

UNIVERSITY OF MUMBAI
DEPARTMENT OF ADULT AND CONTINUING EDUCATION AND EXTENSION

Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai – 400 020

Dir:22043478, Telefax:91-22-22813020,email: dilipsp@yahoo.com

CIRCULAR NO. 5

DACEE/COLL/822 - A of 2010

February 25,2010

To,
The Principals,
Arts, Commerce and Science College,
Institutes, Management, Pharmacy &
Colleges of Education in Extension's
University of Mumbai
Mumbai .

Sub: Monitoring and Evaluation of the Project Reports

Dear Principal,

The task for the completion of the requirements for the award of 10 grace marks to the students is to be undertaken in March, 2010. Given further are all the details for the completion of the requirements.

A.LETTER OF COMPLETION (LOC) :

The Co-ordinators will verify the Project Reports prepared by the students which are corrected by the teachers. It is the **responsibility of each college** to prepare the file containing **the copies** of the following documents (two each) for **inspection and verification by the Field Co-ordinators** before the LOC is released to the college. The colleges are requested to collect their LOCs to be issued by the Department after conduct of the Extension Work Activities successfully and submission of this file. Kindly bring **two files** containing the following documents.

1. College Registration Proposal of Extension (CRP) – Annexure - 2
2. Student's Registration List of Extension (SRL) – Annexure - 3
3. First term Training Report
4. Second Term Training Report
5. Field Visit Reports for the First Term And Second term
6. Annual Report

B. DOCUMENTS FOR FINAL EVALUATION

The following are to be submitted by the Extension Work College for the purpose of certification.

1. Covering letter signed by the principal listing therein the documents being submitted and stating the number of students specifically **in each class separately**.
2. Examination – Wise List of students (**EWL - Annexure 9**) – **3 Original**
3. Consolidated Mark – List of students (**CML - Annexure 10**)- **2 Original**
4. Corrected Project Reports with the Signature of Extension Student, Extension Teacher, Field Co-ordinator & Principal of the College with seal.
5. Duly filled in Performa of Assessment of Project Report signed by the Extension Work Field Co-ordinator (Annexure 8)
6. Corrected Essays of the Students by the teacher and counter signed by Field Co-ordinator.

7. In Industry Orientation Project, Letter of Appointment, Letter of Completion & Confidential Report **attached** to the Annual Report.
8. In Information Technology Project: Booklet on information downloaded. (Kindly show the posters to the Field Co-ordinator at college visit.)

C. LANGUAGE OF PROJECT REPORTS:

As already discussed during the Second Term Training Programme for the Extension Work Teachers and Student Managers, Project Reports are to be either in Marathi, Hindi or in English.

D. PROCEDURE FOR ASSESSMENT OF PROJECT REPORTS BY THE DEPARTMENT

It is requested that the following guidelines be followed to facilitate the efficient assessment of Project Reports:

1. The concerned colleges reach the Final Assessment College **PUNCTUALLY**
2. It is Compulsory that the **TEACHER SHOULD ACCOMPANY THE STUDENT MANAGERS** and not just send them and leave all the work to them and the Co-ordinator.
3. The college must take a **File as stated under A, All the documents, as stated under B (1) to (8)** on the first page of this Circular, to the Final Assessment College.
4. The Extension Work Teacher is to **assist** the Co-ordinators to verify the student's Examination Wise Lists (**EWL**) with the Student's Registration List (**SRL**) and certify it for being correct.
5. The Project Reports be arranged in the same order as the examination wise list (**EWL**) please bring exam wise list separately as per the faculty such as Arts, Commerce, Science, Technology & Pharmacy etc.
6. The **date and name** of the faculty must be written below the signature on the Project Report.

All the student Managers should assist their college teacher for completing all the formalities for the award of ten marks, as it is a part of requirement of Student Managers for their own certification.

Please ensure that all the work has been completed before the scheduled date, as certification will be carried out only on the given date. Absence without prior permission may lead to inconvenience. Enclosed please find the schedule of the Monitoring & Evaluation Process. The colleges are requested to visit their respective Centre Only.

Should any clarification be required please do contact first your Field Co-ordinator for a quick answer and then you may contact the Department on **our phone numbers or visit our website www.mudacee.ac.in**.

The Department looks forward to receiving some outstanding work from your college students and teachers.

Thanking you
Yours Faithfully,

Sd/-
Dr. Dilip S. Patil
Director

Marathi Version of this Letter has been sent to the Colleges on 25th February, 2010