

**Bombay Bunts Association's
BUNTS COLLEGE OF HIGHER EDUCATION (NIGHT
COLLEGE)**

Date: 04.08.2025

REPORT OF I TERM TRAINING PROGRAM – DLLE

- **Date:** 02nd August, 2025
- **Venue:** Bhavna Trust Degree College of Commerce & B. Sc
- **Objective:** To provide detailed guidelines on first-term project activities, fieldwork planning, and community engagement.
- **Organized by:** Department of Lifelong Learning & Extension (DLLE), University of Mumbai

1. Introduction

The Department of Lifelong Learning & Extension (DLLE), University of Mumbai, conducted the **I Term Training Program** for Extension Work Teachers (EWTs) and Student Managers on **02 August 2025** at **Bhavna Trust Degree College of Commerce & B.Sc.**

The training aimed to provide orientation for the first-term activities, project implementation, and documentation for the academic year.

2. Objectives of the Training Program

- To orient participants on DLLE's goals, structure, and extension philosophy.
- To introduce the various DLLE projects such as APY, SWS, CP, PEC, etc.
- To explain the responsibilities of Extension Work Teachers and Student Managers.
- To provide guidance on first-term project activities and fieldwork.
- To provide instructions for file preparation, documentation, and report writing.
- To ensure smooth coordination between colleges and DLLE field coordinators.

3. Program Highlights

The program began with a warm welcome and introduction of the resource persons from DLLE. The key sessions included:

a. Introduction to DLLE Projects

Each project's purpose, methodology, and activity requirements were explained to the participants.

b. Role of EWTs and Student Managers

Detailed information was provided regarding planning, execution, supervising student volunteers, and maintaining records.

c. Documentation Guidelines

Participants were guided on:

- Maintaining project files
- Preparing student activity sheets
- Record keeping
- Submission format

d. Field Activities and Implementation

Resource persons discussed best practices for conducting community-based activities and engaging student volunteers effectively.

4. Participation

The training session witnessed active participation from Extension Work Teachers and Student Managers from different colleges.

Participants interacted freely, asked questions, and received clarification on project guidelines and submission procedures.

5. Key Learnings

- Clear understanding of DLLE's structure, project timelines, and methodologies.
- Enhanced awareness of documentation and evaluation procedures.
- Improved confidence in planning and executing extension activities.
- Strengthened coordination between colleges and DLLE units.

6. Conclusion

The **I Term Training Program** conducted at **Bhavna Trust Degree College of Commerce & B.Sc** on **02 August 2025** was highly informative, interactive, and beneficial for all attendees.

The program successfully equipped participants with the knowledge and clarity required to carry out DLLE activities for the first term.

The session concluded with a vote of thanks to the resource persons, organizers, and participants.



(Chairperson)



(Principal)