

University of Mumbai
Department of Lifelong Learning and Extension
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CIRCULAR NO. 3

DLLE/COLL/ 279 of 2010
September 10, 2010

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

Sub: - Honorary appointment of Field Coordinators for Monitoring & Evaluation of Extension Activities during the year 2010-2011.

Dear Principal,

Enclosed herewith the details of Honorary Field Coordinator appointed for Monitoring & Evaluation of Extension Activities of your college during the year 2010-2011.

The duties of Extension Work Field Co-Ordinator (EWFC)

The **Honorary Extension Work Field Co-ordinator** has been appointed to:-

1. Assist and supervise the Training of the Extension Work students in the 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.

You are requested to invite Field Coordinator to your college for **at least two visits per term**. The First & Second Term Training Program and Field Outreach activities may be conducted in the presence of Field Coordinator. The honorarium and travelling allowance for these visits will be paid to the Field Coordinator by the Department only.

Honorarium for Extension Work Teacher (EWT) for the year 2009-2010:

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 the college to the Extension Work Teacher from the participation charges of Rs. 100/- per student which were collected & retained by college during the year 2009-2010. You are requested to pay the honorarium to the concerned teachers who were appointed for the academic year 2009-2010 as per these norms. The honorarium for this academic year 2010-2011 should be paid at the closure of this academic year.

Thanking you,
Yours faithfully,

Sd/-

Dr. Dilip S. Patil
Professor & Director

