

Our Lady of Grace Trust's

ST. GONSALO GARCIA COLLEGE OF ARTS AND COMMERCE, VASAI



DEPARTMENT OF LIFELONG LEARNING AND EXTENSION POLICY

About: In our college the Department of Lifelong Learning and Extension (DLLE) was initiated in the academic year 2007-08 to promote a meaningful and sustained rapport between the college and the community. The Department serves as an intellectual intervention in the community's living problems which need to be overcome through an educational process. The DLLE activities help to face life and its challenges with greater commitment and enhance employability, skills and develop a positive attitude.

2. Functions of the Committee:

- To aware the students about DLLE as an extra co-curricular activity and promote students to take part in the DLLE.
- To collect the fees and prepare the enrolment list of students for the academic year.
- To appoint the student managers.
- To send the DD of students' fees and enrolment list to University.
- To conduct the first term and second term orientation program for students.
- To assign the projects to students on social issues to develop a sense of responsibility towards society.
- To conduct the community-oriented activities with the motto '*reach to unreached.*'
- To collect the projects and give the grades.
- To send the list of eligible students for gracing marks 10 to University.
- To distribute the certificates to students who have successfully completed the activity.

3. Facilities of the Committee:

The college DLLE unit has a special room with required furniture.

4. Management of the Committee:

Committee consists of the In-charge and three faculty members and two students' managers.

5. Committee members:

1. Dr Gunwant Gadbadde	In-charge
2. Prof. DeltinaRumao	Member
3. Prof. Brandon Dsilva	Member
4. Prof. Anthony Dmello	Member



6. Role of the In-charge:

- To finalise the plan and execute the activities with help of committee members.
- To ensure the work of every member of the committee.
- To conduct the meetings with students and committee members
- To attend the queries faced by students.
- To maintain the record of every activity of the DLLE


7. Role of Committee members:

- To perform different duties to conduct smoothly activities.

8. Role of the Student members:

- To help the faculty members for collecting the data.
- To provide information about upcoming activities to students.




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