

**UNIVERSITY OF MUMBAI**  
**DEPARTMENT OF LIFELONG LEARNING AND EXTENSION**  
**Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai 400 020**

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**CIRCULAR NO. 1**

DLLE/COLL/37/of 2024  
20<sup>th</sup> July, 2024

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

**Sub: - Extension Work Projects for the benefit of Ten Grace Marks for the students (under Non-NEP pattern) and First Term Training program for the Extension Work Teachers & Student Manager.**

Dear Principal,  
Greetings to you on the commencement of academic year 2024-2025.

You are aware of Extension Work activities organized by the **Department of Lifelong Learning and Extension**. The students (from Second Year onwards i.e. Non -NEP students) participating in the Extension Work under this Department are entitled to the benefit of Ten Grace Marks on the satisfactory completion of 120 hours of work under various Extension Work Projects. In the year 2023-2024, 361 Colleges (273 under & Postgraduate, 26 B.Ed. Colleges, 15 Management Colleges, 19 Pharmacy Colleges, 13 Engineering & Technology Colleges, 15 Law Colleges) had participated in this activity with the registration of 36,274 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 registered in N.S.S., N.C.C. or Cultural & Sports Activities in this academic year 2024-25, are not eligible to register under Extension Work Project.** Here are some details about the Extension Work Projects for the academic year 2024-2025.

### 1. Extension Work Projects

The Department is offering 10 types of Extension Work Projects out of which a student can take up any one project and work for 120 hours as per DLLE guidelines for entitlement of the benefit of 10 Grace Marks under Ordinance 229-A for Second Year onwards (Non-NEP pattern). A range of Extension Work Projects are offered for enhancing the employability and IT skills of the student. The projects are given below:

#### Title of Projects

<b>i) Vocational Career Oriented Projects</b>		<b>ii) Community Oriented Project</b>	
1 Annapurna Yojna Project (APY)	5 Population Education Club (PEC)	8 Environment Education (EE)	
2 Career Project (CP)	6 Survey Research (SR)	9 Civic Sense (CS)	
3 Industry Orientation Project (IOP)	7 Education for All (EFA)	10 Consumer Guidance (CG)	
4 Skill Development (SD)			

**All the projects will be conducted in Traditional (offline) Mode. The details about the same will be given during First Term Training organized by DLLE very soon. Please submit the registration and conduct the activities.** The students can enroll for any one of the project and college can choose two or three projects for group of Students.

### 2. Extension Work Student

The Extension Work student should complete 120 hours of work in one Academic Year for the benefit of 10 Grace Marks under Ordinance 229-A for Second Year onwards (Non-NEP pattern).

### 3. Extension Work Student Manager

One Extension Work Student Manager for every 24 students is to be deputed to assist the Extension Work Teacher in implementation of 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. The Extension Work Student Manager is expected to be always with his/her team of 24 students 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 Maximum 50-100 Students, for more than 100 students, college can deploy additional Teacher if necessary. No limit for student enrollment in Extension Work. Students (Undergraduate to Postgraduate- all academic years) from all the faculties (Arts, Commerce, Science, Education, Law, Engineering, Technology, Pharmacy, and Management) can enroll in these activities.**

**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 for your college students.
- iii. Arrange 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 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 once in a month in the Community for students.
- 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 college 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.
4. College can arrange local hospitality for such visits of Field Coordinator.

**6. 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 (Non-NEP pattern) 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. The balance of Rs. 100/- of each student should be sent 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 pay by online banking mode and* upload the list of students registered for the Extension Work with the receipt at the portal. *(This Charges will be 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.*

**ii) Honorarium for Extension Work Teacher by the College**

Extension Work Teacher is entitled for 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 Extension Work Teacher from the participation charges of Rs. 100/- per student which is collected & retained by college.**

**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 very soon**. The Details of the Training Programs will be sent to you separately in due course.

**Please find the attachment for Registration Form (Annexure –I) for the college & Extension Work Teacher of your college to be submitted to us by uploading on DLLE portal ([www.mudlle.ac.in](http://www.mudlle.ac.in) / extension work portal) in jpg or pdf format with signature of Principal and college seal. List of the students (Annexure III) can be uploaded later.**

We very much look forward to hearing from you & receiving the completed Registration Forms on before 10<sup>th</sup> August 2024. **The details about the Registration of First Year students (under NEP pattern) in annual Extension Work Activities will be informed you very soon.**

Thanking you,  
Yours faithfully,



**Dr. Baliram N. Gaikwad**  
**Professor & Director, DLLE**

**ANNEXURE 1 (ONE)**  
**UNIVERSITY OF MUMBAI**  
**DEPARTMENT OF LIFELONG LEARNING AND EXTENSION**

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Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai – 400 020  
 Ph. (022) 2204 3478, (Fax) 2281 3020 Website: [www.mudlle.ac.in](http://www.mudlle.ac.in)

**REGISTRATION FORM FOR TEACHERS FOR EXTENSION WORK ACTIVITIES**  
**YEAR-**

1. NAME AND ADDRESS OF THE COLLEGE:

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2. NAME OF THE PRINCIPAL:

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Tel. (Prin.) Direct \_\_\_\_\_ Office: \_\_\_\_\_ Home: \_\_\_\_\_

Fax \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Id: \_\_\_\_\_

3. NAMES AND RESIDENTIAL ADDRESS OF THE TEACHERS TO BE DEPUTED FOR EXTENSION

1. \_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Id: \_\_\_\_\_

2. \_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Id: \_\_\_\_\_

3. \_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Id: \_\_\_\_\_

4. \_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Id: \_\_\_\_\_

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**Sign of the Principal**  
**(College Stamp)**

**ANNEXURE 2 (TWO)**  
**UNIVERSITY OF MUMBAI**  
**DEPARTMENT OF LIFELONG LEARNING AND EXTENSION**

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 Ph. (022) 2204 3478, (Fax) 2281 3020 Website: [www.mudlle.ac.in](http://www.mudlle.ac.in)

**REGISTRATION FORM**  
**FOR STUDENT MANAGERS FOR EXTENSION WORK ACTIVITIES**  
**YEAR- \_\_\_\_\_**

1. NAME AND ADDRESS OF THE COLLEGE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. NAMES AND RESIDENTIAL ADDRESS OF THE STUDENT MANAGERS TO BE DEPUTED FOR EXTENSION

1. \_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Id: \_\_\_\_\_

2. \_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Id: \_\_\_\_\_

3. \_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Id: \_\_\_\_\_

4. \_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Id: \_\_\_\_\_

\_\_\_\_\_  
**Sign of the Principal**  
**(College Stamp)**