

University of Mumbai



UNIVERSITY OF MUMBAI

DEPT. OF LIFELONG LEARNING AND EXTENSION

Second Term Training Program
2011 - 2012

For Extension Work Teachers & Student Managers

RESOURCE MATERIAL

विश्वविद्यालयगीतम्

इदं सुन्दरं मन्दिरं शारदाया
मुम्बापुरीविश्वविद्यालयम् ।
कलाशास्त्रवाणिज्यशाखाधिरूढा
अमूढा विमुक्ता विहंगा वयम् ॥१॥
शृण्वन्तु सर्वे दृढं निश्चयम् ॥धृ॥

सत्यं वदामो धर्मं चरामो
नयामो नृणां दुःखभारं लयम् ।
स्वकार्ये रतानां सदा जागृतानां
भवेत्किं भविष्येऽपि कस्मात्भयम् ॥२॥
शृण्वन्तु सर्वे दृढं निश्चयम् ॥

युवा स्यात् बलिष्ठो युवा स्यात् गरिष्ठो
युवा ध्येयनिष्ठोऽपि भूयात्स्वयम् ।
यदि स्यात्युवा राष्ट्रकर्तव्यनिष्ठः
सम्मानयेत् तं हि लोकत्रयम् ॥३॥
शृण्वन्तु सर्वे दृढं निश्चयम् ॥

वंदामहे भारतं पूजनीयं
स्वदेशात्परं नास्ति देवालयम् ।
अत्रैव सर्वे प्रतिष्ठापयामो
ममत्वेन सार्धं समत्वं नयम् ॥४॥
शृण्वन्तु सर्वे दृढं निश्चयम् ॥

कवी - श्री . वसंत बापट

संगीत - श्री . प्रभाकर पंडित

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UNIVERSITY OF MUMBAI
DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

**Second Term Training Program
For Extension Work Teachers and Student Managers
2011 – 2012**

SCHEDULE

Time	Activities	Session Conducted by
10.00 a. m. to 10.45 a. m.	Registration Tea & Refreshments Welcome University Song	
10.45 a. m. to 11.00 a. m.	Introductory remarks and review of activities conducted in the Colleges in the First Term	Dr. Dilip S. Patil, Professor & Director
11.00 a. m. to 12.00 a. m.	Discussion on the Schedule of the Activities to be conducted in the Second Term	
12.00 a. m. to 1.00 p. m.	Project Report – Submission of the Documents – Annual Report & Exam wise list & Marksheets. Festival Preparation – Outline of the Festival Administrative and Financial Matters related to the Actual Conduct of the Festival	Kunal D. Jadhav Assistant Professor
1.00 p. m. to 1.30 p. m.	e-Governance NME - ICT	Mohan Kumar Assistant Professor Melvin W. (IT Consultant) Sheela M. (IT Consultant)
1.30 p. m. to 2.00 p. m.	Demonstration of ICT	Resource Team II
2.00 p. m. to 2.15 p. m.	Questions & Answers	
2.15 p. m. to 2.30 p. m.	Valedictory Function	
2.30 p. m.	Vote of Thanks	
2.30 p. m.	LUNCH	

ANNEXURE 7. (SEVEN)

DETAILED EXTENSION WORK FIRST TERM REPORT (USE LETTER HEAD)

1. Name of College :-

2. Name of Extension Work Teacher :-

a) _____ b) _____

3. Date of the First Term Training: _____

4. Name of the Field Coordinator attended the Training: _____

5. Details about projects undertaken by College:- Whether New Version / Old Version

Projects	Version	SM	SWS / WEEP	IOP / IOSDE	APY / ESDE	CP / CSDE	ICT- SDE	PEC / PEP	NIOS / LSDE	Total
No. of Student	Old									
	New									

6. Records maintained by the College:- (Put Tick Mark)

Sr. No.	Name of Record	Yes	No
i	Circular File		
ii	Report File		
iii	Training File		
iv	Account File		
v	Student Manager – Time Management Diary		
vi	Student Manager – Extension I-card / Badge		
vii	Above records are checked by Field Coordinator		

7. Details of visit of Field Coordinator at college and community level activities:-

Sr. No.	Date	Location	Project	Activity	No. of Students attended
i					
ii					
iii or more					

8. Details of visit of Extension Teacher (Name of the Teacher) at community level activities:-
(Use separate table for another Teacher)

Sr. No.	Date	Name of the place	Project	Activity (as mentioned in Sr. No 10 below)	No. of Students attended
i					
ii					
iii or more					

9. Details of Activity performed at college or community level:

Sr. No.	Name of the Activity	Yes / No	Date	Place / Location	Topic / Subject	No. of Participants
i	Exhibition					
ii	Seminar					
iii	Talk, Speeches					
iv	Street Play					
v	Competitions held such as Elocution, Rangoli, Poster Making, Skit, Quiz, Debate, Essay, Craft Making, Project etc. if any.					
vi	Lessons taken by students if any					
vii	Survey					
Viii	Interview					
ix	Any other Activity (Give Details)					

(Kindly give details of the above activities if performed at college or community. If needed please attach separate sheets.)

10. Details of participation in Extension in New version (Online activities) of Extension Work

Sr. No.	Name of the Student	Name of the online courses taken by student from the new version (for Minimum 80 hours)			Total No. of hours for course 1+2+3 (Not less than 80 hours)
		Course 1 (with number of hours)	Course 2 (with number of hours)	Course 3 (with number of hours)	
i					
ii					
iii or more					

(Give details of each student separately. Attach separate sheet if required.)

11. Any other innovative activity held: (Kindly submit the details with photographs if any.)

12. Remarks & feedback for First Term extension work with suggestions:

Signature of Teacher

Signature of Field Co-ordinator

Signature of Principal
with college seal

ANNEXURE 8. (EIGHT)

ASSESSMENT OF REPORTS

1. Name of Faculty Assessing the Project Report :

2. Date : _____ Place : _____

3. Name of College reports assessed :

4. No. of Project Reports assessed :

English _____ + Hindi _____ + Marathi _____ = Total _____

5. Extension Activities of the assessed Project Reports

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

6. Average grade of the Project Reports: _____

7. General Remarks:

Signature of the Faculty

ANNEXURE 10 (TEN)

(One original copy to be submitted with College Letter Head)

**CONSOLIDATED LIST OF TITLE OF PROJECTS WITH GRADES AND ATTENDANCE RECORD OF THE STUDENTS OF EXTENSION
WORK FOR THE YEAR _____**

Sr. No.	Name of the Student	Class	Activity Code	Project Report Title	Project Report Submitted Yes/No	Grade	Attendance in Program			Attendance in Field Activity	
							F. T. Training	S. T. Training	Udaan Festival		

We hereby certify that the candidates mentioned above have participated in the Extension Work Programme and that they have completed not less than 120 / 240 hours of work in their project.

Sign. of Extension Work Teacher

Signature of Principal with College Seal

Sign of Field Co-ordinator

Director, DLLE

UNIVERSITY OF MUMBAI

DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

Design of Project Report for Extension Work Activities

Each student has to submit the separate Project Report of his/her participation in the activities conducted at the College Level and Community Level by the College on A-4 size paper (computerized or handwritten) consisting minimum 1500 words in the following format.

A. Page 1 (Cover Page)

<p>UNIVERSITY OF MUMBAI</p> <p><u>DEPARTMENT OF LIFELONG LEARNING AND EXTENSION</u></p> <p><u>CERTIFICATE</u></p>	
<p>Name of the Student : (Beginning with Surname)</p> <p>Name and Address of the College :</p> <p>Name of the Project in which student had enrolled: (SWS, NIOS etc.)</p> <p>Title of the Project Report : (To be decided by the student)</p> <p>Submitted to : DLLE, University of Mumbai</p>	
<p>Signature of the Student</p>	<p>Signature of the Teacher</p>
<p>Signature of Field Co-ordinator</p>	<p>Signature of Principal with College Seal</p>
<p>Signature of the Director, DLLE with Seal</p>	

B. Page 2

- Acknowledgement by the Student
- My reason for joining Extension Work Activity
- Signature of Representative of the DLLE with the seal of Certification if approved for 10 grace marks

C. Page 3, 4, 5,.....

- Names of the College & Community Level Activities in which student has taken active participation
- Name of the activity such as: Street Play, songs, poster, allocution, speech lessons, industrial visit etc. (any other)
- Topic of the activity: (AIDS, Child Labor, Environment, Pollution etc.)
- Participation for/ as: writing, directing, performing, music or singing, poster designing, painting etc.
- Location/ Place of performance where the activity held:
- Date & Timings: (Use the following table if needed)
- Data Collected (e. g. in case of CP, SWS & ICT Projects)
- Poster Prepared: Yes / No; No. of Posters : _____

<u>Sr. No.</u>	<u>Name of the activity such as:</u> Street Play, songs, poster, allocation, speech lessons etc. (any other)	<u>Topic of the activity:</u> (AIDS, Child Labor, Environment, Pollution etc.)	<u>Participation for/ as:</u> writing, directing, performing, music or singing, poster designing, painting etc.	<u>Location/ Place of performance where the activity held:</u>	<u>Date & Timings:</u>	<u>Signature of the Extension Work Teacher</u>

OR

Details of Activity attended by the students performed at college or community level:

Sr. No.	Name of the Activity	Yes / No	Date	Place / Location	Topic / Subject	Participated as	No. of Participants
i	Exhibition						
ii	Seminar						
iii	Talk, Speeches						
iv	Street Play						
v	Competitions held such as Elocution, Rangoli, Poster Making, Street Play, Quiz, Debate, Essay, Craft Making, Project etc. if any.						
vi	Lessons taken by students if any						
vii	Survey						
viii	Interview						
ix	Any other Activity (Give Details)						

(Kindly give details of the above activities if performed at college or community. If needed please attach separate sheets.

(Attach two photographs)

D. Details of participation in Extension in New version (Online activities) of Extension Work

Sr. No.	Particulars	Online Courses			Total No. of hours for course 1+2+3 (Not less than 80 hours)
		Course 1 (with number of hours)	Course 2 (with number of hours)	Course 3 (with number of hours)	
i	Name of the Course				
ii	Online quiz attended Yes / No				
iii	Material downloaded Yes / No				
iv	Poster Prepared Yes / No				
v	Activity held / Participated (Exhibition/ Street Play/ Seminar etc.)				
vi	Courses I like				

E. Page Nos. 6, 7 and more

Part A : For the Students who enrolled for Traditional Extension Activities (offline)

- Had you enrolled for extension activities in the past? Yes / No
- What were your expectations about extension activity?
- Are your expectations fulfilled?
- Problems you faced (if any):
- Did you like the extension activities? Yes / No. Please mention why?
- Are you satisfied with the overall extension activity?
- In which mode, will you participate in extension activity if given opportunity again – Online/Offline? (put a tick mark) – Please mention why?
- How did you carry out these activities?
- What do learn by Extension Activities? (Gain/ loss)
- How will Extension Work help you to contribute to the Society?
- What do you say about improving Extension Work: (Your Experience, view, suggestions, etc.)
- Your opinion about the Festival:

**F. Any other innovative topic would you like to suggest?
(Kindly submit the details with photographs if any.)**

G. Remarks & feedback for extension work with suggestions:

Signature of Extension Teacher, Field Co-ordinator, Principal of the College with Seal.

Part B

Questionnaire for the Students who enrolled for Extension Activities through Online

(to be submitted separately and not included in the project report)

Name & Address of the College: _____

_____ Class: _____ Roll No. of the Student: _____

- Had you enrolled for extension activities in the past? Yes / No

- What were your expectations about online extension activity?

- Are your expectations fulfilled? Yes / No

- Which courses have you completed through online extension activity?

- Problems you faced (if any)

(in terms of login, downloading, contacts, overall connectivity, clarity of contents, etc.)

- Did you like the online activities? Yes / No. Please mention why?

(easy to complete, easy to understand and smooth conduct, clarity of contents, etc.)

- Are you satisfied with the overall extension activity? Yes / No
- Will you participate in online extension activity if given opportunity again – Yes / No
(put a tick mark) – Please mention why?

- What are your experiences about online courses?

- What did you learn by online extension activities?

- What do you want to say about the Extension Work: (Your experience, view, suggestions etc.)

Signature of the Student (Optional)

Part C

Questionnaire for the Field Co-ordinator / Teacher who is the in charge of Extension Activities

Name & Address of the College: _____

1. Are you aware of NME – ICT? If yes, Give Details.

2. Are you aware of the e-Governance initiative by Government of Maharashtra & University of Mumbai? Give Details.

3. Are you comfortable using the computer and enjoy learning new technologies? Yes / No

4. Are you comfortable using Word, PowerPoint, Excel and other tools? Yes / No

5. Are you using an active e-mail address for a minimum of five to six days a week? Yes / No

6. Have you prepared your login ID with the Department's Web Portal? Yes / No

7. Have you experienced any of the online extension activity? If yes, how often?

8. Which courses have you browsed through online extension activity?

9. What are your observations about the modules and quiz on the web portal of the Department?

10. Have you encountered any difficulties in conducting extension activities online? Specify.

11. What were your expectations about online extension activity?

12. Are your expectations fulfilled? Yes / No

13. Did you like the online activities? Yes / No. Please mention why?

(easy to complete, easy to understand and smooth conduct, clarity of contents, etc.)

14. Are you satisfied with the overall extension activity? Yes / No

15. What do you want to say about the overall Extension Work: (Your experience, view, suggestions for improvement, etc.)

Signature of the Teacher (Optional)

CONSOLIDATED STUDENT PERFORMANCE REPORT

1. (To be submitted by Student Manager)

Sr. No.	Name of the Student	Class	Roll No.	Project (CP/APY etc)	Activities (Put a tick mark against the activity attended by the students)								
					Street Play	Exhibition	Seminar	Poster Making	Competitions	Speech/ Talk	Survey	Lessons	Online Courses

2. Details of visit of Student Manager (Name of Student Manager) at community level activities:- (Use separate table for another SM)

Sr. No.	Date	Name of the place	Project	Activity (as mentioned above)	No. of Students attended
i					
ii					
iii or more					

Sign. of Student Manager

Sign. of Extn. Work Teacher

**Sign. of the Principal
with College Seal**

Sign. of the Field Co-ordinator

**PROFORMA FOR THE NAMES OF THE COMPERS / ANCHORS TO BE SELECTED BY
THE SELECTION COMMITTEE FOR THE EXTENSION WORK FESTIVAL 2011 – 2012**

(Please use College letter head)

Name of the Student (Beginning with Surname)	Class	Roll No.	Contact No.	Sign

Sign. of Extension Work Teacher

Signature of Principal with College Seal

REGISTRATION FOR COMPETITION

1. Name of the College: _____
2. Name of the Extension Work Teacher: _____
3. Date: _____
4. Time: _____

ATTENDANCE SHEET FOR THE FFSTIVAL – 2011 – 2012

(PLEASE FOLLOW THE SAME ORDER AS IN THE STUDENT REGISTRATION LIST)

Sr. No.	M/F	Name (In Block Letters) (Beginning with Surname)	Class	Roll No.	Activity Code	Sign of the Student
Street Play Competition : Theme : _____						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Poster No. 1 Project : _____						
1						
Poster No. 2 Project : _____						
1						
Other :						
1						
2						

Sign. of Extension Work Teacher

Signature of the Principal

