

UNIT ONE

INTRODUCTION

INTRODUCTION

THE UNIVERSITY OF MUMBAI is one of the oldest and premier Universities in India, established in 1857, spread over four campuses with 3 post graduate centers, 60 Post Graduate Departments and 650 plus affiliated colleges. The Library with its Clock Tower and its Convocation Hall are architectural landmarks of the city of Mumbai recognized as world heritage buildings by UNESCO.

The Scheme of Lifelong Learning and Extension is monitored through separate Guidelines of UGC from its subsequent five year plans and funds allocations. In the XI five year plan period (2007-2012), as per the guidelines the existing Departments of all the 80 Universities in India, including eight universities in Maharashtra State is renamed as “Lifelong Learning & Extension”. Our Department is known as one of the best in the field of extension and e-Learning and its position is unique of its own among the Indian Universities.

The Department of Adult & Continuing Education and Extension (DACEE) was established on October 12, 1978 and has been recognized as a Statutory Department of the University of Mumbai since 1994 to promote a meaningful and sustained rapport between the Universities and the community. Later as per the XI plan guidelines of the UGC, the nomenclature of the Department has been changed as Department of Lifelong Learning and Extension [DLLE] with the concurrence of the Management Council on November 26, 2009. The DLLE with the diverse academic and technical resources supports the communities based activities in collaboration with University Departments, affiliated Colleges and pro-actively interact with the society for Extension Education Programmes and activities. The Department

with its specific mandate to work for the less privileged sections of the society and our efforts are to extend educational programmes that will enhance and improve the quality of life of such groups in par with today's socio economic changes taking place with the technology driven knowledge based competitive economy drive.

As per the schedules of the Department, one of its goal is to transform the University system into an active instrument for social change through the institutionalization of Extension as the third dimension and by ensuring that the University system is adult learner friendly and pro-lifelong learning and promoting a meaningful and sustained rapport between Universities and the community by introducing Extension and Field Outreach activities through the Post Graduate Department, Affiliated College, its Teachers and Students.

Over the years the work of the students involved in Adult Education (Lifelong Learning), Extension and Field Outreach activities have been considered for academic credit in addition to or as a part of their regular course of studies. To determining academic credits, standards, measure of weightage and evaluation process were adopted by the University.

Extension Education and Field Outreach:

Extension Education and Field Outreach activities always work to encourage people to improve their conditions in all dimensions of their lives.

Extension Education and Field Outreach for Human Development:

The development of people is the ultimate goal of Extension education and Field Outreach activities. Providing research-based information, teaching people new knowledge and skills, helping them to improve production or increase income.

Extension Education and Field Outreach Encouraging Change in Many Ways:

The methods of Extension education and Field Outreach activities arise from proven principles, and the most effective Extension Educators and Field Outreach activists know and use a variety of teaching methods.

Extension work is most successful when it involves learners in its programs so thoroughly that they set their own goals, apply new ideas and receive feedback from others about their progress. Extension does not dictate how people will solve problems or make decisions for them. Rather, it fosters the democratic ideal of self-governance by encouraging each person or group to choose the best among a variety of options.

Extension Education and Field Outreach Importance on Working with Groups:

Working with groups rather than simply with individuals is more cost-effective, allows more creativity and encourages democratic processes.

Extension Education and Field Outreach Helping Persons Become Volunteers:

Helping learners become volunteer educators has at least two significant effects. For the learner, it reinforces learning and encourages leadership development; for Extension, it multiplies the outreach and impact of the Extension professional.

Extension Education and Field Outreach for Self-Review and Risk Taking:

Extension renews itself continually by reviewing its purpose and priorities. When faculty members take risks with new or expanded publics and with new or rediscovered educational methods, Extension grows and maintains its relevance to the needs of people.

Extension Education and Field Outreach Teamwork and its Effectiveness:

Extension teachers all share responsibility for the unit's educational program. Therefore, time and energy devoted to team development make for effective development and coordination of Extension programs. Far from diminishing individual initiative, teamwork requires each team member to contribute ideas, feelings and skills in an atmosphere of mutual respect and open communication. Cooperation can achieve complex goals more creatively and more easily than individuals alone can do.

The existing level of Extension Education and Field Outreach activities projects designed are on the following lines; Extension/field outreach within a discipline at the undergraduate or postgraduate level.

- *Field work in respect of a subject of study.*
- *Participation in programs for enhancing employability and technology skills.*
- *Any other activity approved for the purpose by the University Authority.*

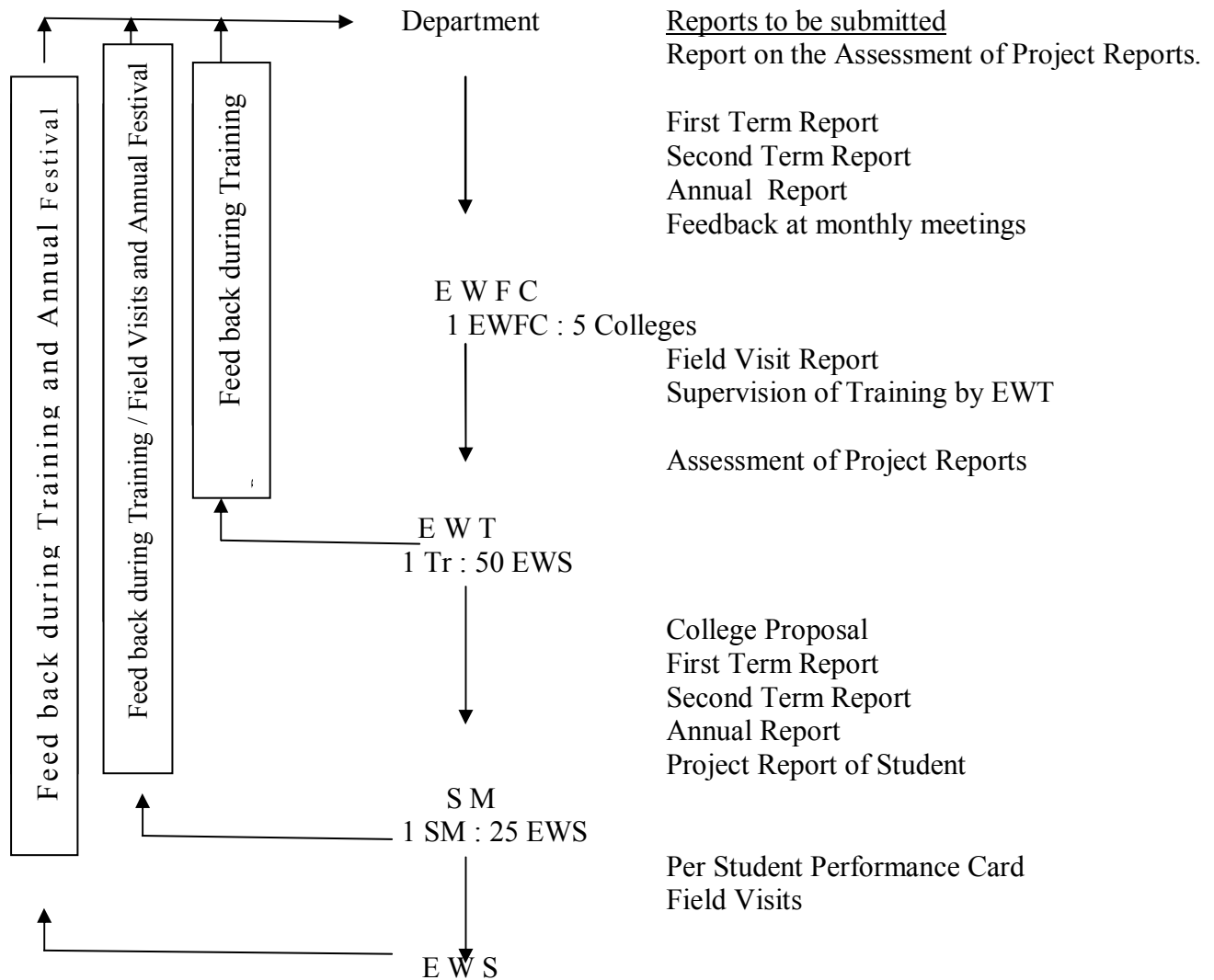
Monitoring

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. Monitoring requires to be done at all levels for assuring the correctness and completeness of the final report submitted by a college or a project team to a Department.

The different categories of student and teachers involved in Extension Work are as given below:

- | | | |
|----|-----------------------------------|------|
| 1. | Extension Work Student | EWS |
| 2. | Student Manager | SM |
| 3. | Extension Work Teacher | EWT |
| 4. | Extension Work Field Co-ordinator | EWFC |

The flow chart given below gives the tools and methods used at each level for the purpose of monitoring. The tools and methods are now described in detail.



Training

The Department systematizes intensive training programs for the Teachers from the associated participating colleges both Degree and B. Ed colleges. More than 215 Degree and B. Ed. Teachers and nearly 450 Student Managers are trained and motivated to carry out the extension work projects in the colleges and to benefit the community.

Extension Festival (UDAAN- the Flight of Extension)

Every year the Department organizes an evaluation process through arranging an Annual Extension Work Festival district wise in Mumbai, Thane, Raigad, Ratnagiri and Sindhudurg districts. Students of Extension Work from various colleges come together and give Performances through Skits and Exhibit Posters on the activities undertaken by them and present their actual efforts in the form of street play and poster competition and share their views with each other. The Best Performances and Best Displays are also awarded prizes based on the recommendations of the panel of Expert Judges.

The students perform these activities for the social awareness based on various issues / problems in the society such as 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 the festival.

Main theme of the festival is REACH TO UNREACHED, by giving benefit to those who are unable to take higher education.

Objectives of the Festival:-

- 1) To enhance the inbuilt skills & qualities of the student.
- 2) To develop leadership qualities of the student.
- 3) To give student an opportunity of event management.
- 4) To make the student aware of social problems.
- 5) To make the student concern about social behavior.
- 6) To make the student concern about social integration

UNIT TWO

PROGRAMME STRUCTURE

PROGRAMME STRUCTURE

In order to draw the attention of more students to practice in skill development programs, to suit their choice, there is lot many Vocational Courses to choose from, with motivation to Skills Development Education & Training for skill development. In addition, academic incentives are also offered while undergoing such vocational training courses concurrently with extension and field outreach activities of the Department of Lifelong Learning and Extension, University of Mumbai.

The students involved in Lifelong Learning, Extension and Field Outreach activities have been considered for academic credit in addition to or as a part of their regular course of studies. Now it is introduced further that the student successfully completing one or more vocational courses having a cumulative duration of not less than 80 instructional hours and 40 hours outreach activities will be facilitated to match the requirement of 120 hours for the Extension projects for being eligible for an academic credit of 10 grace marks.

With this new scheme, the Students have an option to choose for either 120 hours of extension outreach activities **Or** successfully completing **40 hours extension outreach activities participation and not less than 80 instructional hour's vocational course under the Skills Development Education Programme (SDEP) are eligible for receiving the academic credit of 10 grace marks.** To determining academic credits, standards, measure of weightage and evaluation process will be adopted by the Department of Lifelong Learning and Extension, as per the University of Mumbai **Ordinance 229A.** There are many Vocational Courses to choose.

1. Extension Work Student

The Extension Work student should complete 120 hours of work for the benefit of 10 Grace Marks under Ordinance 229-A.

2. Student Manager

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

1. He/She should be having basic working knowledge of computer applications or willingness to learn & adopt.
2. Previous experience in extension work or ability to understand the projects policies.
3. Outstanding organizational ability.
4. Capacity for work and taking a task to completion with efficiency, dynamism and sincerity.
5. Distance of residence from Community and College
6. His / Her Basics honesty
7. His / Her Gender sensitivity

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

I. Role and responsibilities of Student Manager:

A Student Manager[SM] is expected to work with a designated teacher of the Extension work in their respective college and each teacher is working with a group of fifty students and there will be two student managers for a group of

every fifty students. Where, the group strength is less than fifty, and then only one student manager is allowed.

The selected SM is expected to understand the extension work projects and its details from the teacher concerned and also from the Department through its training programmes. The successful implementation of each project undertaken by the students requires intensive efforts and participation of the student manager for both in terms of acquiring training skills and dissemination of the field programmes in close co-ordination with the teacher and the Department.

II. Preparation by the SM

Each SM is to have the following with his/her for the execution of the tasks.

1. White plastic badge with black letters as given below :

Name of student Student Manager Name of College

2. Folder containing the following:
 - a. List of Students enrolled for the programme with their details as required in the format given by the Department.
 - b. Time frame for the activities undertaken.
 - c. Keeping handy the stationery and other requirements needed for the project completion.
 - d. Handbook for day to day activities

The badge and folders are to be with the SM at all times.

III. Training of Student Managers

Student Managers are expected to attend the training programmes arranged by the Department and when it is announced. 90% attendance is essential at all programs.

IV. Activities to be carried out by a Student Manager

1. Understand/Acquire the skills sets required for managing different projects undertaken by the students of their respective colleges.
2. Setting a target for enrollment of students
3. Registration of students with the Department
4. Finalizing enrollment of students
5. Distributing a xerox copy of the concerned activity to the students
6. Assisting in organizing of the training programs at the College.
7. Preparing the initial term and annual report of the concerned activity
8. Obtaining permission from local agencies for arranging field activities.
9. Guiding the students about organizing field work and preparing records.
10. Organization and participation in the annual competitions of the Department
11. Collecting the completed Project Reports/skills acquisition certificate and arrange to submit them in February to the Department with the Students Mark List.
12. Assisting the teacher in the preparation of grace marks lists and the completion of formalities for the award of ten marks.
13. Submission of the Audited Accounts by 31st March of the year
14. Writing the Project Report

V. Criteria for the award of academic credits [ten marks] to the Student Manager

1. Completion of 120 hours of work according to the role and responsibilities given for Student Managers
2. 90% attendance on each day at each contact training program meetings, other programs, etc conducted by the Department.

3. Writing the Project Report.
4. A minimum of 25 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 in terms of organizing the college stall, ensuring profitable sales and ensuring participation by the twenty – five students under the Students Manager as per selected programme.
6. Wearing a 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 to the Department.
9. Submission of the college reports to the Department on-time.

3. Extension Work Teacher

The College should deploy one **Extension Work Teacher (who will not be in N.S.S. Program Officer / N.C.C. Officer / Cultural Co-ordinator) for a Maximum 50 Students.**

This Extension Work Teacher will:-

- i. Attend First Term and Second Term Training Programs conducted by the Department.
- ii. Organize First Term and Second Term Training Programs at college level.
- iii. Arrange the First Term and Second Term field Visits of the Extension Work Field Co-ordinator.
- iv. Supervise the work done by the students with the help of Extension Work Student Manager.
- v. Prepare the documents to be submitted by the College to the Department.
- vi. Assess the Project Reports at the College level.

An Extension Work Teacher is also expected:-

- a. To be present throughout the College and the Community level Programs.

- b. To carry out Field Visits at least once in a month in the Community.
- c. To be present during the Field Visits by the Extension Work Field Co-ordinator.
- d. To ensure that every single student is present during the Field Visits by the Field Co-ordinator.

4. Extension Work Field Co-Ordinator

The Department will appoint the **Honorary Extension Work Field Co-ordinator** to:-

- 1. Assist and supervise the training of the extension work students in a cluster of colleges during the first and second terms.
- 2. Carry out a field visit to the college and the community along with the extension work teacher, extension work student manager and extension work students.
- 3. Assess the Project Reports of the extension work students with extension work teachers.

The Extension Work Field Co-ordinator is expected to visit a college under him /her for the purpose of guidance, monitoring & evaluation and smooth conduct of Extension Work at College Level.

5. Financial Aspects of Extension Work Projects

A. At The College Level

i) Participation Charge for Students: A participation charge of Rs. 200/- (Rupees two hundred only) as approved by the Management Council is to be collected from each student at the time of Registration. Out of this an amount of Rs. 100/- is to be retained by the college for the college level expenditure including traveling and incidental expenses of **Extension Work Teacher / Student Manager** required to attend meeting, programmes etc. at the University for Programs of the Department. The balance of Rs. 100/- of each student is to be sent to the Department along with the list of students registered

for the Extension Work by a single Demand Draft of the total amount drawn in favor of ***The Finance and Accounts Officer, University of Mumbai.***

This participation Charge alone ensures funding for the Extension Programme at the college level and the university level. It is therefore advisable that a college should register as many students as possible for the programme, subject to a maximum of 50 students per teacher in these projects. For every additional 50 students, a college may assign additional teacher.

ii) Honorarium for Extension Work Teacher

Extension Work Teacher is entitled to honorarium according to the fulfillment of the following norms:-

- a) Rs.2,000 /- per annum where a teacher has minimum of 50 Students for Extension Work Projects.
- b) Rs.1,000 /- per annum where a teacher has minimum of 25 Students for Extension Work Projects.
- c) Rs.500 /- per annum where a teacher has minimum of 12 Students for Extension Work Projects.

This honorarium should be paid by college to the Extension Work Teacher from the participation charges of Rs. 100/- per student which is collected & retained by college.

UNIT THREE

THE EXTENSION WORK PROJECTS

THE EXTENSION WORK PROJECTS

The Extension work projects currently carried out by the students for the graduate/post graduate level are mainly of;

- Career Project (CP)
- Anna Poorna Yojana [APY]
- Information Technology Project [ITP]
- Industry Orientation Project (IOP)
- Population Education Club [PEC]
- Survey of Women's Status [SWS]
- National Institute of Open Schooling [NIOS]

These projects are now refined and to inculcate the spirit of technological advancements amongst our Extension Work Students to enable them to learn how to take knowledge based innovations through to a commercial outcome. The skills learned during the programme would help the students to enhance their expertise in technology, commercialization, and business development to kindle the society to benefit.

The projects are now refined under two different units;

- i. Vocational Career Oriented Projects**
- ii. Community Oriented Projects**

Following are seven projects identified under above two categories for the Extension Education and Field Outreach activities under the Skills Development Education Initiative [SDEI];

1. Career Skills Development Education (CSDE)
2. Entrepreneurship Skills Development Education [ESDE]
3. Information Communication Technology Skills Development Education (ICT-SDE)
4. Industry Orientation Skills Development Education [IOSDE]
5. Population Education Programme [PEP]
6. Women Empowerment Education Programme [WEEP]
7. Learning Skills Development Education Programme [LSDE]

These Extension and Field Outreach activities Projects will have the following structures;

- Interaction with the community
- Topic being relevant to the uplift of the community with regard to social problems creating awareness for bringing about empowerment of the people, etc. or improving the quality of life.
- Use of participatory approach technique.
- Application of classroom knowledge for the benefit of the community.
- Utilization of the manpower, material and knowledge resource of the educational institution for the benefit of the community and vice-versa.
- Generating insight from the community for reforming the higher education curriculum.

The objectives of introducing new projects;

- To provide career orientation and job orientation to the college students
- To bridge the knowledge gap between the College, University and the Community.
- To enhance employability of the students.
- To provide opportunity to the students for development of marketable work skills.

- To give opportunity to the students to apply classroom knowledge for the benefit of the community (Lab to Land).
- To make the students aware of social problems in the community and
- To enable the students to find their socio-cultural roots.

The Scheme of Implementation of Skill Development through the Colleges of General Education, under the aegis of the Skill Development Initiative of the Government of India, there is need for increasing the capacity and capability of our dealing with skill development programs to meet the ambitious target of producing skilled and talented manpower for the Country.

With these concepts, it is proposed to meet the target by motivating the students in colleges while doing their regular educational courses of general education to undergo some of their desired skill development programs through the Skills Development Education Initiative [SDEI] so as to gain required technical skills to find place in the up market and at the same time making it possible to deliver to the society the acquired skills for its supplementation.

I. VOCATIONAL CAREER ORIENTED PROJECTS

PROJECT NO. 1

CAREER SKILLS DEVELOPMENT EDUCATION (CSDE)

Now, the Career Skills Development Education Projects we intent to provide information about a career in depth. Through this project, it is proposed to assist individuals of any age and at any point throughout their lives, to make education, training and occupational choices and to manage their careers.

i) Choosing a career:

Choosing a career is a challenging matter, in the best of times. Add to this opinions of friends and parents, and the young person is caught up in a puzzling/unclear situation where making a decision is almost impossible. We are providing here a model that can help young generation to choose a career, gain competencies required for it, make decisions, set goals and then take an action. This information is helpful not only for fresher but also throughout one's life. First of all, the students must identify academic and career options available. This step allows them to investigate the world of work, narrow a general occupational direction into a specific one through an informed decision-making process.

ii) Relevance of the project activity;

Choosing a career is a multi-step process. It involves gathering information on a number of things, the first being yourself. It involves gathering information about you. To understanding of yourself, your values, interests, aptitudes, abilities, personal traits and desired life style. You must also become aware of the relationship between self and occupational choice with an interest in adopting extension activities.

iii) Purpose

- To find your real motivations, interests, and talents for Education and work within you.
- To identify and find details about your ideal careers before you choose it.
- To discover your communication and leadership strengths.
- To discover your strengths, your styles for communications, learning and leadership.
- To choose a career and life plan that best suits your needs.
- To enable you to learn the interview technique, method of collecting information, how to prepare materials for the dissemination of information.
- To help you to know about the job market of the career being explored.

iv) Learning activities being carried out by a student under (CSDE):

- Career exploration
- Identify and evaluate career possibilities and study.
- Refine language skills, letter writing & resume or brush up skills and personal potentials.
- Search for suitable Career by networking, online job sites, and other sources.
- Make contact with employers
- Mail or e-mail your resume, call potential employers, set up interviews.

Once the student had chosen a career in mind, he / she will need to decide if he / she have the skills necessary to find a job in that career field or if he / she will need to brush up by learning and adopting.

v) The contents to be studied online

1. CERTIFICATE IN CORPORATE WRITING SKILLS (Duration – 80 hrs)

- | | |
|---------------------------|---------|
| a) CV Writing | 20 Hrs. |
| b) Business Writing | 20 Hrs. |
| c) Business Email Writing | 10 Hrs. |

- d) Business Letter Writing 15 Hrs.
- e) Business Report Writing 15 Hrs.

Certificate in Corporate Writing Skills includes the following short courses:

a) CV Writing (Duration - 20 hrs)

The CV writing course will teach you:

- CV writing skills: Punctuation, voice and sentence construction.
- The role of a good CV.
- The difference between CV writing and résumé writing.
- How to organizing your CV's content.
- How to write the different CV sections.
- The use of action words to highlight your experiences effectively.
- How to format your CV for different readers.

CV WRITING COURSE RESOURCES

- Sample CV
- CV Action Word List
- Develop your own impactful CV in this 10 Step course.
- Every job seeker knows that a good CV is the first step to a good job. But what exactly is a good CV? When people talk about an impactful CV, what exactly do they mean? The CV Writing Online Course answers these questions and guides you to prepare your own impactful CV – in 10 steps.
- The CV Writing course uses sample CVs as examples to demonstrate the different ways that a good CV can be created. It uses walkthroughs and demonstrations to highlight different sections of an impactful CV and helps the student understand why it is considered to be an impactful CV.
- The rich audio-video course content simplifies the process of CV writing and goes step by step through the entire process of writing your own impactful CV.

- The CV writing course instructor will offer one-on-one interaction, guidance and support throughout the course. Students will be able to post questions and doubts about CV writing in a personal and private manner.
- The instructor will be there to answer general and specific questions as you design your own impactful CV. The instructor will also check your CV at the end of the course. The instructor will edit and proofread your CV.

Submit the specified assignments online.

Successful students will receive a Certificate of Completion at the end of the course.

b) Business Writing (Duration - 20hrs)

You should take the business writing course if:

- You are aiming for a profession and wants to upgrade your business written communication skills.
- You are job hunting and want to write a powerful and impactful CV.
- You want to understand globally accepted business written communication theory.
- You are interested in writing better business letters and emails.
- You want to make your business reports and sales proposals powerful and more effective.
- You want to design better PowerPoint presentations.

The Business Writing online course teaches you all you need to know about business writing skills. In today's highly competitive corporate environment, effective business writing skills help you stand out from the crowd. The Business Writing course is designed for working professionals who want to upgrade their overall business communication and business writing skills.

This Business Writing course uses rich audio-video lessons, demonstrations and presentations to introduce the various concepts needed in

effective business writing skills. After every lesson, students will get a chance to practice their understanding of business writing through assignments.

The course instructor will offer one-on-one interaction, guidance and support throughout the duration of the online course. All your assignments will be checked and corrected by the course instructor and students will be able to study at their own pace.

The Business Writing Course will teach you:

- Practical grammar: punctuation; capitalization; voice; redundancy.
- Contemporary business style and tone.
- CV Writing.
- Business report writing.
- Sales proposal writing.
- Business letter writing.
- Business email writing.
- Memo writing
- Creating effective and impactful PowerPoint presentations.

Resources:

- Sample CV.
- CV action word list.
- Business report template and sample.
- Sales Proposal samples and template.
- Sample memos.

Assignments to be submitted online:

- Write your own CV.
- Business emails: Request, intimation, complaints, apology and cover letter.
- Business letters: Request, intimation, complaints, apology and cover letter.
- Write a business report of your own requirement.
- Write a sales proposal of your own requirement/need.

Successful students will receive a Certificate of Completion at the end of the course.

c) Business Email Writing (Duration-10hrs)

The Business Email Writing Course is for those who want to improve their business email writing skills. With email being the forefront of business communication in today's corporate world, it is important to understand and improve the way you are writing business emails.

The Business Email Writing course uses audio-video teaching lessons to help you understand the theory. The practice exercises help you improve your business email writing skills. The course deals with different email formats for different situations – request emails, intimation emails, apology emails and cover letter emails. Understanding how to adapt your email formats for different situations will ensure you never have to worry when you are writing business emails.

Throughout the course, you will be guided and supported by the course instructor. You will be able to post questions on business email writing throughout the course. Your questions will be private and the instructor will respond on a one-to-one basis.

The Business Email Writing Course will teach you:

- The importance of effective business emails.
- The sections of a business email.
- Email etiquette
- Attachment etiquette
- Types of business emails: Request, intimation, complaints, apology and cover letter.
- Practice assignments on different email formats.

Submit the specified assignments online.

Successful students will receive a Certificate of Completion at the end of the course.

d) Business Letter Writing (Duration-15hrs)

The Business Letter Writing Course is for working professionals who want to improve their business letter writing skills. Understanding letter formats for different needs will give your business communication an added advantage.

In the Business Letter Writing course, you will learn how to write business letters that are crisper and more effective. Whether you are writing business letters to local clients or international ones, effective business letter writing will increase communication effectiveness.

The Business Letter Writing course uses audio-video teaching lessons to help you understand exactly how to write a business letter. The course deals with different letter formats for different situations – request letters, intimation letters, apology letters and cover letters. Throughout the course, the course instructor will guide you through one-on-one communication.

The business letter writing course will teach you:

- The importance of effective letter emails.
- The sections of a business letter.
- Common mistakes in business letter writing.
- Types of business letters: Request, intimation, complaints, apology and cover letter.
- Practice assignments on different letter formats.

Submit the specified assignments online.

Successful students will receive a Certificate of Completion at the end of the course.

e) Business Report Writing (Duration-15hrs)

The Business Report Writing Online Course teaches you how to write an effective business report for the modern corporate environment. You will learn the theory of globally accepted business style and tone and will understand the different sections of a business report. This business report writing course also provides a template so that you can understand business report formats.

When you take the business report writing course, you will learn the theory through detailed and rich audio-video lessons and get a chance to apply your knowledge in the assignments. You will be able to decide what kind of report – marketing, sales, event, human resources – that you want to write. You will learn how to format your business report to make it crisp and effective. The course instructor will review and correct your business report.

The course instructor will maintain a personal, one-on-one interaction with you to guide and support you during the business report writing course. You will be able to post questions and clarify your doubts during the course.

The business report writing course will teach you:

- Understanding effective business writing skills: Punctuation, voice, sentence construction and paragraphs.
- Introduction to report writing and business style and tone
- Sections of a business report.
- Resources: Business report template and sample.

Assignment to be submitted online:

Write a business report of your own requirement.

Successful students will receive a Certificate of Completion at the end of the course.

2. CERTIFICATE IN GENERAL WRITING SKILLS (Duration – 80 hrs)

- | | |
|------------------------|---------|
| a) Grammar Intensive | 20 Hrs. |
| b) Essay Writing | 20 Hrs. |
| c) Web Content Writing | 40 Hrs. |

a) Grammar Intensive (Duration 20 hrs)

The Grammar Intensive course is an online English grammar course that teaches the rules and theory of English grammar and sentence construction. This English grammar course has a practical approach and helps students understand the correct usage of English grammar concepts.

This online English grammar course includes quizzes and writing assignments to ensure that you will never have problems with sentence construction again. Downloadable reading material is an important part of this grammar course and will help you even after this course is over.

The Grammar Intensive course offers rich audio-video content that explains the theories and definitions of English grammar that you would need to write well. Students have a one-on-one instructor interaction and will be able to post questions and doubts throughout this grammar course, as well as learn from assignment feedback.

You Should Take the Grammar Intensive Course If:

- You want to improve your English grammar.
- You need to improve your writing skills for work or academics.
- You are unclear or confused about English grammar rules and definitions.

The Grammar Intensive Course will teach you

- Sentence structure and construction.
- Functional grammar.
- Correct usage of nouns, tenses, verbs, prepositions, conjunctions, adjectives and adverbs.
- Writing effective and crisp sentences.
- Punctuation.

Submit the specified assignments online.

Successful students will receive a Certificate of Completion at the end of the course.

b) Essay Writing (Duration 20 hrs)

Whether you are interested in writing essays for school or college, admission essays, application essays or simply want to improve your writing skills, this online English writing course will teach you all you need to know to enhance your writing skills.

The Essay Writing course uses rich audio-video demonstrations and presentations to introduce the various concepts needed in effective English writing. The course instructor will offer one-on-one interaction, guidance and support throughout the duration of the writing course. Students will be able to post questions and doubts for the instructor. Each student will complete assignments that reinforce course theory. The instructor will correct these assignments and offer feedback about the individual's strengths and weaknesses.

Students will be able to study at their own pace. Whether you study only in the evenings or only over weekends, students will have ample time to finish this English writing course comfortably.

You should take Essay Writing course if:

- You want to improve your English writing skills.
- You are a student who has to write essays for school, college or job applications.
- You are preparing for the essay component of standardized tests like SAT, GMAT or GRE.
- You are interested in writing better articles.
- You are keen on understanding and using the concepts of effective written communication.
- You want to stop making mistakes in your writing style.

The essay writing course will teach you:

- Practical grammar: punctuation; capitalisation; voice; redundancy.
- Paragraph construction: theory and visual length.
- Flowchart: How to organize your thoughts & structure what you want to say.
- Writing descriptions.
- Writing introductions and conclusions.
- Writing arguments.
- Opportunity to write assignments and receive feedback about your strengths and weaknesses.

Submit the specified assignments online.

Successful students will receive a Certificate of Completion at the end of the course.

c) Web Content Writing (Duration 40 hrs)

Whether you are interested in a full-time career in web content writing, want to be a casual blogger or want to try freelance web writing, the Web Content Writing online course is for you. This advanced online writing course will guide you through the theory and understanding involved in writing for websites.

Writing for websites involves a deeper understanding of the difference and unique features of web writing, as compared to regular print writing. Students will receive detailed reading assignments on topics like search engine optimised web writing to marketing your web content writing skills to blogging. Every student will write detailed assignments keeping the audience and unique nature of web writing in mind.

The course instructor will answer all queries about theory and assignment feedback throughout the Web Content Writing course. The instructor will respond personally and privately to all your questions. Students will write practice assignments for travel websites, cricket websites and

entertainment websites. They will also learn about blogging, understand the importance of blogs and create their own unique and exciting blogs.

You should take the web content writing course if:

- You are interested in a career in web writing.
- You want to improve your web content writing skills.
- You want to learn how to write search engine optimized (SEO) web content.
- You are interested in learning how to start and maintain a blog.
- You want to market your web content writing skills through blogs.
- You want to learn how to improve your blog.

The web content writing course will teach you:

- Understanding difference between print writing and web writing
- Rules of effective web content writing.
- Understanding the audience and writing for them.
- Understanding search engine optimization (SEO) in web content writing.
- Keywords and their usage in web writing.
- Blogging:
 - The importance of blogging for web content writing.
 - Parts and arrangement of a typical blog.
 - Understanding advanced blog elements, like social bookmarking, Chiclets, blidgets and widgets, and how to use them in your blog.
 - The importance of the audience in web writing and blogging.
 - Communities in blogging and web writing.
- Assignments:
 - Search optimized web content writing for different websites and topics.
 - Creating your own blog.
 - Actively promoting your blog.
 - Marketing your web writing skills through blogging.

Submit the specified assignments online.

Successful students will receive a Certificate of Completion at the end of the course.

Work to be carried out by the student;

- Select a career you like.
- You will begin to identify potential careers, gather information about those careers.
- Find out all possible information about the career from Vocational Guidance provided by the College and the Department, and from libraries, etc.
- Log on to the website of the department and perform as per the guidance.
- Select the desired Skill Development Education program and attend training sessions at the training center or through the e-learning mode.
- Match the career information with the results from your self-assessment.
- Complete the courses of your choice for minimum 80 hours.
- Appear for the online examination and gain the merit certificate.
- Take a printout of the certificate.
- Participate in Field outreach activities

Prepare a report of the project undertaken by the student while carrying out the extension education, field works, with full details and the attainable benefits to the society, for which the activities have been undertaken. This can be submitted either online or in hard copy together with the certificate printout.

FIELD- OUTREACH ACTIVITIES (Duration 40 hrs)

Each student has to participate in field outreach activity for minimum 40hrs including preparation hours as mentioned below:

1. Seminar, Campaign
2. Audio-visual show (video clips, power-point presentation)
3. Preparations of posters, pamphlets & banners
4. Skit and any other form of presentation.

The above mentioned field outreach activities should be organized by a group of maximum 50 students only, at nearby school, NGO, Temple place, Hospital campus or any other appropriate area which suits with the activity (with the due permission of the authority of the said place) where the people can be easily gathered and managed. Please do not organize these activities on road / footpath creating traffic problems.

The purpose of the field out-reach activities of 40 Hrs. is to dissemination of skills and information learned by the students, under 80 instructional hours of in-house learning, to the society.

The methodology of instructions is more learner-oriented and the instructions are through Electronic Learning Mode; through CBT rather than face-to-face communication. ALL THESE MODULES ARE AVAILABLE ON OUR E-LEARNING PORTAL AND THE SAME IS AVAILABLE AS LEARNING RESOURCE FREE OF CHARGE:

PROJECT NO. 2

ENTREPRENEURSHIP SKILLS DEVELOPMENT EDUCATION [ESDE]

Under this project, students are encouraged to study entrepreneurship attitude in different levels. Entrepreneurship Skills Development Education [ESDE] provides Entrepreneurship Education to students with the knowledge, skills and motivation to encourage entrepreneurial skills in a variety of situations focused on realization of opportunity, with an interest in adopting extension activities.

Learning activities to be carried out by a student under the Entrepreneurship Skills Development Education [ESDE]

- The most popular one is through opening a new organization (e.g. starting new business).
- Another approach is to promote innovation or introduce new products or services or markets in existing firms.
- Understanding the term Entrepreneurship
- Under this program, students are expected to study Basic forms of Business Ownership.
- Identify a form of business ownership [Sole proprietorship, Partnership, Private Ltd., Limited (Corporation/ Cooperative).
- Starting a new business, select or promote innovation or introduce new products or services or markets in existing firms or from others or that can be purchased on a large scale and can be traded, record the purchase price or the finished goods price etc. This approach is called corporate entrepreneurship. Public sector entrepreneurship has come into being in governments, with an increased focus on innovation and customer service.
- Study the scope of various products and its marketability.
- Learn skills for preparing project report for obtaining financial assistance from any financial institution.

Skills being used:

- Time Management
- Public Relations
- Leadership
- Self-confidence
- Decision making
- Planning & organization of business project
- Understanding production and marketing on small scale or large scale.

Presently, ESDE programmes have been initiated in four main priority areas. These include:-

- Commerce, Agriculture and Natural Resource Management;
- Vocational and Skills training programmes;
- Awareness programmes;
- Professionalization of development functionaries

Contents to be studied online under ESDE (Duration 80 hrs.)

- Nature and Scope of Business
- Forms of Business Organization
- Business as A Career
- Self-Employment in Business
- How to Establish A Business Enterprise
- Trade
- Auxiliaries to Trade
- Internal Trade
- External Trade
- Service Activities
- Introduction to Management
- Planning
- Organizing
- Staffing

- Directing
- Co-Ordination and Controlling
- Finance; Short-term Finance, Long-term Finance
- Role of Specialized Financial Institutions
- Marketing; Channels of Distribution
- Sales Promotion; Advertising, Personal Selling
- Nature and Functions of Office
- Office Set-Up And Organization
- Handling Mail
- Systems of Filing and Indexing
- Office Equipment and Machines
- Nature and Scope of Banking
- Functions of Commercial Banks
- Opening and Operating Deposit Accounts
- Loans and Advances
- Other Banking Services

After completing studies, STUDENTS will learn the skill set needed for business development and in turn they will be the guiding force to the society. The student has to submit the specified assignment online.

Work to be carried out by the student;

- *Select the desired Skill Development Education program and attend training sessions at the training center or through the e-learning mode.*
- Log on to the website of the department and perform as per the guidance.
- Select a course online which best suits to you.
- Complete the courses of your choice for minimum 80 hours.
- Appear for the online examination and gain the merit certificate.
- Take a printout of a certificate
- Participate in Field outreach activities

Prepare a report of the project undertaken by the student while carrying out the extension education, field works, with full details and the attainable benefits to the society, for which the activities have been undertaken. . This can be submitted either online or in hard copy together with the certificate printout.

FIELD WORK - OUTREACH ACTIVITIES (Duration – 40 hrs.)

Each student has to participate in field outreach activity for minimum 40hrs including preparation hours as mentioned below:

1. Seminar, Campaign
2. Audio-visual show (video clips, power-point presentation)
3. Preparations of posters, pamphlets & banners
4. Skit and any other form of presentation.

The above mentioned field outreach activities should be organized by a group of maximum 50 students only, at nearby school, NGO, Temple place, Hospital campus or any other appropriate area which suits with the activity (with the due permission of the authority of the said place) where the people can be easily gathered and managed. Please do not organize these activities on road / footpath creating traffic problems.

The purpose of the field out-reach activities of 40 Hrs. is to dissemination of skills and information learned by the students, under 80 instructional hours of in-house learning, to the society.

The methodology of instructions is more learner-oriented and the instructions are through Electronic Learning Mode; through CBT rather than face-to-face communication. ALL THESE MODULES ARE AVAILABLE ON OUR E-LEARNING PORTAL AND THE SAME IS AVAILABLE AS LEARNING RESOURCE FREE OF CHARGE.

PROJECT NO. 3

INFORMATION COMMUNICATION TECHNOLOGY-SKILLS DEVELOPMENT EDUCATION (ICT-SDE)

Under the Information Communication Technology-Skills Development Education Programme (ICT-SDE), it is expected to assist individuals of any age group, at any point throughout their lives, the use of ICT for education and training, occupational choices and to manage their livelihood.

Relevance of the project activity;

With the advent of the Information Communication Technology (ICT) revolution, the world is witnessing an expansion in Lifelong Learning. The new ICT revolution has enabled academic institutions to provide a flexible and more open learning environment for students. The convergence of new information technologies such as telecommunications, computers, satellites, and fiber optic technologies is making it easier for institutions to implement Lifelong Learning. The Internet is perhaps the most transformative technology in history, reshaping business, media, entertainment, and society in astonishing ways. But for all its power, it is just now being tapped to transform education. New opportunities are emerging in the area of *web-based learning* through ICT enabled education as bandwidth and transmission speeds increase. These new opportunities are increasing accessibility and quality of ICT enabled education. Computer based learning and teaching is a rapidly growing area in education. Traditional forms of education are being transformed as the *Internet becomes* the new medium for communication. Web-based course delivery can offer a *vibrant learning environment* created through different teaching strategies, activities, and technologies. It is time to learn and adopt the ICT skills and to move from promise to practice.

Enrichment of education through use of information communication technology:

- It is expected that moderate use of Information Communication Technology in Education, Social Development and other allied areas where it would be useful for enhancement of skill set in terms of latest technology and its advancement both in learning activities and for development of the society.
- Students are introduced to ICT initiative in learning process and also at community level developmental activities.
- The main focus and the importance of Information Communication Technology project is to prepare students computer literate with the required skills in handling ICT enabled services, and
- To provide students the learning opportunities to access to different options available under the ICT,
- To provide students access to ICT enabled services,
- To help student to learn how to use ICT for different applications and its potential for storing of Information /data process and retrieve them for use,
- To enhance student's employability skills.
- To undertake dissemination of extension education for the benefit of the society.

Work to be carried out by the student (Duration 80 hrs.)

- Find your expertise, interests, and talents for ICT skills within you and choose the course category of your choice.
- Identify & find details about your ideal choice before you choose it.
- Discover your Hardware/Software/Network technology and general knowledge strengths and see what suits best for you.
- Log on to the website of the department and perform as per the guidance.
- Select a course online which best suits to you
- Complete the courses of your choice for minimum 80 hours.
- *Appear for the online examination and gain the merit certificate.*
- Take a printout of a certificate.

Prepare a report of the project undertaken by the student while carrying out the extension education, field works, with full details and the attainable benefits to the society, for which the activities have been undertaken. . This can be submitted either online or in hard copy together with the certificate printout.

FIELD WORK - OUTREACH ACTIVITIES (Duration 40 hrs.)

Each student has to participate in field outreach activity for minimum 40 hrs including preparation hours as mentioned below:

1. Seminar, Campaign
2. Audio-visual show (video clips, power-point presentation)
3. Preparations of posters, pamphlets & banners
4. Skit and any other form of presentation.

The above mentioned field outreach activities should be organized by a group of maximum 50 students only, at nearby school, NGO, Temple place, Hospital campus or any other appropriate area which suits with the activity (with the due permission of the authority of the said place) where the people can be easily gathered and managed. Please do not organize these activities on road / footpath creating traffic problems.

The purpose of the field out-reach activities of 40 Hrs. is to dissemination of skills and information learned by the students, under 80 instructional hours of in-house learning, to the society.

The methodology of instructions is more learner-oriented and the instructions are through Electronic Learning Mode; through CBT rather than face-to-face communication. ALL THESE MODULES ARE AVAILABLE ON OUR E-LEARNING PORTAL AND THE SAME IS AVAILABLE AS LEARNING RESOURCE FREE OF CHARGE:

PROJECT NO.4

INDUSTRY ORIENTATION SKILLS DEVELOPMENT EDUCATION [IOSDE]

Under the Industry Oriented Skills Development Education Programme, the students are expected to gain knowledge, skills and motivation to encourage them to understand the Industry Oriented skills requirements in a variety of situations focused on realization of the available opportunity within their reach and also to the extent of unreached, with an interest in adopting extension activities.

Students are encouraged to undertake project within their domicile region to understand the extend of business opportunities, trade and commodities and also demand for different kind of Industry/ Trade/Commerce/Professions and demands for manpower requirement, semi skilled/skilled/technical/administrative and other type of employment opportunities available within the industrial setup around them with gathering of information for the demand and supply factors for the near impending period for different kind of Industry and Orientation.

Relevance of the project activity;

The IOSDE program is all about building careers based on the Industry needs. It is expected to cover every aspect of different industry setup and its formation, business, manpower requirements etc. Industry Oriented Skills Development Education is just another aspect of the DLLE program that seeks to familiarize students with real-life industry and its needs.

IOSDE Program includes Industry Orientation sessions, assignments and a study-kit. The immediate benefit is that the students are oriented into the industry, while going through the different types of business and industry before reaching out to Professional Practice.

Industry Oriented Skills Development Education cover areas relevant to different industries as Manufacturing, Trade and Marketing, including use of Information Technology in industry, Career paths & roles.

Purpose

- Preparing students for relevant field exposure
- Preparing Students to understand the definitions & policies of Small Scale Industries (SSI) and Heavy Industries in India
- Preparing to understand different type of Industries
- Preparing students to studies encompasses needs and requirements in setting up of project

Contents to be studied through online (Duration 80 hrs.)

1. Beginning:

Project Introduction, Brief History of the Product, Properties, BIS (Bureau of Indian Standard) Specifications & Requirements, Uses & Applications.

2. Manufacturing Techniques:

Formulae Detailed Process of Manufacture, Flow Sheet Diagram.

3. Market Survey:

Present Market Position, Expected Future Demand, Statistics of Imports & Exports, Export Prospect, Names and Addresses of Existing Units (Present Manufactures).

4. Personnel Requirements:

Requirement of Staff & Labour, Personnel Management, Skilled & Unskilled Labour.

5. Plant & Machinery:

Listing of Plant & Machineries, Miscellaneous Items and Accessories, Instruments, Laboratory Equipment's and Accessories, Plant Location, Electrification, Electric Load and Water, Maintenance, Suppliers / Manufacturers of Plant and Machineries.

6. Land & Building:

Requirement of Land Area, Rates of the Land, Built up Area, Construction Schedule, Plant Layout.

7. Raw Material:

List of Raw Materials, Properties of Raw Materials, Availability of Raw Materials, Required Quality of Raw Materials, Cost / Rates of Raw Materials.

8. Financial Aspects:

Cost of Raw Materials, Cost of Land & Building, Cost of Plant & Machineries, Fixed Capital Investment, Working Capital, Project Cost, Capital Formation, Cost of Production, Profitability Analysis, Break Even Point, Cash Flow Statement for 5 to 10 Years, Depreciation Chart, Conclusion, Projected Balance Sheet, Land Man Ratio.

A blend of theory & case studies enable students to prepare for real-time scenarios. Soft Skills such as Mock Interviews, Communication Skills and Vocabulary Building are also taught through Active Learning Sessions.

Work to be carried out by the student

- Determine the skill development education programmes based on work preference and placement.
- Attend the orientation programmes arranged by the Department to get trained and motivated.
- Log on to the website of the department and perform as per the guidance.
- Students can also choose a category of course of their choice.
- Select the courses of relevance to the programme
- Complete the courses of your choice for minimum 80 hours.
- Attend sessions, practical and technical seminars online.
- Students are also encouraged to undertake project within their domicile region to understand the extend of business opportunities, trade and commodities and also demand for different kind of Industry/ Trade/Commerce/Professions and need for manpower requirement semiskilled/ skilled/ technical/administrative and other type of employment

opportunities available within the industrial setup around them with gathering of information for the demand and supply factors for the near impending period for different kind of Industry and Orientation.

- Appear for the online examination and gain the merit certificate.
- Take a printout of the certificate.
- Participate in Field outreach activities

Prepare a report of the project undertaken by the student while carrying out the extension education, field works, with full details and the attainable benefits to the society, for which the activities have been undertaken. This can be submitted either online or in hard copy together with the certificate printout.

FIELD- OUTREACH ACTIVITIES (Duration 40 hrs.)

Each student has to participate in field outreach activity for minimum 40 hrs including preparation hours as mentioned below:

1. Seminar, Campaign
2. Audio-visual show (video clips, power-point presentation)
3. Preparations of posters, pamphlets & banners
4. Skit and any other form of presentation.

The above mentioned field outreach activities should be organized by a group of maximum 50 students only, at nearby school, NGO, Temple place, Hospital campus or any other appropriate area which suits with the activity (with the due permission of the authority of the said place) where the people can be easily gathered and managed. Please do not organize these activities on road / footpath creating traffic problems.

The purpose of the field out-reach activities of 40 Hrs. is to dissemination of skills and information learned by the students, under 80 instructional hours of in-house learning, to the society.

The methodology of instructions is more learner-oriented and the instructions are through Electronic Learning Mode; through CBT rather than

face-to-face communication. ALL THESE MODULES ARE AVAILABLE ON OUR E-LEARNING PORTAL AND THE SAME IS AVAILABLE AS LEARNING RESOURCE FREE OF CHARGE:

II. COMMUNITY ORIENTED PROJECTS

PROJECT NO. 5

POPULATION EDUCATION PROGRAMME (PEP);

Rapid growth of population in India has become a matter of concern for one and all. At the beginning of this century, India's population stood at 23.8 crore (Census 1901), a four-fold increase in India's population which stood at 84.3 crores (Census 1991). The present century has witnessed that it reached more than 120 crores. Growing population is not an issue of numbers alone. But it is an issue which is intimately related and has implications for socio-economic development, environment and quality of life of our citizens. In order to slow down population growth and accelerate the process of improving the quality of life of our citizens, multi-pronged initiatives are being taken. Integration of Population Education in all sectors of Education (i.e. formal and non-formal) is one such initiative. The purpose of this initiative is to educate the present generation about population, development and environment for a better quality of life of their own and at their future generations.

The Population Education programme has been developed into a series of extension activities. Considering the short duration and heavy schedule of the B. Ed. course, a compact programme has been designed for B. Ed. students. The B. Ed. students will participate in the programme at the college and also carry out lesson in the school or field work thus reinforcing their own learning while reaching it to the adolescent students or community members. Contents to be studied online

Relevance of the project and activity;

Under this program it is expected to promote the various programmes foreseen by the Government of India to prepare the society aware of the

programmes and policies. It provides guidance for educating different policies, acts and provisions for the betterment of the mankind in the society. The mission of PEP is to provide awareness to all with special concern for girls and women, rural youth, working men and women, SC and ST, handicapped and other disadvantaged groups and the general mass.

Contents to be studied online (Duration 80 hrs.)

a. POPULATION AND SUSTAINABLE DEVELOPMENT

1. Population, Development, Environment and Quality of Life
2. Linkages between Population, Development, Environment and
3. Quality of Life
4. Migration and Urbanization

b. REPRODUCTIVE HEALTH OF ADOLESCENTS AND YOUNG ADULTS

1. Adolescence and the Process of Growing-Up
2. Body Image and Sexuality Related Concerns of Adolescents
3. Building Life Skills
4. Primary Health Care: Nutrition and Hygiene
5. Primary Health Care: Safe Motherhood and Integrated Child Development
6. Conception and Fertility Management
7. HIV/AIDS and STDs
8. Substance Abuse

c. GENDER EQUALITY AND EMPOWERMENT OF WOMEN

1. Family, Marriage and Responsible Parenthood
2. Gender Issues
3. Women's Empowerment and Legal Provisions for Women

Work to be carried out by the student;

- *Select the desired Skill Development Education program and attend training sessions at the training center or through the e-learning mode.*

- Log on to the website of the department and perform as per the guidance.
- Select a above modules and other course online which best suits to you
- Complete the courses of your choice for minimum 80 hours.
- Appear for the online examination and gain the merit certificate.
- Take a printout of a certificate.
- Participate in Field outreach activities

Prepare a report of the project undertaken by the student while carrying out the extension education, field works, with full details and the attainable benefits to the society, for which the activities have been undertaken. This can be submitted either online or in hard copy together with the certificate printout.

FIELD- OUTREACH ACTIVITIES;

Each student has to participate in field outreach activity for minimum 40hrs including preparation hours as mentioned below:

1. Seminar, Campaign
2. Audio-visual show (video clips, power-point presentation)
3. Preparations of posters, pamphlets & banners
4. Skit and any other form of presentation.

The above mentioned field outreach activities should be organized by a group of maximum 50 students only, at nearby school, NGO, Temple place, Hospital campus or any other appropriate area which suits with the activity (with the due permission of the authority of the said place) where the people can be easily gathered and managed. Please do not organize these activities on road / footpath creating traffic problems.

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E-LEARNING PORTAL AND THE SAME IS AVAILABLE AS LEARNING RESOURCE FREE OF CHARGE.

PROJECT NO. 6

WOMEN EMPOWERMENT EDUCATION PROGRAMME (WEEP);

The Department of Women and Child Development was set up in the year 1985 as a part of the Ministry of Human Resource Development Government of India to give the much needed impetus to the holistic development of women and children. With effect from 30.01.2006, the Department has been upgraded to a Ministry by the Government of India. The Ministry is to have holistic development of **Women and Children**. As a nodal Ministry for the advancement of women and children, the **Ministry formulates plans, policies and programmes; enacts/ amends legislation**, guides and coordinates the efforts of both governmental and non-governmental organizations working in the field of Women and Child Development. Besides, playing its nodal role, the Ministry implements certain innovative programmes for women and children. These programmes cover welfare and support services, training for employment and income generation, awareness generation and gender sensitization. These programmes play a supplementary and complementary role to the other general developmental programmes in the sectors of health, education, rural development etc. All these efforts are directed to ensure that women are empowered both economically and socially and thus become equal partners in national development along with men. The Ministry has autonomous organizations viz. The National Commission for Women, An apex national level organization of India with the mandate of protecting and promoting the interests of women.

Relevance of the project activity;

The student should study different National Policies for the empowerment of women in the society and contribute to the extension education programme;

Contents to be studied online (Duration 80 hrs.)

1. Women Development Policy
2. Women Development Related Acts
3. Women Related Schemes
4. Violence against Women
5. Schemes of Empowerment, Advocacy, Awareness Generation and Support
6. Services for Women.
7. Women Development International Conventions
8. Protection of Women from Domestic Violence Act, 2005
9. Dowry Prohibition Act, 1961
10. Dowry Prohibition Rules
11. Indecent Representation of Women
12. The Commission of Sati (Prevention) Act and rules
13. National Commission for Women Act
14. Engendering Policies and Strategies

Work to be carried out by the student;

- *Select the desired Skill Development Education program and attend training sessions at the training center or through the e-learning mode.*
- *Log on to the website of the department and perform as per the guidance.*
- *Select a relevant course online which best suits to you*
- *Complete the courses of your choice for minimum 80 hours.*
- *Appear for the online examination and gain the merit certificate.*
- *Take a printout of a certificate.*
- *Participate in Field outreach activities*

Prepare a report of the project undertaken by the student while carrying out the extension education, field works, with full details and the attainable benefits to the society, for which the activities have been undertaken. This can be submitted either online or in hard copy together with the certificate printout.

FIELD- OUTREACH ACTIVITIES (Duration 40 hrs.)

Each student has to participate in field outreach activity for minimum 40hrs including preparation hours as mentioned below:

1. Seminar, Campaign
2. Audio-visual show (video clips, power-point presentation)
3. Preparations of posters, pamphlets & banners
4. Skit and any other form of presentation.

The above mentioned field outreach activities should be organized by a group of maximum 50 students only, at nearby school, NGO, Temple place, Hospital campus or any other appropriate area which suits with the activity (with the due permission of the authority of the said place) where the people can be easily gathered and managed. Please do not organize these activities on road / footpath creating traffic problems.

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PROJECT NO. 7

LEARNING SKILLS DEVELOPMENT EDUCATION (LSDE);

Relevance of the project and activity;

Under this program it is expected to promote the culture Education for All and to develop learning habits to prepare the society literate. It provides guidance for educational opportunities to persons who, because of one or other reason could not continue their education in the formal system and now wish to study and qualify for a better tomorrow. The mission of LSDE is to provide awareness to all with special concern for girls and women, rural youth, working men and women, SC and ST, handicapped and other disadvantaged groups.

The Department of lifelong learning and extension has been carrying out the literacy mission; **reach to the unreached**, through its e-learning and NIOS center.

Purpose

- To make the participant aware of education, training and occupational choices and to manage their careers, secondary and senior secondary level education activities to assist individuals of any age and at any point throughout their lives.
- To make the participant aware of an intelligent flexible system of education to meet the challenges of access, equity and work towards development of knowledge society.
- To advance frontiers of knowledge and promote its dissemination through sustainable open and distance learning systems seamlessly accessible to all, including yet unreached, from among whom the leaders and innovators of tomorrow will emerge.
- To promote awareness for continuing education, life enrichment & vocational education at different level; school/college/vocational institute.

- To serve for effective dissemination of information related to distance education and open learning;
- To provide information about available courses, admission procedures, eligibility, syllabus, duration etc. offered by different institutions; open education/distance education/vocational institutions (NIOS/YCMOU/IGNOU & other state level distance education institutes.
- To motivate and introduce students as resource team for the scheme.
- Provide specific need-based education and training opportunities for continuous professional development and skill up gradation to in-service professionals.
- To promote Information and Communication Technologies (ICT) for imparting education.

Activities to be carried out by students under LSDE (Duration 80 hrs.)

- Pursue the goal of Education for all and help to enroll as many as possible people (minimum one) to the Secondary or Senior Secondary class under the NIOS or any other state level education program.
- Provide them with probable help in all direction in pursuing their learning process through various options available, online or class room training.
- Creating notes and handouts preparations and training them in achieving the goal.
- *Select the desired Skill Development Education program and attend training sessions at the training center or through the e-learning mode.*
- Log on to the website of the department and perform as per the guidance.
- Select a course online which best suits to you
- Complete the courses of your choice for minimum 80 hours.
- *Appear for the online examination and gain the merit certificate.*
- Take a printout of a certificate.
- Participate in Field outreach activities

Prepare a report of the project undertaken by the student while carrying out the extension education, field works, with full details and the attainable benefits to the society, for which the activities have been undertaken. . This can be submitted either online or in hard copy together with the certificate printout.

FIELD- OUTREACH ACTIVITIES (Duration 40 hrs.)

Each student has to participate in field outreach activity for minimum 40hrs including preparation hours as mentioned below:

1. Seminar, Campaign
2. Audio-visual show (video clips, power-point presentation)
3. Preparations of posters, pamphlets & banners
4. Skit and any other form of presentation.

The above mentioned field outreach activities should be organized by a group of maximum 50 students only, at nearby school, NGO, Temple place, Hospital campus or any other appropriate area which suits with the activity (with the due permission of the authority of the said place) where the people can be easily gathered and managed. Please do not organize these activities on road / footpath creating traffic problems.

The purpose of the field out-reach activities of 40 Hrs. is to dissemination of skills and information learned by the students, under 80 instructional hours of in-house learning, to the society.

The methodology of instructions is more learner-oriented and the instructions are through Electronic Learning Mode; through CBT rather than face-to-face communication. ALL THESE MODULES ARE AVAILABLE ON OUR E-LEARNING PORTAL AND THE SAME IS AVAILABLE AS LEARNING RESOURCE FREE OF CHARGE:

In order to derive with the full potential of the programme and to benefit with the maximum facilities to the students, the mode of instructions and the methodology has been categorized into three parts.

➤ **Scheme A**

Students opted for '**Scheme A**' will have full access to the course contents on our E-Learning Portal and they will have to complete the courses opted on self-learning mode and on completion of the 80 hours of online access they will be directed to an online test for proficiency of the courses enrolled and they will be awarded with the certificate as per the **Specimen I**. This programme is totally free for all the Extension Students those who register for it.

➤ **Scheme B**

Students opted for '**Scheme B**' will have full access to the course contents on our E-Learning Portal and they will have to complete the courses opted on self-learning mode. In addition they will have additional features in learning assistance for the complete course study materials by guidance through Chat, Assignments, wiki and e-mail mode and on completion of the 80 hours of online access they will be directed to an online test for proficiency of the courses enrolled and they will be awarded with the certificate as per the **Specimen II**. This programme is available with a small fee, say Rs.800 (proposed), to cover the incidentals in assistance, as may be approved by the University, for all the students those who register for it.

➤ **Scheme C**

Students opted for '**Scheme C**' will have full access to the course contents on our E-Learning Portal and they will have to complete the courses opted on self-learning mode. In addition they will have additional features in learning assistance for the complete course study materials by guidance through Chat, Assignments, wiki and e-mail mode and hands-on training in our Computer Laboratory for practical sessions. After completion of the 80 hours of online access and practical in the lab they will be directed to an online test for proficiency of the courses enrolled and they will be awarded with the certificate as per the **Specimen III**. This programme is available with a Laboratory fee, as mentioned in earlier page (proposed), to cover the incidentals in assistance and for laboratory sessions, as may be approved by the University, for all the Extension students those who register for it.

In addition to the courses listed under the above Seven Career Skills Development Education programme, Students can also choose courses of 80 Hours duration from any of the following topics for the completion of their project.

Select the courses of your choice from the list below:

Course No.	Course	Hours
001	MS windows	30
002	MS Word	30
003	MS Excel	30
004	MS Access	20
005	MS PowerPoint	20
006	Introduction to the Internet and Websites	20
007	HTML	20
008	MS outlook	05
009	Office Procedures	50
010	Logistics and Material Management	30
011	Computer Fundamentals (Hardware)	40
012	Networking	40
013	Accounting Fundamentals (Financial Accounting & Bookkeeping)	60
014	Computerized Accounting (Tally)	50
015	Business Communications	30
016	Introduction to E-Commerce	30
017	Small Business Management Entrepreneurship	30
018	Marketing	30
019	Financial Management	30
020	IT and Business (E-Business Application)	30
021	International Business Management	40
022	Basic Electronics and Telecommunication	70
023	Enterprise-Class Linux Admn. Open Source	70
	Options - 1 Bridge Module for RED HAT Linux , Ent.	40
	Options – 2 Bridge Module for SUSE Linux, Ent.	40
024	Fiber Optics	30
025	Basics in Share Market	20
026	Basics in Banking Procedures and Investments	20

027	Basics in Income Tax	20
028	Legal Environment of Business	20
029	Human Resources Management	20
030	Economic Analysis	20

031	Software Engineering	20
032	ERP	20
033	Projects	30
034	CV Writing	20
035	Business Writing	20
037	Business Email Writing	10
038	Business Letter Writing	15
039	Business Report Writing	15
040	Grammar Intensive	20
041	Essay Writing	20
042	Web Content Writing	40

Incentive to the Extension Work Students: Students those who are enrolled for the Extension Project Activities from the Colleges are given recognition to the following;

1. Academic Credit of 10 grace marks under ORDINANCE 229A.
2. Students are also eligible for **Certificate** in the field of Skills developed while completing the Extension Work Projects/**Certificate Courses**.

Students choosing multiple modules have an option for switchover to any of the following job oriented Certificate Courses. Of these categories,

many courses are available with Laboratory Practical Sessions and for those courses the laboratory tuition fees are on chargeable basis, and the course categories are given below;

Certificate Course Categories;

1. Certificate in Office Administration.
2. Certificate in Computer Hardware and Networking.
3. Certificate in Business Administration.
4. Certificate in Computerized Accounting (Tally).
5. Certificate in Basic Electronics & Telecommunications.
6. Certificate in Linux Administration.
7. Certificate in Fiber Optics.
8. Certificate in Basics of Share Market.
9. Certificate in Basics of Banking Procedures and Investments.
10. Certificate in Basics of Income Tax.
11. Certificate in Corporate Writing Skills
12. Certificate in General Writing Skills

A) Certificate in Office Administration

Course No.	Course	Hours.
001	MS windows	30
002	MS Word	30
003	MS Excel	30
004	MS Access	20

005	MS PowerPoint	20
006	Introduction to the Internet and Websites	20
007	HTML	30
008	MS outlook	05
009	Office Procedures	50
010	Computer Fundamentals (Hardware)	20
	Projects (Live)	30

B) Certificate in Computer Hardware, Software and Networking

Course No.	Course	Hours.
010	Computer Fundamentals (Hardware)	40
001	MS windows	30
002	MS Word	30
003	MS Excel	30
004	MS Access	20
005	MS PowerPoint	20
006	Introduction to the Internet and Websites	20
007	HTML	20
010	Computer Fundamentals (Hardware)	40
011	Networking	40
	Projects	30

C) **Certificate in Business Administration**

Course No.	Course	Hours.
001	MS windows	30
002	MS Word	30
003	MS Excel	30
005	MS Power Point	20
006	Introduction to the Internet and Websites	20
008	MS outlook	05
009	Office Procedures	50
012	Accounting Fundamentals	30
	Projects (Live)	30

Options 1

014	Business Communications	30
015	Introduction to E-Commerce	20
016	Customer Relations & Interpersonal Skills	20

Options 2

017	Marketing	20
018	Retail Marketing	20
019	Sales & Marketing	20
020	Diversified Marketing Techniques	20

Options 3

013	Computerized Accounting (Tally)	50
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D) Certificate in Computerized Accounting (Tally)

Course No.	Certificate Course	Hours.
013	Computerized Accounting (Tally)	60
	Projects	30

E) Certificate in Basic Electronics & Telecommunications

Course No.	Certificate Course	Hours.
021	Basic Electronics and Telecommunication *	40
	Projects	30

F) Certificate in Linux Administration

Course No.	Certificate Course	Hours.
022	Enterprise-Class Linux Administration Open Source	70
	Projects	
	Options - 1 Bridge Module for RED HAT Linux,	40
	Options - 2 Bridge Module SUSE Linux, Ent.	40

G) Certificate in Fiber Optics Technology

Course No.	Certificate Course	Hours.
023	Fiber Optics	30

	Projects	
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H) Certificate in Basics of Share Market

Course No.	Certificate Course	Hours.
024	Basics in Share Market	20

I) Certificate in Basics of Banking Procedures and Investments.

Course No.	Certificate Course	Hours.
024	Banking and Investments	20

J) Certificate in E-Taxation

Course No.	Certificate Course	Hours.
024	Computation of Income Tax, TDS,SERVICE TAX	50

K) Certificate in Corporate Writing Skills

Course No.	Certificate Course	Hours.
034	CV Writing	20
035	Business Writing	20
037	Business Email Writing	10
038	Business Letter Writing	15
039	Business Report Writing	15

L) Certificate in General Writing Skills

Course No.	Certificate Course	Hours.
040	Grammar Intensive	20
041	Essay Writing	20
042	Web Content Writing	40

The Specialized courses listed below are having experts from the Industry for curriculum participation and for laboratory practical sessions. Students those who desire to undergo these specialized sessions, there will be extra fees and the same is detailed below.

A.	The Linux Administration	
	Options - 1 Bridge Module for RED HAT Linux Ent.	Rs.8000.00
	Options - 2 Bridge Module SUSE Linux Ent.	Rs.8000.00
B.	Tally ERP 9 Accounting packages	Rs.3000.00
C.	Fiber Optics Technology	Rs.2000.00
D.	E-Taxation	Rs.2000.00
E.	Basic Electronics & Telecommunications	Rs.2000.00
F.	Basics in Computer Hardware, Software & Networking	Rs.4000.00
G.	Certificate in Corporate Writing Skills	Rs.2500.00
H.	Certificate in General Writing Skills	Rs.2500.00

FOR MORE DETAILS AND REGISTRATION LOG ON TO:

Website: <http://www.mudlle.ac.in>

E-Learning Portal: <http://lms.mudlle.ac.in/moodle/register.php>

Enter the First Name, Date of Birth and Email Id. A verification code will be generated and sent to the above specified email ID Then click on the link: <http://lms.mudlle.ac.in/moodle/admission.php>. This will prompt for admission

form such as First Name, Middle Name, Last Name, Gender, birth date (dd/MM/yyyy), email ID. We must mention the same First Name, date of birth, email Id and the verification code sent to your email Id. The admission form details will be sent to the email Id. Name appearing on the certificate must be mentioned carefully. This name will appear in the certificate.

Students those who desirous to appear for an online examination to secure their professional certificate of their choice are advised to submit the computerized admission form along with applicable tuition fees and examination fees as approved by the University of Mumbai by demand draft drawn in favour of “Finance & Accounts Officer, University of Mumbai” with supporting documents such as attested copies of Educational Qualifications and enrolment form etc. must be sent to

The Course Coordinator,
E-Learning Centre,
Department of Lifelong Learning and Extension,
University of Mumbai ,
Vidyapeeth Vidyarthi Bhavan, ‘B’ Road,
Churchgate, Mumbai-400 020.

ANNEX 3

STUDENT PROFORMA

Name & address of the College:-

Sr.	M/F	Name	Activity
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No	(in Block letters)			Code
	Name of the student (Beginning with surname-name-fathers name- mother's name)	E-MAIL ID (Compulsory)		

CLASS AND DIVISION -WISE STUDENT REGISTRATION LIST

SUMMARY

Sr. No.	Activity Code	No of student		
		Male	Female	Total

Signature of the Teacher

Signature of Principal

.....
College Seal

ANNEX-4
MASTER-SHEET FOR REGISTRATION – NAME OF COLLEGE

Sr. No	Activity Code Class wise Registration	SM			CSDE			ESDE			ICT- SDE			IOSDE			PEP			WEEP			LSDE			TOTAL			
		M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	

YEAR-

Signature of Extension Work Teacher

Signature of Principal

.....
College Seal

ANNEX –5
PROFORMA OF THE EXAMINATION – WISE LIST OF STUDENTS FOR
EXTENSION WORK

TWO COPIES TO BE SUBMITTED. EACH PAGE OF EACH COPY TO HAVE
ORIGINAL SIGNATURES OF PRINCIPAL AND TEACHER

USE COLLEGE LETTER HEAD

Name of the College ----- Class ----- Year -----

EXAMINATION – WISE LIST OF STUDENTS FOR EXTENSION WORK

Sr. No	Name of the Student	Roll No.	Exam Seat No.	Extension Activity Use code in words
1	In the same order as given			
2	In the Registration List			
3	Use of same spelling as in the Registration List is Compulsory			

We hereby certify that the candidate mentioned above have participated in the Extension Work Program and that they have completed not less than 120 hours of work in their project.

Sign of Teacher of Extension Work

Sign of Principal

College Seal

PLEASE NOTE:-

1. Separate lists are to be sent for each class and examination e.g. for F.Y.B.A., F.Y. Bsc, F.Y.B.Com, S.Y.B.A etc.
2. All lists should be typed. **Handwritten lists will not be accepted.**
3. The names of the student should be in the same form and spellings as given in their Examination Forms and the Registration List of the Department. The Examination Section does not accept changes after the lists are submitted to them. Use of White correcting fluid is not allowed.
4. The names of female students should be preceded by an oblique (/).
5. The column indicating the Examination Seat number may be left blank, if the same have not been received while forwarding the list to the Department.
6. Typed lists in three copies are to be submitted for all the examinations.
7. Original signature of Principal and teacher are required on each page of the list if more than one page is used for a class.