

**DEPARTMENT OF LIFELONG
LEARNING AND EXTENSION**

Vidyapeeth Vidyarthi Bhavan,

'B' Road, Churchgate, Mumbai 400 020.

Email: dlleuniversityofmumbai@gmail.com

Website: www.mudlle.ac.in, Phone: 22813020

University of Mumbai

मुंबई विद्यापीठ



Re-accredited with 'A++' GRADE
(CGPA 3.65) by NAAC (3rd Cycle 2021)

DR. KUNAL D. JADHAV
PROFESSOR & DIRECTOR (I/C)

M.A. (Hist.); M.A. (Eng.); M.A. (Socio.);

M. Ed.; M. Phil. (Education)

Ph.D. - Lifelong Learning (TISS)

Ph.D. - Rural Development (UOM)

DLLE /EXT/EXM/ 456/of 2023
March 6, 2023

To,
The Principal,
Phondaghat Education Society's, Arts & Commerce College,
Phondaghat, Tal. Kankavli, Dist. Sindhudurg- 416 601

LETTER OF COMPLETION (LOC)

Sir/Madam

This is to state that the Department has received the following documents:

1. College Registration Proposal.(CRP)
2. Student's Registration List (SRL)
3. First Term Report.
4. Annual Report cum Second Term Report
5. Field Visit Report – 1st Term & Field Visit Report – 2nd Term
6. Project Reports of 97 Students for Verification

This is to further state that the Extension Work Activity for 120/240 hours the year 2022-2023 has been successfully completed by 97 Students out of **100** Students of your College enrolled for the Extension Work Activities.

Yours Faithfully,

Dr. Kunal D. Jadhav
Professor & Director I/c, DLLE

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DLLE /EXT/EXM/ 456 /of 2023
March 6, 2023

To,
The Principal,
Phondaghat Education Society's, Arts & Commerce College,
Phondaghat, Tal. Kankavli, Dist. Sindhudurg- 416 601

Sub: Benefit of 10 Grace Marks under ordinance 0.229 – A for the students participating in the Extension work for the year 2022-2023 and appearing for the Degree Examination to be held in April-May 2023.

Sir/Madam,

Enclosed please find the Examination wise List of students participating in Extension Work found eligible for the benefit of Ten Grace Marks under Ordinance 0.229 – A for the following examinations to be held in April-May 2023.

Examination	No. of Students Enrolled	No. of students Certified
T.Y. BA	37	36
T.Y. B.Com	63	61
TOTAL	100	97

Kindly note that the list of students of your college, who have been found eligible for award of 10 Grace Marks and which has been duly certified and stamped by the Department, is to be sent **directly to the Director, Board of Examinations & Evaluation, Mahatma Jotirao Phule Bhavan, Examination House, Vidyanagari, Santacruz (East), Mumbai – 400 098** by your college **after entering their Examination Seat Number** on or before 30th April, 2023 for the respective examinations, positively.

Thanking you,
Yours Sincerely,

Dr. Kunal D. Jadhav
Professor & Director I/c, DLLE



Phondaghat Education Society's
ARTS AND COMMERCE COLLEGE, PHONDAGHAT

Tal. Kankvali Dist. Sindhudurg PIN-416 601

(महाराष्ट्र शासन मा.क्र.एनजीसी- ३५९५/नमवि/१३७/९५ - (मशि ३ दिनांक ४ ऑगस्ट १९९५)

Prin. Dr. VISHNU H. Fulzele

M.Com., M.B.A., L.L.B., G.D.C. & A., M.A., M.Phil., Ph.D.

Affiliated to University of Mumbai

NAAC Accredited with 'B' Grade

Email : accphondaghat1995@gmail.com / accp1995@yahoo.com

Ref. No. ACCP 2022-23

Date : 24/04/2023

To,
The Director,
Dept. of Lifelong Learning and Extension,
University of Mumbai,
Mumbai- 400 020

Sub- Document for work of certificate for 10 grace Marks.

Ref. .DLLE/COLL/411/of 2023 Date: 18/04/2023

Respected Sir,

I herewith submitting the following documents for the certificates of 10 grace Marks under Lifelong Learning and Extension Program. The Number of Student Participated Faculty wise, Class wise and Subject wise List.

Kindly sanction 10 grace Marks to our Students

Thanking You,



Vishnu H. Fulzele
PRINCIPAL

ARTS & COMMERCE COLLEGE
Phondaghat, Tal. Kankavli, Dist. Sindhudurg

RECEIVED

Dept. of Lifelong Learning & Extension
UNIVERSITY OF MUMBAI

Sign.: *Received*

Date: *25/4/23*

Encl.1) Examination wise list of Students ANNEXURE -09
(T.Y.B.A. & T.Y.B.Com.)

2) Consolidated Mark list of Students List ANNEXURE-10

3) Corrected Project Report

4) Dully filled in Performa of Assessment of Project Report ANNEXURE-08



University of Mumbai



UNIVERSITY OF MUMBAI

DEPT. OF LIFELONG LEARNING AND EXTENSION

Vidyapeeth Vidyarthi Bhavan, 2nd Floor, 'B' Road, Churchgate, Mumbai – 20

Phone: 022-22813020

Email Id : dlleuniversityofmumbai@gmail.com

Website: www.mudlle.ac.in

First Term Training Program 2022-2023

RESOURCE MATERIAL

True Copy


PRINCIPAL
ARTS & COMMERCE COLLEGE
Phondaghat, Tal. Kankavli,
Dist. Sindhudurg 416 504

विश्वविद्यालयगीतम्

इदं सुन्दरं मन्दिरं शारदाया
मुम्बापुरीविश्वविद्यालयम् ।
कलाशास्त्रवाणिज्यशाखाधिरूढा
अमूढा विमुक्ता विहंगा वयम् ॥१॥
शृण्वन्तु सर्वे वृढं निश्चयम् ॥धृ॥

सत्यं वदामो धर्मं चरामो
नयामो नृणां दुःखमारं लयम् ।
स्वकार्ये रतानां सदा जागृतानां
भवेत्किं भविष्येऽपि कस्मात्स्वयम् ॥२॥
शृण्वन्तु सर्वे वृढं निश्चयम् ॥

युवा स्यात् वलिष्ठो युवा स्यात् गरिष्ठो
युवा ध्येयनिष्ठोऽपि भूयात्स्वयम् ।
यदि स्यात्युवा राष्ट्रकर्तव्यनिष्ठः
सम्मानयेत् तं हि लोकत्रयम् ॥३॥
शृण्वन्तु सर्वे वृढं निश्चयम् ॥

वंदामहे भारतं पूजनीयं
स्वदेशात्परं नास्ति देवालयम् ।
अत्रैव सर्वे प्रतिष्ठापयामो
ममत्वेन सार्धं समत्वं नयम् ॥४॥
शृण्वन्तु सर्वे वृढं निश्चयम् ॥

INTRODUCTION

The Department of Lifelong Learning and Extension (DLLE) was established on October 12, 1978 and has been recognized as a Statutory Department and one of the authority of the University of Mumbai since 1994 to promote a meaningful and sustained rapport between the Universities and the community. It is functioning under the Board for Lifelong Learning and Extension to create skilled and learned human power through its various degree level programmes and skills development programmes. The Board of Lifelong Learning and Extension has the responsibility to create synergy at policy and operative level between various teaching, research and development institutions and various regional and national bodies and governmental agencies in the domain of lifelong learning, value education and life skills for senior citizens apart from other duties given under the Act.

The Department is now progressing as University Teaching Department as per UGC guidelines and Maharashtra Public Universities Act, 2016. It is succeeding with its scheduled academic activities such as Extension Work, Masters Degree Programs, Online Courses, National Institute of Open Schooling and also the activities of e-Learning Centre as a part of its academic responsibilities. It is headed by the Director, to carry out the objectives of the Board of Lifelong Learning and Extension.

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 common man and the students. This dimension also aims at sensitizing the students to the socio-cultural realities. It is visualized that the contact between the University and community would lead to social welfare making it more relevant to daily life situations.

The DLLE with the diverse academic and technical resources supports the communities based extension work activities in collaboration with its specific mandate to work for the less privileged sections of the society and our efforts are to extend educational programs that will enhance and improve the quality of life of such groups with the central objective of “**reach to unreached**”. At present our DLLE extension activities are being conducted on regular basis in annual program for more than 300 colleges with 600 degree college Extension Work teachers and 30,000 Extension Work Students from **Mumbai, Thane, Palghar, Raigad, Ratnagiri and Sindhudurg districts** involved in Six Extension Work Projects of Skill Development, Industry Orientation, Career Guidance, Information Technology, Entrepreneurship Development, Status of Women in Society, Environmental Protection, Population Education & National Institute of Schooling.

As per the schedule of the Department, the Extension and Field Outreach activities undertaken through the Post Graduate Departments, Affiliated Colleges, and its Teachers and Students forms a major part in promoting a meaningful and sustained rapport between Universities and the community by introducing Adult Education (Lifelong Learning), Extension and Field Outreach activities which have been considered for academic credit. The students of Degree colleges from the faculty of Arts, Commerce, Science, Pharmacy, Law, Engineering, Education and Management are awarded *Ten Additional Marks at the final exam on completion of 120 hours of work on the Extension Work Project* undertaken and submission of the Project Report **under University Ordinance 229.A** in an academic year.

Aim

The Third Dimension of Extension is aimed at promoting a meaningful and sustained rapport between the Universities and the Community i.e., to have educational programs for a Social Change.

Objectives

The objectives of Lifelong Learning and Extension are outlined below for making education relevant to real life situations:

- To act as a focal agency in the University system for all Lifelong Learning programmes and to provide academic and technical resource support for community based activities in collaboration with Universities departments and colleges.
- To serve as an intellectual intervention in the community's living problems which need to be overcome through an educational process.
- To develop among students a sense of responsibility towards society.
- To design programs that will help students to face life and its challenges and thus create an ambience for a learning society.
- To deepen the teachers' and students' knowledge through a wider exposure to real life situations through a variety of programs.
- To prepare students for a greater social commitment.
- To enhance student employability skills
- To cater to the needs of the unreached for promoting knowledge based society.
- To network with Governmental and Non-governmental agencies, international organizations as well as industries.

THE EXTENSION DIMENSION (Reach to Unreached)

The college students are enrolled for extension work projects and perform various activities for the social awareness based on various issues / problems in the society such as Save Girl Child, Pollution, Aids, Global Warming, Environment, Tree Plantation, Importance of Education, Illiteracy, Child Labour, Dowry Deaths, Malnutrition, Watershed Management and so many. The students are creating awareness about these social problems / issues through various activities such as Street Play, Exhibition, Poster Making, Songs, Speech, Survey, Elocution, Seminar & Conferences. For the purpose, students are actually going to the society and involve the community and make them aware of our role in eradicating social problems faced by the society and trying to convince the people human duties as an ideal citizen.

To facilitate the sensitization of the student to the socio-cultural realities, the Department offers for the student, extension work projects encompassing social issues. There are six types of Extension Work Projects are being offered by the department under the two different units for enhancing the employability and IT skills of the student. The projects are as given below:

I) Vocational Career Oriented Projects

1. Career Project [CP]
2. Industry Orientation Project [IOP]
3. Anna Poorna Yojana [APY]

II) Community Oriented Projects

1. Population Education Club (PEC)
2. Survey of Women's Status (SWS)
3. National Institute of Open Schooling (NIOS)

Training

The Department systematizes intensive training programs for the Teachers from the associated participating colleges both Degree and B. Ed colleges. More than 600 Degree and B. Ed. Teachers and nearly 850 Student Managers are trained and motivated to carry out the extension work projects in the colleges and to benefit the community.

Every year the Department organizes an Annual Extension Work Festival titled *UDAAN: the flight of Extension*. Students of Extension Work from various colleges come together and give Performances and Best Displays are also awarded prizes based on the recommendations of the panel of Expert Judges. In the last year around 10,000 college students

& teachers participated in this Festival at various locations in Mumbai, Thane, Palghar, Raigad, Ratnagiri & Sindhudurg districts.

Monitoring

The Extension Work activities and the field projects are monitored through a network of Field Coordinators who are experienced Extension work Teachers and also trained Students as Student Managers from affiliated colleges of University of Mumbai.

Summary of participation in Extension Work since last twelve years

Year	UG	M. Ed	B. Ed.	Pharm.	Mgmt.	Engi	Law	Total (Colleges)	Total (Students)
2005-06	8	-	14	-	-	-	--	22	1,888
2006-07	17	-	15	-	-	-	--	32	2,490
2007-08	32	-	20	-	-	-	--	52	3,918
2008-09	28	-	51	-	-	-	--	79	6,132
2009-10	72	-	41	04	01	-	--	118	9,890
2010-11	94	01	62	01	03	01	--	162	12,548
2011-12	119	04	60	02	04	01	--	190	15,568
2012-13	125	03	49	02	06	02	04	191	17,065
2013-14	145	01	35	02	06	03	06	198	17,749
2014-15	150	01	29	05	07	02	08	202	19,286
2015-16	161	00	26	03	11	04	08	213	19,390
2016-17	175	00	30	05	12	01	10	235	23,532
2017-18	201	00	26	04	12	04	10	257	24,896
2018-19	208	00	40	07	09	08	11	283	29,112
2019-20	230	00	30	15	08	06	16	305	32,980
2020-21	161	00	15	09	06	05	10	206	17,163
2021-22	203	00	21	12	09	06	15	266	21,335

Responsibilities of the Department for smooth conduct of Extension Work:

1. To send circulars for activities to the colleges & Field Coordinators (FC).
2. To set up the theme for activities.
3. To prepare resource material and distribute to the colleges.
4. To provide the format of annexure to be submitted by the colleges.
5. To guide about how to maintain accounts of the activities and accept the enrolment fees of the students as per University approvals.
6. To organize training programs for teachers and send a circular for information to the colleges / teachers.

7. To conduct Teachers Training at the Department and district places.
8. To appoint honorary Field Coordinator to the cluster of 5 to 6 colleges to guide participant colleges in extension work.
9. To inquire reports of students training and activities conducted by the college.
10. To provide guidelines for payment of honorarium to the Teachers taking responsibilities of Extension work activities.
11. To guide teachers and FC for motivating students to prepare their annual project reports.
12. To distribute guidelines for Annual Festival and competitions to the colleges.
13. To organize Annual Festival and competitions to the colleges.
14. To distribute participation certificates for students, teachers and FC.
15. To Monitor & Evaluate the extension work activities of the participant colleges and certify students for the benefit of 10 grace marks as per University Ordinance 229.A.

Responsibilities of the College / Teachers

1. To display the circular on college notice board and respond to the circular and prepare the list of students enrolled for activities.
2. To follow the guideline to function as per theme and prepare plan of action for the year.
3. To function as guided in the resource material.
4. To prepare and fill up annexure with details and submit it as per format under the signature of teacher, FC and Principal of the College.
5. To collect enrolment fees from the students and remit it to the Department as per guidelines.
6. To prepare & submit annual accounts (statement of income & expenditure) of the Extension Work to the Department at the end of the accounting year under the signature of FC.
7. To attend First Term & Second Term Training programs organized by DLLE.
8. To organize Students Training at the Colleges and ensure participation of all the students enrolled for the activities and invite FC for the same.
9. To visit and supervise students activities at college and community level and to invite FC for the same.
10. To follow guidelines and pay honorarium to the appointed & responsible teachers for extension work as per the norms provided by DLLE.
11. To guide students to prepare their project report and evaluate it with grade and invite FC for final evaluation and moderation.
12. To guide students to participate in Annual Festival and guide them about the competitions.
13. To participate in the festival and be in charge of students activities during festival.

14. To submit final documents certified by Department for the benefit of 10 grace marks to college students to the Director, Examination & Evaluation, University of Mumbai, Kalina Campus, Vidyanagari, Santacruz as per scheduled dates.

Responsibilities of the Field Coordinator (FC)

1. To provide Department circulars to the colleges if not received by them.
2. To guide colleges to function as per theme and discuss plan of action for Extension Work.
3. To monitor the functioning of colleges as per guidelines.
4. To verify the filled up annexure before sending to the Department and submit FC's remarks under signature wherever necessary.
5. To verify annual accounts (statement of income & expenditure with original bills) of the Extension Work and monitor the same and submit FC's remarks under signature at the end of the accounting year.
6. To attend First & Second Term Training programs organized by DLLE and conduct a session on Extension Work project.
7. To conduct Students Training at the Colleges and monitor students presence as per the enrolment list of students.
8. To visit one of the activities of colleges under their control at college and community level.
9. To monitor account statements and discuss about the balance amount and motivate to organize DLLE programs.
10. To evaluate and moderate project reports prepared by the extension work students of the colleges functioning under their control.
11. To motivate students for participation in festival and supervise their festival preparations.
12. To participate as one of the Judge for festival competitions.

The Student Manager (SM)

Extension work in a college involves at least ten students working with a teacher. Its successful execution also requires intensive execution of field programmes in close co-ordination with the Department. To ensure efficiency in the execution of the extension work and to assist the teacher in the work, the term of 'Student Manager' has been introduced. For every fifty students, two students are to work as Student Managers.

Selection of the Student Manager

Students as Student Manager to be selected on the basis of the following criteria:

1. Previous experience in extension work
2. Outstanding organizational ability
3. Capacity to do work and take a task to completion with efficiency

4. Dynamism, sincerity and honesty
5. Gender Sensitivity, devotion and commitment of the student

Appointment as a Student Manager (SM) is an up-gradation of that student among his/her peers. While selecting, it is recommended that the students be from the second year class so that they continue to work as Managers at the third year class too, thus bringing about some continuity in the assistance for the teacher. Further it is suggested that a Student from first year class be also selected to be as 'Under Training Student Manager'. This will help the teacher to make an easy transition from one Manager to another.

Preparation by the SM

Each SM is to have the following with him / her for the execution of tasks during all the programs.

1. White badge with black letters bearing his /her name, designation with college name.
2. Folder containing the following:
 - a. Time management diary
 - b. Notebook
 - c. Paper pad
 - d. Ruler, eraser, pen pencil, marker, felt-pen
 - e. University Guidelines for Extension Work

Training of Student Managers

The Department conducts the training of the Student Manager. 100% attendance is essential for the student managers at all the programs.

Activities to be carried out by a Student Manager

1. Learning to maintain a Project and Time Management diary.
2. Setting a target for enrollment of students.
3. Registration of students with the Department.
4. Finalizing enrollment of students.
5. Distributing a xerox copies of the concerned activity to the students.

6. Arranging delivery of resource material required by the Department.
7. Assisting in the organization of the training programs at the college.
8. Preparing first term and annual report of the concerned activity.
9. Carrying out field visits.
10. Guiding students about maintenance of field work records.
11. Organization and participation in the annual competitions of the Department.
12. Collecting the completed project reports having them graded and submit in the month of March / April to the department as per schedule.
13. Assisting the teacher in the preparation of grace marks lists and the completion of formalities for the award of ten marks.
14. Submission of the Approved Accounts by 30th April of the year.
15. Writing the Project Report.

Criteria for the Award of Ten Marks to a Student Manager

1. Completion of 120 hours of work according to the role and responsibilities given to the Student Manager.
2. 90% attendance at each contact training program meetings, other programs, etc conducted by the Department.
3. Writing and submission of a Project Report.
4. A Maximum students under the Students Manager successfully completing the Extension Project and receiving the benefit of ten marks.
5. Participation in the Annual Extension Education Meet of the Department.
6. Wearing the badge and having the Students Manager's folder at all times.
7. Being present throughout during the Co-ordinator's Field Visit to the college and the community.
8. Submission of an assignment if any to the Department.
9. Submission of the college reports to the Department on time.

EXTENSION WORK PROJECTS

There are six types of Extension Work Projects being offered by the Department under two different heads.

I. VOCATIONAL CAREER ORIENTED PROJECTS

II. COMMUNITY ORIENTED PROJECTS

Vocational Career Oriented Projects

Through this unit a range of Extension Work Projects are offered for enhancing the employability and IT skills of the student. The projects are as given below:

I. CAREER PROJECT (CP)

1. Rationale of the project

It is seen that students who do not gain admission to degree program of their choice which are more popular, feel directionless when they enter the undergraduate degree program. The Career Project aims at students gaining information about the alternative careers that can be pursued after graduation. It is expected that the information about various career options are presented in the form of the charts, brochures and short talk and become the resource material of a CAREER GUIDANCE CLUB.

Purpose

1. To help a student to find out information about a career before undertaking it.
2. To enable a student to learn the interview technique and method of collecting information.
3. To teach a student how to prepare materials for the dissemination of information collected.
4. To help a student to know about the job prospects of the career being explored.

3. Activities to be carried out by student

1. Attend training programs at the college and at the Department.
2. Select a career one likes.

3. Interview two persons pursuing the career using the given questionnaire
4. Find out complete information about the career from Vocational Guidance Centres, libraries, internet search etc.
5. Organize data and prepare four charts showing different aspects related to career.
6. Prepare a booklet / pamphlet / brochure on the career covering the points given below :
 - A. Qualifications necessary for entry.
 - B. Nature of work in that career
 - C. Working Conditions
 - D. Preparation needed : Education and training essential for entry
 - a) Graduation, Professional. (School subjects of particular value in preparing for this occupation. Role of Hobbies.)
 - b) Advertisement
 - c) Estimated Earnings At the start After five years
 - d) Outlook for this occupation
 - e) Related occupations
 - f) Advantages and Disadvantages
7. Prepare a five minute talk on the career
8. Display two to four charts made on the career at a school, one's own college and at the university by organizing a Career Exhibition.
9. Attend and participate in the Annual Festival of the Department.
10. Write the Project Report.

4. Records / Material to be submitted

- a) 2 - 4 charts
- b) Pamphlet / brochure / booklet
- c) Talk (in written format)
- d) Interview schedule of two persons interviewed.
- e) Annual Project Report

बनाने का - 50/15 मही.

II. ANNA POORNA YOJANA (APY)

1. Rationale of the project

Cooking and catering are skills needed today for every individual. With an era of fast-food shops and catering on a small scale becoming a source of large income returns, it is felt that an individual should be encouraged to enter these professions. Working women who spend a lot of time in commuting are looking for support to lessen the time and energy spent in the kitchen. There is also a need to learn regular business transactions to earn a profit by selling regularly used items such as stationery in a college.

Hence it is seen the following items are being sold.

- | | |
|--------------------------|------------------------------|
| 1. Indian snacks etc. | 4. Party food preparations |
| 2. Fresh cooked eatables | 5. Cakes and pastries |
| 3. Daily lunch tiffin | 6. Other healthy food items. |

The students can also sell non food items such as Pen, Pencil & stationery items, Plastic folders, files, books etc.

This activity has been designed to encourage the student to try their hand at small scale business. Hence this activity is designed to make students skills for starting a small scale business to become self reliant.

2. Activities to be conducted by a student:

- 1) Attend training programs at the college and at the Department.
- 2) Identify the items that students need but are not easily available in the vicinity.
- 3) Select an item that can be prepared by the student himself / herself or have it prepared by others.
- 4) Fix the sale price for the item.
- 5) Arrange for its sale in the college or any other campus nearby or at the functions, melas in the vicinity.
- 6) Organize twenty-five such sales (either weekly or on alternate days)
- 7) Keep an account of the cost incurred, sale proceeds & calculate the profit made.
- 8) Attend and participate in the Annual Festival of the Dept.
- 9) Write the Project Report.

अनपूर्णा
योजना

अनपूर्णा योजना

दिलीप,

सौरभ,

अशोक

कम,

पत, कम,

अशोक,

25 फस केरम

अशोक.

अशोक केरम

3. Some precautions to be taken:

- a. To be hygienic when preparing and selling food.
- b. To maintain good interpersonal relations and with the teachers and students.
- c. Avoid sale on credit.

4. Data / Records to be maintained:

The following data is required to be maintained in the Project Report

1. Sale Record

Sr. No.	Date	Item	Qty. Prepared/ purchased	Unit Cost	Total Cost	Qty. Sold	Unit Sale Price	Total Sale Proceeds	Profit /Loss
1 to 25									

2. Details of expenditure incurred on each type of item and reason for fixing the sale price.

5. Qualities and talents that can be developed by the student

- Time Management
- Decision-making
- Interpersonal Relations
- Planning & organization of a Project
- Leadership
- Understanding production and marketing on a small scale.
- Self-Confidence
- Communication
- Negotiating skills

III INDUSTRY ORIENTATION PROJECT (IOP) (Work Experience project)

1 Rationale of the Project

The Industry Orientation Project is a Vocational / Career-Oriented Program for empowering students with marketable work-skills so as to increase his/her employability. Under the Industry Orientation Project, a business/ industrial firm has to be involved for real time and real world experiential training to the students. The Industry Orientation Project is therefore offered as a vocational experience project for students of the University.

2. What is to be done?

By the student

1. Submit the **Registration Form-cum undertaking**
2. Identify the employer for whom you will work (Placement) for academic purpose.
3. Attend Orientation Program at college.
4. Obtain a Letter of Appointment (LOA) from the Employer.
5. Work for minimum one hundred and fifty hours.
6. Maintain daily work experience record.
7. Maintain a weekly report.
8. Obtain a Letter of Completion (LOC) and Confidential Report (CR) from the Employer.
9. Participate in the Annual Extension Education Meet (Festival) of the Department.
10. Write a Project Report.

By the teacher

1. Obtain an enrollment form from the students
2. Interview the students for selection.
3. Obtain the Registration Form-Cum-Undertaking form the student.
 - a) Organize an orientation course for the student about behavior, work ethos, punctuality, etc.

Obtain undertaking stating:

- a) He / she is participating on a voluntary basis.
 - b) He/she will not hold the college responsible for any losses to him/her or on account of him/her to the employer during the project.
 - c) He/she will not demand a salary or any monetary benefit from the employer
 - d) He/she will follow all the rules and regulations of the project.
4. Identify the employers who are willing to accept students on a work-placement for academic purpose.
 5. Assign the students to the employer for the work placement and the students to work in pairs or in groups.
 6. Submit the student registration list to the Department.
 7. Monitor the Project periodically and maintain a field visit record in the given format.
 8. Ensure a field visit by the Department's Field Coordinator.
 9. Guide the students to write a Project Report.
 10. Ensure the Participation of the students in the Annual Festival of the Department
 11. Submit the Initial, Field Visit and Final Reports to the Department.

3. Where can it be done?

- At any work setting except at family business or office etc.
- Tuitions, coaching class work are not permitted for work- placement.
- Hence work in the college office / educational research centres, library, with a C.A, Hospital, vocational training schools / centres, film / recording studios, TV channels, news rooms, media /press, computer / video lab, chef services, factories in villages i.e. almost anywhere in any authentic set up, where one can learn skills for communication, employability & personality development through academic task.

4. What will the student gain?

- An entry into the world of work.
- Practical-experience
- Opportunity to try out a career
- Benefit of ten additional marks
- A certified Project Report that can be shown at the time of a job interview
- Work-experience certificate.

PROFORMA

REGISTRATION FORM-CUM-UNDERTAKING

(To be retained in the colleges - please fill in block letters)

1. Name of College _____
2. Name of the Student _____
(First Name) (Middle Name) (Surname)
3. a) Class: _____ b) Division: _____ Roll No: _____
4. Address of Student: _____

_____ Tel No. (Resi) _____
5. a) Name of the Employer/ Firm: _____
b) Address of the Employer/Firm: _____

_____ Tel No. _____
- c) Name & designation of the contact person at the place of employment

6. a) Letter of Appt.: Date _____ Letter No. _____
b) Type of work to be undertaken _____

- c) Period-From _____ To _____
- d) Timings Form _____ To _____
7. Name of Supervising Teacher: _____

This is to state that I am participating on a voluntary basis in the Industry Orientation Project. I shall not hold the college or employer responsible for any losses to me of any kind during the period of the project. I shall not demand a salary or any kind of monetary benefit in cash or kind from the employer or college. I have accepted that no re-evaluation of the project will be permitted. I shall abide by all the rules and regulations of the project.

Signature of Student

Signature of Teacher

Signature of the Principal
and College Stamp

LETTER OF APPOINTMENT

(To be issued by the employer on the employer's letterhead clearly stating the period of appointment nature of work and that no salary or any other monetary benefit is being given. The Letter of Appointment is to be pasted in the Project Report.)

DAILY WORK EXPERIENCE RECORD

(To be incorporated in the Project Report)

Sr. No.	Date	Time		Work done and Experience gained	Sign of Employer	Sign of Teacher
		In	Out			

LETTER OF COMPLETION

(To be issued by the Employer stating the type of work completed with details about the project period including days and total hours of work)

CONFIDENTIAL REPORT (On the Employer's Letterhead)

(To be pasted in the Project Report)

1. Name of the student

2. Name of the College

3. Class: _____ Roll No. _____

4. On a five point scale how would you rate the student in an ascending order of competency. Please circle the appropriate number.

1. Punctuality	1	2	3	4	5
2. Office Etiquette	1	2	3	4	5
3. Relationship with others	1	2	3	4	5
4. Work organization	1	2	3	4	5
5. Ability to learn	1	2	3	4	5
6. Ability to work	1	2	3	4	5

5. Two skills which the student should try to acquire or enhance.

i) _____

ii) _____

6. Two skills the student acquired for gainful employment.

7. General Remarks about the student

Signature of Employer with seal

TEACHERS'S FIELD VISIT REPORT

Sr. No.	Date of Visit	Time of Visit	Name of the student	Organization	Type of Work	Records Maintained by		Remarks about each Student
						Student	Employer	

_____ Date

_____ Signature of Teacher

COMMUNITY ORIENTED PROJECTS

I. POPULATION EDUCATION CLUB (PEC)

1. Relevance of the activity

- a. It helps the students to learn how to organize knowledge.
- b. It widens the student's mental horizon when exposed to socio-cultural realities and helps to overcome beliefs and prejudices
- c. It develops accuracy in data/ information, collection, assimilation and dissemination
- d. It teaches goal setting, planning and time management.

2. Topics /issues to be covered under PEC

1. Maharashtra Policy for women.
2. Status of women in India./ Women achievers of modern India
3. Banking procedures.
4. Legal procedures.
5. Violence against women / Laws protecting women/ Inheritance laws
6. Child Labour.
7. Environment- pollution and its effect / Save Trees and Natural Resources
8. Water Harvesting.
9. Pollution (Noise pollution / industrial pollution etc.)
10. Issues related to LGBT.
11. HIV -AIDS / Covid 19 etc.
12. Consumer Awareness (Act 2019), Need and Importance
13. E-waste management
14. Sexual harassment in college & at the work place
15. Global warming
16. Importance of Ethics and values
17. Old Age Homes / Status of Senior Citizens
18. Distance Education Opportunities
19. First Aid Awareness
20. Voting rights / Human Rights

S.N. Patil
8/8

2 MT
24/8/19
9/7/19
01/11/2019

3. Types of activities

The following types of activities may be utilized for conducting a program.

- 1 Street play
- 2 Seminar –Papers prepared by students in groups & then presented.
- 3 Debate.
- 4 Poster competition.
- 5 Essay writing / Creative Writing competition.
- 6 Talk or lecture / Elocution
- 7 Discussion.
- 8 One act play / Composing songs / Powada
- 9 Rally
10. Exhibition / Video / Short film presentation

4. Methodology: How to carry out the activity (College level)

- Enroll minimum 20 students.
- Divide this into group of 5 to 7 students
- Each group will have to organize minimum three programs at college and two programs at community.
- All the students need to remain present at all the programs.
- A prize may be awarded to the group of students that arranges the most interesting program.
- Plan 3 lessons on population education and deliver it to 7 different classes on any of the topic related to social issues as approved by the teacher.(for B. Ed. students only – (Optional)
- Attend and participate in the Annual Festival.
- Write a project report.

5. Records to be maintained at college and community level separately (Proforma)

Sr. No.	Date	Topic	Methodology / activity	Co-ord. agency	AV Aids used	Outcome	Hrs
1-3							Total 30

6. For B.Ed. students (Proforma for lesson taken in school)

Sr. No.	Date	Topic	Class	Method used	Medium of instruction	AV Aids	Hrs	Sign of EWT	Sign of supervising Teacher

Sign of the principal with stamp of the college

एक सव वरि कालेज

II. STATUS OF WOMEN IN SOCIETY (SWS)

1. Relevance of the activity

- Work in an adopted area.
- To facilitate the college to obtain basic data about the status of women in the area of work.
- After obtaining the information, the college can plan to work for the population education program.

2. Activities to be conducted by a student

1. Learn the basic methodology of research.
2. Determine the local area, which will be covered by the survey.
3. Build rapport with the community
4. Survey 40-100 women in the age group 20 to 45 years
5. Collect and tabulate the data with the help of a computer.
6. Follow the Research Methodology.
7. Do analysis and interpretation of data.
8. Write the Project Report.

3. Data / Records to be maintained (SAMPLE QUESTIONNAIRE)

Student may design their own questionnaire with the help of the teacher as per the requirement.

Part A: Personal Details

1. Age- _____ years
2. Educational level: Never studied/Studied up to _____/Studying in _____
3. Marital status: Married/ Unmarried/Deserted/Widowed
4. Live in a Hut/Chawl/Building/Bungalow
5. Family income (per month): < 10, 000 / <12,000 / <15,000 / >15,000 or more
6. Total Number of Members of your family: _____
7. Family structure: Joint/ Nuclear
8. Up to what level has your mother been educated? _____
9. How many siblings do you have? _____

Part B: Please answer the following questions (tick your choice)

1. Women are less intelligent than men. Agree/ Disagree
2. Women should always vote for the same political party that the men of the house suggest. Agree/ Disagree
3. It is not important for a woman to speak English in order to be liberated.
Agree/ Disagree
4. Dowry should be given in order to cover the wife's expenses. Agree/ Disagree
5. The rightful place for a lady is within her home. Agree/ Disagree
6. Only men should drive cars. Agree/ Disagree
7. Adopting children is acceptable. Agree/ Disagree
8. It is important to have a son in order to carry forward the family name.
Agree/ Disagree
9. Men should be paid more for the same job that a woman does. Agree/ Disagree
10. A lady is always answerable to her father, husband and son. Agree/ Disagree
11. Men should help a lady with chores at home. Agree/ Disagree
12. The highest posts in offices should only be handled by men. Agree/ Disagree
13. Women should eat only after the family is fed. Agree/ Disagree
14. Men resorting to violence is justifiable, but not women. Agree/ Disagree
15. In your family, would a daughter be permitted to choose her field of Education?
Yes/No
16. In your family, is a girl expected to marry an individual unknown to her? Yes/No
17. Are sons and daughters treated equally at your home? Yes/ No
18. Do women have a role in decision making in your family: Yes/ No
19. The legal marriageable age for a girl is: 16 years/18 years/ 20 years
20. Do you know there are laws protecting women? Yes/ No

Part C: Evaluation of Personal Details (SAMPLE)

Education has/has not had an impact on:

i) *Socio-Economic Status*: Family Income = _____
Number of Members

lower (less than 5,000) / **middle** (5,000-8,000) / **higher** (greater than 8,000)

ii) *Family Norm*: **Traditional** (Joint)/ **Modern** (Nuclear)

iii) *Number of siblings*: **Small** (1-2)/**Medium** (3-4)/**Large** (more than 4) family

iv) *Profile of woman in the family*: Comparing the Mother's level of education and the respondent's level of education, we can say there is **No/ Negative/ Positive** growth.

Part D: Instructions for Scoring the 'Status of Women in Society (SWS)'

Questionnaire

Question Number	Desired Answer
Q1, Q2, Q4, Q5, Q6, Q8, Q9, Q10, Q12, Q13, Q14	Disagree
Q3, Q7, Q11	Agree
Q15, Q17, Q18, Q20	Yes
Q16	No
Q19	18 Years

Evaluation Key:

Total Score (Part B)	Percentage	Inference
0/20 to 8/20	less than 40%	Woman who is 'Inhibited'
9/20 to 12/20	40 to 60%	Woman who is 'Informed'
13/20 to 16/20	60 to 80%	Woman who is 'Aware'
17/20 to 20/20	80 to 100%	Woman who is 'Liberated'

Concluding Remark: Education had a _____ impact on the respondent. She belongs to the _____ income group reflecting the _____ family norm. Her family profile shows _____ growth and the woman seems to be _____.

S.N. Patil - 9834984411

III. NATIONAL INSTITUTE OF OPEN SCHOOLING (NIO) OR
INSTITUTE OF DISTANCE AND OPEN LEARNING (IDOL)

1. OBJECTIVES

1. To reach the unreached through the distance education mode
2. To create awareness about the concept of Open Schooling / Distance Learning
3. To give information about the various courses offered by the NIOS / IDOL
4. To understand the working pattern of NIOS / IDOL
5. To provide opportunities for continuing education, life enrichment and vocational education to the public at large
6. To spread the message of NIOS / IDOL

2. ACTIVITIES BY STUDENTS

A. College Level Activities

The following topics are to be covered through lectures, posters, seminars, presentations, library work, group discussions etc. in the college :

1. Need of Open Schooling / Distance Learning
2. Different courses
3. Organization of NIOS / IDOL Centres
4. Administrative aspect of NIOS / IDOL
5. Eligibility criteria, syllabus, duration, study material
6. Methodology
7. Evaluation and Examination System

B. Community Level Activities

A group of 8-12 students can choose to carry out any one of the following activities.

(i) Dissemination of Information

The following types of activities may be utilized for conducting a program.

- 1 Street play.
- 2 Seminar - Papers prepared by students in groups & then presented.
- 3 Debate.
- 4 Poster competition.
- 5 Essay writing competition.

- 6 Talk or lecture.
- 7 Discussion.
- 8 One act play / Composing songs
- 9 Rally
- 10 Exhibition.
- 11 Giving information to five different families in a slum or chawl or low-income housing colony

OR Resource person

B. Ed. Student trainee can take classes and assist at a close by NIOS Centre

OR Survey

A student can survey a slum, housing colony or chawl, covering 25- 50 families and identify the school / college drop outs (adults and children) and provide them with information about the NIOS / IDOL. On the completion of the College and Community level activities the student should write a Project Report.

3. RECORDS TO BE MAINTAINED

The following records are to be maintained in the Project Report

a) College Level activities

No.	Date	Activity	Topic covered	Method (In case of lesson taken)	Hours

b) Community Level Activities

(i) Dissemination of information

No.	Date	Activity	Location	Hours
		Exhibition		
		Street Play		
		Exhibition		
		Meeting families (Survey)		

UNIVERSITY OF MUMBAI

DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

ALLOCATION OF HOURS FOR PARTICIPATION IN EXTENSION WORK PROGRAM

SR. NO.	PROJECT	HOURS
1	NIOS /IDOL	
	1. College Level	30
	2. Community Level	50
	3. Training	10
	4. Festival	20
	5. Project Report	10
	Total	120
2.	APY	
	1. Sales	80 (25)
	2. Training	10
	3. Festival	20
	4. Project Report	10
	Total	120
3.	PEC	
	1. College Program	40
	2. Community Program	40
	3. Training	10
	4. Festival	20
	5. Project Report	10
	Total	120
3A.	PEC – B. Ed.	
	1. Lessons	15 (7)
	1. College Program	25
	2. Community Program	40
	4. Training	10
	5. Festival	20
	6. Project Report	10
	Total	120
4.	SWS	
	1. Survey	70
	2. Training	10
	3. Data analysis and interpretation	10
	4. Festival	20
	5. Project Report	10
	Total	120
5.	CP	
	1. College Level	50
	2. Community Level	30
	3. Training	10
	4. Festival	20
	5. Project Report	10
	Total	120
6	IOP	
	1. College Level	20
	2. Industry Level	150 (180)
	3. Training	10
	4. Festival	20
	5. Project Report	10
	Total	240

University of Mumbai
Department of Lifelong Learning and Extension
Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai 400 020
Phone: (Dir.)- 22043478. (Telefax)-22813020 website: www.mudlle.ac.in

DLLE/EXT/248/of2023
2nd March, 2023

Circular No-6

To,
The Principals,
Arts, Commerce and Science Colleges and
Institutes/ Colleges of Education,
Management, Pharmacy in Extension Work,
University of Mumbai

Sub:- Submission of Extension Work Project Report by the students for the benefit of 10 grace marks under University ordinance 229-A for the Academic year 2022-23.

Dear Sir / Madam,

This is to inform you that the students participating in Annual Extension Activities of the Department and completed 120 /240 hours of activities should submit **Extension Work Project Report for the benefit of 10 grace marks under University ordinance 229-A for the Academic year 2022-23 in the month of March 2023.**

The format of Project Report is available on our website www.mudlle.ac.in Students are requested to download the project report Performa and duly fill it with relevant information asked for in handwritten mode and submit it to the extension work teacher of the college. Students who are unable to take printout of Performa, can prepare project report in A4 size line paper and submit it to the teacher. After evaluation of project report by the college teacher, the field coordinator deputed by us will verify the same. Once the project report is approved by Field Coordinator and after completion of other necessary modalities by the college, the students are entitled for the benefit of additional 10 grace marks under University ordinance 229-A.

The Final Monitoring & Evaluation Process of Extension Work Activities will be held very soon. You are requested to kindly inform your students to be ready with project report. Please submit the duly filled copy of required annexures (5 to 10A –Performa is available on our website) at the earliest or during the evaluation process at the department.

Thanking you,
Yours faithfully,



Dr. Kunal D. Jadhav
Professor & Director I/c

True Copy


PRINCIPAL
ARTS & COMMERCE COLLEGE
Phond'aghat, Tai. Kankavli,
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