



School of Business Pokhara University

Guidelines of Student Welfare and Extension Activities Cell

1. The Extension and Outreach Policy

The policy document ensures that:-

- a) There are sufficient funds allocated annually by the school to Extension and Outreach services.
- b) The School lives up to its strategic plan by being a constituent school that extends knowledge, information, and resources to professionals and its community within the country and the region
- c) There is a standing committee to spearhead policy changes and to set goals and targets continuously for extension services to remain focused and on course.
- d) An environment is created and enabled for extension of knowledge to be maintained throughout each year.

Relationship Between Extension/Outreach And Teaching & Learning

The School emphasizes a strong relationship between Extension/Outreach and teaching/learning which aimed at enhancing its programs in the university for it to remain a destination of choice by all students and staff.

The Extension and Outreach services of the School serve as a comprehensive, multidisciplinary source of information, expertise, and programs of lifelong learning. Through the cooperative extension service and the School outreach service, international programs, technical assistance, and programs of continuing education, the staff benefits from professional development. Staff, students, and community also benefit from the established educational network that extends research-generated knowledge and services to them and other communities of Nepal, nationals and international audiences.

Principles of School of Business Extension & Outreach Services

The broad principles of the Extension and Outreach services shall be:-

- a) To support staff, students and other professionals in extending Knowledge to the community
- b) To spearhead the role of the university within its mandate to disseminate knowledge and information
- c) To have centers of Extension and/or Outreach
- d) To have extension services within school aimed at achieving academic excellence

Co-ordination of Extension & Outreach Services

A committee comprising of five members shall be formed with one acting as a coordinator. Information of the committee is as follows

- The member should comprise of five members with a minimum of female faculty members.
- Members should be from each faculty

- All the members should be appointed by the executive committee on the recommendation of the respective faculty meeting.
- The term period of the members will be 2 years

The Tasks of the Extension and Outreach Committee (EOC)

The Extension & Outreach Committee (EOC) will among other duties strive to do the following:-

- (i) Approve extension/outreach activities to be under taken throughout the year
- (ii) Review continuously the policy of extension and outreach so as to be responsive to changes in the academic environment and to be in line with the university and government extension policy.
- (iii) Establish as and when necessary sub-committees to undertake tasks related to the programmes and projects of Extension & Outreach.
- (iv) Spearhead the designing and developing of Extension Outreach proposals in the university to be forwarded to government and donor partners for support
- (v) Establish international contacts for students and staff and link them with organizations for collaboration in Extension & Outreach services
- (vi) Create, develop, and sustain a conducive environment for Extension & Outreach in the colleges/schools/departments and to link them to the professional community and government agencies or institutions
- vii. Develop at least one extension activities in a month.

Rules for Committee Members

- a. The meeting will be held once a month on the last Friday
- b. If members continuously for two meeting remain absent without prior information, he/ she will not remain as a member
- c. A minute book needs to be compulsorily maintained
- d. Coordinate with student welfare unit, alumni unit, professor association, student council for conducting any new activities.
- e. Amount of expenditure and income need to be done through the cheque maintained by school administration.