

**CIRCULAR NO. 3**

DLLE/COLL/ 619 of 2023  
18<sup>th</sup> September, 2023

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

**Sub: - Online Submission of documents and report of the activities conducted by the college.**

Dear Principal,

Greetings to you on the commencement of academic year 2023-2024.

We are pleased to announce that in response to our **Online document Submission Portal (ODSP)**, 351 colleges affiliated to University of Mumbai are successfully registered for Annual Extension Work Activities of the Department for the year 2023-24. We thank you for your tremendous response and support to the department.

Now, this is to request you to follow the process as given below for smooth conduct of Extension Work Activities by log in [www.mudlle.ac.in](http://www.mudlle.ac.in) with login credentials provided to you.

1. **Submit annexure 3 (List of the Students) and 4 in online mode before 30<sup>th</sup> September, 2023.**
2. **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. The Field Coordinator and the Department will provide their remarks and guidance in the space provided through their login. Kindly follow the same. The details of Field Coordinator will be available to you very soon.
3. Please prepare reports of the activities (Annexure 5, 5A, 6 & 7) at the end of this semester and upload in your login before 30<sup>th</sup> November 2023. **The proforma of annexures are available in your login.**
4. **Please collect participation Charge of Rs. 200/- (Rupees two hundred only)** from each student participating in annual extension work activities at the time of Registration by the college. Out of this an amount of Rs. 100/- of each student is to be retained by the college for the college level expenditure including traveling and incidental expenses of *Extension Work Teacher / Student Manager* required to attend meeting, programs etc. at the University or Programs of the Department.
5. Please send the balance of Rs. 100/- of each student 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 you can make payment directly to our University account, the account details are available in your login at Demand Draft Link. Please submit original demand draft to the Department. OR**
6. *Please pay / transfer the total amount of participation charges by any convenient payment method to our account and upload the receipt of payment in your login at demand draft link.*
7. Please check and verify the documents carefully before uploading. After uploading, you will not be able to make any changes to the documents. In case of correction in the document, please mail us your query, to be resolved at the earliest.
8. Please **DO NOT SEND** any print copy of the annexure (by post/ by hand) to the Department till asked for. Please support us for paperless process and documentation.

Please feel free to contact us for support you expect.

Thanking you,  
Yours faithfully,

**Dr. Kunal D. Jadhav**  
**Professor & Director (I/c), DLLE**