



NAGPUR SHIKSHAN MANDAL'S

## SHRI BINZANI CITY COLLEGE

(S. B. CITY COLLEGE)

RE-ACCREDITED BY NAAC 'B++' (CGPA 2.87)

Near Sakardara, Umrer Road, Nagpur - 440 024

Tel. : (0) 0712-2745099

• E-mail ID : sbct\_1@yahoo.co.in • Website : www.binzanicitycollege.in

- President  
A. K. GANDHI | 2426883, 6619800
- Secretary  
DR. HARISH RATHI | 9730037001
- Principal  
DR. SUJIT G. METRE  
9822714241

### LIFELONG LEARNING & EXTENSION CELL

(Affiliated to Department of Lifelong Learning & Extension, RTMNU, Nagpur)

#### POLICY

**1. Policy Title:** Promotion of LIFELONG LEARNING & EXTENSION CELL activities

#### 2. Policy Objectives & Purposes:

- ✓The policy is framed to elaborate the roles, responsibilities, processes, and outcomes of the LIFELONG LEARNING & EXTENSION CELL
- ✓The policy is aimed at promoting the LIFELONG LEARNING & EXTENSION CELL activities among students and
- ✓The policy aims at keeping systematic records of student engagement such that the attainment of various program outcomes (POs) can be measured

#### 3. Policy Scope:

- ✓The policy applies to student first-year student members and faculty in-charges of the different activities of the cell and the office clerk involved in sending the marks scored by the students to the University by the end of the second semester.
- ✓The policy is formed to issue guidelines and timeline to be followed by the concerned in the execution of the various responsibilities decided by the affiliating body.
- ✓It involves the organization of the activities to be conducted under Unnati, Sahyog, Sanskar, and Saksham Project during the *academic year* and the marks allotted against them.
- ✓It specifies Activity-PO mapping and its attainment.
- ✓The policy shall be valid until its revision or for the period of *three years* from its acceptance.

#### 4. Step by step process involved:

- i. Student Enrollment process: The In-charge has to circulate notice regarding registration, maximum marks allotted by the University and fees among the first-year students of all the programs, and set a deadline for registration.
- ii. The students should be enrolled in the department by filling up a form with passport size photograph duly attached and deposit Rs 50/- as fees.
- iii. The In-charge must maintain the record of the students and the fees paid by them. He or she has to submit the amount to the office of the College.
- iv. The In-charge has to make a Demand Draft of 10% of the total fees collected from the



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students and submit the same to the affiliating body according to the timeline issued by the department.

v. Assignment copies: The In-charge should provide a 20-page Assignment Copy to the students at the time of registration. Under the Unnati Project, the students have to present case studies of two recipients of Government schemes, while under Sanskar Project, the students have to write an essay on the Life and Work of Rashtsant Tukadoji Maharaj in the Assignment copy. The students should be given a time limit for submission of the assignment copy.

vi. Once enrolled, It is mandatory for the enrolled students to attend the meetings of the cell for organization of the activities and participate in all the programs

vii. Under Sahyog Project, the cell should organize at least one program involving senior citizens in the academic year.

viii. Under Saksham Project, the cell has to conduct programs to empower students. This can be extended to all the students of UG & PG of the College.

ix. A total of 2 marks is reserved for the purpose of attendance and involvement in the activities. The remaining 8 marks are given by the Department of the University on the submission of the Assignment Copies of the students.

x. The In-charge should collect the assignment copies from the students by December end and submit to the affiliating body according to the timeline given by them along with the marks (2 marks out of 10) given to the students at the College level.

xi. In addition, the Cell has to organize Krantijyoti Savitribai Phule Jayanti and International Women's Day every year.

xii. The in-charge should take proper care to provide platform to every participant for showcasing their leadership, communication and team building skills through organization of various events and activities.

xiii. The in-charges should involve student members in creation of press notes and media coverage where the names of the students involved are prominently published preferably with their photographs.

xiv. A record of all the activities with geo-tagged photographs and newspaper cutting should be maintained by the In-charge.

xv. The in-charge should prepare in advance the schedule of activities for the semester/year at the beginning of the session and also submit a *semester wise report* to IQAC.

### 5. Terms & Conditions

If a student does not submit the fees to the Cell within the stipulated time period, his or her name should not be sent to the University.

If a student fails to attend at least 50 % programs/activities organized by the Cell, he or she





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should not be given marks for the same.

Proper follow-ups should be taken to facilitate students in completing the assignments.

But, If a student fails to submit assignment copy on time, strict action should be taken in terms of cancellation of his or her name from the list sent to the University and nonremittance

of the fees deposited by him/her at the beginning of the session.

The in-charges must take up this activity as individual social responsibility and dedicate themselves to the cause of such value education. If the In-charge fails to comply with the duty and responsibility assigned to him/her, strict action from the authorities should be taken against them.

### 6. Outcome:

It is expected that the students' personality would be shaped by participating in these extension activities.

● They would identify the beneficiaries of the various Govt schemes for public welfare. They

would interact with such beneficiaries and write the full report in the prescribed format.

● The students would assemble all the aspects of the life & work of RashtrasantTukadoji Maharaj and formulate their own answers.

● The students would know about KrantijyotiSavitribai Phule and take inspiration from her

life and try to teach the minimum one deprived /underprivileged child for 7 hours.

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● Through the activities organized on International Women's Day, the student members would learn to respect women. The thoughts of students should be allowed to be expressed through drawings, slogans, skits, etc.

● The students would be empowered through the Saksham project.

● The students would get sensitized by interacting with Senior Citizens and would know their problems. They would find solutions for issues they might face in their family.

### 7. Outcome measurement parameters and period of measurement:

✓ Viva Voce / Google form: Difference between and eligibility for any two government schemes

✓ Viva Voce / Google form: Listing of learnings from RashtrasantTukadoji Maharaj's life student is going to adopt and why?

✓ One-page report or video for teaching the minimum one deprived /underprivileged child for 7 hours.



NAGPUR SAKSHAM MANDAL

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- ✓ Display of drawings, slogans, or participation in skits related to women empowerment
- ✓ Viva Voce or experience sharing of changes/improvements through Saksham project.
- ✓ Viva Voce or presentation on anyone problem and suggested solution for seniors citizen's problems.

Period of measurement : Every year

8. Policy execution responsibility rests with : In-charge of Cell – Dr. Pranjali Kane

9. Review to be made by : IQAC

10. Review Frequency : Beginning and end of Every Semester

Approved By:

NAME	SIGNATURE	DATE
Dr. Sujit G. Metre, Principal		15.07.20
Dr. P.S. Kane Coordinator-IQAC		15.07.20



Document Updates	
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Created by	Dr. Pranjali Kane
First Revision	
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Second Revision	
Approved By:	

