

UNIVERSITY OF MUMBAI
DEPARTMENT OF LIFELONG LEARNING AND EXTENSION
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CIRCULAR NO. 1

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

Sub: - Extension Work Projects for the benefit of Ten Grace Marks to the Students and the First Term Training program for the Extension Work Teachers.

Dear Principal,

Greetings to you on the commencement of the academic year 2013-2014.

You may be aware of Extension Work activities organized by the **Department of Lifelong Learning and Extension**. The students participating in the Extension Work under this Department are entitled to the benefit of additional Ten Grace Marks on the satisfactory completion of 120 hours of work under various Extension Work Projects. In the year 2012-2013, 190 Colleges (127 Undergraduate, 47 B.Ed; 02 M. Ed; 03 Pharmacy, 05 Management, 02 Engineering & 04 Law Colleges) had participated in this activity with the registration of 17,193 students.

It be noted that the nature and activities to be carried out including the administrative and financial aspects are very different from N.S.S. and N.C.C. **Therefore, the students or teachers who are already participating in N.S.S., N.C.C. or Cultural Activities / Competitions this year can not register under Extension Work Project. The college will have to deploy a separate teacher for Extension Work Project to be taken up at the college level.** Here are some details about the Extension Work Projects for the academic year 2013-2014.

1. Extension Work Projects

The Department is offering Seven types of Extension Work Projects out of which a student can take up any one project for entitlement of the benefit of Ten Grace Marks under the Ordinance 229.A.

i. ***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 given below:

S. No.	Title of project (Old Version-Offline)	Title of project (New Version - Online)
1	Annapoorna Yojna project(APY)	Entrepreneurship Skills Development Education (ESDE)
2	Career project(CP)	Career Skills Development Education (CSDE)
3	Information Technology Project (ITP)	Information Communication Technology- Skills Development Education (ICT-SDE)
4	Industry Orientation Project(IOP)	Industry Orientation Skills Development Education (IOSDE)

ii. ***Community Oriented Projects***

1	NIOS	Learning Skills Development Education (LSDE)
2	Population Education Club (PEC)	Population Education Programme (PEC)
3	Survey of Women's Status(SWS)	Women Empowerment Education Programme (WEEP)

The Student can be enrolled for any one of the project whether in old version (Offline) or New Version (Online)

2. Extension Work Student

The Extension Work student should complete 120 hours of work **except for Industry Orientation Project where the minimum requirement is 240 hours**, for the benefit of 10 Grace Marks under Ordinance 229.A.

3. Extension Work Student Manager

One Extension Work Student Manager for every 24 students will be deputed to assist the Extension Work Teacher to implement the Projects in the College. It is suggested that special care be taken in the selection of ***Student Managers*** as they play a major leadership role.

A Student Manager has to complete following requirements for the benefit of 10 Grace Marks:-

- i. Attend First Term and Second Term Training Programs both at the Department and college level.
- ii. Attend the Festival at the University with active participation.
- iii. Writing and preparation of the Project Report.
- iv. Assist the Teacher to prepare the documents to be submitted by the college to the Department
- v. Supervision of the work done by the students under the guidance of the Teachers.

The Extension Work Student Manager is expected to be with his team of 24 students at all times whenever they are carrying out the work both at the college and the community levels.

4. 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.

5. 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 the college under him /her for the purpose of guidance, monitoring & evaluation and smooth conduct of Extension Work at College Level.

6. 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 will be collected from each student at the time of Registration. Out of this an amount of Rs. 100/- will 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 Extension Programs of the Department. The balance of Rs. 100/- of each student should 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 that ensures funding for the Extension Programme at the college level and the University level. It is therefore advisable that a college registers 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.

B. At The Department Level

The expenditure of all the Programs organized by the Department will be incurred by the Department.

7. First Term Training Program For Extension Work Teachers And Student Managers

First Term Training Program for Extension Work Teachers and Student Managers to explain the operational modalities for Extension Work Projects will be held in July 2013. The Details of the Training Programmes will be sent to you separately in due course.

Enclosed please find the Registration Form for the Extension Work Teacher/s of your college. It may be noted that all Extension Work Teachers whether old or new have to fill up the Registration Form with details and send it to the Department on or before, 10th July, 2013.

We very much look forward to hearing from you & receiving the completed Registration Forms in time.

Thanking you,
Yours faithfully,

Dr. Dilip S. Patil
Professor & Director, DLLE