

**CIRCULAR NO. 7**

DLLE/COLL/ 09 /of 2024

April 08, 2024

To,  
The Principals,  
Arts, Commerce and Science College, Institutes, Management, Pharmacy &  
Colleges of Education in Extension's, University of Mumbai, Mumbai.

**Sub: Monitoring and Evaluation of the Project Reports for 10 grace marks under Extension Activities**

Dear Principal,

This circular is in continuation to our earlier Circular No. 6 (DLLE/COLL/755 of 2024) dated February 21, 2024, for submission of project reports of the extension work students of colleges in Extension Work activities.

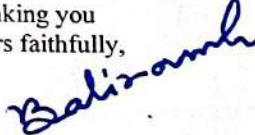
We are pleased to inform you that, in response to above mentioned circular, 289 colleges have successfully uploaded the link of Project Reports of the students and annexures till today and now Department has been conducting the annual process of Evaluation of these projects for the completion of the requirements for the award of 10 grace marks under University Ordinance 229-A. Given below are all the instructions to be followed by the colleges.

1. Kindly upload the link of Project Reports submitted by the students under Extension Work Activities as per guidelines in Circular No. 6 dated February 21, 2024 of the Department, and other remaining Annexures **on or before April 22, 2024, for examinations in March- April 2024.**
2. The other documents like Essays of students (who did not participate in Festival), Letter of Appointment, Letter of Completion & Confidential Report in case of IOP project, posters prepared by students, photographs (if any) can be uploaded by you in your college Google drive and link can be provided through your college login for Department records or please present these documents before the Field Coordinators physically if they asked for.
3. **The Project Reports are being evaluated online by your respective Field Coordinators and they will upload your Annexure 8. The signature of your Field Coordinator is not required on any of the documents.**
4. Once Annexure 8 is uploaded by your college Field Coordinators which will be visible to you in your login, the link for submission for Annexure 9 will be opened and remain active.
5. Kindly upload Annexure 9 (Excel file only), Faculty Wise (Arts, Commerce, Science, Pharmacy etc.), and year wise (FY, SY) in separate sheets in a file for college level examinations.
6. **In case of the list for Final Year students (Annexure 9) for University Examination, please upload Faculty wise and Subject Wise (Physics, Chemistry, History, BAF, etc.) list of students in a file where necessary options and separate proforma pages (for autonomous and others) are available in your login. This can be done only after the PRN number and exam seat number of the students is available with you. Please **DO NOT SUBMIT THIS LIST (Annexure 9) WITHOUT PRN NUMBER AND SEAT NUMBER as provided by the University.****
7. Please make sure that the total number of students approved by Field Coordinator in Annexure 8 is the same number of students enlisted in Annexure 9 and Annexure 10.
8. Please do not include the names of other or new students who are not certified by the Field Coordinators in Annexures no. 9 and 10. Submit these Annexures without the signature and seal of college. Since it is uploaded from college login itself bears the authentication and approval of the Principal of the college.
9. Only the names of students who have enrolled for extension work activities and registered in Annexure 3 for the academic year 2023-24, completed the activity and certified by the Field Coordinator, will be accepted for the benefit of 10 grace marks. Please do not make any spelling mistakes in the names of students in Annexure 9.
10. Please upload duly filled Annexure 10A (statement of income and expenditure) in jpg / pdf format with the original signature of the Principal and seal of the college.
11. After uploading all the documents upto Annexure 10A properly by your college and due verification by the Department, we will be sending you Letter of Completion (LOC) of Extension Work activities with the list of approved students for the benefit of 10 grace marks as per University Ordinance 229-A digitally at 'Approved List Tab' in your login. Then the college will initiate the process of granting the benefit of these marks to FY / SY students at their college level as per University ordinance 229-A.
12. For Final Year students of University Examination, the list received by the Department (through Annexure 9 uploaded by you), will be forwarded to the University Examination Section by the Department for further necessary action and granting the benefit of 10 grace marks as per University Ordinance 229-A to your students.

All the student Managers should assist their college teachers for completing all the formalities for the award of ten marks, as it is a part of requirement for Student Managers for their own certification.

**Please ensure that all the work to be completed before the scheduled date, as certification will be carried out well before the examination result declaration. The colleges are requested to please follow all the instruction carefully to avoid any kind of negligence in this regard.**

Thanking you  
Yours faithfully,

  
Dr. Baliram N. Gaikwad  
Professor & Director, DLLE