

CIRCULAR NO. 7

DLLE/COLL/721 of 2011

March 8, 2011

To,
The Principals,
Arts, Commerce and Science College, Institutes, Management, Pharmacy &
Colleges of Education in Extension's, University of Mumbai, Mumbai. **(FOR RAIGAD & HARBOUR ONLY)**
Sub: Monitoring and Evaluation of the Project Reports for 10 grace marks under Extension activities

Dear Principal,

The task for the completion of the requirements for the award of 10 grace marks to the students has been undertaken **on March 19, 2011 at Shri. D. D. Vispute College of Education, Panvel, from 9.30 a.m. to 1.00 p.m.** Given further are all the details for the completion of the requirements for the purpose.

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 (one each) for **inspection and verification by the Department** before the LOC is released to the college. The colleges are requested to collect their LOCs by the Department after the verification of the reports & documents. Kindly bring **one file** containing the following documents (office copies).

1. College Registration Proposal of Extension (CRP) – Annexure - 2
2. Student's Registration List of Extension (SRL) – Annexure - 3
3. First / Second term Training Report
4. Field Visit Reports for the First Term And Second term
5. First Term Report & 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 plus 1 office copy**
3. Consolidated Mark – List of students (**CML - Annexure 10**)- **1 Original plus 1 office copy**
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 (Annexure 8) signed by the Extension Work Field Co-ordinator
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 should 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)** 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 for evaluation process 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 **visit our website www.mudlle.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
Professor & Director

UNIVERSITY OF MUMBAI
DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

Venue wise College List For Monitoring & Evaluation Process of Extension
Work2010 – 2011

	Venue : Adarsh Shikshan Prasarak Mandal's, Shri. D. D. Vispute College of Education, 'Adarsh', Plot No.41, Sector – 15, Near Railway Station, New Panvel, Navi Mumbai, Dist. Raigad
	Date : March 19, 2011 Time : 9.30 a. m. to 1.30 p. m.
Sr. No.	Name of the College
1	Adarsh Shikshan Prasarak Mandal's, Shri. D. D. Vispute College of Education, 'Adarsh', Plot No.41, Sector – 15, Near Railway Station, New Panvel, Navi Mumbai, Dist. Raigad- 410 206
2	Prabhakar Patil Education Society's, B. Ed. College, Veshvi – Alibag, Dist. Raigad – 402 201.
3	Prabhakar Patil Education Society's, Arts, Commerce & Science Senior College, Veshvi, Tal. Alibag, Dist. Raigad – 402 206.
4	Sudhagad Education Society's Sheth J. N. Paliwala Commerce, Arts & Science College, Pali – Sudhagad, Dist. Raigad.
5	Government of Maharashtra, Govt. College of Education, C.T.E., Panvel, Dist. Raigad – 410 206.
6	Konkan Unnati Mitra Mandal's, Vasantnao Naik College of Arts & Commerce, Mhasala, Dist. Raigad – 402 105.
7	Konkan Education Society's, 'Bapusaheb Deshpande Educational Complex' Anandibai Pradhan Science College, Nagothane, Tal. Roha, Dist. Raigad – 402 106.
8	Shivai Shikshan Prasarak Mandal, Mahad's Sundarrao More (Sr.) College of Arts, Commerce and Science, Poladpur, Dist. Raigad – 402 303.
9	Tale Vibhag Shikshan Prasarak Mandal's, D. G. Tatkare Arts & Commerce College, Tala, Tal. Tala, Dist. Raigad – 402 111.
10	People's Education Society, Mumbai, Dr. Babasaheb Ambedkar College of Arts, Science & Commerce, Mahad, Dist. Raigad – 402 301.
11	Konkan Gyanpeeth Uran College of Commerce & Arts, Near Tahasil Office, Uran, Dist. Raigad – 400 702.
12	Konkan Education Society's, Dr. C.D. Deshmukh Commerce & Sau. K.G. Tamhane Arts College, Roha, Dist. Raigad – 402 109..
13	Rayat Shikshan Sanstha's, Mahatma Phule Arts, Science & Commerce College, Panvel, Taluka – Panvel, Dist. Raigad – 410 206.
14	Mangaon Shikshan Prasarak Mandal's, Senior College of Arts & Science, Mangaon, Dist. Raigad – 402 104.
15	Mahatma Education Society's Pillai's College of Education & Research Plot No. 1, Sector – 8, Khanda Colony, New Panvel- 410 206.
16	Sainath Education Trust's H. B. B. Ed College, Plot No. 16, 17, Sector – 10A, Vashi, Navi Mumbai – 400 703.
17	Oriental College of Education and Research Sector – 2, Plot No. 3,4,5, Behind Sanpada Railway Station, Sanpada (W), Navi Mumbai – 400 705.
18	Anjuman - i -Islam's Akbar Peerbhoy College of Education, Plot No. 15, sector 10 A, Vashi, Navi Mumbai – 400 703.
19	Tilak Education Society's Sarada Kurup College of Education & Research Plot No.22, Sector 5, Opposite Ghansoli Station, Ghansoli, Navi Mumbai – 400 701.
20	Sterling College of Education Plot No. 43, Sector 19, Nerul (East), Navi Mumbai – 400 706.
21	Smt. Radhikabai Meghe, Smt. Radhikabai Meghe Teacher Education Institute (B. Ed.), CIDCO, Sector – 16, Airoli, Navi Mumbai – 400 708.
22	Sanpada College of Commerce & Technology, Sector 2, Plot No. 3, 4 & 5, Sanpada (East), Sanpada, Navi Mumbai – 400 705.
23	ICLES' Motilal Jhunjhunwala College of Arts, Science & Commerce Plot No. 53, Sector – 9 A, Amlendu Roye Marg, Vashi, Navi Mumbai – 400 703.
24	Rayat Shikshan Sanstha's Karmaveer Bhaurao Patil College, Vashi, Arts,

	Science & Commerce, Jhunagar, Sec – 15 A, Navi Mumbai – 400 703.
25	Shikshan Maharshee Dadasaheb Limaye College, CIDCO Colony, Sector – 3 E, Kalamboli, Navi Mumbai.
26	Vishweshwar Education Society's Western College of Commerce & Business Management Plot No. 2, Sector – 9, Sanpada, Navi Mumbai – 400 705.
27	Bharati Vidyapeeth Institute of Hospitality Management Sector 8, CBD Belapur, Navi Mumbai – 400 614.

मुंबई विद्यापीठ

आजीवन अध्ययन आणि विस्तार विभाग

विद्यापीठ विद्यार्थी भवन 'बी' पथ, चर्चगेट, मुंबई 400 020

Dir: 22043478, Telefax:91-22-22813020, email: info@mudlle.ac.in

परिपत्रक क्रं .7

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मार्च 08, 2011

प्रति,

मा . प्राचार्य,

कला, वाणिज्य आणि विज्ञान महाविद्यालये, व्यवस्थापन, औषध शास्त्र आणि शिक्षण महाविद्यालये व संस्था, **केवळ रायगड & (Harbour) साठी**
विषय : विस्तार कार्य विद्यार्थ्यांच्या प्रकल्प अहवालांच्या 10 अतिरिक्त गुणांसाठी विस्तार उपक्रमांतर्गत पर्यवेक्षण व मुल्यमापन प्रक्रियेबाबत .

महोदय,

विस्तार कार्य विद्यार्थ्यांना 120/240 तासांच्या विस्तार कार्य पूर्तीसाठी दिल्या जाणा-या 10 अतिरिक्त गुणांची पर्यवेक्षण व मुल्यमापन प्रक्रिया 19 मार्च 2011 रोजी श्री डी . डी विसपुते बी . एड . महाविद्यालय पनवेल येथे सकाळी 9 . 30 ते दुपारी 1 वाजेपर्यंत संपन्न होत आहे . त्यासाठी आवश्यक बाबींची माहिती पुढीलप्रमाणे :

अ) विस्तार कार्य पूर्तीचे प्रमाणपत्र (Letter of Completion) :

विस्तार कार्य शिक्षकांनी विस्तार कार्य विद्यार्थ्यांचे वार्षिक प्रकल्प अहवाल तपासल्यानंतर विस्तार कार्य क्षेत्रसमन्वयक पडताळणी करून अहवाल पूर्णतेबाबत समाधान झाल्यास स्वाक्षरी करतील . त्यानंतरच आपल्या विभागामार्फत अंतिम पडताळणी केली जाईल व संबंधित महाविद्यालयांना विस्तार कार्य पूर्तीचे प्रमाणपत्र देण्यात येईल . त्यासाठी पुढील कागदपत्रांसह एक फाईल घेऊन यावे .

1. महाविद्यालय नोंदणी प्रस्ताव (College Registration Proposal of Extension – Annexure- 2)
2. विद्यार्थी नोंदणी यादी (Student's Registration List- Annexure - 3)
3. प्रथम सत्र / द्वितीय सत्र प्रशिक्षण अहवाल (First Term Training Report)/(Second Term Training Report)
4. प्रथम सत्र व द्वितीय सत्र क्षेत्र भेटी अहवाल (Field Visit Reports for the First Term & Second Term)
5. प्रथम सत्र आणि वार्षिक अहवाल (First Term & Annual Report)

ब) अंतिम पर्यवेक्षणासाठी महत्वपूर्ण कागदपत्रे :

अंतिम पर्यवेक्षणासाठी पुढीलप्रमाणे कागदपत्रे आणावीत .

1. शिक्षणशास्त्रनिहाय (Arts, Commerce, Science Management, & Pharmacy etc.) पुढील प्रमाणे कागदपत्रे सादर करित असल्याची प्राचार्याची वेगवेगळी पत्रे (Covering letters)
2. परीक्षानिहाय विद्यार्थ्यांची यादी . (Examination Wise List of Students - Annexure - 9) 3 Original + 1 office copy
3. विद्यार्थ्यांची एकत्रित गुणपत्रिका यादी . (Consolidated Mark List of Students - Annexure - 10) 1Original +1 office copy
4. विस्तार कार्य विद्यार्थी, विद्यार्थी व्यवस्थापक, शिक्षक , क्षेत्र समन्वयक आणि प्राचार्य यांची स्वाक्षरी असलेले विद्यार्थ्यांचे प्रकल्प अहवाल .
5. क्षेत्र समन्वयकांच्या स्वाक्षरी सह विद्यार्थ्यांच्या प्रकल्प अहवालांचे मुल्यांकन परिशिष्ट क्रं . 8
6. विस्तार कार्याच्या वार्षिक महोत्सवामध्ये सहभाग न घेतलेल्या विद्यार्थ्यांचे शिक्षक व क्षेत्र समन्वयकांच्या स्वाक्षरीसह विस्तार कार्य निबंध .
7. औद्योगिक तोंड ओळख प्रकल्प (IOP) यामधील विद्यार्थ्यांचे संबंधित उद्योग समुहातील नियुक्तीचे पत्र, 150 तास प्रत्यक्ष कार्यपूर्तीचे प्रमाणपत्र व गोपनीय अहवाल प्रकल्प अहवालसोबत सादर करावी .
8. माहिती तंत्रज्ञान प्रकल्पामध्ये (ITP) विविध संकेत स्थळावरून प्राप्त केलेल्या माहितीची पुस्तिका सोबत आणावी . तसेच या प्रकल्पामधील प्रत्येक विद्यार्थ्यांनी तयार केलेली किमान दोन भित्तीचित्रे (Posters) आपण सोबत न आणता केवळ क्षेत्र समन्वयकांना दाखवावीत .

क) प्रकल्प अहवालाची भाषा :

द्वितीय सत्र प्रशिक्षण कार्यक्रमात झालेल्या चर्चेनुसार प्रकल्प अहवाल केवळ मराठी, हिंदी, अथवा इंग्लिश भाषेमध्येच असावेत .

ड) प्रकल्प अहवालांची मुल्यांकन प्रक्रिया :

आपल्या महाविद्यालयाच्या प्रकल्प अहवालांच्या मुल्यांकनासाठी पुढील बाबी कटाक्षाने पाळाव्यात .

1. संबंधित महाविद्यालयांनी आपणास नेमून दिलेल्या मुल्यांकन केंद्रावर वेळेवर उपस्थित रहावे .
2. विस्तार कार्य शिक्षकाने, विद्यार्थी व्यवस्थापकांसह आवश्यक कागदपत्रे व बाबी घेऊन उपस्थित रहाणे अनिवार्य (Compulsory) आहे . निव्वळ विद्यार्थ्यांवर ही जबाबदारी देऊ नये .
3. 'अ' मध्ये उल्लेख केल्याप्रमाणे एक फाईल घेऊन यावी .
4. क्षेत्र समन्वयकांसह मुल्यांकन केंद्रावर आपल्या विद्यार्थ्यांची परीक्षानिहाय यादी (Exam Wise List) विद्यार्थी नोंदणी यादीसोबत (Student Registration list) पडताळणी करावी .
5. परीक्षानिहाय यादी प्रमाणे प्रकल्प अहवालांचा क्रम मांडावा . ही यादी शिक्षणशास्त्रनिहाय (Faculty of Arts, Commerce & Science etc.) वेगवेगळी असावी .
6. सर्व प्रकल्प अहवालांवर तपासणी करणा-या शिक्षक व क्षेत्र समन्वयकाचे नाव , सही व दिनांक असणे आवश्यक आहे .
7. अंतिम 10 गुणांच्या परिपूर्तीसाठी सवे विद्यार्थी व्यवस्थापकांनी शिक्षकांना सर्वबाबतीत सहकार्य करणे आवश्यक आहे .

आपल्या महाविद्यालयाच्या प्रकल्प अहवालांचे मुल्यांकन ठरविलेल्या दिवशी व ठिकाणी वेळेत होईल याची कृपया दक्षता घ्यावी . कोणत्याही कारणासह विनापरवानगी अनुपस्थित राहिल्यास गैरसोयीचे होईल . संबंधित महाविद्यालयांनी त्या ठिकाणी उपस्थित रहावे, ही विनंती .

अधिक माहितीसाठी कृपया क्षेत्र समन्वयकाशी प्रथम संपर्क साधावा अथवा विभागाच्या संकेत स्थळावर (www.mudlle.ac.in) अथवा आमच्या दुरध्वनीवर संपर्क साधावा . आपल्या महाविद्यालयाच्या शिक्षक व विद्यार्थ्यांकडून अप्रतिम कामगिरीची अपेक्षा !

धन्यवाद !

आपला विश्वासू

Sd/-

डॉ . दिलीप शं . पाटील

प्राध्यापक आणि संचालक

ता . क . या पत्राची इंग्लिश आवृत्ती संकेत स्थळावर (www.mudlle.ac.in) उपलब्ध आहे .

