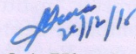


UNIVERSITY OF MUMBAI
No. UG/210 of 2016-17

CIRCULAR:-

The Principals of the affiliated Colleges in Arts, Science and Commerce and the Heads of recognized Institutions concerned are hereby informed that the recommendation made by Ad-hoc Board of Studies in Lifelong Learning & Extension under Faculty of Arts, Science and Commerce at its meeting held on 29th June, 2016 has been accepted by the Academic Council at its meeting held on 14th July, 2016 **vide** item No. 4.84 and that in accordance therewith, the revised syllabus as per the Choice Based Credit System for Extension Work Subject for F.Y.B.A/B.Com./B.Sc. & other Professional Courses for Foundation Course approved by the Board of Studies in Extension Work for academic year 2016-17, which is available on the University's web site (www.mu.ac.in) and that the same has been brought into force with effect from the academic year 2016-17.

MUMBAI – 400 032
21 December, 2016
To


(Dr.M.A.Khan)
REGISTRAR

The Principals of the affiliated Colleges in Arts, Science and Commerce and the Heads of recognized Institutions concerned.

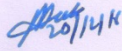
A.C/4.84/14/07/2016

No. UG/210 -A of 2016

MUMBAI-400 032 21 December, 2016

Copy forwarded with Compliments for information to:-

- 1) The Co-ordinator, Faculty of Arts, Science and Commerce,
- 2) The Director, Board of College and University Development,
- 3) The Co-Ordinator, University Computerization Centre,
- 4) The Controller of Examinations.


(Dr.M.A.Khan)
REGISTRAR

....PTO

UNIVERSITY OF MUMBAI
Department of Lifelong Learning & Extension
FIRST YEAR -Foundation Course-I in Extension Work

SYLLABUS

SEMESTER I : EXTENSION AND FIELD OUTREACH

UNIT I: EXTENSION: BASIC CONCEPTS AND PRINCIPLES

Extension: Concept, History & Goals, Extension (Principles, advantages and disadvantages), Role of Extension Work in Rural & Urban Development.

UNIT II: FIELD OUTREACH

Field Outreach Activities (Need, Methods, Advantages and Disadvantages), Social Leadership-Concept, Characteristics & Functions.

UNIT III: COMMUNICATION SKILLS

Concept, Definition, Process of communication, significance & its limitations
Mass Media: Concept, Importance and its uses.

SEMESTER II: VALUE EDUCATION AND SKILL DEVELOPMENT

UNIT IV: VALUE EDUCATION AND LONGEVITY

Value Education and Longevity: Meaning and Significance, Development of Value Education and its Longevity: Role of Citizens, Family, Learners, Teachers and Social Reformers, Value Education: Activities and Strategies, Role of Government (Schools & Colleges), Hazards and recycling of e-waste.

UNIT V: SKILL DEVELOPMENT

Computer: Fundamentals of Computers, Basic Computer Applications,
E Learning: Meaning, Need Scope, Functions & Significance
Application Software, Operating Systems & Utility Programs

UNIT VI: DEVELOPMENT OF SOFT SKILLS

Personality Development: Meaning & Importance, Etiquettes, Code of Conduct, Accent in Communication, Grooming Styles, Preparing & Presenting Yourself, Motivation and Confidence Building, Soft Skills, Time Management

[Handwritten signature]

