

**ANNEXURE- 5 (FIVE)**  
**FIRST TERM TRAINING REPORT FOR THE YEAR \_\_\_\_\_**

Date : \_\_\_\_\_

1. Name of College : \_\_\_\_\_
2. Total No. of student participants : \_\_\_\_\_
3. No. of Batches : \_\_\_\_\_
4. Dates and Timings for each Batch (if organized separately for each batch)

Batch No.	Dates	Timings

6. Venue of the Program :  
\_\_\_\_\_

7. Schedule of the Program with dates:  
(Please attach separate sheets if needed)  
\_\_\_\_\_

8. Name of the Resource person:  
\_\_\_\_\_  
\_\_\_\_\_

9. List of Audio-Visuals used by the college for the training?  
\_\_\_\_\_

10. List of Teaching Aids prepared by the College for the training?  
\_\_\_\_\_

11. Any other innovative methodology used for training: (Kindly submit the details)  
\_\_\_\_\_  
\_\_\_\_\_

12. Evaluation of the program (Feedback sheet)  
a) Please attach sample proforma of Feedback sheet.  
b) Give a brief outline of the feed-back of the students  
(Please do not send each student's feed-back sheet but a compilation of the information received)

13. General Remarks :  
\_\_\_\_\_

**Signature of Teacher**

**Signature of the Field Coordinator**

**Signature of Principal  
with seal of College**

**ANNEXURE- 5A (FIVE-A)**  
**SECOND TERM TRAINING REPORT FOR THE YEAR \_\_\_\_\_**

Date : \_\_\_\_\_

1. Name of College : \_\_\_\_\_
2. Total No. of student participants : \_\_\_\_\_
3. No. of Batches : \_\_\_\_\_
4. Dates and Timings for each Batch (if organized separately for each batch)

Batch No.	Dates	Timings

6. Venue of the Program :  
\_\_\_\_\_

7. Schedule of the Program with dates: (Please attach separate sheets if needed)  
\_\_\_\_\_

8. Name of the Resource person:  
\_\_\_\_\_  
\_\_\_\_\_

9. List of Audio-Visuals used by the college for the training?  
\_\_\_\_\_

10. List of Teaching Aids prepared by the College for the training?  
\_\_\_\_\_

11. Any other innovative methodology used for training: (Kindly submit the details)  
\_\_\_\_\_  
\_\_\_\_\_

12. Evaluation of the program (Feedback sheet)  
a) Please attach sample proforma of Feedback sheet.  
b) Give a brief out line of the feed-back of the students  
(Please do not send each student's feed-back sheet but a compilation of the information received)

13. General Remarks :  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Teacher**

**Signature of the Field Coordinator**

**Signature of Principal  
with seal of College**

**ANNEXURE 6. (SIX)**

**FIELD / COLLEGE VISIT REPORT**

1. Name of College :- \_\_\_\_\_

2. Name of the Field Coordinator: \_\_\_\_\_

3. Date of the First / Second Term Field visit : \_\_\_\_\_

4. Time of the First / Second Term Field visit : From \_\_\_\_\_ To \_\_\_\_\_

5. Details about projects guided by the Resource Person / Field Coordinator:- Whether New Version / Old Version

Projects	SM	SWS	IOP	APY	CP	PEC	NIOS	Total
No. of Student								

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 or community level activities:-

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

8. List of Audio-Visuals used by the college for the training and activities?

9. List of Teaching Aids prepared by the College for the training and activities?

10. Any other innovative activity held: (Kindly submit the details)

\_\_\_\_\_

\_\_\_\_\_

11. Meeting with the College Principal: YES / NO

12. Matters discussed with the Principal:

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**Signature of the Field Coordinator**

**ANNEXURE 7. (SEVEN)**

**DETAILED EXTENSION WORK FIRST TERM REPORT**

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:-

Projects	SM	SWS	IOP	APY	CP	PEC	NIOS	Total
No. of Student								

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 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 in Sr. No 10 below)	No. of Students attended
i					
ii					
iii or more					

10. 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.)

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 Coordinator

\_\_\_\_\_  
Signature of Principal  
with college seal

**ANNEXURE 7A. (SEVEN-A)**

**DETAILED EXTENSION WORK ANNUAL REPORT**

1. Name of College :-

2. Name of Extension Work Teacher :-

a) \_\_\_\_\_ b) \_\_\_\_\_

3. Date of the First Term Training: \_\_\_\_\_ Second Term Training \_\_\_\_\_

4. Name of the Field Coordinator attended the Training: \_\_\_\_\_

5. Details about projects undertaken by College:-

Projects	SM	SWS	IOP	APY	CP	PEC	NIOS	Total
No. of Student								

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 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 in Sr. No 10 below)	No. of Students attended
i					
ii					
iii or more					

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

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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.)

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 :

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2. Date : \_\_\_\_\_ Place : \_\_\_\_\_

3. Name of College reports assessed :

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4. No. of Project Reports assessed :

English \_\_\_\_\_ + Hindi \_\_\_\_\_ + Marathi \_\_\_\_\_ = Total \_\_\_\_\_

F.Y. \_\_\_\_\_ + S.Y. \_\_\_\_\_ + T.Y \_\_\_\_\_ + Others \_\_\_\_\_ = Total \_\_\_\_\_

Masters Part I \_\_\_\_\_ + Masters Part II \_\_\_\_\_ = 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 :

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\_\_\_\_\_  
**Signature of the Field Coordinator**



**ANNEXURE 9 (NINE)**

**EXAMINATION – WISE LIST OF STUDENTS FOR EXTENSION WORK**

for **COLLEGE LEVEL EXAM AND AUTONOMOUS COLLEGE ONLY**

Name of the College: \_\_\_\_\_

Class: \_\_\_\_\_

Year: \_\_\_\_\_

Sr. No.	M/F	Name of the Student Surname/ First Name /Father's Name / Mother's Name	Roll No.	Exam. Seat No.	Activity Code

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

\_\_\_\_\_  
**Sign. of Extension Work Teacher**

\_\_\_\_\_  
**Sign of Principal with College Seal**

**Sign of Director, DLLE with Seal**

**EXAMINATION – WISE LIST OF STUDENTS FOR EXTENSION WORK**

**Please Prepare Excel Sheet for Annexure Nine for UNIVERSITY LEVEL EXAM ONLY.**

**ANNEXURE NINE:**

COLL_CODE	COLL_NAME	PROG_NO	PROG_NAME	PRN	NAME OF CANDIDATE	SEAT_NUMBER(EVEN SEMESTER)	DATA ENETERED BY

**ANNEXURE 10 (TEN)**

**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 Coordinator**

\_\_\_\_\_  
**Director, DLLE**

**Annexure 10A**

Name and Address of the College: \_\_\_\_\_

Name of the Principal:- \_\_\_\_\_ Contact No. - \_\_\_\_\_

Name of the Extension Teacher:- \_\_\_\_\_ Contact No. - \_\_\_\_\_

**Statement of Income and Expenditure**

Sr. No.	Income	Total (Rs.)	Sr. No.	Expenditure	Total (Rs.)
1	Balance Amount b/f (Previous Year)		1	First Term Training Program TA to Extension Teachers (organised by DLLE)	
2	Participation Charge @ Rs. 100/- x ____ Students		2	First Term Training Program (at College)	
			3	Second Term Training Program TA to Teachers (organised by DLLE)	
			4	Second Term Training Program (at College)	
			5	Field Visit of Teachers (TA)	
			6	<b>College Level Activities</b> i) Exhibition ii) Seminar iii) Competitions iv) Any other	
			7	<b>Field Activities</b> i) Street Play ii) Rally iii) Competition iv) Survey v) Interview vi) Any other	
			8	Festival	
			9	Honorarium paid to Extension Teachers (Not more than Rs. 2,000/- per teacher)	
			10	Balance for Next Year	
	<b>Grand Total</b>			<b>Grand Total</b>	

\_\_\_\_\_  
Signature of Extension Work Teacher

\_\_\_\_\_  
Signature of Principal with College Seal

## **MONITORING AND EVALUATION OF EXTENSION WORK PROJECTS**

As per the Ordinance 229A of the University, the Extension Work Students who Successfully completed Extension Work of 120/240 hours as per the University rules are eligible for 10 grace Marks.

The Department will be conducting the task of Monitoring and Evaluation of Extension Work Project in decentralized manner. The Department will be forming area wise group of the colleges, making a nodal centre, nearest to these colleges for submission of the project reports to the Nodal Centre nearest to them as per the time table prepared by the Department.

The Monitoring and Evaluation Process of Project Report of the Students of Extensions Work will be organized at district wise Nodal Centre in Mumbai, Thane, Palghar, Raigad, Ratnagiri and Sindhudurg in the month of March- April 2023.

The Extension Teachers and the Student Managers of Extension Work College should remain present as per time table for the purpose of Monitoring and Evaluation of Extension Work Projects with the following documents:

1. Exam wise List (Annexure 9 in two original copies - faculty wise and subject wise separately)
2. Consolidated Mark List (Annexure10- One Original Copy)
3. Project Reports (of all the students) and essays of the students duly checked and certified by the respective Extension Work Teachers and Field Coordinators.

The task of Monitoring and Evaluation of Extension Work Projects will be completed at these Nodal Centers by the Department. The Certified colleges will be issued Letter of Completion (LOC) of the extension activities with the certified copy of Annexure 9 for its final submission by the college to **The Director, Board of Examinations and Evaluation, University of Mumbai, Vidyanagari Campus, Kalina, Santacruz, Mumbai - 400098** for the benefit of additional 10 grace marks to their students.

## **TOPICS FOR ESSAY**

1. Save Food
2. Women Development Policy
3. Women Development Related Acts
4. Protection of Women from Domestic Violence Act, 2005
5. National Commission for Women
6. Maharashtra Policy for women.
7. Status of women in India.
8. Banking procedures.
9. Legal procedures.
10. Laws protecting women.
11. Skill India
12. Environment- pollution and its effect on health.
13. Women achievers of modern India
14. Issues of LGBT
15. Technology for Learning (Social Media)
16. Global warming
17. Child Labour
18. Human rights
19. My Vision for Development of India
20. Consumer Rights
21. Adult and Continuing Education in universities
22. Preservation of environment & other social issues.
23. Plastic Free India
24. Consumer Protection (Grahak Panchayat)
25. Azadi Ka Amrut Mahotsav