

**DLLE COMMITTEE**

This committee is formed in accordance with the guidelines laid down by University of Mumbai Circular No.1 dated 19th September, 2020.

COMPOSITION OF DLLE COMMITTEE

Sr. No	Name of the committee member	Role in Committee	Designation	Signature
1	Dr. Sudha Rathod	Chairperson	Principal	
2	Mrs. Dhanashree Sanap	Co-ordinator	Assistant Professor	
3	Mrs. Puspallata Chaugule	Member	Assistant Professor	
4	Dr. Vanita Kanase	Member	Assistant Professor	
5	Dr. Ashish Dev	Member	Assistant Professor	
6	Dr. Ganesh Deshmukh	Member	Associate Professor	
7	Mr. Shoaib Ansari	Member	Assistant Professor	
8	Mrs. Surekha Gaikwad	Member	Office superintendent	

FUNCTIONS OF DLLE COMMITTEE

1. Extension Work Projects
2. Role of Extension Work Student
3. Role of Extension Work Student Manager
4. Role of Extension Work Teacher
5. Role of Extension Work Field Co-Ordinator
6. Role of Committee Members



DLLE COMMITTEE

OBJECTIVE

To carry out the Extension Work activities organized under the **Department of Lifelong Learning and Extension** the benefit of Ten Grace Marks on the satisfactory completion of 120 hours of work under various Extension Work Projects. The Department has been entrusted the responsibility to participate in the social welfare and skill development motive of Govt. of India.

FUNCTIONS OF DLLE COMMITTEE IN DETAIL

Following are the functions of DLLE Committee:-

1. Extension Work Projects

The Department is offering Six types of Extension Work Projects out of which a student can take up any one project for entitlement of the benefit of Ten Grace Marks under the Ordinance 229-A.

Title of Projects			
S.No	i. Vocational Career Oriented Projects	S.No	ii. Community Oriented Project
1	Annapurna Yojna Project(APY)	4	National Institute Open School (NIOS)
2	Career Project(CP)	5	Population Education Club(PEC)
3	Industry Orientation Project(IOP)	6	Survey of Women's Status(SWS)

2. Role of Extension Work Student

The Extension Work student should complete 120 hours of work except for Industry Orientation Project where the minimum requirement is 240 hours, in one Academic Year (Two Semesters) for the benefit of 10 Grace Marks under Ordinance 229-A.



3. Role of Extension Work Student Manager

One Extension Work Student Manager for every 24 students is to be deputed to assist the Extension Work. The Extension Work Student Manager is expected to be with his team of 24 students at all times whenever they are carrying out the work both at the college and the community levels.

4. Role of Extension Work Teacher

This Extension Work Teacher will:-

- Attend First Term and Second Term Training Programs conducted by the Department.
- Organize First Term and Second Term Training Programs at college level.
- Arrange First Term and Second Term field Visits of the Extension Work Field Co-ordinator.
- Supervise the work done by the students with the help of Extension Work Student Manager.
- Prepare documents to be submitted by the College to the Department.
- Assess the Project Reports at the College level.

5. Role of Extension Work Field Co-Ordinator

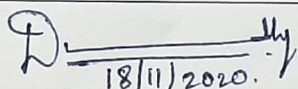
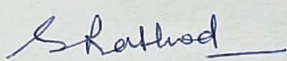
- The Department will appoint the Honorary Extension Work Field Co-ordinator to:-
- Assist and Supervise the Training of the Extension Work students during the First and Second Terms.
- Carry out a field visit to the college and the community along with the Extension Work Teacher, Extension Work Student Manager and Extension Work students.



- 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.

6. Role of Committee Members

Committee members (individual class in-charges) will be a point of communication between DLLE co-ordinator and students.

Prepared by:	Approved by:
 18/11/2020	
Mrs. Dhanashree P. Sanap Co-ordinator, Assistant Professor	Dr. Sudha Rathod Chairperson, Principal

ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF PHARMACY

(Approved by AICTE, PCI, D.T.E., Affiliated to University of Mumbai & Certified by ISO 9001:2008)



DLLE COMMITTEE

This committee is formed in accordance with the guidelines laid down by University of Mumbai Circular No. 1 dated 29th July 2021.

COMPOSITION OF DLLE COMMITTEE :

Sr. No.	Name of the committee member	Role in Committee	Designation	Signature
1.	Dr. Sudha Rathod	Chairperson	Principal	
2.	Ms. Swarnali Manick	Co-ordinator	Assistant Professor	
3.	Dr. Vanita Kanse	Member	Assistant Professor	
4.	Dr. Asish Dev	Member	Assistant Professor	
5.	Dr. Ganesh Deshmukh	Member	Associate Assistant Professor	
6.	Mr. Shoaib Ansari	Member	Assistant Professor	
7.	Mrs. Surekha Gaikwad	Member	Office Superintendent	

FUNCTIONS OF DLLE COMMITTEE:

1. Extension Work Projects
2. Role of Extension Work Students
3. Role of Extension Work Students Manager
4. Role of Extension Work Teacher
5. Role of Extension Work Field Co-ordinator
6. Role of Committee Members

Plot No. 3,4 & 5 Sector -2, Near Sanpada Railway Station, Sanpada, Navi Mumbai – 400705.

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DLLE COMMITTEE

OBJECTIVES

To carry out the Extension Work Projects organized under the **Department of Lifelong Learning and Extension** for the benefit of 10 grace marks on the satisfactory completion of 120 hours of work under various Extension Work Projects. The Department has been entrusted the responsibility to participate in the social welfare and skill development motive of Govt. of India.

FUNCTIONS OF DLLE COMMITTEE IN DETAILS

1. EXTENSION WORK PROJECTS

The Department is offering six types of Extension Work Projects out of which, student can take up any one project for entitlement of the benefit of 10 grace marks under the ordinance 229-A.

Title of Projects			
Sr. No.	Vocational Career Oriented Projects	Sr. No.	Community Oriented Projects
1.	Annapurna Yogna Project (AYP)	4.	National Institute Open School (NIOS)
2.	Career Project (CP)	5.	Population Education Club (PEC)
3.	Industry Orientation Project (IOP)	6.	Survey of Women's Status (SWS)

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2. ROLE OF EXTENSION WORK STUDENTS

They should complete 120 hours of work, except for Industry Orientation Project where the minimum requirement is 240 hours, in one Academic Year (Two Semesters) for the benefit of 10 grace marks under Ordinance 229-A.

3. ROLE OF EXTENSION WORK STUDENT MANAGERS

One Student Manager per 24 students.

They should be able to assist the Extension Work Teacher in implementation of the Projects in the College.

They play a major leadership role.

4. ROLE OF EXTENSION WORK TEACHER

The Teacher should not be involved as N.S.S. Program Officer/ N.C.C. Officer / Cultural Co-ordinator.

One Teacher per 50 participating students.

An Extension Work Teacher is expected-

- a. To attend first term and second term training programs conducted by the Department
- b. To organize First term and second term training programs at college level
- c. To arrange first term and second term field visits of the Extension Work Field Co-ordinator
- d. To carry out field visits at least once in a month in the Community.
- e. To supervise work done by the students with the help of Extension Work Student Manager and Committee Members.

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- f. To ensure that every single student is present during the Field Visits by the Extension Work Field Co-ordinator
- g. To assess the project reports at the college level.

ROLE OF EXTENSION WORK FIELD CO-ORDINATOR

The Department will appoint the Honorary Extension Work Field Co-ordinator to-

- a. Assist and supervise the training of the Extension Work Students in a Cluster of Colleges during the First and Second terms
- b. 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.
- c. Assess the Project reports of the Extension Work students and Extension Work Teachers.
- d. Visit a college under him/her for the purpose of guidance, monitoring and evaluation and smooth conduct of Extension Work at College level
(No TA/DA, Honorarium to be paid from college for such visits).

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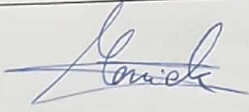
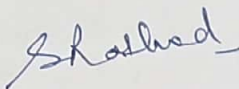


ROLE OF COMMITTEE MEMBERS

Committee members should attend the meetings whenever conducted at college levels.

They should be a point of communication between DLLE Co-ordinator and Extension Work Students.

They should guide and assist Extension Work Teachers and Extension work Managers for innovative and smooth conduction of the selected projects.

Prepared by:	Approved by:
	
Ms. Swarnali Sandip Manick Co-ordinator, Assistant Professor	Dr. Sudha Rathod Chairperson, Principal

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21st Oct 2021

NOTICE

DLLE CELL MEETING:

All the members of DLLE cell are hereby required to attend DLLE cell meeting on 22nd Oct 2021 from 2.30 to 3 pm via Google Meet.

Agenda-

1. To revise the composition of the DLLE Committee for the A.Y. 2021-2022.
2. To review all the functions of DLLE Committee
3. Status of work completed regarding the same
4. Follow-up of registration of S.Y.B.Pharm students for DLLE activities by class-in-charges
5. Regarding commencement of training of Extension Work Teacher and Students Manager
6. Including F.Y.B.Pharm students after their admission through meetings and explaining them the importance and benefits of DLLE activities.


Principal

Dr. Sudha Rathod


DLLE Committee Coordinator

Ms. Swarnali Sandip Manick

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DLLE Committee Members

Sr. No.	Name of the committee member	Role in Committee	Designation	Signature
1.	Dr. Sudha Rathod	Chairperson	Principal	
2.	Ms. Swarnali Manick	Co-ordinator	Assistant Professor	
3.	Dr. Vanita Kanse	Member	Assistant Professor	
4.	Dr. Asish Dev	Member	Assistant Professor	
5.	Dr. Ganesh Deshmukh	Member	Associate Assistant Professor	
6.	Mr. Shoaib Ansari	Member	Assistant Professor	
7.	Mrs. Surekha Gaikwad	Member	Office Superintendant	

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27th Oct 2021

MINUTES OF MEETING

DLLE COMMITTEE MEETING:

Meeting was held among the DLLE members on 22nd Oct 2021 from 2.30 to 3 pm via Google Meet.

FOLLOWING MEMBERS ATTENDED THE MEETING:

- Dr. Sudha Rathod (Principal) – Chairperson
- Ms. Swarnali Manick (Asst. Prof.) – Co-ordinator
- Dr. Ganesh Deshmukh (Asso. Prof.) – Member
- Dr. Asish Dev (Asst. Prof.) – Member
- Mr. Shoaib Ansari (Asst. Prof) – Member
- Mrs. Surekha Gaikwad (Office superintendent) – Member

Ms. Swarnali Manick, the DLLE Co-ordinator, welcomed Principal Mam and all the members of the committee.

THE FOLLOWING AGENDA POINTS WERE DISCUSSED:

The members of the committee of previous year were revised and new members were introduced. All the members were made aware of the rules and regulations according to Ordinance 229-A.

The functions of the committee Co-ordinator as well as the members were discussed.

Selection process of the Students Managers were discussed and the duties and responsibilities to be given to them were also discussed. The selection should be done on the basis of interest of the student and also by the participation in extra-curricular activities previously. The responsibilities of the Extension Teacher, Students Managers and Extension Students were mentioned in the circular from Mumbai University.



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The First Term Training of extension Teachers which is conducted by Mumbai University every year, were not yet confirmed due to the ongoing COVID period and so the training of the students will also get delay.

The Extension Projects to be carried out maximum in online mood itself concerning the safety of the students.

Principal Mam handed the responsibility of enrolment of S.Y. students into Extension Work to the respective Class-in-charge.

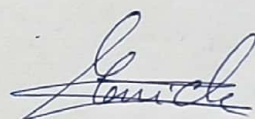
Principal Mam instructed to enrol F.Y. students as well into DLLE Extension work after their admission (which has been delayed due to COVID) and encourage them to take part by explaining them the importance.

Ms. Swarnali Manick thanked Principal Madam and all the members for attending the meeting.


Principal

Dr. (Mrs.) Sudha Rathod
Principal
Oriental College of Pharmacy
Plot No. 3, 4 & 5, Sector-2,
Sanpada, Navi Mumbai.




DLLE Committee Co-ordinator

Ms. Swarnali Sandip Manick



24th March 2022

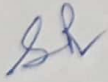
NOTICE

DLLE CELL MEETING:

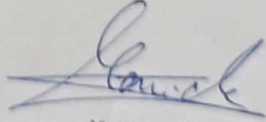
All the members of DLLE cell are hereby required to attend DLLE cell meeting on 29th March 2022 from 2:30 to 3:00 pm.

Agenda-

1. To revise the composition of the DLLE Committee Members and introduction of one more new Co-ordinator for the A.Y. 2021-2022.
2. Status of events completed regarding the same
3. Follow-up of registration of F. Y. B. Pharm students
4. First Term Training of Teachers as well as students
5. Submission of annexures to the DLLE Mumbai University
6. Participation of students in UDAAN Festival
7. Regarding the grant of 10 grace marks to all the students.


Dr. Sudha Rathod
Dr. (Mrs.) Sudha Rathod
Principal
Oriental College of Pharmacy
Plot No. 3, 4 & 5, Sector-2,
Sanpada, Navi Mumbai.




Ms. Swarnali Sandip Manick
DLLE Committee Co-ordinator

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DLLE Committee Members

Sr. No.	Name of the committee member	Role in Committee	Designation	Signature
1.	Dr. Sudha Rathod	Chairperson	Principal	
2.	Ms. Swarnali Manick	Co-ordinator	Assistant Professor	
3.	Mrs. Aparajita Patil	Co-ordinator	Assistant Professor	
6.	Mr. Shoaib Ansari	Member	Assistant Professor	
7.	Mrs. Surekha Gaikwad	Member	Office Superintendent	



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31ST March 2022

MINUTES OF MEETING

DLLE COMMITTEE MEETING:

Meeting was held among the DLLE members on 29th March 2022 from 2.30 to 3 pm.

FOLLOWING MEMBERS ATTENDED THE MEETING:

Dr. Sudha Rathod (Principal) – Chairperson
Ms. Swarnali Manick (Asst. Prof.) – Co-ordinator
Mrs. Aparajita Patil (Asst. Prof.) – Co-ordinator
Mrs. Surekha Gaikwad (Office superintendent) – Member

Ms. Swarnali Manick, the DLLE Co-ordinator, welcomed Principal Mam and all the members of the committee.

THE FOLLOWING AGENDA POINTS WERE DISCUSSED:

As per the due instruction of Principal Mam, Mrs. Aparajita Patil was appointed as a new Co-ordinator to work with Ms. Swarnali Manick.

Mrs. Aparajita Mam was given responsibility of F.Y. and S.Y. DLLE students and T.Y. and Final Yr students were handled by Ms. Swarnali Manick.

Registration of F.Y. students were completed successfully and Mrs. Aparajita Patil took the charge to conduct successful event like Waste Reduction initiative.

Other events that were conducted successfully included Poster competition on importance of voting on National Voter's Day, cooking competition on millets speciality for creating awareness on its importance in our diet; and skit competition on women empowerment on the occasion of International Women's Day.



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Every year DLLE department of Mumbai University organizes the UDAAN festival, where various competitions are held such as Street Play, Elocution, Creative writing, Poster making, etc. But this year, as per COVID safety norms, all the competitions were held online. So this year, online competitions were held such as Short film/ Video making, Elocution, creative writing, poster making and powada singing. We encouraged all students to compulsorily participate in these, among which only from each category would be selected for representing our college.

Screening of all the students were done by Ms. Swarnali Manick and Mrs. Aparajita Patil and the best from each category was selected (No participation for Powada singing).

Final Yr DLLE Student Ms. Aditi Dubey bagged consolation prize for Creative writing.

Regarding submission of annexures, guidelines from the University instructed to submit proper scanned original documents containing college seal and stamp.

Regarding grant of 10 marks to the students, the guidelines provided was to submit the list of all the students in annexure 9 in the form of excel sheet. This responsibility was taken up by Ms. Swarnali Manick.

Ms. Swarnali Manick thanked Principal Madam and all the members for attending the meeting.

Principal

Dr. (Mrs.) Sudha Rathod
Dr. Sudha Rathod
Oriental College of Pharmacy
Plot No. 3, 4 & 5, Sector-2,
Sanpada, Navi Mumbai.



DLLE Committee Co-ordinator

Ms. Swarnali Sandip Manick

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20th Sept 2022

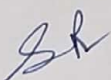
NOTICE

DLLE COMMITTEE MEETING:

All the members of DLLE cell are hereby required to attend DLLE committee meeting on 22nd Sept 2022 from 3:30 to 4:00 pm.

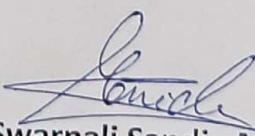
Agenda-

1. Number of enrolled students for the Academic Year 2022-23.
2. First Term training program of Extension Teachers and extension students
3. List of activities to be conducted this Academic Year 2022-23.
4. Visit of Field Co-ordinator to college
5. Status of activities conducted till date
6. Any other matter to be discussed with the permission of the Chairperson


Dr. Sudha Rathod

Dr. (Mrs.) Sudha Rathod
Principal
Oriental College of Pharmacy
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Sanpada, Navi Mumbai.




Ms. Swarnali Sandip Manick

DLLE Committee Co-ordinator

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DLLE Committee Members

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2.	Ms. Swarnali Manick	Co-ordinator	Assistant Professor	
3.	Ms. Sanie Shaikh	Member	Assistant Professor	
4.	Mrs. Surekha Gaikwad	Member	Office Superintendent	



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Date: 20th July 2022

DLLE COMMITTEE 2022-23

This committee is formed in accordance with the guidelines laid down by University of Mumbai Circular No. 1 dated 14th July 2022.

New composition of DLLE Committee wef 20th July 2022.

COMPOSITION OF DLLE COMMITTEE :

Sr. No.	Name of the committee member	Role in Committee	Designation	Signature
1.	Dr. Sudha Rathod	Chairperson	Principal	
2.	Ms. Swarnali Manick	Co-ordinator	Assistant Professor	
3.	Ms. Sanie Shaikh	Member	Assistant Professor	
4.	Mrs. Aparajita Patil	Member	Assistant Professor	
7.	Mrs. Surekha Gaikwad	Member	Office Superintendent	

Prepared by:
Ms. Swarnali Sandip Manick
(Co-ordinator, Assistant Professor)



Approved by:
Dr. (Mrs.) Sudha Rathod
(Principal)
Oriental College of Pharmacy
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Sanpada, Navi Mumbai.

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25th Sept 2022

MINUTES OF MEETING

DLLE COMMITTEE MEETING:

Meeting was held among the DLLE members on 22nd Sept 2022 from 3:30 to 4:00 pm.

FOLLOWING MEMBERS ATTENDED THE MEETING:

Dr. Sudha Rathod (Principal) – Chairperson
Ms. Swarnali Manick (Asst. Prof.) – Co-ordinator
Ms. Sanie Shaikh (Asst. Prof.) – Member
Mrs. Surekha Gaikwad (Office superintendent) – Member

Ms. Swarnali Manick, the DLLE Co-ordinator, welcomed Principal Mam and all the members of the committee.

THE FOLLOWING AGENDA POINTS WERE DISCUSSED:

From this Academic Year, Principal Mam had given the responsibility of being the Co-ordinator of this committee entirely to Ms. Swarnali Manick. However, Ms. Sanie Shaikh was also appointed as new member of the committee for being helping hand of the Co-ordinator.

As every year, this year too the First Term Training Program for Extension Teachers were held but offline. Ms. Swarnali Manick attended the session with two Students Managers at Ramseth Thakur College of Science and Commerce, Kharghar.

College level First Term Training program was conducted for all the DLLE students for explaining the extension works they need to carry out individually or in group for this entire academic year.

Regarding the list of activities, the Co-ordinator decides on the basis of upcoming important International or National days to be celebrated.



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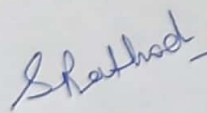
This year too Professor Mahesh Dhaygude was selected as Field Co-ordinator for all the colleges in Navi Mumbai registered themselves for DLLE activities. As per the rules, the Field Co-ordinator should visit, twice a year, each college under him for inspection. He visited our college for inspection and left a good remark on the activities being carried out as well as documentation work.

Due to the delay in admission of F.Y. students, their registration was not yet completed. Total students registered in DLLE were 61 from S.Y., 39 from T.Y. and 16 from Final Yr.

Activities carried out so far includes celebration of World Breastfeeding Day by spreading awareness on importance of first breastmilk, celebration of National Nutrition week by massive food donation drive and conducting seminar on "Mindful Eating, truths and myths on nutrition".

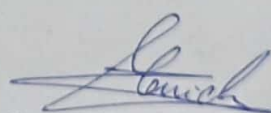
Ms. Swarnali Manick assured of carrying out more such useful events and activities, from which not only the awareness gets spread but also the students get benefited from it for lifelong.

Ms. Swarnali Manick concluded and thanked Principal Madam and all the members for attending the meeting.


Principal

Dr. (Mrs.) Sudha Rathod
Principal
Oriental College of Pharmacy
Plot No. 3, 4 & 5, Sector-2,
Sanpada, Navi Mumbai.




DLLE Committee Co-ordinator

Ms. Swarnali Sandip Manick

Plot No. 3,4 & 5 Sector -2, Near Sanpada Railway Station, Sanpada, Navi Mumbai – 400705.

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ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF PHARMACY

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6th Apr 2023

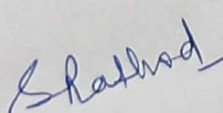
NOTICE

DLLE COMMITTEE MEETING:

All the members of DLLE committee are hereby required to attend the meeting on 8th Apr 2023 from 3:30 to 4:00 pm.

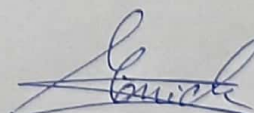
Agenda-

1. Second term training program of the Extension Teacher as well as students
2. Final report submission
3. Status of activities conducted throughout the year
4. UDAAN festival 2023
5. Selection process of Radio-Jockey (RJ) / Radio reporter for University of Mumbai
6. Submission of annexures to Mumbai University for granting of 10 grade marks.
7. Any other matter to be discussed with the permission of the Chairperson.


Dr. Sudha Rathod

Dr. (Mrs.) Sudha Rathod
Principal
Oriental College of Pharmacy
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DLLE Committee Members

Sr. No.	Name of the committee member	Role in Committee	Designation	Signature
1.	Dr. Sudha Rathod	Chairperson	Principal	
2.	Ms. Swarnali Manick	Co-ordinator	Assistant Professor	
3.	Ms. Sanie Shaikh	Member	Assistant Professor	
4.	Mrs. Surekha Gaikwad	Member	Office Superintendent	



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15th Apr 2023

MINUTES OF MEETING

DLLE COMMITTEE MEETING:

Meeting was held among the DLLE members on 8th April 2023 from 3:30 to 4:00 pm.

FOLLOWING MEMBERS ATTENDED THE MEETING:

Dr. Sudha Rathod (Principal) – Chairperson

Ms. Swarnali Manick (Asst. Prof.) – Co-ordinator

Ms. Sanie Shaikh (Asst. Prof.) – Member

Mrs. Surekha Gaikwad (Office superintendent) – Member

Ms. Swarnali Manick, the DLLE Co-ordinator, welcomed Principal Mam and all the members of the committee.

THE FOLLOWING AGENDA POINTS WERE DISCUSSED:

Ms. Swarnali Manick (DLLE Co-ordinator) had attended the Second Term Training program for Extension Teachers, held on 5th Dec 2022 at S.I.W.S. N.R. Swamy College of Commerce and Economics, Wadala. The training session was about the complete guide regarding how to write the report after completion of all the Extension work, distribution of hours, completion of all the annexures and its submission to the DLLE department of Mumbai University.

They guided to keep the reports completed by the end of February for avoiding last minute hassle.

The entire process was explained in brief by the Co-ordinator and also the status of completion of the annexures.



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There were various more activities that were initiated by the committee, which includes celebration of National Cancer Awareness Day, celebration of International Human Solidarity Day, Eye check-up campaign, Dynasty carnival, Eventgenix-Intercollegiate competitions and celebration of International Women's Day.

On 7th March 2023, "the Annual Extension Work Festival UDAAN 2023" was held by the Mumbai University DLLE department. Total 20 colleges from harbour participated in various events such as poster making, creative writing, elocution, powada singing and street play. DLLE students from our college participated in all the competitions, except Powada singing. Mr. Vinayak Dubey, from T. Y. B. Pharm had bagged 3rd prize in Elocution competition (only winner from entire OES campus). Appreciation received from Principal Mam for this achievement.

Mumbai University released a circular about the selection process for Radio Jockey (RJ) for the FM of Mumbai University, where only DLLE students were allowed to participate and showcase their talent. Screening of the interested students was done by the judges Ms. Swarnali Manick and Mr. Vijay Ikale sir. Two students were selected for the same, namely Mr. Hamza Menghrani and Ms. Kashish Attar. Results are still awaited.

Principal Mam appreciated the work done by the Co-ordinator and encouraged to continue the same in future.

Ms. Swarnali Manick concluded and thanked Principal Madam and all the members for attending the meeting.

Principal

Dr. (Mrs.) Sudha Rathod
Principal
Oriental College of Pharmacy
Plot No. 3, 4 & 5, Sector-2,
Sanpada, Navi Mumbai.



DLLE Committee Co-ordinator

Ms. Swarnali Sandip Manick

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