walking

## 2. Extension Activities:

a) Continuing Education and skill development with certification from NSDC etc : Continuing education programs are designed to offer educational opportunities to individuals who may not be able to pursue traditional degree programs. Some examples of continuing education programs include:

- Certification programs in fields like healthcare, education, and technology

uth clubs, NGOs, and other like-minded organizations.

1. Community Partnership Program: This program can involve establishing partnerships with local government bodies, community organizations, and NGOs to jointly plan and implement community projects. The program can focus on identifying areas of mutual interest and collaboration, developing joint proposals, and sharing resources to achieve common goals.
2. Youth Development Program: This program can involve partnering with youth clubs and organizations to provide mentoring, leadership training, and other support to young people in the community. The program can focus on empowering youth to take on leadership roles in community development projects, promoting civic engagement, and providing opportunities for youth to engage in service and volunteerism.
3. Sustainable Development Program: This program can involve partnering with local governments, NGOs, and other organizations to promote sustainable development in the community. The program can focus on implementing projects that promote environmental sustainability, economic

development, and social equity. Examples of projects could include developing green infrastructure, promoting eco-tourism, and supporting local entrepreneurship.

4. **Health and Wellness Program:** This program can involve partnering with local health organizations, community groups, and NGOs to promote health and wellness in the community. The program can focus on providing health education, conducting health screenings, and promoting healthy lifestyles. Examples of projects could include organizing health fairs, providing health education workshops, and supporting local farmers markets.
5. **Cultural Exchange Program:** This program can involve partnering with local cultural organizations, schools, and community groups to promote cultural exchange and diversity in the community. The program can focus on promoting cultural awareness, developing cultural events and festivals, and supporting local artists and performers. Examples of projects could include organizing cultural exchange programs, sponsoring cultural festivals, and providing cultural education workshops.

Overall, these programs can help colleges develop strong linkages and collaborations with local organizations, NGOs, and governments. They can also provide meaningful opportunities for students, faculty, and staff to engage in community service and outreach, and contribute to the sustainable development of the community.

**SOME POTENTIAL AREAS WHERE COMMUNITY NEEDS ASSESSMENT AND COMMUNITY EDUCATION INITIATIVES COULD BE IMPLEMENTED IN VILLAGES:**

1. Healthcare: College students could design programs that focus on educating the community about basic healthcare practices, disease prevention, and nutrition.
2. Agriculture: Programs could be designed to help farmers in the community improve their crop yields, learn new farming techniques, and improve their understanding of sustainable agriculture.
3. Environmental conservation: College students could design programs that focus on environmental conservation, such as waste management, water conservation, and renewable energy.
4. Vocational training: Programs could be designed to provide vocational training and skill development opportunities for community members, such as tailoring, handicrafts, or computer literacy.
5. Financial literacy: College students could design programs that focus on financial literacy and entrepreneurship, providing community members with the knowledge and skills they need to start and manage their own businesses. Political consciousness: Programs could be designed to educate the community about the political process, including how to vote, how to engage with elected officials, and how to participate in civic activities.
6. Civic responsibilities: College students could design programs that focus on promoting civic responsibility, including community service, volunteering, and responsible citizenship.
7. Cyber etiquette: Programs could be designed to educate the community about cyber etiquette and online safety, including how to protect personal information, how to avoid cyberbullying, and how to use social media responsibly.
8. Organic farming: College students could design programs that focus on promoting organic farming practices, including how to cultivate organic crops, how to use natural pest control methods, and how to market organic products.

9. Women's empowerment: Programs could be designed to promote women's empowerment, including education about women's rights, opportunities for leadership development, and access to resources and support.
10. Disaster preparedness: College students could design programs that focus on disaster preparedness, including how to prepare for natural disasters, how to evacuate safely, and how to access emergency resources.
11. Heritage conservation: Programs could be designed to educate the community about the importance of preserving cultural heritage, including historical sites, monuments, and artifacts.
12. Solar energy promotion: Programs could be designed to educate the community about the benefits of solar energy, how to install solar panels, and how to use solar energy to reduce electricity bills.
13. Family budgets: College students could design programs that focus on educating families about budgeting and financial planning, including how to save money, reduce debt, and invest wisely.
14. Family relationship with in-laws: Programs could be designed to promote healthy family relationships and address common issues that arise between in-laws, such as communication barriers and cultural differences.
15. Old age care: College students could design programs that focus on caring for elderly family members, including how to address common health issues, how to provide emotional support, and how to ensure their safety.
16. Waste management: Programs could be designed to educate the community about waste reduction, recycling, and composting, and how to implement sustainable waste management practices.

17. Energy conservation: College students could design programs that focus on energy conservation, including how to reduce energy consumption, how to use energy-efficient appliances, and how to implement sustainable energy practices.
18. Rainwater harvesting: Programs could be designed to educate the community about the benefits of rainwater harvesting, how to set up rainwater harvesting systems, and how to use harvested rainwater for domestic and agricultural purposes.
19. Drug abuse: College students could design programs that focus on preventing drug abuse, including education about the dangers of drug use, how to identify drug abuse, and how to seek help for addiction.
20. Fire protection: Programs could be designed to educate the community about fire safety, including how to prevent fires, how to evacuate in case of a fire, and how to use fire extinguishers.

These are just examples of the potential areas where community education and needs assessment initiatives could be implemented in villages. The specific areas would depend on the needs and priorities of the community in question.

## FEEDBACK FORMS

Student Feedback Form:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Activity \_\_\_\_\_ Title: \_\_\_\_\_

- 
1. How well did the activity align with your academic goals and objectives?
    - Excellent

- Good
- Fair
- Poor
- Not Applicable

2. How engaged were you in the activity?

- Very engaged
- Moderately engaged
- Somewhat engaged
- Not very engaged
- Not at all engaged

3. What did you learn from the activity?

4. How did the activity help you understand the world around you?

5. Was the activity well organized and planned?

- Yes
- No
- Somewhat

6. How could the activity be improved for future participants?

7. Would you recommend this activity to other students?

- Yes
- No
- Maybe

8. Additional comments or suggestions:

Beneficiary Feedback Form:

Name: \_\_\_\_\_

Date:

\_\_\_\_\_

Activity

Title:

- 
1. How did the activity benefit your community or organization?
  2. How well did the college and its students engage with your community or organization?
    - Excellent
    - Good
    - Fair
    - Poor
  3. How well did the activity align with your community or organization's needs and goals?
    - Excellent
    - Good
    - Fair
    - Poor
  4. Was the activity well organized and planned?
    - Yes
    - No
    - Somewhat
  5. Did the activity meet your expectations?
    - Yes
    - No
    - Somewhat
  6. How could the activity be improved for future participants?
  7. Would you recommend this activity to other communities or organizations?

- Yes
- No
- Maybe

8. Additional comments or suggestions:

These feedback forms can be adapted to the specific outreach and extension activities being undertaken by the college. The feedback gathered can be used to assess the effectiveness of the activities and identify areas for improvement. It can also be used to gather testimonials and success stories to promote the college's community engagement efforts.

## A MODEL REQUEST TO PANCHAYATS AND NGO'S, LOCAL BANKS, LOCAL CLUBS' YOUTH ORGANIZATIONS

Subject: Collaboration for Implementing Community Education Programs

Dear [Panchayat Representative/NGO/Local Bank/Local Club/Youth Organization],

We hope this message finds you in good health and high spirits. We are writing to you on behalf of KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE a premier educational institution in the region, dedicated to promoting quality education and nurturing intellectual growth.

As part of our ongoing commitment to social responsibility and the betterment of our local community, we have identified the need to implement community education programs. These initiatives aim to



address educational gaps, enhance skill development, and promote social cohesion within the community.

We believe that a collaborative effort with esteemed organizations such as yours can play a significant role in making these programs successful. As a result, we are reaching out to you with a proposal to partner with KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE and contribute to the implementation of community education programs in the following areas:

Adult literacy and continuing education

Vocational training and skill development

Financial literacy and entrepreneurship support

Environmental awareness and sustainability

Health and wellness education

Youth engagement and leadership development-----etc

We are eager to discuss the specific requirements and expectations of this collaboration and how we can best align our resources and expertise to make a meaningful impact on the community. We kindly request a meeting with your team at your earliest convenience to further explore this partnership opportunity.

Please find attached a detailed proposal outlining the objectives, target audience, and implementation plan for the community education programs. We hope that you will consider joining hands with us to bring about positive change and empowerment to our community.

Thank you for your time and consideration. We look forward to your response and the possibility of working together to create a brighter future for our community.

Sincerely,

[department]

[Your Designation]

[College Name]

[Contact Informatio

## KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

Please find attached a detailed proposal outlining the objectives, target audience, and implementation plan for the community education programs. We hope that you will consider joining hands with us to bring about positive change and empowerment to our community -a sample

[College Name]

[Address]

[City, State, ZIP Code]

[Email]

[Phone Number]

[Date]

Title: Community Education Program Proposal

Objective:

The primary objective of this community education program is to address educational gaps, enhance skill development, and promote social cohesion within our local community by partnering with esteemed organizations such as [Panchayat/NGO/Local Bank/Local Club/Youth Organization]. We aim to create a sustainable, long-lasting impact on the lives of the community members by empowering them with knowledge, skills, and resources.

Target Audience:

Our target audience includes:

School dropouts and underprivileged youth

Unemployed and underemployed adults

Women and marginalized groups

Local entrepreneurs and small business owners

Community members interested in personal and professional development

Implementation Plan:

Assess the needs and priorities of the community through surveys and focus group discussions.

Identify suitable partners and stakeholders, including local NGOs, government agencies, community-based organizations, local banks, and youth organizations.

Develop a curriculum tailored to the needs of the community, focusing on the key areas identified during the assessment phase.

Train educators and facilitators, including volunteers from the partnering organizations, to deliver the educational content.

Organize workshops, seminars, and training sessions at convenient locations such as community centers, schools, and local clubs.

Monitor and evaluate the program's effectiveness through feedback from participants and stakeholders, making necessary adjustments as needed.

Secure long-term funding and resources to ensure the sustainability of the program.

We are confident that this collaboration will bring about positive change and empowerment to our community. By working together, we can create a brighter future for all members of our community and contribute to their overall well-being and success.

Thank you for considering this proposal. We look forward to the opportunity to discuss this further and explore the possibility of partnering together to make a meaningful impact on our community.

Sincerely,

[Your Name]

[Your Designation]

[College Name]

**KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE**

A model acceptance and partnership letter or collaboration statement from these local bodies

[Organization Name]

[Address]

[City, State, ZIP Code]

[Email]

[Phone Number]

[Date]

**Subject: Acceptance of Partnership and Collaboration for Community Education Program**

Dear [Your Name],

We hope this message finds you well. We have received your proposal for the Community Education Program, and we are excited to inform you that our organization, [Organization Name], is eager to collaborate with [College Name] in this noble initiative.

We appreciate the thoughtfulness and dedication that has gone into creating a comprehensive plan to address the educational gaps and enhance skill development in our community. It is indeed a commendable effort, and we believe that this partnership will create a long-lasting, positive impact on the lives of the community members.

Our team has carefully reviewed the proposal and agrees with the objectives, target audience, and implementation plan outlined. We are prepared to contribute our resources, expertise, and networks to support this initiative and ensure its success.

In the spirit of collaboration, we propose a meeting with your team to discuss the specific roles, responsibilities, and expectations of each partner organization. This will help us align our efforts and streamline the program implementation process. Kindly let us know your preferred date and time for this meeting, and we will make the necessary arrangements.

Once again, we would like to express our enthusiasm for this partnership and our commitment to making a meaningful difference in our community. We are confident that together, we can create a brighter future for all community members and contribute to their overall well-being and success.

Thank you for considering [Organization Name] as a partner in this endeavor. We look forward to working closely with [College Name]

and building a strong, collaborative relationship for the benefit of our community.

Sincerely,

[Your Name]

[Your Designation]

[Organization Name]

## KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

We propose a meeting with your team to discuss the specific roles, responsibilities, and expectations of each partner organization. a sample of the outcome of the meeting on the specific roles, responsibilities, and expectations of each partner organization

Meeting Minutes

Date: [Meeting Date]

Time: [Meeting Time]

Location: [Meeting Location]

Present:

[Name, Designation, College Name]

[Name, Designation, Partner Organization]

[Name, Designation, Partner Organization]

... [Add more attendees as needed]

## AGENDA:

To discuss the specific roles, responsibilities, and expectations of each partner organization in the implementation of the Community Education Program.

## Meeting Outcomes:

### College Name:

Develop and tailor the curriculum for the community education program based on the identified needs and priorities.

Coordinate the training of educators and facilitators, including volunteers from the partner organizations.

Provide the necessary infrastructure, such as classrooms and learning materials, for the program.

Support monitoring and evaluation efforts to ensure the program's effectiveness and make necessary adjustments.

Participate in joint fundraising and resource mobilization efforts to secure long-term funding for the program.

### Partner Organization A (e.g., Panchayat/NGO):

Assist in the needs assessment process by providing local insights and community connections.

Help identify and recruit suitable educators and facilitators from within the community.

Collaborate with other partner organizations to organize workshops, seminars, and training sessions at convenient locations.

Mobilize community members to participate in the program and raise awareness about its benefits.

Contribute to the monitoring and evaluation process by providing feedback on the program's impact on the community.

Partner Organization B (e.g., Local Bank/Youth Organization):

Offer expertise in specific areas of the curriculum, such as financial literacy and entrepreneurship support.

Provide resources and support for vocational training and skill development initiatives.

Organize special events and activities to promote community engagement and social cohesion.

Assist in the promotion of the program through various communication channels, including social media and local networks.

Participate in joint fundraising and resource mobilization efforts to ensure the program's sustainability.

Next Steps:

Finalize the curriculum and develop a detailed implementation timeline.

Begin the recruitment and training process for educators and facilitators.

Initiate the joint fundraising and resource mobilization efforts.

Set a date for the program launch and coordinate promotional activities.

Schedule regular meetings among partner organizations to review progress and address any challenges.

Meeting Adjourned: [Time]

Prepared by: [Your Name]



[Your Designation]

[College Name]

## **REPORT ON OUTREACH AND EXTENSION ACTIVITIES DURING THE COVID-19 PANDEMIC**

Introduction:

The college initiated and started coordinating outreach and extension activities in the 2018-2019 academic year with a plan of action. However, the COVID-19 pandemic created unprecedented challenges, making it difficult to reach out to the community. Despite the odds, the college provided food and healthcare assistance to the community. The following report outlines the activities carried out during the pandemic and the plans to resume the community engagement activities.

Activities during the COVID-19 pandemic:

When the COVID-19 pandemic hit, the college faced several challenges in reaching out to the community. However, the college quickly responded by providing food and healthcare assistance to the needy. The college collaborated with various NGOs, local self-government departments, and clubs to identify the beneficiaries and distribute the aid.

The college also initiated online training programs for the students and faculty members to continue their academic pursuits during the lockdown. The training programs covered a wide range of topics, including skill development, mental health, and online teaching strategies.

Despite the challenges, the college continued to engage with the community through various online initiatives. The college conducted webinars and online sessions on topics such as health and hygiene,

career guidance, and financial literacy. These online initiatives helped the college maintain its connection with the community during the pandemic.

Rescheduling and future plans:

As the pandemic situation improves, the college is planning to resume the outreach and extension activities. The college has drafted a comprehensive plan of action that includes various activities such as:

1. Skill development programs for the youth: The college will conduct skill development programs to empower the youth and enable them to be self-reliant.
2. Health and hygiene awareness campaigns: The college will conduct awareness campaigns on health and hygiene to promote a healthy and safe community.
3. Career guidance programs: The college will conduct career guidance programs to help students and community members make informed decisions about their career choices.
4. Entrepreneurship development programs: The college will conduct entrepreneurship development programs to encourage and support aspiring entrepreneurs.

Conclusion:

The COVID-19 pandemic posed significant challenges to the outreach and extension activities of the college. However, the college responded by providing food and healthcare assistance to the community and conducting online initiatives to maintain its connection with the community. As the situation improves, the college is planning to resume its outreach and extension activities with renewed vigor. The college is committed to engaging with the community and making a positive impact on society.