



TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

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(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

Policy for Outreach and Extension Activities	Policy No : 24
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Objective	<p>To nurture a sense of social commitment and civic responsibility among Students.</p> <p>To provide opportunity for the students to learn beyond the classroom.</p> <p>To promote learning among students through active participation in extension Activities.</p> <p>To develop leadership and personal grooming of the students.</p>
Principle (s)	<p>Outreach and extension activity is a teaching learning strategy which involves integration of students with the community and provision of opportunity for students to learn about social responsibility and thereby empower the communities through outreach initiatives. TMCH is committed to instill a sense of social responsibility in the students and motivate them to provide devoted service to the underprivileged through experiential learning and encourages its students to take an active position in the community development and services. TMCH organizes outreach and extension activities through a core Outreach and extension committee with the support of coordinators of other academic committees, student council and the department-level coordinators and a staff of students.</p>
Duties and functions	<ol style="list-style-type: none">1. Planning, implementing, coordinating, monitoring and documenting the extension activities annually. Planning, execution, coordination, supervision, and documentation of the extension activities:2. Conducting a periodical meeting on a need basis to monitor, supervise and


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	<p>evaluate the on-going extension activities. Holding periodic meetings as needed to oversee, monitor, and assess ongoing extension efforts.</p> <ol style="list-style-type: none">3. Partnering and collaborating with the governmental and non-governmental organizations for the smooth execution of the extension activities.4. Establishing Memorandum of Understanding (MoUs) with the non-governmental organizations, social service clubs for the professional support towards the implementation of extension activities.5. To initiate and support 'Village Adoption Programme'.6. Designing the guidelines and requirements of the extension activities.
Duties of the Coordinators	<ol style="list-style-type: none">1. Selection of students every year for their respective extension and outreach activities2. Organizing classroom orientation on their extension and outreach activities stipulated by the institution3. Reporting the extension activities to the Outreach and extension committee and other supporting committees and documenting the same in their respective committees.4. Maintenance of students' attendance records and facilitating to award credits for the students for their extension activities.5. Motivating and enabling the students regularly to involve in extension activities and enable them to emerge as socially responsible professionals.6. Organizing Periodic Review Meeting among their students and forward their feedback and suggestions to the Outreach and extension committee
Standard operating procedure	<ol style="list-style-type: none">1. Each student is supposed to spend 60 hours of work to earn 2 credits for the extension activities.2. Student is to maintain discipline and needs 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. Student is supposed to complete his or her extension activity and submit the


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	<p>consolidated report in the prescribed format after getting signature of the coordinator of concerned supporting service or class teacher countersigned by their HoD before the end of the fourth semester. Two credits are awarded for the students for the extension activities.</p> <p>4. If the student fails to finish his or her extension activities, he or she will not be given the credits. However, such candidate is 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 and can get the credits after the submission of report to the class teacher at the end of the 6" Semester.</p> <p>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 the future reference.</p>
Frequency	3 Years
Related/ documents	As Per the Norms
Custodian	IQAC Coordinator

Prepared by	Verified by	Approved by
 Outreach and Extension Activities Coordinator	 IQAC Coordinator	 Dean

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