



MAHARASHTRA EDUCATIONAL SOCIETY'S

HUMERA KHAN COLLEGE OF EDUCATION

H.K CAMPUS, Adjacent to MHADA Complex, Pratiksha Nagar, Oshiwara, Jogeshwari (W)

Affiliated to University of Mumbai & Approved by NCTE (NCTE Code No: 123082)

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NAAC Accredited Grade 'B'

REPORT ON SECOND TERM TRAINING PROGRAM





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Introduction

The Department of Lifelong Learning and Extension (DLLE), University of Mumbai, conducted the Second Term Training Program on Monday, 1st December 2025, at the Sanskar Sarjan Education Society's D.T.S. College of Commerce (Autonomous), Malad (E). The program aimed to brief colleges about the UDAAN Festival and offer comprehensive guidelines on annexure completion, documentation, portal uploads, and verification procedures. Student managers, teachers, and field coordinators from various affiliated colleges attended the session to gain clarity on their responsibilities for the upcoming term.

Objectives

- To orient colleges on the UDAAN Festival guidelines, structure, and criteria.
- To provide step-by-step guidance for completing all DLLE Annexures accurately.
- To explain the portal upload process for student managers and teachers.
- To clarify verification procedures and documentation requirements.
- To ensure smooth execution of DLLE activities and completion of required extension hours.

Significance

This training program played a crucial role in strengthening coordination between the University DLLE department and participating colleges. It ensured uniform understanding of guidelines, reduced documentation errors, and empowered student managers and teachers with the clarity needed to implement DLLE activities efficiently. The session enhanced participants' confidence and preparedness for the UDAAN Festival and second-term responsibilities.

Content

The program began with a formal inauguration ceremony, led by Prof. (Dr.) Baliram N. Gaikwad and Dr Kunal D. Jadhav, along with the In-charge Principal of D.T.S.S. College. The dignitaries, field coordinators, and guests were welcomed on stage. The inauguration was followed by a meaningful address delivered by Prof. Gaikwad, Sir, Kunal Sir, and the In-charge Principal, who highlighted the importance of DLLE activities and the collective effort required for successful implementation.



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After the inauguration, the technical sessions commenced. The first segment focused on the UDAAN Festival, where participants received detailed guidance about participation criteria, evaluation parameters, and event expectations.

Next, Ms. Rekha Ma'am conducted a comprehensive session on Annexure completion and uploads, clearly explaining each annexure in detail—what must be filled, what should be avoided, required attachments, formatting instructions, and the entire verification and approval process. Her explanations offered clarity and removed confusion regarding documentation.

Following this, Dr. Kunal D. Jadhav Sir guided everyone through the DLLE portal upload process, explaining the step-by-step responsibilities of student managers and teachers. He elaborated on how the documentation must be submitted and how colleges must ensure accuracy to complete the required hours for DLLE. His session was extremely insightful, practical, and encouraging.

For the Second Term Training Program, Dr. Avni Kanakia ma'am the DLLE Teacher-Incharge, attended the session along with the two Student Managers —Ms. Aqsa Jairajpuri and Ms. Sheikh Lubna. Overall, the program was informative, well-structured, and highly beneficial for all participants.

Learning Outcomes

The training enabled participants to thoroughly understand the UDAAN Festival guidelines, documentation requirements, and portal upload procedures. Student managers gained clarity on their duties, responsibilities, and the systematic approach required for completing DLLE work. Participants felt more confident and well-prepared to execute second-term activities with accuracy and efficiency. The session was productive, meaningful, and essential for smooth DLLE functioning.



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