

**UNIVERSITY OF MUMBAI**  
**DEPARTMENT OF LIFELONG LEARNING AND EXTENSION**

**Annual Extension Work Festival titled "UDAAN-the Flight of Extension: 2024-25"**

**GUIDELINES**

Every year the Department of Lifelong Learning and Extension organizes the Annual Extension Work Festival titled "UDAAN – the Flight of Extension" in the months of January - February in a decentralized manner in Mumbai, Thane, Palghar, Raigad, Ratnagiri and Sindhudurg– the districts under the jurisdiction of the University of Mumbai. These Extension Work Projects are:

**I) Vocational Career Oriented Projects**

1. Career Project [CP]
2. Industry Orientation Project [IOP]
3. Anna Poorna Yojana [APY]
4. Skill Development (SD)

**II) Community Oriented Projects**

1. Population Education Club (PEC)
2. Survey Research
3. Education for All (EFA- NIOS, IDOL)
4. Environment Education
5. Civic Sense (CS)
6. Consumer Guidance

This year, the Department will be organizing this Festival in an offline mode and intends to invite all Extension Work colleges to participate in the festival. The Best Performances will be awarded the *Udaan Trophy and Certificate* based on the recommendations of the panel of expert judges. The Organizing College, Field Co-ordinators, Extension Teachers and Anchors will also be felicitated with *Special Contribution Certificate*.

**The objectives of the festival are: -**

- a) To create awareness about the extension work done by the University of Mumbai through affiliated colleges in the community.

- b) To create awareness about social issues through various competitions on extension work projects with the focus on College Youth.
- c) To give opportunities to the students to enhance their skills to co-relate with the new avenues in the Field of Management, Education and Entrepreneurship, in this modern technological world.

The detailed instructions are as given below:

## COMPETITIONS

- The following Competitions will be organized in TRADITIONAL MODE (OFFLINE) for Annual Festival “UDAAN: The Flight of Extension: 2024-2025”. **Only the registered DLLE students can participate in these competitions.**

**The participation in following competitions is mandatory.**

1. *Street Play Competition (One entry each college)*
2. *Poster Competition (One poster each college)*

**The participation in following competitions is optional with prior registration before specified due date. On the spot entry will not be accepted under any circumstances. The winners will be honoured with the Metallic Medal and DLLE Certificate during the Valedictory Function of the Festival.**

3. *Powada singing (One Entry each college)*
4. *Elocution (One participant each college)*
5. *Creative Writing (One participant each college)*

### **1. Street Play Competition (Mandatory)**

- You are requested to present a street play on any of the Extension Work Projects taken by your college (any one).
- Use only Code No. at the time of Competition which will be given to you on the day of festival.
- Disclosure of the college name in any form in the competition is strictly prohibited.
- Each college will be given 10 minutes for performing Street Play in the competition with

warning bell (after 8 minute) to complete. (Further waiting period- only 30 seconds to complete.)

- Street Play will be performed only in the form of Street Play. Hence, only traditional musical instruments such as Dholak, Flute, Harmonium, Sambal, Zaanj etc. can be used in the Street Play. For convenience purpose, Mobile phone can be used.
- Maximum 15 participants can participate in the Street Play including musicians, singers etc. Additionally, 5 students (possibly who prepared the posters or participants of other competitions) can participate in the festival.
- Wearing costumes of characters, make up in the Street Play is not a compulsory condition. Uniformity in the suitable dressing style of the participants will be appreciated.
- The scoring of the Street Play will be done based on relevance of theme to extension project, acting performance, presentation, overall impact, and the message delivered by the Street Play.
- Please bring attendance sheet of the students participating in the Festival in regular proforma.

## **2. Poster Competition**

- The college should prepare **only one poster** (per college) by one or two students together on any of the Extension Work Projects which they have taken for the academic year 2023 - 2024. The size of the Poster should be approximately 28" × 22" (inches) preferably on a card paper which can be easily rolled over. **Use of hard card board paper, thermacol sheets or any other material for the poster** may create inconvenience for transportation of the posters.
- The poster should be prepared on the day of the Festival by the participating College at the respective Center from Morning 10 am to 12 pm. 02 (two) hours. Please bring card paper and required colour materials (preferably water or poster colours) to prepare poster. The code numbers for the posters will be given by the Department on the day of the Festival.
- Copying of poster from any source during the competition will lead to disqualification.
- The scoring of the competition will be done on the basis of content of the poster, creativity, colour schemes and message delivered by the poster.

- Disclosure of the college name or disclosing self-identity in any form in the competition is strictly prohibited.
- Please bring attendance sheet of the students participating in the Festival in regular proforma.

### **3. Powada Singing Competition: (on stage / dias- offline)**

- a) **Participation in Powada Singing Competition is optional (not compulsory). Prior registration for participation is necessary before due date.**
- b) Duration of the performance will be maximum 7 minutes.
- c) Before beginning the performance, declare the college code.
- d) Disclosure of the college name or disclosing self-identity in any form in the competition is strictly prohibited.
- e) Main singers plus chorus totaling up to 10 students can participate.
- f) Uniformity in the traditional dressing style of the participants will be appreciated.
- g) The participant may use musical instruments appropriate to Powada (duff, sambal etc.)
- h) Other document or digital support in any form is not allowed during the performance.
- i) The musicians should keep their instruments tuned in advance. No extra time will be permitted for the same.
- j) The scoring of the singing will be done based on the theme relevance to the extension project, singing skills / performance, traditional presentation, overall impact, and the message delivered through the powada.
- k) Please bring attendance sheet of the students participating in the Festival in regular proforma.

### **4. Elocution Competition: (on stage / dias- offline)**

- a) **Participation in Elocution Competition is optional (not compulsory). Prior registration for participation is necessary before due date.**
- b) The participant will be provided 5 minutes content delivery in elocution competition. It is mandatory to adhere to the time limit.
- c) The topic for competition are given below in this guidelines.
- d) The participant will participate at the host college.

- e) The participant should declare the college code before beginning the speech.
- f) The document or digital support in any form is not allowed during the performance.
- g) Disclosure of the college name or disclosing self-identity in any form in the competition is strictly prohibited.
- h) Other document or digital support in any form is not allowed during the performance.
- i) The scoring of the competition will be done based on content, style of content delivery and message delivered through the content.

**5. Creative Writing: (at the host college)**

- a) Only the registered DLLE students can participate. Participation in Creative Writing Competition is optional (not compulsory).**
- b) The code number for the participating college will be given by the Department on the day of the competition.
- c) The participant will be shown a picture / scene or a small video clip based on social awareness by the organizers.
- d) The participant's creative writing should be based on the shown picture/scene/video clip.
- e) The participant should adhere to the word limit from 200 to 300 words and duration is 30 minutes.
- f) Other document or digital support in any form is not allowed during the performance.
- g) The scoring of the competition will be done based on creativity, language – vocabulary and grammar and writing style.

**TOPICS FOR COMPETITION (college may choose any ONE topic)**

1. Save Food
2. Women Empowerment
3. Social Media
4. Preservation of environment
5. My Career
6. Health Care
7. Constitution of India

8. Election Literacy
9. Wet Land
10. Care for Senior Citizen

### **ELIGIBILITY FOR PARTICIPATION IN UDAAN FESTIVAL**

The students (UG & PG) who are enrolled in annual extension work activities of the Department for the academic year 2024-2025 are eligible to participate in these competitions.

### **GENERAL RULES AND REGULATIONS**

- a) Competition will be conducted as per the updated guidelines of the University.
- b) We request the participants to perform their presentations in Marathi / Hindi or English language. They may present it partially or completely with any Marathi or Hindi or English dialects or they may present some part/dialogues in Marathi or Hindi or English dialects as per the requirement.
- c) Student should have Aadhar Card and valid Identity Card or Bonafide Certificate and Fees Receipt of the *Affiliated College / Recognized Institute / Centre / University Department* of University of Mumbai from where he / she is pursuing his / her degree. He / she should submit/produce the same whenever it is asked by Organizing Committee / College / Department.
- d) Only those students whose names are registered and submitted by respective college (in Annexure III- Registration List), will be allowed to represent the college and participate in the competition.
- e) The decision / judgement given by respective Judges for the competition is final. Any grievance in this regard will not be entertained.
- f) The colleges are requested to participate in at least one competition of their choice in addition to Street Play and Poster competition. Participation in all the events is welcome.
- g) The students are not allowed to perform video recording of any of the event of competition without prior permission of the organizers. Such attempt is liable for disqualification of the college in competition.

**ESSAY WRITING**

The students who are **not participating in the festival** are assigned to write an essay in 1500 words on A4 size plain paper separately in addition to the final project work. These essays of all the students will be checked by the extension teacher by giving one of the grades A+ (Excellent), A (Very Good), B (Good), C (Satisfactory), D (Fail) as per the performance of the essay. These will be uploaded on DLLE Portal through college login.

**The colleges which are unable to participate in the festival due to one or other reasons are requested to take prior permission of the Director, DLLE in writing. They will be offered other subsequent task to perform under extension work activities. Absence without prior intimation will create inconvenience.**

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**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	Version	SM	SWS	IOP	APY	CP	ITP	PEC	NIOS	Total
No. of Student	Old									

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)

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11. Meeting with the College Principal: YES / NO

12. Matters discussed with the Principal:

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

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**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:-

<b>Projects</b>	<b>SM</b>	<b>SWS</b>	<b>IOP</b>	<b>APY</b>	<b>CP</b>	<b>PEC</b>	<b>NIOS</b>	<b>Total</b>
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:

39

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)**

**(TO BE SUBMITTED ONLINE BY FIELD COORDINATORS)**

**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 \_\_\_\_\_

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**

**Excel Sheet Only**

**ANNEXURE 9 (NINE)**

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

**Name of the College:**

**Class:**

**Year:**

<b>SR.NO</b>	<b>COLL_CODE</b>	<b>COLL_NAME</b>	<b>PROG_NO</b>	<b>PROG_NAME</b>	<b>PRN</b>	<b>NAME OF CANDIDATE</b>	<b>SEAT_NUMBER (EVEN SEMESTER)</b>	<b>DATA ENTERED BY</b>
1								
2								
3								
4								
5								
6								
7								

**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

**Excel Sheet Only**  
**Annexure 11**  
**Certificate Printing Format**  
**All Class**

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

<b>Sr. No.</b>	<b>Stream</b>	<b>Standrad</b>	<b>Prefix</b>	<b>Surname</b>	<b>First Name</b>	<b>Middle Name</b>
	Arts	F.Y.B.A.				