UNIVERSITY OF MUMBAI

Department of Lifelong Learning and Extension

GUIDELINES FOR FINAL PROJECT REPORT SUBMISSION BY STUDENTS.

Greetings for the final submission of the project reports of the students for the academic year 2024-2025!

We are pleased to inform you that in response to our Online Document Submission Portal (ODSP), 368 colleges affiliated to University of Mumbai are successfully registered for Annual Extension Work Activities of the Department for the year 2024-25 and uploaded required documents of annexure 1 to 5 successfully on the portal available at www.mudlle.ac.in. This portal gives an opportunity to upload all your extension work documents and links of photographs and videos of the programs organized by your college.

Please 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. Since all the documents are needed to upload, please do not send a print copy of any document to the Department. Now, prepare reports of the activities (remaining Annexures 5A, 6 & 7) and upload them on the portal. The proforma of annexures are available in your login.

PROCEDURE FOR SUBMISSION OF PROJECT REPORTS BY THE COLLEGE.

For the benefit of additional 10 grace marks (in the academic year end examination) as per University Ordinance 229-A, each student participating in annual extension work activities should submit his / her final project report in prescribed proforma which is available on our website. Here are some details of the process of submission of Project Report and the responsibilities of Extension Work Teacher and Students in this regard.

Responsibilities of the Extension Work Teacher of the College:

1. Please provide Project Report proforma as received from DLLE (which is also available on www.mudlle.ac.in) to Extension Work students and ask them to submit duly filled proforma before deadline.

2. Please prepare Google Form in your Google Account with the following contents and provide link of it to your students-

    a. Name of the Student

    b. Gender: (Male/ Female/Other)

c. Mobile No.:

d. Email. ID :

e. Std.: (FY/SY/TY/PG-FY/ PG-SY etc.):

f. Roll No.:

g. Serial Number:

h. Extension Work Project: (CP/ APY/ IOP/SD/ PEC/ SR/ EFA/ EE/CS/CG) etc.:

i. Add any other point here as per your need. (e.g. subject specialization, PRN etc.):

3. Please provide serial number to all students as per serial number given in annexure 3 submitted by the college earlier or prepare new serial number as per your convenience, i.e. FY 01, FY 02 etc for your students studying in FY (First Year and likewise) and ask them to rename their Project Report File as per serial number so that student can submit his / her file to you as attachment to your google form. (File name of the student can be given like this– for example- FY01- (name of the student) for student who is studying in FY at your college and likewise.)

4. Please ask the students to attach duly filled final project report file (pdf) to your Google Form.

5. Please maintain the digital folder of the project reports of the students as attachment to google form.

6. Check the project reports submitted by the students and organise them serially and give Grades (A+, A, B, C, D) as per its quality to the project report of the students against their names in Excel Sheet of the list of the students.

7. Upload the folder in your Google Drive with Students list with grades in excel sheet.

8. Prepare the link of Google drive to upload on DLLE Portal and share this folder. Please do not give password to this folder.

9. Provide the link on DLLE PORTAL (ODSP where the space is provided in your college login) for verification by the Department and the Field Coordinator and inform your Field Coordinator for final Evaluation and submission of Annexure Eight (8).

10. After submission of annexure Eight (8), by Field Coordinator, please upload annexure nine (9), ten (10), Ten-A (10A) and Eleven 11 in prescribed format on DLLE PORTAL (ODSP).

11. After approval by the department, Download the certificates of the students, print and distribute the certificates to the students. Since the evaluation of project reports and verification of all the documents will take time, the certificate will be uploaded by the Department in due course.

Responsibilities of Students in Extension Work:

1. Please prepare your Project Report in Word File first as per format provided by your teacher.

2. Answer (Typing) all the questions and provide details as required in the project report in Times New Roman font (Size 12) with 1.5 spacing between the lines with justified alignment. Please do not change the margin of this file. Do not paste any photographs in this file.

3. After completion, please check all the details and convert your word file in pdf format.

4. Please rename your file as per serial number given by teacher with your name. e.g. FY 01(name of student) or as guided by the teacher.

5. Please avoid any kind of plagiarism in the contents of the project report file prepared by you.

6. Attach the pdf file of Project Report to the link (Google Form) provided by teacher and submit.

7. Keep the digital receipt of submission once you have submitted.

8. Your Extension Work Teacher will provide your certificate of Extension Work before your final results of the academic year. All the Student Managers are requested to assist their college teacher for completing all the formalities for the award of ten marks, as it is a part of the requirement for Student Managers for their own certification.

We thank you for your tremendous response and support to the department for the paperless process and documentation.

Now, this is to request you to follow the process as given above for smooth conduct of Extension Work Activities. The Field Coordinator and the Department will provide their remarks and guidance in the space provided in your login through their login in due course. Kindly follow the same. Please feel free to contact us for support you expect and ensure that all the work to be completed before the scheduled date.

Dr. Baliram N. Gaikwad
Professor and Director, DLLE