



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority
L. S. RAHEJA COLLEGE OF ARTS & COMMERCE
Estd : 1980
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Standard Operating Procedure(Sop)

DLLE Committee

Extension Education, the third dimension of the University system is a two-way process which visualized mutual sharing of resources between the community and the University for the Development of both the citizens of India and the students.

1. At L.S. Raheja College of Arts & Commerce, we in the seventh year since its initiation must continue the zeal and the zest of inculcating sensitivity amongst our students. Through Population Education Club, the objective of DLLE is to sensitize the students towards socio - cultural realities and environmental issues.
2. It is expected that the extension teacher must provide constant guidance to the student managers and must closely monitor the activities and undertake all DLLE activities in this academic year successfully.
3. Appoint responsible student managers and encourage maximum enrollment from your respective programmes.
4. Each extension teacher must lead at least one activity in the academic year. More than one activity will be welcomed.
5. In order to conduct the activity smoothly, the extension teachers must abide to the following steps:
 - a. Preparation of a "Permission Letter" to conduct the activity. It should be sent via email for approval to the Principal marking the Chairperson in CC at least 15 days prior to the activity.
 - b. Preparation of a "NOTICE" letter must be made that can be circulated amongst the students well in advance (Preferable 7-12 days) prior to the event so that maximum participation can be encouraged. Announcing the same on the college website and social media handles of the college is required.

- c. In case any outside guest is involved in the activity, preparation of "Invitation letter" and "Thank you" letter must be done and sent for signatures to the Principal and Chairperson. The letter must be handed to the guest ONLY AFTER the outward number is added on the letter.
- d. Due attendance of all students who are part of the activities must be recorded to consider the number of hours dedicated by the student in the extension activity for their grace mark as per the Ordinance 229.
- e. Photographs must be taken of the activity conducted and a report must be made and sent to the website committee as well as to the social media coordinator to be uploaded on the respective college portals (website, Instagram and Facebook).
- f. Any expenditure incurred by the extension teacher or student for the conduction of the activity must be submitted to the Chairperson with proper supporting bills so that it can be claimed from the DLLE account.
- g. Documentation of all the above must be sent to the Chairperson within a week of the completion of the activity so that the same could be sent to the Principal.
6. The Extension teacher must prepare Annexures from time to time of the programme allotted to them as per the requirements of the University.
7. From this year an additional activity is included as a part of DLLE in association with MGNCRE, Department of Higher Education, Ministry of Education, and Government of India. Activities and work allotted by them has to be integrated and must be enthusiastically performed by the students under the guidance of the abled Extension teachers.


PRINCIPAL