



University of Mumbai
**DEPT. OF LIFELONG LEARNING &
EXTENSION**

**Extension Work
Guidelines - 2026-2027**

Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai - 400 020.

Ph. No. (022) 2281 3020

E-mail : dlle.dept@mu.ac.in, dlleuniversityofmumbai@gmail.com



सत्यमेव जयते
महाराष्ट्र शासन



राज्यगीत

जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा
जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा ॥धृ॥

भित्री न आम्हा तुझी मुळी ही गडगडणाऱ्या नभा
अस्मानाच्या सुलतानीला जबाब देती जिभा
सद्याद्रीचा सिंह गर्जतो शिव शंभू राजा
दरी दरीतून नाद गुंजला महाराष्ट्र माझा
जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा ॥१॥

काळ्या छातीवरी कोरली, अभिमानाची लेणी
पोलादी मनगटे खेळती, खेळ जीव घेणी
दारिद्र्याच्या उन्हात शिजला
निदळाच्या घामाने भिजला
देश गौरवासाठी झिजला
दिल्लीचे ही तख्त राखितो, महाराष्ट्र माझा
जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा
जय जय महाराष्ट्र माझा ॥२॥

गीतकार : कविवर्य श्री. राजा नीळकंठ वडे

विश्वविद्यालयगीतम्

इदं सुन्दरं मन्दिरं शारदाया
मुम्बापुरीविश्वविद्यालयम् ।
कलाशास्त्रवाणिज्यशाखाधिरूढा
अमृता विमुक्ता विहंगा वयम् ॥ १ ॥
शृण्वन्तु सर्वे दृढं निश्चयम् ॥ ४ ॥

सत्यं यदामो धर्मं चरामो
नयामो नृणां दुःखभारं लयम् ।
स्वकार्ये रतानां सदा जागृतानां
भवेत्किं भविष्येऽपि कस्मात् भयम् ॥ २ ॥
शृण्वन्तु सर्वे दृढं निश्चयम् ॥

युवा स्यात् बलिष्ठो युवा स्यात् गरिष्ठो
युवा ध्येयनिष्ठोऽपि भूयात् स्वयम् ।
यदि स्यात् युवा राष्ट्रकर्तव्यनिष्ठः
सम्मानयेत् तं हि लोकत्रयम् ॥ ३ ॥
शृण्वन्तु सर्वे दृढं निश्चयम् ॥

वन्दामहे भारतं पूजनीयं
स्वदेशात् परं नास्ति देवालयम् ।
अत्रैव सर्वे प्रतिष्ठापयामो
ममत्वेन सार्धं समत्वं नयम् ॥ ४ ॥
शृण्वन्तु सर्वे दृढं निश्चयम् ॥

कवी — श्री. वसंत यादव
संगीत — श्री. प्रभाकर पंडित

INDEX

Sr. No.	Particulars	Page No.
1	Introduction	05
2	Objectives	05
3	The Extension Dimension	11
4	Student Manager	15
5	Career Project (CP)	17
6	Anna Poorna Yojana (APY)	19
7	Industry Orientation Project (IOP)	21
8	Population Education Club (PEC)	26
9	Survey Research (SR)	29
10	Education For All (EFA)	30
11	Environment Education Project (EEP)	32
12	Citizenship Education Project – Civic Sense (CEP)	40
13	Consumer Guidance Project (CGP)	45
14	Skill Development Project (SDP)	48
15	Registration	52
16	Process of Online Registration	53

UNIVERSITY OF MUMBAI
DEPARTMENT OF LIFELONG LEARNING AND EXTENSION
V. V. Bhavan, 'B' Road, Churchgate, Mumbai 400 020.

INTRODUCTION

The Kothari Commission's recommendations (1964) resulted into the formation of National Adult Education Program (NAEP) of Government of India in 1978 to achieve maximum literacy level of the country through Adult Education. In the year 1978, Departments of Adult and Continuing Education were launched in all the Indian Universities which contributed to the Mass Program for Functional Literacy (MPFL). By the support of National Literacy Mission in 1988, such Departments were flourished and financed by University Grants Commission. Further, as per UGC recommendation, the Department of Adult and Continuing Education which has been recognized as a Statutory Department of the University of Mumbai since 1994, is renamed as Department of Lifelong Learning and Extension [DLLE] in the year 2009. There are 86 such DLLE Departments in various Universities in India and 11 Non- Agricultural Universities in Maharashtra also have fully functional DLLE departments. The UGC- NAAC has given special weightage to the programs conducted by the department in universities while ranking the status of the Universities.

Today, it is also one of the teaching departments of University of Mumbai as per Maharashtra Universities Act 2016. The DLLE offers flexible Continuing Education and Skill Development opportunities for the community.

Objectives

The objectives of the Department are outlined below for making education relevant to real life situations:

- To act as a focal agency in the University system for all Lifelong Learning programs and to provide academic support for community-based activities with university departments and colleges.
- To serve as an intellectual intervention in the community's living problems which need to be overcome through an educational process.
- To develop among students a sense of responsibility towards society.
- To design programs that will help students to face life and its challenges and thus create an ambience for a learning society.
- To prepare students for a greater social commitment.

- To enhance student employability skills.
- To cater to the needs of the unreached for promoting knowledge-based society.

Department of Lifelong Learning and Extension (DLLE) offers various programs and activities aimed at promoting lifelong learning and extension work. **These include vocational projects, skill development programs, and community-based projects through Street Play, Exhibition, Poster Making, Songs, Speech, Survey, Elocution, Seminar & Conferences.** Our programs are designed to enhance the skills of community members, making them more employable and self-reliant. They play a significant role in community development, skill enhancement, research, and fostering social responsibility.

As per the annual reports submitted by the participant colleges, our extension work initiative benefitted the larger community in district places in the jurisdiction of the University.

- Our educational outreach programs have facilitated in increasing literacy rates creating awareness about social issues and providing better educational opportunities for aspirants.
- Focused programs on women empowerment have helped in uplifting the socio-economic status of women in various communities.
- Health and hygiene awareness campaigns have led to better health outcomes and improved quality of life for many community members.
- Our cultural events and festivals organized by the department also served as platforms for community engagement and social integration.
- Our faculty and students engaged in action research projects that address the real-world problems and developed practical solutions for community issues.
- Further, initiatives to raise awareness about social and environmental issues and promote sustainable practices were regularly undertaken by the Department.

The DLLE is engaged with both urban and rural communities through various extension work projects, addressing issues such as health, hygiene, education, population, environment, personality development and women empowerment under our extension work initiative.

Extension Work Initiative: The Department offers Extension Work Projects under the two different units:

1. Vocational Career Oriented, Skill Development Projects &
2. Community Oriented Projects encompassing social issues for enhancing the employability and IT skills of the student.

These projects are related to information technology, entrepreneurship & career guidance, population education, skill development, environment education, civic sense, industry orientation. consumer guidance and open schooling. Each student undertaking extension work under any of these projects is awarded with Ten Additional Grace Marks at the final exam on completion of 120 hours of work in an academic year under University Ordinance 229-A after the submission of a project report. Nearly, 40,000 students, 1000 student managers 750 Extension Work College Teachers from 406 Colleges from 6 districts are involved in these projects in every academic year. The student volunteers and teacher representatives are trained by the department and shared the responsibilities to disseminate the information and create awareness about social issues through Training Programs in Mumbai, Thane, Palghar, Raigad, Ratnagiri and Sindhudurg districts in a decentralized manner for students and teachers of the colleges for smooth conduct of Extension Work Activities in the society.

UDAAN: The Flight of Extension: Annual Extension Work Festival:

Every year the Department organizes an Annual Extension Work Festival titled UDAAN: *the flight of Extension*. Students of Extension Work from various colleges come together and give Performances and Best Displays are also awarded prizes based on the recommendations of the panel of Expert Judges. In the last year around 10,000 college students & teachers participated in this Festival at various locations in Mumbai, Thane, Palghar, Raigad, Ratnagiri & Sindhudurg districts.

The college students enrolled for extension work projects, perform the Street Plays and Posters for the social awareness based on various issues / concerns such as **Save Girl Child, Pollution, Aids, Global Warming, Environment, Tree Plantation, Importance of Education, Illiteracy, Child Labour, Dowry Deaths, Malnutrition, Watershed Management** are presented through various competitions such as **Street Play, Powada singing, Creative writing, Elocution competition and Poster Competition** during the festival.

M. A. / Ph. D. in Rural Development:

University of Mumbai has been teaching the subject of 'Rural Development' in 30 affiliated colleges in its jurisdiction. This subject is also being taught for Masters and Ph. D. degree in Rural Development at Research Centre of the Department. This year 27 students are enrolled for Masters degree in Rural Development. So far 17 students have been awarded Ph. D. degree in Rural Development.

Internship / Field Visit:

Field visits are organized as part of the course for the students enrolled in this course. Also rural development related work like fruit production, fruit processing, rural finance system, rice research center, agricultural land research are assigned to the students to gain experience of such processes. In this, the following institutions are supporting the Department for Internship and Field Visits.

- Krishi Vidyan Kendra, Jawhar
- Yusuf Mehr Ali, Village Development Centre, Panvel
- Leprosy Prevention Committee, Shantivan
- Mani Bhavan Gandhi Museum, Mumbai
- Kharzamin Research Centre, Panvel
- Apna Bazar Cooperative Society, Mumbai
- A.P.M. C Bazar House, Navi Mumbai
- Dr. Balasaheb Sawant Konkan Agricultural University
- Rice Research Centre, Karjat
- Nisarga Nirman Agriculture Production Centre, Mumbai
- Mandeshi Foundation / BAF Foundation
- Rural Development and Panchayat Raj Department, Govt. of Maharashtra
- Ministry of Rural Development, Govt. of India.

Counseling for Distance Learners:

Department conducts guidance & counseling sessions for distance learners enrolled in various programs of University of Mumbai. In this session, regular lectures and guidance classes are organized in the subjects of sociology, history, marathi and economics. Exam preparation, writing practice and career guidance camps are organized for the guidance of these students.

National Institute of Open Schooling (NIOS), Accredited Centre, MHRD. Govt. of India:

The National Institute of Open Schooling (NIOS) provides opportunities to interested learners to continue their education after 10th and 12th. The Department has been providing the educational opportunities to aspirants who are guided and enrolled for continuing education programs of NIOS at its Accredited Centre in the Department. Also, 12th passed students are guided to complete their education through distance education at Center of Distance and Online Education (CDOE) of University of Mumbai.

Training for Nurses and Senior Citizens:

As per Maharashtra University Act 2016, the Department has the responsibility to provide training to male and female nurses to take care of senior citizens and sick patients. Accordingly, the department organizes a training programs for male and female nurses with the help of Nurse Training Colleges under its jurisdiction.

Also, the department is diligently conducting necessary skill training to the senior citizens to facilitate the aging period. Street plays and rallies are organized by the department to provide information about government schemes for senior citizens, computer and financial literacy. The students visit to senior citizens and old age care homes from time to time to organize such guidance sessions.

Election Literacy: Election Literacy and Awareness Campaign

The department has been making a significant contribution towards the society by undertaking the various Awareness Campaigns in every academic year. In connection with the recent election drive, various programs were organized by the Department to create electoral literacy among the public and students. As per the MoU signed between the Election Commission of India and the Ministry of Education, Government of India, the University of Mumbai, in collaboration with various colleges in the districts of Mumbai, Thane, Palghar, Raigad, Ratnagiri and Sindhudurg, has implemented various electoral literacy programs in collaboration with the State Election Commission and has played a valuable role in increasing electoral literacy.

- To increase electoral literacy among college students, Mumbai University has made provision to prepare a curriculum on voter education and electoral literacy for students from various disciplines and award the necessary credits.
- Training was conducted for teachers to orient the students about their role in elections as a responsible citizen. The new voter registration drives were conducted at college level in all the districts.
- Mock voting drills were conducted and voters pledge were taken.
- Rallies were conducted to make people aware of their voting rights.
- The Rangoli, Poster Designing, Reel Making competitions were organised to create awareness.

Awareness programs for National Education Policy (NEP 2020):

The Department conducts awareness programs about NEP 2020 for students and teachers in the districts of Mumbai, Thane, Palghar, Raigad, Ratnagiri and Sindhudurg.

The Department with the Board of Studies in Extension Work has arranged various courses as per the National Education Policy 2020. For the academic year 2024-25, the subject “Extension Work” for degree course students in Vertical 1 is made available for the first and second year students in Humanities.

Also Open Electives (OE) credit course for all branches in the Vertical 4 group has been introduced. The following four courses are offered for 2 credits each for the first semester.

1. Rural Studies -I,
2. Population Education -I
3. Electoral Literacy
4. Community Engagement

Also, in the same group, the following two courses for 2 credits each have been made available for Sem II.

1. Rural Studies -II ,
2. Population Education- II (Population Education - II)

This year, as per the National Education Policy 2020, the department has made Annual Extension Work available for the students in the Vertical 6 group (CC) for 2 credits each for the first to fifth semesters .

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

Extension Education, the third dimension of the University system, is a two-way process which visualized mutual sharing of resources between the Community and the University for the Development of both the common man and the students. This dimension also aims at sensitizing the students to the socio-cultural realities. It is visualized that the contact between the University and community would lead to social welfare making it more relevant to daily life situations.

The DLLE with the diverse academic and technical resources supports the communities-based extension work activities in collaboration with its specific mandate to work for the less privileged sections of the society and our efforts are to extend educational programs that will

enhance and improve the quality of life of such groups with the central objective of “**reach to unreached**”.

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

THE EXTENSION DIMENSION (Reach to Unreached)

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

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

I) Vocational Career Oriented Projects

1. Career Project [CP]
2. Industry Orientation Project [IOP]
3. Anna Poorna Yojana [APY]
4. Skill Development (SD)

II) Community Oriented Projects

1. Population Education Club (PEC)
2. Survey Research
3. Education for All (EFA- NIOS, IDOL)
4. Environment Education
5. Civic Sense (CS)
6. Consumer Guidance

Training

The Department systematizes intensive training programs for the Teachers from the associated participating colleges both Degree and other colleges. More than 700 Degree and B. Ed. Teachers and nearly 1000 Student Managers are trained and motivated to carry out the extension work projects in the colleges and to benefit the community.

Monitoring

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

Summary of participation in Extension Work since last nineteen years

Year	UG	B. Ed. / M.Ed.	Pharm .	Mgmt.	Engi	Law	Total (Colleges)	Total (Students)
2005-06	8	14	-	-	-	--	22	1,888
2006-07	17	15	-	-	-	--	32	2,490
2007-08	32	20	-	-	-	--	52	3,918
2008-09	28	51	-	-	-	--	79	6,132
2009-10	72	41	04	01	-	--	118	9,890
2010-11	94	63	01	03	01	--	162	12,548
2011-12	119	64	02	04	01	--	190	15,568
2012-13	125	52	02	06	02	04	191	17,065
2013-14	145	36	02	06	03	06	198	17,749
2014-15	150	30	05	07	02	08	202	19,286
2015-16	161	26	03	11	04	08	213	19,390
2016-17	175	30	05	12	01	10	235	23,532
2017-18	201	26	04	12	04	10	257	24,896
2018-19	208	40	07	09	08	11	283	29,112
2019-20	230	30	15	08	06	16	305	32,980

2020-21	161	15	09	06	05	10	206	17,163
2021-22	203	21	12	09	06	15	266	21,335
2022-23	245	31	14	09	09	16	324	33,629
2023-24	273	26	19	15	13	15	361	36,274
2024-25	330	16	19	14	13	14	406	40,121
2025-26	318	27	20	14	13	18	410	41427

Responsibilities of the Department for smooth conduct of Extension Work:

1. To send circulars for activities to the colleges & Field Coordinators (FC).
2. To set up the theme for activities.
3. To prepare resource material and distribute to the colleges.
4. To provide the format of annexure to be submitted by the colleges.
5. To guide about how to maintain accounts of the activities and accept the enrolment fees of the students as per university approvals.
6. To organize training programs for teachers and send a circular for information to the colleges / teachers.
7. To conduct Teachers Training at the Department and district places.
8. To appoint honorary Field Coordinator to the cluster of 5 to 6 colleges to guide participant colleges in extension work.
9. To inquire reports of students training and activities conducted by the college.
10. To provide guidelines for payment of honorarium to the Teachers taking responsibilities of Extension work activities.
11. To guide teachers and FC for motivating students to prepare their annual project reports.
12. To issue guidelines for Annual Festival and competitions to the colleges.
13. To organize Annual Festival and competitions to the colleges.
14. To deliver participation certificates for students, teachers and FC.
15. To Monitor & Evaluate the extension work activities of the participant colleges and certify students for the benefit of 10 grace marks as per University Ordinance 229.A.

Responsibilities of the College / Teachers

1. To display the circular on college notice board and respond to the circular and prepare the list of students enrolled for activities.
2. To follow the guideline to function as per theme and prepare plan of action for the year.
3. To function as guided in the resource material.
4. To prepare and fill up annexure with details and upload it as per format on DLLE Portal.

5. To collect enrolment fees from the students and remit it to the Department as per guidelines.
6. To prepare & submit annual accounts (statement of income & expenditure) of the Extension Work to the Department at the end of the accounting year under the signature of FC.
7. To attend First Term & Second Term Training programs organized by DLLE.
8. To organize Students Training at the Colleges and ensure participation of all the students enrolled for the activities and invite FC for the same.
9. To visit and supervise students activities at college and community level and to invite FC for the same.
10. To follow guidelines and pay honorarium to the appointed & responsible teachers for extension work as per the norms provided by DLLE.
11. To guide students to prepare their project report and evaluate it with grade and invite FC for final evaluation and moderation.
12. To guide students to participate in Annual Festival and guide them about the competitions.
13. To participate in the festival and be in charge of students activities during festival.
14. To upload documents certified by the Department for the benefit of 10 grace marks to college students on the DLLE Portal (<https://www.extwork.mudlle.ac.in/#>) as per scheduled dates.

Responsibilities of the Field Coordinator (FC)

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

The Student Manager (SM)

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

Selection of the Student Manager

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

1. Previous experience in extension work
2. Outstanding organizational ability
3. Capacity to do work and take a task to completion with efficiency.
4. Dynamism, sincerity and honesty
5. Gender Sensitivity, devotion and commitment of the student

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

Preparation by the SM

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

1. White badge with black letters bearing his /her name, designation with college name.
2. Folder containing the following:
 - a. Time management diary (to be submitted to the college at the end of the year)
 - b. Notebook /Paper pad for day-to-day use.
 - c. Ruler, eraser, pen pencil, marker etc.
 - d. University Guidelines for Extension Work

Training of Student Managers

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

Activities to be carried out by a Student Manager

1. Learning to maintain a Project and Time Management diary.
2. Setting a target for enrollment of students.
3. Registration of students with the Department.
4. Finalizing enrollment of students and prepare a list.
5. Providing guidelines of the concerned activity to the students.
6. Arranging delivery of resource material required by the Department.
7. Assisting in the organization of the training programs at the college.
8. Preparing first term and annual report of the concerned activity.
9. Carrying out field visits.
10. Guiding students about maintenance of field work records.
11. Organization and participation in the annual competitions of the Department.
12. Collecting the completed project reports (digitally) having them graded and submit before due date to the college to upload on DLLE portal as per schedule.
13. Assisting the teacher in the preparation of grace marks lists and the completion of formalities for the award of ten marks.
14. Submission of the Approved Accounts by 30th April of the year.
15. Writing the Project Report.

Criteria for the Award of Ten Marks to a Student Manager

1. Completion of 120 hours of work according to the role and responsibilities given to the Student Manager.
2. 90% attendance at each contact training program meetings, other programs, etc conducted by the Department.
3. Writing and submission of a Project Report.
4. Maximum students under the Students Manager successfully completing the Extension Project and receiving the benefit of ten marks.
5. Participation in the Annual Extension Education Meet of the Department.

6. Wearing the badge and always having the Students Manager's folder.
7. Being present during the Co-ordinator's Field Visit to the college and the community.
8. Submission of an assignment if any to the Department.
9. Submission of the college reports to the Department on time.
10. Completion of task assign by DLLE.

EXTENSION WORK PROJECTS

There are Ten Extension Work Projects being offered by the Department under two different heads.

I. VOCATIONAL CAREER ORIENTED PROJECTS

II. COMMUNITY ORIENTED PROJECTS

Vocational Career Oriented Projects

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

I. CAREER PROJECT (CP)

1. Rationale of the project

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

2. Purpose

1. To help a student to find out information about a career before undertaking it.
2. To enable a student to learn the interview technique and method of collecting information.

3. To aware the students how to prepare materials for the dissemination of information collected.
4. To help a student to know about the job prospects of the career being explored.

3. Activities to be carried out by students.

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

4. Records / Material to be submitted.

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

II. ANNA POORNA YOJANA (APY)

1. Rationale of the project

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

Hence it is seen the following items are being sold.

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

The students can also sell **non-food items** such as stationery items, paper folders, files, books etc.

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

2. Activities to be conducted by a student:

- 1) Attend training programs at the college and at the Department.
- 2) Identify the items that students need but are not easily available in the vicinity.
- 3) Select an item that can be prepared by the student himself / herself or have it prepared by others.
- 4) Fix the sale price for the item.

- 5) Arrange for its sale in the college or any other campus nearby or at the functions, melas in the vicinity.
- 6) Organize twenty-five such sales (either weekly or on alternate days)
- 7) Keep an account of the cost incurred, sale proceeds & calculate the profit made.
- 8) Attend and participate in the Annual Festival of the Dept.
- 9) Write the Project Report.

3. **Some precautions to be taken:**

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

4. **Data / Records to be maintained:**

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

1. Sale Record

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

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

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

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

- Communication
- Negotiating skills

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

1 Rationale of the Project

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

2. What is to be done?

By the student

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

By the teacher

1. Obtain an enrollment form from the students.
2. Interview the students for selection.

3. Obtain the Registration Form-Cum-Undertaking form the student.
 - a) Organize an orientation course for the student about behavior, work ethos, punctuality, etc.

Obtain undertaking stating:

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

3. Where can it be done?

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

4. What will the student gain?

- An entry into the world of work.
- Practical experience

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

PROFORMA

REGISTRATION FORM-CUM-UNDERTAKING

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

1. Name of College_____
2. Name of the Student_____

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

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

 b) Address of the Employer/Firm: _____

Tel No._____

 c) Name & designation of the contact person at the place of employment
6. a) Letter of Appt.: Date _____ Letter No._____

 b) Type of work to be undertaken _____

 c) Period-From _____ To _____

 d) Timings Form _____ To _____
7. Name of Supervising Teacher: _____

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

Signature of Student

Signature of Teacher

Signature of the Principal
and College Stamp

LETTER OF ASSIGNMENT

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

DAILY WORK EXPERIENCE RECORD

(To be incorporated in the Project Report)

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

LETTER OF COMPLETION

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

CONFIDENTIAL REPORT (On the Employer's Letterhead)

(To be pasted in the Project Report)

1. Name of the student

2. Name of the College

3. Class: _____ Roll No. _____

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

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

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

i) _____

ii) _____

6. Two skills the student acquired for gainful employment.

7. General Remarks about the student

Signature of Employer with seal

TEACHERS'S FIELD VISIT REPORT

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

Date

Signature of Teacher

COMMUNITY ORIENTED PROJECTS

I. POPULATION EDUCATION CLUB (PEC)

1. Relevance of the activity

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

2. Topics /issues to be covered under PEC

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

3. Types of activities

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

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

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

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

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

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

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

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

Sign of the principal with stamp of the college

II. SURVEY RESEARCH

1. Relevance of the activity

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

2. Activities to be conducted by a student.

1. Learn the basic methodology of research.
2. Understand Need for Research in the local area.
3. Review related literature.
4. Define problem statement.
5. Build rapport with the community.
6. Follow Research Design
7. Survey respondents as per the need.
8. Collect and tabulate the data with the help of a computer.
9. Follow Research Methodology throughout the process.
10. Do analysis and interpretation of data.
11. Submit Research to the College
12. Write the Project Report.

3. Some of the basic areas for Research

1. Status of women
2. Literacy / Dropouts
3. Environment Degradation
4. Save Water
5. Educational Needs / Problems
6. Technological Resources / social media
7. Campus Facilities
8. Sports Achievements

III. EDUCATION FOR ALL (EFA)

National Institute of Open Schooling (NIOS) or
Centre for Distance and Open Education (CDOE)

1. OBJECTIVES

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

2. ACTIVITIES BY STUDENTS

A. College Level Activities

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

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

B. Community Level Activities

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

(i) Dissemination of Information

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

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

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

OR Resource person

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

OR Survey

A student can survey a slum, housing colony or chawl, covering 50- 75 families and identify the school / college dropouts (adults and children) and provide them with information about the NIOS / CDOE. On the completion of the College and Community level activities the student should write a Project Report.

3. RECORDS TO BE MAINTAINED

The following records are to be maintained in the Project Report

a) College Level activities

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

b) Community Level Activities

(i) Dissemination of information

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

NEW PROJECTS

1. ENVIRONMENT EDUCATION PROJECT (EEP)

(THEME: SAVE THE ENVIRONMENT)

1. Rationale of the project:

Environment refers to the natural surroundings and conditions in which we live. Unfortunately, this Environment has come under serious threat. This threat is almost entirely due to human activities. These human activities have certainly caused serious damage to the Environment. Most noteworthy, this damage risks the survival of living things on Earth. Therefore, there is an urgent need to save the Environment. Protecting our environment is the foundation for sustaining our planet, community, and economy. Our environment supports and houses our ecosystems, allowing them to grow and thrive. If we fail to protect our environment, we will put the lives of humans, animals, plants, and more at risk.

2. Purpose

- To help a student to find out information about the Environmental awareness and sensitivity towards the environment.
- To make the students work in collaboration with the community to repair some of the damage done by humans and maintain the environment for future generations.
- To enable a student to prepare resource materials for arousing environmental sensitivity in the community.
- To provide opportunities for various action plans in saving the environment of the environment.

3. Relevance of the activity

1. Work in an adopted area.
2. To facilitate the college to obtain basic data about 'Saving the Environment' among students. of the college and in the area of work.
3. After obtaining the information, the college can plan to conduct community level awareness program by distributing pamphlets, conducting street plays, participating in various drives like Tree plantation, Beach clean drive, Swachhata Rally and initiate further sustainable development programs of the community to save the environment.

4. Activities to be conducted by the student.

1. Learn the basic methodology of research.
2. Determine the local area, which will be covered by the survey.
3. Build rapport with the community.
4. Survey 40-50 individuals in the age group 20 to 65 years
5. Collect and tabulate the data with the help of a computer.
6. Follow the Research Methodology.
7. Do analysis and interpretation of data.
8. Write the Project Report.

5. Records / Material to be submitted:

- a) Questionnaire filled by respondents.
- b) Analysis Sheet
- c) Photographs for community level work done.
- d) Script of street plays conducted.
- e) Pamphlets, Posters and resource materials prepared for the Save the Environment campaign.

SAMPLE QUESTIONNAIRE:

Part A: Personal Details

- a) Name: _____(optional)
- b) Age-Years: < 15 < 30 < 45 / <45 or more
- c) Educational level: Never studied / Studying in_____/ Studied up to_____
- d) Gender: Male/ Female/ others
- e) Place of Residence: Chawl / Building / Bungalow
- f) Family income (per month): < 5, 000 / <7,000 / <15,000 / >15,000 or more
- g) Total Number of Members of your family: _
- h) Have the basic knowledge about Environment: Yes / No / Undecided
- i) Do you agree to save the environment: Yes / No / Undecided
- j) If you get an opportunity, would you participate in an environmental action? Yes / No / Undecided.

SAMPLE QUESTIONNAIRE

Part B: Please select correct alternative for the following questions (tick your choice)

Sr.No. Items related to saving the environment.

1. World environment day is celebrated on:

- a) 5th June
- b) 14th February
- c) 5th April
- d) 18th September

☐
☐
☐
☐

2. Due to occurrence of water on earth it is also known as:

- a) White planet
- b) Green planet
- c) Red Planet
- d) Blue planet

☐
☐
☐
☐

3. Use of polythene bags should be discouraged because:

- a) It pollutes soil.
- b) It is easily available and cheap
- c) It is non-biodegradable
- d) It is reusable

☐
☐
☐
☐

4. How interested are you in environmental problems?

- a) Excessively
- b) Sometimes
- c) Rarely
- d) Never

☐
☐
☐
☐

5. Water harvesting that has emerged as a sensible method of meeting the water storage means

- a) Collection of water from rivers
- b) Collection of rain water in storage tanks
- c) Harvesting of water from tube wells
- d) Not aware

☐
☐
☐
☐

6. In an average home which of the following uses the most water?

- a) Flushing the toilet
- b) Filling the bath tub
- c) Taking a 10 min. shower
- d) Washing one load of clothes

☐
☐
☐
☐

7. When I go for shopping, I will use:

- a) Cloth bag
- b) Plastic bag
- c) Paper bag
- d) Bag given by shop

☐
☐
☐
☐

8. I switch off the power from the main supply point as it saves 5% power___:
- a) Always ☐
- b) Sometimes ☐
- c) Rarely ☐
- d) Never ☐
9. Which of the following is good for making composting?
- (a) Plastic bags, aluminum foil, dry leaves ☐
- (b) Vegetable and fruit peels, tea leaves, egg shells ☐
- (c) Polythene bags, pieces of clothes, paper ☐
- (d) Plastic paper, tin foil, egg shell, leather ☐
10. Which one of the following is used for making vermi-composts?
- (a) House flies ☐
- (b) Cockroaches ☐
- (c) Butterfly ☐
- (d) Red worms ☐
11. A garbage collector separate items mentioned below in the garbage into red, green and blue containers for their transfer to landfill, composting pit, and recycling unit respectively.
- (i) plastic bag (ii) newspaper and journals (iii) screw and nuts (iv) vegetable peels
(v) metal chips (vi) egg shells
- Which item were transferred to which bin?
- | | RED | GREEN | BLUE | |
|----|-------------------|----------------|---------------|--------------------------|
| a) | (i) and (iv) | (ii) and (iii) | (v) and (vi) | ☐ |
| b) | (i) and (iii) | (ii) and (v) | (iv) and (vi) | ☐ |
| c) | (i),(iii) and (v) | (iv) and (vi) | (ii) only | ☐ |
| d) | (i) and (v) | (ii) and (iv) | (iii) only | ☐ |
12. Garbage from cities are dumped at :
- (a) riversides ☐
- (b) inside ponds and lakes ☐
- (c) landfill areas ☐
- (d) sewage pit ☐
13. Which one of the following will add to garbage?
- (a) Syringe used by a doctor ☐
- (b) Tin of a soft drink ☐
- (c) Wrapper of food stuff ☐
- (d) All of these ☐

14. **Which of the following statements is true about global warming?**
- a) Global warming has led to large scale deforestation ☐
 - b) Global warming has led to a rise in the sea levels ☐
 - c) Global warming has led to a rapid increase in the population across several countries ☐
 - d) Global warming has led to a huge amount of waste generation ☐
15. **Which of the following statements is true?**
- a) Economic growth is the modern concept for development ☐
 - b) Political growth is the modern concept for development ☐
 - c) Sustainable growth is the modern concept for development ☐
 - d) Social growth is the modern concept for development ☐
16. **What is the correct order of the 3R principle?**
- a) Recycle, Reuse, Reduce ☐
 - b) Reuse, Reduce, Recycle ☐
 - c) Reduce, Reuse, Recycle ☐
 - d) None of the above ☐
17. **Which environment-specific principle provides that the environmental impacts of any and every human activity must be evaluated and accounted for?**
- a) Precautionary Principle ☐
 - b) Polluter Pays Principle ☐
 - c) Sustainable development Principle ☐
 - d) The doctrine of public trust ☐
18. **The best way to create awareness among people about environmental sensitization is through spread the message through:**
- a) use the mass media to spread the message ☐
 - b) word of mouth ☐
 - c) forcefully insisting people ☐
 - d) making treaties with other countries ☐
19. **We can achieve the prevention of environmental degradation by:**
- a) relying on the government to do all the jobs ☐
 - b) simply talking about environment ☐
 - c) Creating public awareness among people about the importance of environment ☐
 - d) Killing organisms and cutting trees ☐
20. **How willing are you to change your lifestyle to reduce the damage you cause to the environment?**
- a) Extremely willing ☐
 - b) Very willing ☐
 - c) Somewhat willing ☐
 - d) Not so willing ☐

21. **Whenever possible, we must choose to cycle or walk while going somewhere, instead of travelling by motor vehicle**
- a) Strongly Agree ☐
- b) Agree ☐
- c) Undecided ☐
- d) Not Agree ☐
22. **Which of the following statements about climate change is true?**
- a) Plantation can be a preventive measure to tackle climate change ☐
- b) The usage of cycles instead of bikes or cars for transportation can be a preventive measure to tackle climate change ☐
- c) The usage of organic products can be a preventive measure to tackle climate change ☐
- d) All of the above ☐
23. **I do things to reduce waste (e.g., throwing away less food and not wasting paper)**
- a) Always ☐
- b) Frequently ☐
- c) Sometimes ☐
- d) Never ☐
24. **Which of the following is not a measure of sustainable water management?**
- a) Preventing leakage from dams and canals ☐
- b) Reducing the rate of surface run-off water ☐
- c) Preventing loss of water from the municipal pipes ☐
- d) Building small reservoirs in place of a few mega projects ☐
25. **What is the objective of the National Environment Policy, 2006?**
- a) To mainstream environmental concerns in all development activities ☐
- b) To maintain the national commitment to a clean environment ☐
- c) To share responsibility and forge a partnership between state and the people in realizing it ☐
- d) To be a guide to action ☐

The student may change the questionnaire as per his / her requirements and topics. The questionnaire should be validated by Extension Work Teacher. Please follow basic research methodology while conducting the survey.

- On the basis of study of profile of the respondent with reference to: Age, Educational level, Gender, Place of Residence, Socioeconomic status, we can say there is a **Negative/ Neutral / Positive** impact of *previous environmental knowledge, environmental attitude and willingness to take part in environmental action and will take a Negative/ Neutral / Positive* towards 'Saving the Environment'.

Part E: Evaluation Key

Total Score (Part B)	Percentage	Inference
0/20 to 8/20	less than 40%	Individual who is ' Not concerned ' about the Environment'
9/20 to 12/20	40 to 60%	Individual who is ' Slightly concerned ' about the Environment
13/20 to 16/20	60 to 80%	Individual who is ' Moderately concerned ' about the Environment
17/20 to 20/20	80 to 100%	Individual who is ' Truly concerned ' about the Environment

Part F: Interpretation and Conclusion:

Environmental knowledge, Environmental attitude and willingness to take part in Environmental action has an _____ impact on 'Saving the Environment'. The individual belongs to _____ Age group. The Educational level of the individual is _____. The gender of the individual is _____. The Place of Residence of the individual is _____. The individual belongs to _____ Socioeconomic status.

The study of profile reveals that the individual is _____ about the environment and will take a _____ initiative towards 'Saving the Environment'.

2. CIVIC SENSE (CITIZENSHIP EDUCATION PROJECT)

New Project No. 2 Citizenship Education Project (CEP)

RELEVANCE OF THE ACTIVITY:

India is the cradle of civic virtue in the world as Indus and Mohenjo-Daro civilizations had irrefutable evidence of good sanitation and code of conduct. India was seen as a country where the old are respected and values are nurtured. India is looked upon as a nation to be reckoned with, it is poised to become a major economic force in the coming years. Indians on the other hand are becoming increasingly uncivil.

Civic sense is nothing but social ethics. It is consideration by the people for the unspoken norms of society. A lot of people assume that civic sense is just about keeping the roads, streets and public property clean. But civic sense is more than that; it has to do with law-abiding, respect for fellow men and maintaining decorum in public places. A lot of foreign countries function in a smooth manner because of the strong civic sense amongst its people.

In India the status quo of civic sense is grim, although there is a civic sense awareness drive through many platforms; still a lot is to be done to put it on international map. Catastrophe was such that, during our commonwealth games people had to be specially oriented for civic sense by many social activists. Many books are written to bring about civic awareness. Many schools, NGO's, Public organizations and government organizations are taking initiatives to bring about a change in developing stronger civic identity among the people of different sections of society. With the exception of a couple of lessons in school, not a lot of attention is given to civic behaviour. Schools and homes do not teach their children about the importance of civic sense and how it could make a difference to the country as well as the quality of their lives. Although much more needs to be done in this front to reach to international standard and break the perception of other countries as they consider Indians to be very low on civic sense. Hence there is an urgent need to take up this issue. Every citizen of the nation, from all walks of life, needs to have a disciplined life. How do we imbibe the civic sense in the minds of the people is the need of the hour, so that it becomes part of their life, rather being imposed by rules and regulations. Certainly, this project will contribute in creating awareness among all in setting their own standards in disciplining their lives leading to good life, good society and thereby a good nation and a good world.

PURPOSE OF THE ACTIVITY:

- To imbibe among the students the concept of civic sense.
- To sensitize the students on the need for effective civic sense.
- To encourage the students to discharge their responsibilities as a good citizen.
- To become a good global citizen at local, national, and global level.
- To develop modules for creating civic sense among the various sections of society.
- To spread awareness about civic sense.
- To develop the pride of being a good citizen.
- To develop the right attitude to follow civic sense.
- To promote good citizenship by practicing effective civic sense.
- To develop responsible citizens with civic sense.

ACTIVITIES TO BE CARRIED OUT BY THE STUDENTS:

Attend training programs at the department and the college.

College Level Activities (Any 5)

1. Two Case studies of lack of civic sense of particular localities in your neighborhood – Discussion and finding solutions and report writing and dissemination of information through display on notice boards/slogans /street plays (compulsory)
2. How will you contribute to bring a positive change in society through Civic sense drive?
Essay (350-400 words) (compulsory)
At individual level (e.g. practice good social etiquette)
At Community level (e.g. Clean drive-Clean Mumbai-Green Mumbai)
At national level (e.g. Responsible citizen in all endeavours)
At global level. (e.g. Responsible Global citizen)
3. Debate
4. Exhibition
5. Seminar
6. Poster competition
7. Slogan competition
8. Talk / Lecture by experts (Municipal Corporation, RTO, NGO's)

Community level Activities (Any 5)

Adopt Area (e.g. Western suburbs)

1. Two Street Plays (compulsory)
2. Prepare placards, charts of rules and regulations to maintain decorum in public places. (e.g. Railways – avoid spitting, littering, switching off fans when not in use in compartments)
3. Poster / Slogan display in public places
4. Oath taking / Pledge (DLLE civic sense drive pledge) from students, public to maintain decorum in public places by maintaining self-discipline in practicing civic sense. (compulsory)
5. Cartoon / short informative films display on civic sense in schools.
6. Organize civic sense awareness rally (compulsory)
7. Organize workshops on solid waste disposal, water management, groundwater conservation, rainwater harvesting, greening houses, greening institutions etc.
8. Identify eco-friendly citizen in your locality (through interview) and appreciate him/her with DLLE Good Citizenship Badge.

Community level Activities (B. Ed students)

1. Prepare 7 lesson plans on civic sense and deliver lectures in schools.
2. Attend and participate in the Annual festival.
3. Write a project report.

Topics /issues to be covered under CEP.

- Civic sense at home
- Civic sense in school
- Civic sense in public places
 - Greeting Appropriately
 - Handling Hierarchy
 - Effective conversations
 - Minding your speech
 - Social Interaction Etiquette
 - Being a Good Host-Good House Guest
 - Dining Decorum
 - Elevator Etiquette
 - Mobile/Internet Must –Do's

- Restaurant / Banquet Manners
- Visiting the sick
- Rules for Queues
- Auditoria or Airplanes Must –Do’s
- Parking Etiquette
- Road Manners
- Gymnasium and Sports Field Behaviour
- Being a good student-Good Teacher
- Day to Day Decency
- Civic sense in offices and public places
- Bathroom Hygiene
- Keeping your kitchen clean

RECORDS TO BE MAINTAINED:

Proforma of the record maintained.

College Level Activity

Sr. No.	Date	Topic	Methodology / activity	Co-ord. agency	AV Aids used	Outcome	Hrs
1-8							Total 40

Community level Activity

Sr. No.	Date	Topic	Methodology / activity	Co-ord. agency	AV Aids used	Outcome	Hrs
1-8							Total 40

QUALITIES OF THE STUDENTS TO BE DEVELOPED:

1. Civic sense awareness
2. Contribution to society

3. Responsible citizenship
4. Sensitivity to the environment
5. Appreciation of the environment
6. Conscientiousness towards generation of waste
7. Leadership qualities
8. Creativity
9. Global citizenship
10. Self confidence in presentation
11. Social interaction skills

ALLOCATION OF THE HOURS FOR EXTENSION WORK:

- | | |
|-------------------------------|----------|
| 1. College level activities | 40 hours |
| 2. Community level activities | 50 hours |
| 3. Training | 10 hours |
| 4. Festival | 20 hours |

NEW PROJECT No. 3

CONSUMER GUIDANCE PROJECT-CGP

PURPOSE OF THE ACTIVITY-

Each person in society is a consumer. Our economic system is dependent on the consumer. The backbone of development is the consumer. Hence the 'Grahak Devo Bhav', 'Grahak Raja' are synonyms to the consumer. But the rights of the consumers are ignored in today's competitive world. The consumers are cheated easily by the sellers and producers. Hence, for the protection of the consumer, 'Consumer Protection Act in 1986 & 2019' is passed by the government. Most of the consumers are unaware about this Act. Especially the consumers who live in rural area, are unfamiliar from this act. If the consumers are made aware about such act, they will be protected. So there is a need to create such awareness and spread information about the act.

AIM- To create awareness about consumer rights and act for consumer protection.

OBJECTIVES-

- a) To understand the concept of consumer.
- b) To understand the history of consumer movement.
- c) To become alert first, then to make aware to the society.
- d) To provide education and training to consumers.
- e) To provide the benefits and welfare of the consumer.
- f) To create awareness about consumer duties and rights.
- g) To provide information about legal ways to the consumer if he is cheated.
- h) To Protest the illegal trade customs.

ACTIVITIES TO BE CARRIED OUT BY THE STUDENTS- (COLLEGE AND COMMUNITY LEVEL ACTIVITIES.)

Methodology for college programs.

Students need to work in group at five to eight. Each group needs to organize the programs in the form of an activity by inviting resource persons, arranging field visits etc. thereby ensuring at least four hours of each student members are utilized for attending each programs. All the students should remain present during all the college programs. A prize may be awarded to the group of students that will arrange the most interesting program on consumer guidance.

- a) Lecture or Guidance.
- b) Street play.
- c) Debate.
- d) Rangoli / Poster competition.
- e) Essay writing competition.
- f) Discussion.
- g) Rally.
- h) Exhibition
- i) Experience narration
- j) Seminar- paper prepared by students in group and then presented.
- k) Attend and participate in the Annual Festival.
- l) Write a project report.

Each extension work student should actively participate in at least three college and community level activities. As well as each student should provide information to at least ten families about consumer awareness. (Consumer movement, consumer's duties and rights, the need of awareness, the kinds of deceiving, consumer courts, the persons and organizations who make awareness and consumer protection Act 1986 & 2019)

The NGO's who create consumer awareness-

- 1) The Akhil Bhartiya Grahak Panchayat- Pune. (ABGP)
- 2) Grahak Panchayat Maharashtra (GPM)
- 3) Maharashtra Pradesh Pravashi Mahasangha, (MPPM)
- 4) Consumer Guidance Society of India (CGSI)
- 5) Mumai Grahak Panchayat (MGP)
- 6) The Consumer Couse, New Delhi, etc.

Consumer Courts-

- 7) Consumer protection redressal agencies or District forum
- 8) The state Consumer Protection Council
- 9) The Central Consumer Protection Council

RECORDS TO BE MAINTAINED (FORMAT)

(College Level Activities)

Sr. No.	Date	Topic	Methodology/ activity	Co-ord. agency	A V Aids used	Out come	Hours
01							
02							
03							

(Community Level Activities)

Sr. No.	Date	Topic	Methodology/ activity	Co-ord. agency	A V Aids used	Place	Hours
01							
02							
03							

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

Sr. No.	Date	Topic	Class	Method used	Medium of instruction	A V Aids used	Hours	Sign of EWT	Sign of Supervising Teacher
01									
02									
03									

Sign of the Headmaster/Principal
with stamp

QUALITIES OF THE STUDENTS TO BE DEVELOPED.

- Self-awareness about consumers
- Contact and communication skill
- The realization of social commitment
- Will be connected to consumer movement.
- Positive citizenship

ALLOCATION OF HOURS FOR PARTICIPATION IN EXTENSION WORK

Sr. No.	Program	Hours
1	Training	10
2	College level activities	30
3	Community level activities	50
4	Festival / Essay	20
5	Project Report	10
	Total: -	120

NEW PROJECT NO. 4 - SKILL DEVELOPMENT PROJECT (SDP)

Soft skill are very important-

To handle interpersonal relations

To take appropriate decisions

To communicate effectively

To have a good impression and impact to gain professional development.

Every human being has to communicate with others essentially & effectively. Effective communication is the hallmark of one's education. The ability to speak fluently using the right word in the right order is considered as good communication.

a. Body language- Non-verbal communication

- Face is the index of the mind, and it clearly displays the person's interest.
- Body language presents to the audience what we feel & think about a particular matter.
Ex: Nodding one's head
- Body language (e.g, arms crossed, standing, sitting, relaxed)
- Emotion of the sender & receiver (e.g, speaking clearly, enthusiastic)

b. Written Communication Skill

- ❖ Writing evaluates a person's proficiency indications, spelling grammar etc.
- ❖ Errors committed while writing circulars, reports & agenda considerably spoil the image of the writer
- ❖ Good visual presentation using graphics, color, balanced design layout- adds so much to written communication.
- ❖ Keep handouts and other written materials for your presentation.

c. Presentation Skills:

- Presentation skills include planning, preparation & delivery of the message.
- Making a formal speech is one form of presentation.
- Presentation skills can be broadly categorized into physical, oral, & electronic.
- Success in life depends on presenting ideas in an appropriate manner.
- Look at the eyes of the audience & speak in a natural, conversational voice.
- Appropriate voice will make the presentation effective and interesting.
- Ask for feedback from your audience about your presentation & change accordingly.

d. Interpersonal Skills

Man is a social animal & his success in life largely depends on his relationship & interaction with others. We must respect the views & sentiments of others. When we want to differ their views, we must very politely give hints to them without wounding their feelings.

1. Time & Stress Management

- a. Prioritize the work & schedule your time accordingly.
- b. Important work should be allotted more time & taken up first.
- c. Listening to classical music & practicing yoga will considerably reduce the physical, emotional & mental stress of an individual

2. Leadership communication skills

- Leaders, executives & managers need to be very clear about what they expect from others.
- Trust yourself
- Keep smiling.
- Always learn new things
- Accept responsibility for yourself & your actions.
- Look at problems & challenges.
- Be grateful always.
- Love yourself.

3. *Interpersonal Communications*

a. How to Write Better

- Use clear, simple, direct language.
- Minimize use of acronyms.
- Read more, to see good writing and improve vocabulary.
- Ask peers to review your writing.
- Mentally pretend you're talking to someone and write that!

b. Essentials of Public Speaking

- You can do it!
- Know your subject.
- Know your audience – expectations.
- Practice, Practice, Practice
- Never just read.
- Speak slowly, clearly and loud enough.
- Be sincere and enthusiastic.

PURPOSE OF THE ACTIVITY

1. To help a student to find out his skills.
2. To enable a student to take initiative for skill development.
3. To aware the students how to prepare materials for the dissemination of information collected.
4. To help a student to know about the job prospects related to his / her skills being explored.

ACTIVITIES TO BE CARRIED OUT BY STUDENT.

1. Attend training programs at the college and at the Department.
2. Select skills of your choice.
3. Read Two books related to your skills and start preparing notes for skill improvement.
4. Search for success stories in skill. Prepare Note Making and Story Telling.

5. Find out complete information about Guidance / Training Centres, place of performance, internet search etc. History of skill, weakness and strength, scope for improvement etc.
6. Participate in skill related competitions / programs. Prepare reports (500 words) of such participation.
7. Organize data and prepare two charts showing different aspects related to skill.
8. Prepare a booklet / pamphlet / brochure on the Skill.
9. Prepare a five-minute talk on the skill.
10. Publish your articles if any in news papers related to your skill.
11. Attend and participate in the Annual Festival of the Department. Show your skill.
12. Write the Project Report.

Records / Material to be submitted.

- a) 2 charts- strength, weakness, scope for improvement. Success stories.
- b) Note book of notes of Books read.
- c) Pamphlet / brochure / booklet
- d) Talk, presentation, competition report (in written format)
- e) Annual Project Report

QUALITIES AND TALENTS THAT CAN BE DEVELOPED BY THE STUDENT.

- Time Management
- Decision-making
- Interpersonal Relations
- Leadership
- Understanding production and marketing on a small scale.
- Self-Confidence
- Communication

ALLOCATION OF HOURS FOR PARTICIPATION IN EXTENSION WORK

Sr. No.	Program	Hours
1	Training	10
2	College level activities	30
3	Community level activities	50
4	Festival / Essay	20
5	Project Report	10
	Total: -	120

FOR REGISTRATION

Financial Aspects of Extension Work Projects

- i) **Participation Charge for Students:** A participation Charge of Rs. 200/- (Rs. 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/- will be retained by the college for the college level expenditure including traveling and incidental expenses of *Extension Work Teacher / Student Manager / Field Coordinator* required to attend meeting, programs etc. at the University or Programs of the Department.
- ii) Please send the balance of Rs. 100/- of each student to the Department by a single Demand Draft of the total amount drawn in favor of The Finance and Accounts Officer, University of Mumbai. OR you can make payment directly to our University account, the account details are available in your login at Demand Draft Link. Please submit original demand draft to the Department. OR
- iii) *Please pay / transfer the total amount of participation charges by any convenient payment method to our account and upload the receipt of payment in your login at demand draft link. (This Charges are non-refundable.)*

This participation Charge alone ensures funding for the Extension Program at the college level and the University level. It is therefore advisable that a college registers as many students as possible for the program, subject to a maximum of 50-100 students per teacher in these projects. For additional students, a college may assign additional teacher.

Process of Online Registration and document submission

Please follow the process as given below for smooth conduct of Extension Work Activities by log in www.mudlle.ac.in with login credentials provided to you.

1. Upload Annexure 1 (College Registration) and 2 (Student Manager Registration) **in jpg /pdf format with signature of Principal and college seal.**
2. Upload annexure 3 (List of the Students) and 4 in online mode before the due date **in Excel format.**
3. Upload the LINK of videos and photos of the program conducted by your college under extension work in your login so that the Field Coordinator and the Department can monitor the activities.

The Field Coordinator and the Department will provide their remarks and guidance in the space provided through their login. Kindly follow the same. The details of Field Coordinator will be available to you very soon.

4. Please prepare reports of the activities (Annexure 5, 5A, 6 & 7) at the end of this semester and upload in your login before the due date. The proforma of annexures are available in your login.
5. Please check and verify the documents carefully before uploading. After uploading, you will not be able to make any changes to the documents. In case of correction in the document, please mail us your query, to be resolved at the earliest.
6. Please DO NOT SEND any print copy of the annexure (by post/ by hand) to the Department till asked for. Please support us for paperless process and documentation.

Please feel free to contact us for support you expect.