

CIRCULAR NO. 4

DLLE/EXT/ 259/of2022
21st March, 2022

To,
The Principals,
Colleges and Institute in all Faculties
Affiliated with University of Mumbai

**Subject:- Guidelines for online submission of Extension Project Report by students
(AY 2021 - 2022) for benefit of 10 grace marks, under 0.229.A.**

Dear Principal & Colleague Extension Work Teachers,

I hope everything is fine at your end in this Pandemic situation, Please take care.

The college Extension Work teachers are hereby requested to prepare Google Form with their email id as per following format/contents as given below for online submission of extension work project report (2021-2022) by the Extension Work students. Submission of this report by the students is compulsory for the benefit of annual 10 grace marks under University Ordinance 229.A.

- * After preparing this form on Google, please circulate it among your extension work students.
- * Please collect responses of the students at the earliest with this Google form (in excel sheet)
- * The EW teachers are requested to check the answers and assign the grade as A+, A, B+, B, C to the project report by adding additional column next to name of the students.
- * Please organize this excel sheet of the students responses (which is generated on your Google drive) in name wise alphabetical order and forward it to your respective Field Coordinator and CC to DLLE department by email at dlleuniversityofmumbai@gmail.com
- * The names of the students enlisted in this Excel sheet will be considered while preparing Annexure 9 for final benefit of 10 grace marks to the students.

EW Field Coordinators are requested to moderate and verify this excel sheet and submit Annexure 8 to the DLLE Department by email.

Format/ Contents of Extension Project Report in Google Form (to be prepared by Extension Work Teacher for Students)

Part A

- a) Name of the student.
- b) Roll No.
- c) Std.(F.Y./ S.Y./T.Y./ M.A./ M.Com./M.Sc. etc)
- d) Extension Project undertaken:(CP/IOP/APY/SWS/NIOS/PEC)
- e) Mobile Number
- f) Email id.
- g) Name & address of the College

Part B (Questions in Google form for Project Report)

Please answer the following in 50 - 100 words only.

1. My reason for joining extension work activities.
2. How did you carry out extension work activities? Give specific project related data.
3. What did you learn by extension work activities?
4. How will extension work activities help you to contribute to the society?
5. What do you say about improving extension work? (Your remarks, experience and suggestions.)

Students should submit answers to these questions in Google form only. (Prepared by teacher)

Thanking you
Yours faithfully

Director, DLLE