



**UNITED COLLEGE'S**  
**ANNUAL EXTENSION PROGRAM PLAN – 2081/82**

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Research & Extension Committee

United College

Kumaripati, Lalitpur

## Background

United College (UC) organizes extension activities that hold significant importance for students, faculty, and the institution itself, fostering a holistic educational environment. For students, these activities provide invaluable practical experience, allowing them to apply theoretical knowledge in real-world situations while developing essential skills such as teamwork, leadership, and communication. Engaging in community service enhances their sense of social responsibility, preparing them for active citizenship and professional life. Faculty members benefit by enriching their teaching methods, and boosting their professional satisfaction through meaningful community engagement. Furthermore, colleges gain from improved community relations, which can enhance their reputation and mission as civic leaders. Active participation in extension programs also attracts potential funding and grants, supporting further development of academic initiatives. Additionally, colleges known for their commitment to community service can attract and retain students who value civic engagement, contributing to a vibrant campus culture. Overall, extension activities create a synergistic relationship that not only elevates the educational experience but also strengthens the bond between academic institutions and the communities they serve, ultimately leading to a more informed, engaged, and responsible society.

## Purpose

The purpose of extension activities is to link academic learning with real-world application, fostering community engagement and social responsibility. They provide practical experience and skill development for students, promote faculty professional growth, and enhance college-community relations. Ultimately, these activities enrich the educational experience and help develop informed, engaged citizens.

## Scope

UC organizes a range of extension programs aimed at fostering community development and enhancing the well-being of local people. These programs include:

S/N	Extension programs
1	Training on disaster management
2	Medical camps
3	Health and hygiene awareness
4	Blood donation camps
5	Environment awareness
6	Adult education and literacy
7	Community development
8	AIDS awareness

### Annual Extension Program Plan

In recent years, the need for comprehensive community engagement and education has become increasingly vital in addressing various social, health, and environmental challenges. United College recognizes its responsibility to foster community development and resilience through targeted extension programs. This annual plan outlines a series of initiatives aimed at raising awareness, promoting health, and enhancing the quality of life in surrounding community.

SN	Extension programs	Special occasion	Date
1	Adult education and literacy	International Literacy Day	8 <sup>th</sup> September 2024
2	Community development	World Tourism Day	27 <sup>th</sup> September 2024
3	AIDS awareness	World AIDS Day	1st December 2024
4	Training on disaster management	National Earthquake Safety Day	16 <sup>th</sup> January 2024 or 2 <sup>nd</sup> Magh 2080
5	Medical camps	World Oral Health Day	20 <sup>th</sup> March 2024
6	Health and hygiene awareness	World Health Day	7 <sup>th</sup> April 2024
7	Blood donation camps	World Red Cross and Red Crescent Day	8th may 2024
8	Environment awareness	World Environmental Day	5th June 2024

## Details of Annual Extension Program Plan

### Extension program plan – 1

<b>Category</b>	Adult education and literacy
<b>Title</b>	Financial Literacy Workshop
<b>Date</b>	International Literacy Day 8 <sup>th</sup> September 2024
<b>Time</b>	7:00 AM – 10:00 AM
<b>Organizer</b>	United College
<b>Resource person</b>	<ul style="list-style-type: none"> <li>▪ Local Bank representative or</li> <li>▪ Financial literacy expert</li> </ul>
<b>Purpose</b>	To enhance the financial literacy of adults in the community, empowering them to manage their finances effectively.
<b>Participants</b>	<ul style="list-style-type: none"> <li>▪ Students</li> <li>▪ Faculty members</li> <li>▪ Local entrepreneurs</li> </ul>
<b>Resources required</b>	<ul style="list-style-type: none"> <li>▪ Venue setup (chairs, tables, projector)</li> <li>▪ Educational materials (handouts)</li> <li>▪ Refreshments for participants</li> </ul>
<b>Venue</b>	Auditorium hall of United College
<b>Process</b>	<ul style="list-style-type: none"> <li>▪ Registration of participants</li> <li>▪ Introduction and icebreaker activity</li> <li>▪ Interactive sessions on budgeting, saving, and investing</li> <li>▪ Q&amp;A with resource persons</li> <li>▪ Group discussions and practical exercises</li> </ul>
<b>Evaluation</b>	Pre- and post-workshop assessments to measure knowledge gained
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>▪ Improved understanding of financial concepts</li> <li>▪ Development of personal budgets by participants</li> <li>▪ Increased confidence in making financial decisions</li> </ul>
<b>Budget</b>	10,000 (Ten thousand) Breakdown: <ul style="list-style-type: none"> <li>▪ Materials and supplies: Rs. 3,000</li> <li>▪ Refreshment: Rs. 4,000</li> <li>▪ Honorarium for resource person: Rs.3,000</li> </ul>

**Extension program plan – 2**

<b>Category</b>	Community development
<b>Title</b>	Cleaning Campaign for Sustainable Tourism
<b>Date</b>	World Tourism Day 27 <sup>th</sup> September 2024
<b>Time</b>	7:00 AM – 14:00 PM
<b>Organizer</b>	United College
<b>Partner</b>	Local Tourism related NGO
<b>Purpose</b>	To promote environmental awareness and enhance the cleanliness of tourist sites, fostering sustainable tourism practices.
<b>Participants</b>	<ul style="list-style-type: none"> <li>Students of United College</li> <li>Faculty members of United College</li> <li>Local community members</li> <li>Volunteers from partners NGO/s</li> </ul>
<b>Resources required</b>	<ul style="list-style-type: none"> <li>Cleaning supplies (bags, gloves, brooms, garbage bins)</li> <li>Refreshments for participants</li> <li>First aid kit</li> <li>Banner</li> </ul>
<b>Venue</b>	Patan Dhoka, Lalitpur
<b>Process</b>	<ul style="list-style-type: none"> <li>Registration of participants</li> <li>Briefing on safety and cleaning procedures</li> <li>Group division for different areas to be cleaned</li> <li>Cleaning activity from 8:00 AM to 12:00 PM</li> <li>Group discussion and sharing experiences from 12:00 PM to 1:00 PM</li> <li>Closing ceremony and refreshments</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>Participant feedback forms</li> <li>Before-and-after photographs of cleaned areas</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>Improved cleanliness in tourist areas</li> <li>Increased awareness about sustainable tourism practices.</li> </ul>
<b>Budget</b>	10,000 (Ten thousand) Breakdown: <ul style="list-style-type: none"> <li>Cleaning supplies: Rs. 5,000</li> <li>Banner: Rs.500</li> <li>Refreshment: Rs. 4,500</li> </ul>

**Extension program plan – 3**

<b>Category</b>	AIDS awareness
<b>Title</b>	Break the Silence: Learn, Share, Empower
<b>Date</b>	World AIDS Day 1 <sup>st</sup> Day 2024
<b>Time</b>	7:00 – 9:00 AM
<b>Organizer</b>	Auditorium Hall, United College
<b>Partner</b>	AIDS related NGO (Such as Nepal AIDS Foundation)
<b>Resource person</b>	<ul style="list-style-type: none"> <li>▪ HIV/AIDS expert</li> <li>▪ Person living with HIV/AIDS (to share personal experience)</li> </ul>
<b>Purpose</b>	To raise awareness about HIV/AIDS, educate participants on prevention and treatment, and create an open dialogue to reduce stigma.
<b>Participants</b>	<ul style="list-style-type: none"> <li>▪ Students of United College</li> <li>▪ Faculty members</li> <li>▪ Local community members</li> </ul>
<b>Resources required</b>	<ul style="list-style-type: none"> <li>▪ Audio-visual equipment (projector, microphones)</li> <li>▪ Educational materials (handouts)</li> <li>▪ Refreshments for participants</li> </ul>
<b>Venue</b>	Auditorium Hall, United College
<b>Process</b>	<ul style="list-style-type: none"> <li>▪ Registration of participants</li> <li>▪ Introduction of resource persons</li> <li>▪ Presentation on HIV/AIDS followed by Q&amp;A</li> <li>▪ Personal story shared by a person living with HIV/AIDS</li> <li>▪ Distribution of educational materials</li> <li>▪ Networking opportunity after the session</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>▪ Participant feedback forms</li> <li>▪ Pre- and post-session knowledge assessment</li> </ul>
<b>Outcomes</b>	Increased knowledge about HIV/AIDS among participants
<b>Budget</b>	10,000 (Ten thousand) Breakdown: <ul style="list-style-type: none"> <li>▪ Educational materials: Rs. 3,500</li> <li>▪ Refreshments: Rs. 4,500</li> <li>▪ Honorarium for resource persons: Rs. 2,000</li> </ul>

**Extension program plan – 4**

<b>Category</b>	Disaster management.
<b>Title</b>	Workshop on Earthquake preparedness and response
<b>Date</b>	National Earthquake Safety Day January 16, 2024 (2 <sup>nd</sup> Magh 2080)
<b>Time</b>	7:00 – 10:00 AM
<b>Organizer</b>	United College
<b>Partner</b>	With earthquake specialized institution such as National Society for Earthquake Technology-Nepal (NEST).
<b>Resource person</b>	Specialist in earthquake and response
<b>Volunteers</b>	Students of United College
<b>Purpose</b>	<p>The training aims to educate the students, faculty members, parents, and community people about earthquake preparedness and response, addressing the increasing need for disaster resilience in the region. The workshop will focus on:</p> <ul style="list-style-type: none"> <li>▪ Understanding earthquake risks</li> <li>▪ Effective preparedness strategies</li> <li>▪ Emergency response techniques</li> </ul>
<b>Participants</b>	<ul style="list-style-type: none"> <li>▪ Students and faculty members of United College</li> <li>▪ Parents and interested community members</li> </ul>
<b>Resources required</b>	<ul style="list-style-type: none"> <li>▪ Audio-visual equipment (Projector and sound system)</li> <li>▪ Training materials (Handouts)</li> </ul>
<b>Venue</b>	United College
<b>Process</b>	<ol style="list-style-type: none"> <li><b>1. Pre-workshop preparation</b> <ul style="list-style-type: none"> <li>▪ Confirm resource person and agenda.</li> <li>▪ Arrange venue and set up equipment.</li> <li>▪ Distribute promotional materials to encourage participation.</li> </ul> </li> <li><b>2. Workshop activities</b> <ul style="list-style-type: none"> <li>▪ Opening remarks and introduction.</li> <li>▪ Presentation by the resource person on earthquake preparedness.</li> <li>▪ Interactive session with Q&amp;A.</li> <li>▪ Group discussions and role-playing exercises.</li> <li>▪ Distribution of training materials.</li> </ul> </li> <li><b>3. Post-workshop</b> <ul style="list-style-type: none"> <li>▪ Provide contact information for further inquiries.</li> </ul> </li> </ol>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>▪ Participant feedback</li> <li>▪ Knowledge assessment (Pre and post workshop quiz puzzle)</li> </ul>
<b>Outcomes</b>	Increased awareness of earthquake risks and preparedness measures.
<b>Budget</b>	<p>Rs. 10,000 (Ten Thousand)</p> <ul style="list-style-type: none"> <li>▪ Training materials: Rs. 5,000</li> <li>▪ Refreshments: Rs. 3,000</li> <li>▪ Promotional materials: 1,500</li> </ul>

**Extension program plan – 5**

<b>Category</b>	Medical camp
<b>Title</b>	Dental and skin care camp
<b>Date</b>	World Oral Health Day 20 <sup>th</sup> March 2024
<b>Time</b>	7:00 AM – 14:00 PM
<b>Organizer</b>	United College
<b>Partner</b>	Local dental and skin care institution/s
<b>Resource person</b>	Specialists in dental and skin care
<b>Volunteers</b>	Students of United College
<b>Purpose</b>	To provide free dental and skin care consultations and treatments to students, faculty members, parents, and the community, promoting health awareness and encouraging preventive care practices.
<b>Participants</b>	<ul style="list-style-type: none"> <li>Students and faculty members of United College</li> <li>Parents and local residents seeking dental and skin care services</li> </ul>
<b>Resources required</b>	<ul style="list-style-type: none"> <li><b>Stall:</b> For setting up consultation areas</li> <li><b>Medical supplies:</b> Dental tools, skin care products</li> <li><b>Equipment:</b> Examination chairs and portable dental equipment</li> <li><b>Promotional materials:</b> Banners to advertise the event</li> <li><b>Refreshments:</b> Light snacks for participants and volunteers</li> </ul>
<b>Venue</b>	Playground of United College
<b>Process</b>	<ol style="list-style-type: none"> <li><b>Pre-camp preparation</b> <ul style="list-style-type: none"> <li>Confirm resource persons and their availability.</li> <li>Arrange venue and necessary equipment.</li> <li>Distribute promotional materials to inform the community.</li> <li>Set up appointments or a registration process for attendees.</li> </ul> </li> <li><b>Camp activities</b> <ul style="list-style-type: none"> <li>Opening remarks and introduction of specialists.</li> <li>Individual consultations for dental and skin care.</li> <li>Distribution of educational materials and health tips.</li> <li>Provision of basic treatments (e.g., cleanings, skin assessments).</li> </ul> </li> <li><b>Post-camp</b> <ul style="list-style-type: none"> <li>Collect feedback from participants.</li> <li>Share health tips through newsletters or social media.</li> </ul> </li> </ol>
<b>Evaluation</b>	Participants' feedback
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>Increased awareness of dental and skin health.</li> </ul>
<b>Budget</b>	30,000 (Thirty thousand) Breakdown: <ul style="list-style-type: none"> <li>Medical supplies: Rs. 12,000</li> <li>Equipment rental: Rs. 6,000</li> <li>Stall setup: Rs. 4,000</li> <li>Promotional materials: Rs. 2,000</li> <li>Refreshments: Rs. 6,000</li> </ul>



**Extension program plan – 6**

<b>Category</b>	Health and hygiene awareness
<b>Title</b>	Handwashing: A Key to Health
<b>Date</b>	World Health Day 7 <sup>th</sup> April 2024
<b>Time</b>	7:00 AM – 14:00 PM
<b>Organizer</b>	United College
<b>Partner</b>	Local Health Institution/NGOs focused on health and hygiene
<b>Resource person</b>	Specialists in public health and hygiene education
<b>Volunteers</b>	Students of United College
<b>Purpose</b>	To educate students of United School Pre-School about the importance of handwashing as a critical practice for preventing illness and promoting health.
<b>Participants</b>	<ul style="list-style-type: none"> <li>▪ Students of United School Pre-School</li> <li>▪ Parents and community members</li> </ul>
<b>Resources required</b>	<ul style="list-style-type: none"> <li>▪ Posters and handouts on proper handwashing techniques.</li> <li>▪ Projector and sound system for presentations.</li> <li>▪ Soap, water, and handwashing stations for demonstration</li> </ul>
<b>Venue</b>	United School Pre-School
<b>Process</b>	<p><b>1. Pre-Camp Preparation:</b></p> <ul style="list-style-type: none"> <li>▪ Confirm resource persons and finalize the agenda.</li> <li>▪ Arrange the venue and set up necessary equipment.</li> <li>▪ Distribute promotional materials to inform students, parents, and community members.</li> </ul> <p><b>2. Camp Activities:</b></p> <ul style="list-style-type: none"> <li>▪ Opening remarks and introduction.</li> <li>▪ Interactive presentations on the importance of handwashing and hygiene.</li> <li>▪ Demonstration of proper handwashing techniques.</li> <li>▪ Fun activities and games to engage children in learning</li> </ul> <p><b>3. Post-Camp:</b></p> <ul style="list-style-type: none"> <li>▪ Collect feedback from participants and parents.</li> </ul>
<b>Evaluation</b>	Observation on participation and interaction during activities
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>▪ Increased awareness of proper handwashing techniques among children and parents.</li> </ul>
<b>Budget</b>	<p>10,000 (Ten thousand)</p> <p>Breakdown:</p> <ul style="list-style-type: none"> <li>▪ Educational materials: Rs.3,000</li> <li>▪ Audio-video equipment: Rs. 2,000</li> <li>▪ Supplies for demonstration: Rs. 2,500</li> <li>▪ Refreshments: Rs. 2,500</li> </ul>

**Extension program plan – 7**

<b>Category</b>	Blood donation camps
<b>Title</b>	Life savers: Blood donation camps
<b>Date</b>	World Red Cross and Red Crescent Day 8th may 2024
<b>Time</b>	7:00 AM – 14:00 PM
<b>Organizer</b>	United College
<b>Partner</b>	Local Blood Bank or Red Cross Society
<b>Resource person</b>	Medical professionals and trained staff from the blood bank
<b>Volunteers</b>	Students of United College
<b>Purpose</b>	To encourage voluntary blood donation among students and faculty members, raising awareness about the importance of blood donation and its impact on community health.
<b>Participants</b>	<ul style="list-style-type: none"> <li>▪ Students and faculty members of United College</li> <li>▪ Local community members (if space allows)</li> </ul>
<b>Resources required</b>	<ul style="list-style-type: none"> <li>▪ Blood donation kits, sterile needles, and safety equipment.</li> <li>▪ Snacks and drinks for donor's post-donation.</li> <li>▪ Banners about blood donation.</li> </ul>
<b>Venue</b>	United College's playground
<b>Process</b>	<ol style="list-style-type: none"> <li><b>1. Pre-camp preparation</b> <ul style="list-style-type: none"> <li>▪ Confirm partnership with the local blood bank or Red Cross.</li> <li>▪ Arrange the venue and set up donation stations.</li> <li>▪ Distribute promotional materials to inform about the event.</li> </ul> </li> <li><b>2. Camp activities</b> <ul style="list-style-type: none"> <li>▪ Registration process for donors.</li> <li>▪ Blood donation sessions conducted by trained medical staff.</li> <li>▪ Post-donation care with refreshments provided.</li> </ul> </li> <li><b>3. Post-camp</b> <ul style="list-style-type: none"> <li>▪ Collect feedback from participants and partners.</li> </ul> </li> </ol>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>▪ Donation metrics</li> <li>Participants' feedback</li> </ul>
<b>Outcomes</b>	Increased awareness of the importance of blood donation within the college and community.
<b>Budget</b>	10,000 (Ten thousand) Breakdown: <ul style="list-style-type: none"> <li>▪ Medical supplies: Rs.2,000</li> <li>▪ Promotional materials: 1,500</li> <li>▪ Miscellaneous expenses: 6,500</li> </ul>

**Extension program plan – 8**

<b>Category</b>	Environment awareness
<b>Title</b>	Park Clean Up Day
<b>Date</b>	World Environment Day 5 <sup>th</sup> June 2024
<b>Time</b>	7:00 AM – 11:00 AM
<b>Organizer</b>	United College
<b>Purpose</b>	To promote environmental awareness and encourage community participation in keeping public spaces clean, fostering a sense of responsibility towards the environment.
<b>Participants</b>	<ul style="list-style-type: none"> <li>▪ Students and faculty members of United College</li> <li>▪ Interested local community</li> </ul>
<b>Resources required</b>	<ul style="list-style-type: none"> <li>▪ Gloves, garbage bags, brooms, and dustpans.</li> <li>▪ Posters to raise awareness about the event.</li> <li>▪ Water and snacks for volunteers.</li> </ul>
<b>Venue</b>	Jawalakhel Chowk, Lalitpur
<b>Process</b>	<ol style="list-style-type: none"> <li><b>1. Pre-clean-up preparation</b> <ul style="list-style-type: none"> <li>▪ Promote the event through posters, social media, and word of mouth.</li> <li>▪ Arrange for cleaning supplies and refreshments.</li> </ul> </li> <li><b>2. Clean-up activities</b> <ul style="list-style-type: none"> <li>▪ Gather participants at Jawalakhel Chowk for registration.</li> <li>▪ Distribute cleaning supplies and explain safety protocols.</li> <li>▪ Conduct the park clean-up, encouraging teamwork and collaboration.</li> <li>▪ Collect waste and dispose of it properly.</li> </ul> </li> <li><b>3. Post-clean-up</b> <ul style="list-style-type: none"> <li>▪ Provide refreshments and collect feedback on the event.</li> </ul> </li> </ol>
<b>Evaluation</b>	Measure the amount of trash collected to evaluate the impact of the clean-up.
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>▪ Increased awareness of environmental issues among participants.</li> <li>▪ Cleaner public spaces contributing to community well-being.</li> </ul>
<b>Budget</b>	10,000 (Ten thousand) Breakdown: <ul style="list-style-type: none"> <li>▪ Cleaning supplies: Rs. 4,000</li> <li>▪ Promotional materials: Rs. 1,000</li> <li>▪ Refreshments: Rs. 5,000</li> </ul>