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School of Computer Science

New Study Centre Information Booklet for Computer and Industrial Science Programmes – October 2017

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1.0 About the University

Maharashtra has a long and rich tradition of educational reforms. Mahatma Jyotiba Phule, Dr. Panjabrao Deshmukh, Dr. Babasaheb Ambedkar, Bhaurao Patil, Swami Ramanand Teerth and other great thinkers and reformers have contributed to educational philosophy and movement in the state. It was therefore appropriate that the state realized the need of an Open University; The University was established on 1st July, 1989 through Act XX of 1989 of the Maharashtra State Legislature, justly named after Yashwantrao Chavan, Maharashtra's great political leader and builder of modern Maharashtra.

Due to statutory powers conferred by an Act XX (1989) of Maharashtra State legislature and the recognition by the 'University Grants Commission of India', this university is fully empowered to award various academic certifications like certificates, diplomas, and graduate, post-graduate, doctoral degrees. This university also takes all precautions, at all programme stages from 'Curriculum Design' to 'Examination', to ensure that the standards and quality of education and examinations are preserved. **The Degrees / Diploma / Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees are equivalent to the corresponding awards of the traditional Universities in the country.**

All the degree and post-graduate degree programmes are duly recognized and approved by the 'University Grant Commission (UGC)'. Hence, these programmes are equivalent to the respective programmes offered by any other statutory university in India, for the purpose of employment, promotion and further education. In this respect, the status of this university is at par with all other statutory universities of India.

One of the major goals of the University is to create, preserve and disseminate knowledge to its learners and the masses and thus become a 'Mass-Varsity'. The emphasis, throughout, is on developing educational programmes which qualify a person to get a better job, to start earning on his own or help a working person to improve his career. The University offers offline academic programmes.

The YCMOU has its headquarters at Nashik and provides support to its learners through Study Centres, which are spread all over the State of Maharashtra.

Technology based education of YCMOU provides the following benefits:

- It is cost effective.
- It has outreach to the masses.
- It is flexible: 'learn anywhere and anytime and as per your pace and style of learning'.

In recognition of its achievements, the university has also been conferred with the "Award of Institutional Excellence" in Distance Education from the Commonwealth of Learning, Canada.

Vision:

To become a **Mass Varsity**

Mission:

Through our technical, vocational, professional and liberal education programmes, application of modern communication technologies and adoption of the distance education methodology, we strive towards developing an **Innovative, Flexible and Open system of education.**

2.0 About the School of Computer Science

The School of Computer Science is one of the eight schools of studies located at the headquarters of the university. The school works in a rather young discipline of Computer Science: the science of solving problems with the aid of a computer. Many of the real life problems require knowledge and skills from many domains like mathematics, physics, biology, psychology, mechanical and electronics engineering. Computer Science encompasses the methodology, the tools and techniques, and the

theory of how information is derived, stored, manipulated, and communicated. Due to its major role in our world, Computer Science has become an extremely exciting field of study.
The faculty of the school is at the forefront of these new technologies with interest and expertise in a number of areas. The faculty applies its knowledge and expertise in developing relevant and career oriented computer programmes. The school has till date developed the certificate, diploma, UG, PG and research level programmes.

3.0 School Vision

The School Of Computer Science strives for academic excellence and aspires to be a premier computer teaching and research institution in the world. The school is committed to providing affordable and quality computer programmes that empower learners with computing skills needed in their world of work. The school also endeavors to provide opportunities of higher studies and research to its learners.

4.0 School Mission

The mission of this school is

- To use pedagogical, technological and managerial tools to develop computer programmes and offer them through blended mode of education.
- To update the course from time to time so as to keep them relevant and consistent with the changing environment.
- To offer academic and learner services with the help of ICT.
- To create strong research centre and establish linkages with other institutions so as to provide opportunities for higher studies for its learners.

5.0 Quality Framework

To promote excellence, the school has evolved its quality policy and continues to build on its areas of strength as well as pursue areas of potential and need. Academic quality is sustained and enhanced by a vigorous programme of continuous improvement through evaluation and transformation of computer programmes. Efforts are taken to make the computer programmes effective and useful for learning, discovery of knowledge and community service. The school operates to increase the quality of support services through Learner Relationship Management, Study Centre Management and Learning Content Management.

6.0 Academic year and semester system

A semester system has been adopted by the YCMOU for the computer programmes. An academic year consists of two semesters of 6 months duration.

7.0 Duration of programmes

The certificate level programmes normally are of 6 months duration and the diploma level programmes normally are of 12 months duration. The degree and PG degree (MCA) programme has duration of 3 years.

8.0 Language of Instruction

Textbooks and workbooks of computer programmes are written in English. Examination will also be conducted in English. However, your co-ordinator, instructor or counsellor may use both English and Marathi language to help you understand the subject well.

9.0 Programmes offered by School of Computer Science

Learners can join job oriented certificate and diploma programmes to upgrade their computing skills or they can join a degree programme to build their bright career in computer world. University offers Certificate programmes, Diploma programmes, UG and PG Degree programmes.

No.	Programme Code	Name of the Programme	Refer below for the Study Centre requirements
1)	P144	Master of Computer Applications (MCA)	Study Centre Requirements for MCA Programme
2)	P131	Bachelor of Computer Applications (BCA)	Study Centre Requirements for BCA Programme
3)	D102 D103 D104 D105 D106 D107 D108 D109 D110 D111 D112	Certificate in Office Tools Certificate in Visual Basic Certificate in Computerized Financial Accounting Certificate in Programming Expertise in C Certificate in Data Structures using C Certificate in OOPs and C++ Certificate in Programming Excellence through VB.NET Certificate in Building Web Portals through ASP.NET Certificate in Enterprise Solutions Using J2EE Certificate in Programming Excellence through C# Certificate in Visual Programming	No study centre will be identified for Certificate Programmes this year.
4)	P142	Diploma in Computing	No study centre will be identified for Diploma Programmes this year.
5)	P141	Diploma in Industrial Science	Study Centre Requirements for Industrial Science Programmes
6)	P133	B. Sc. (Industrial Science)	

10.0 Salient features of the programmes

- Job oriented Certificate and Diploma programmes
- Career oriented Degree programmes
- Online Registration
- Courseware for every learner

11.0 Study Material

- Text Books for theory component of the courses
- Lab manuals for practical components of the courses

12.0 Teaching Learning Process

After enrolling to the academic programme, the next step the learner has to take is to read the textbooks, attend the counselling sessions and carry out practical at the Study Centre. Thus, the three important components of the study are: **Self Study**, **Counselling** and **Practical**

- **Self-study:** This University follows blended mode of education. Learner is provided with a self-instructional print material. The print material consists of individualized or self-paced learning textbooks. These books consist of study units. Each unit treats a specific topic in detail. The important feature of open learning is that one can study these books at any time and at any place most convenient to the learner. The books contain variety of learning aids to ease the study and make it effective and enjoyable. Self-study plays an important role in blended learning. Therefore the Study Centre is expected to motivate the learner to do self-study.
- **Counselling:** The purpose of counseling is to help the learners' in their study. Counselling at Study Centre offers the opportunity to discuss anything relating to the academic and/or administrative matter and to solve the difficulties faced by learner. Counselling sessions are expected to be interactive in nature involving active participation by the learners. A specified

number of counselling sessions are expected to be arranged by the Study Centres. The Study Centre is expected to provide friendly, accessible and useful services in this regard. Our approach is to enable learner to take responsibility, be aware of how the outside world affects him and know the implications of any new decisions that he may take.

- **Practicals**: Programmes of School of Computer Science entails intensive practical work as an essential part, practical facilities have been provided at the Study Centres throughout the state. Learner is expected to go to his Study Centre to do practical. The Study Centre is expected to coordinate with the learner and counselor and then decide the time table as per their convenience. It is the learner's responsibility to ensure proper utilization of the given practical time at the Study Centre. Course Counsellor at the Study Centre is expected to solve learner's problems.

13.0 Educational network for Programme Delivery

Keeping in line with its vision of taking education to every home, the University takes care to provide its academic programmes to the learners located in different parts of the Maharashtra. The University is not merely an examining body. It takes full responsibility for the entire teaching learning activity and evaluation of learners.

The instructional package consists of the following components:

- Study material developed by experts using instructional technology.
- Good quality instructional text adopted from the market.
- Multimedia based eLearning material.
- Face-to-face counselling sessions organized at the Study Centres.
- Practical component handled at the Study Centre.

- **Regional Centre:** With a view to ensure effective delivery mechanism, the operations of the University were decentralised. University has established 08 Regional Centres at the following places: Amravati, Aurangabad, Mumbai, Nagpur, Nashik, Nanded, Pune and Kolhapur. The Regional Director heads each Regional Centre. The Regional Centre serves a vital link between the Headquarters and Study Centres.
- **Study Centre:** The Study Centre is college/institute recognized by YCMOU. The Study Centre Coordinator is expected to look after all the academic as well as administrative activities of the Study Centre and act according to the circulars given by the university.

  The YCMOU Study Centres is expected to perform the following important functions:
  - Promotion of Programmes
  - Pre-admission counseling
  - Facilitate during the Admission Process
    - Checking eligibility of the Students
    - Download the information of YCMOU programmes and make it available to the learners.
    - Distribute the soft copy of the Prospectus to the learner and help the learner to fill the online admission form.
  - Study Material Distribution to learner
  - Arrange and conduct Contact Sessions (Counselling and Practical Sessions).
  - Inform the learner about the University notices, circulars, schedules, etc through notice board, email etc.
  - Participate and support Examination and Evaluation activities
    - Preserve and upload the learners' Examination data on university portal as per University guidelines.
  - Supporting the willing learners till the completion of their programmes.
  - Record keeping of all of the above.

14.0 Programmes Structure

M.C.A. Programme: YCMOU has entered into MOU with IGNOU on 29-May-2017 regarding sharing of programmes/courses within the universities. YCMOU has adopted MCA from IGNOU.

M.C.A. (Master of Computer Applications) (2017 pattern) Code: P144

I SEMESTER				II SEMESTER		
Year	**Course Code**	**Course Title**	**Credits**	**Course Code**	**Course Title**	**Credits**
I	MCS-011	Problem Solving and Programming	3	MCS-021	Data and File Structures	4
	MCS-012	Computer Organization and Assembly Language Programming	4	MCS-022	Operating System Concepts and Networking Management	4
	MCS-013	Discrete Mathematics	2	MCS-023	Introduction to Database Management Systems	3
	MCS-014	Systems Analysis and Design	3	MCS-024	Object Oriented Technologies and Java Programming	3
	MCS-015	Communication Skills	2	MCSL-025	Lab (based on MCS-021, 022, 023 & 024)	4
	MCSL-016	Internet Concepts and Web Design	2			
	MCSL-017	C and Assembly Language Programming Lab	2			
III SEMESTER				**IV SEMESTER**		
II	MCS-031	Design and Analysis of Algorithms	4	MCS-041	Operating Systems	4
	MCS-032	Object Oriented Analysis and Design	3	MCS-042	Data Communication and Computer Networks	4
	MCS-033	Advanced Discrete Mathematics	2	MCS-043	Advanced Database Management Systems	4
	MCS-034	Software Engineering	3	MCS-044	Mini Project	4
	MCS-035	Accountancy and Financial Management	3	MCSL-045	Lab (UNIX & Oracle)	2
	MCSL-036	Lab (based on MCS-032, 034 and 035)	3			
V SEMESTER				**VI SEMESTER**		
III	MCS-051	Advanced Internet Technologies	3	MCSP-060	Project	16
	MCS-052	Principles of Management and Information Systems	2			
	MCS-053	Computer Graphics and Multimedia	4			
	MCSL-054	Lab (based on MCS-051 & 053)	2			
		Elective Courses*				
	MCSE-003	Artificial Intelligence and Knowledge Management	3			
	MCSE-004	Numerical and Statistical Computing	3			
	MCSE-011	Parallel Computing	3			

Total number of Courses are 31
Total number of Credits are 108.

B.C.A. (Bachelor of Computer Applications) (2016 pattern) Code: P131

Course Code	Course Name	Theory/ Practical/ Project	Contact (HRS)	Credit Points	Assessment Type	Passing Marks
Semester 1						
AEC001	English Communication	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP501	Mathematics	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP502	Problem Solving using Computers	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP503	Programming using C++	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP701	Lab: Mathematics	Practical	30	2	EE(20/50)	20/50
CMP702	Lab: Problem Solving using Computers	Practical	30	2	EE(20/50)	20/50
CMP703	Lab: Programming using C++	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 2						
ENV121	Environmental Studies	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP504	Statistics	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP505	Data Structure using C++	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP506	Computer Networks	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP704	Lab: Statistics	Practical	30	2	EE(20/50)	20/50
CMP705	Lab: Data Structure using C++	Practical	30	2	EE(20/50)	20/50
CMP706	Lab: Computer Networks	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 3						
ICT151	IT and E-Learning Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP507	Operating System	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP508	Web Technologies	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP509	Database Management System	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP707	Lab: Operating System	Practical	30	2	EE(20/50)	20/50
CMP708	Lab: Web Technologies	Practical	30	2	EE(20/50)	20/50
CMP709	Lab: Database Management System	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 4						
OPN272	Financial and Investment Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP510	Computer System Architecture	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP511	Software Engineering	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP512	JAVA	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP710	Lab: Computer System Architecture	Practical	30	2	EE(20/50)	20/50
CMP711	Lab: Software Engineering	Practical	30	2	EE(20/50)	20/50
CMP712	Lab: JAVA	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 5						
CMP332	Quantitative Aptitude	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP513	E Commerce Technologies	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP514	Advance JAVA	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP515	Linux Administration	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP713	Lab: E Commerce Technologies	Practical	30	2	EE(20/50)	20/50
CMP714	Lab: Advance JAVA	Practical	30	2	EE(20/50)	20/50
CMP715	Lab: Linux Administration	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 6						
OPN273	Personality and Career Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP516	Android Programming	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP517	PHP Programming	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP716	Lab: Android Programming	Practical	30	2	EE(20/50)	20/50
CMP717	Lab: PHP Programming	Practical	30	2	EE(20/50)	20/50
CMP801	Project-BCA	Project	90	6	EE(60/150)	60/150
					Total	**220/550**

Diploma in Industrial Science (2016 pattern) Code: P141

Course Code	Course Name	Theory/ Practical/ Project	Contact (HRS)	Credit Points	Assessment Type	Passing Marks
Semester 1						
GEN204	Communication Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS101	Health Safety & Environment	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS102	Basic IT Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS103	Workshop Technology & Documentation	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS104	Lab: Health Safety & Environment	Practical	30	2	EE(20/50)	20/50
DIS105	Lab: Basic IT Skills	Practical	30	2	EE(20/50)	20/50
DIS106	Lab: Workshop Technology & Documentation	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 2						
DIS201	Business Statistics	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS202	Electronic Devices	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS203	Advance IT Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS204	Introduction to Mechanical Instruments	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS205	Lab: Electronic Devices	Practical	30	2	EE(20/50)	20/50
DIS206	Lab: Advance IT Skills	Practical	30	2	EE(20/50)	20/50
DIS207	Lab: Introduction to Mechanical Instruments	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 3						
DIS301	Business Communication	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS302	Organizational Behavior	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS313	Analog Electronics	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS314	Electronic Communication	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS305	Lab: Organizational Behavior	Practical	30	2	EE(20/50)	20/50
DIS316	Lab: Analog Electronics	Practical	30	2	EE(20/50)	20/50
DIS317	Lab: Electronic Communication	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 4						
DIS401	Quality Control	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS402	Inventory Management	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS413	Digital Electronics	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS404	Lab: Inventory Management	Practical	30	2	EE(20/50)	20/50
DIS415	Lab: Digital Electronics	Practical	30	2	EE(20/50)	20/50
DIS406	Project - DIS	Project	90	6	EE (60/150)	60/150
					Total	**220/550**

B.Sc. (Industrial Science) (2016 pattern) Code: P133

Course Code	Course Name	Theory/ Practical/ Project	Contact (HRS)	Credit Points	Assessment Type	Passing Marks
Semester 1						
AEC001	English Communication	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS101	Applied Mathematics	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS102	Organizational Behaviour	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS103	Business Environment- I	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS104	Lab: Applied Mathematics	Practical	30	2	EE(20/50)	20/50
BIS105	Lab: Organizational Behaviour	Practical	30	2	EE(20/50)	20/50
BIS106	Lab: Business Environment- I	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 2						
ENV121	Environmental Studies	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS201	Applied Science	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS202	Introduction to ERP	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS203	Business Environment- II	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS204	Lab :Applied Science	Practical	30	2	EE(20/50)	20/50
BIS205	Lab :Introduction to ERP	Practical	30	2	EE(20/50)	20/50
BIS206	Lab :Business Environment- II	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 3						
ICT151	IT and E-Learning Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS301	Office Tools	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS302	Japanese Management Techniques	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS303	Quality Assurance & Control	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS304	Lab :Office Tools	Practical	30	2	EE(20/50)	20/50
BIS305	Lab :Japanese Management Techniques	Practical	30	2	EE(20/50)	20/50
BIS306	Lab :Quality Assurance & Control	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 4						
GEN204	Communication Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS401	Project Management using MS-Project	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS402	Entrepreneurship Development	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS403	Quality Management Systems	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS404	Lab :Project Management using MS-Project	Practical	30	2	EE(20/50)	20/50
BIS405	Lab :Entrepreneurship Development	Practical	30	2	EE(20/50)	20/50
BIS406	Lab :Quality Management Systems	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 5						
OPN273	Personality and Career Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS501	Engineering Graphics	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS502	Electrical Technology	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS503	Production Technology- I	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS504	Lab :Engineering Graphics	Practical	30	2	EE(20/50)	20/50
BIS505	Lab Electrical Technology	Practical	30	2	EE(20/50)	20/50
BIS506	Lab :Production Technology- I	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 6						
CMP332	Quantitative Aptitude	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS601	CNC Technology	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS602	Production Technology- II	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS603	Lab :CNC Technology	Practical	30	2	EE(20/50)	20/50
BIS604	Lab :Production Technology- II	Practical	30	2	EE(20/50)	20/50
BIS605	Project	Project	90	6	EE (60/150)	20/50
					Total	**220/550**

15.0 Fees Structure and Sharing of Fees between YCMOU and the Study Centre

The following table shows fee distribution is given below.

No.	Programme code	Year	Name of the programme	University Programme Fees (UPF)*	Study Centre Fee (SCF) *	Final Total Fee *
1)	P144	FY	Master of Computer Applications (M.C.A.)	10000	15000	25000
2)	P144	SY	Master of Computer Applications (M.C.A.)	10000	15000	25000
3)	P144	TY	Master of Computer Applications (M.C.A.)	10500	15000	25500

***** *University reserves right to change the fees as and when required.*

The following table shows fee distribution is given below.

No.	Programme code	Year	Name of the programme	University Programme Fees (UPF)	Study Centre Fee (SCF)	Final Total Fee
1)	D102	-	Certificate in Office Tools	1000	1500	2500
2)	D103	-	Certificate in Visual Basic	1000	1500	2500
3)	D104	-	Certificate in Computerized Financial Accounting	1000	1500	2500
4)	D105	-	Certificate in Programming Expertise in C	1000	1500	2500
5)	D106	-	Certificate in Data Structures using C	1000	1500	2500
6)	D107	-	Certificate in OOPs and C++	1000	1500	2500
7)	D108	-	Certificate in Programming Excellence through VB.NET	1000	2000	3000
8)	D109	-	Certificate in Building Web Portals through ASP.NET	1000	2000	3000
9)	D110	-	Certificate in Enterprise Solutions Using J2EE	1000	2500	3500
10)	D111	-	Certificate in Programming Excellence through C#	1000	2000	3000
11)	D112	-	Certificate in Visual Programming	1000	2500	3500
12)	D113	-	Certificate in LINUX	1000	1500	2500
13)	D114	-	Certificate in ORACLE	1000	2500	3500
14)	P141	FY	Diploma in Industrial Science	3500	6500	10000
15)	P141	SY	Diploma in Industrial Science	3500	6500	10000
16)	P142	-	Diploma in Computing	7000	13000	20000
17)	P131	FY	Bachelor of Computer Applications (BCA)	7000	12000	19000
18)	P131	SY	Bachelor of Computer Applications (BCA)	9000	13000	22000
19)	P131	TY	Bachelor of Computer Applications (BCA)	6000	10000	16000
20)	P133	FY	B. Sc. (Industrial Science)	3000	5000	8000
21)	P133	SY	B. Sc. (Industrial Science)	3000	5000	8000
22)	P133	TY	B. Sc. (Industrial Science)	3000	5000	8000

16.0 Norms for New Study Centre

1. Study Centre Requirements for M.C.A.

<table>
<tr><th>No.</th><th colspan="3">Requirements for intake capacity of 40 seats</th></tr>
<tr><td>1.</td><td>Conventional University affiliation</td><td colspan="2">Only the institutions having affiliation with UGC recognized Traditional Universities for degree/PG degree programmes of Computer Science/ IT/ Computer Engineering/ Computer Management/ Computer Applications (in regular mode only).</td></tr>
<tr><td>2.</td><td>Space</td><td colspan="2">Minimum Area = 2500 sq. ft.
Facilities essential for
• Separate room for Study Centre office is compulsory
• At least 2 Lecture Halls
• Computer lab(s) for at least 30 computers
• Reception room and
• Library</td></tr>
<tr><td>3.</td><td>Computers and other Hardware</td><td colspan="2">• 30 Pentium PCs OR Laptops with minimum configuration of 2 GB RAM, 250GB HDD, CD-ROM Drive, USB Ports, and Networks Card OR
Minimum 10 stand alone PC’s. Rest can be Thin client/work-stations like Extenda
• At least 10 PC’s should support Windows 7
• 2 Printers (Laser or Inkjet)
• Scanner
• LAN with 100 MBPS transmission rate
• Internet connection</td></tr>
<tr><td>4.</td><td>Software</td><td colspan="2">• All the software required for the theory and the lab practical courses to be offered by the study centre</td></tr>
<tr><td>5.</td><td>Staff</td><td colspan="2">Minimum staff includes
• 1 Coordinator
• 3 Full Time counsellors (Excluding Coordinator), and 4 Visiting counsellors
• 1 Lab Assistant
• 1 Clerk
• 1 Peon
Minimum Qualification of Coordinator:
M. Sc. (CS / IT) / M.C.A. / B. E. (CS/ IT) / ME (CS) / MTech (Computer) / MBA/ BTech (Computer) from UGC recognized University or equivalent
Minimum qualification of Full Time Counselor / Visiting Counsellor:
<table>
<tr><th>Sr.No.</th><th>Course Code</th><th>Educational Qualifications for Academic Counsellors (Qualification should be from UGC recognized University)</th></tr>
<tr><td>1.</td><td>MCS-011, 012, 014, 021, 022, 023, 024, 031, 032, 034, 041, 042, 043, 051, 052, 053,
MCSE 001 to 012</td><td>Ph. D in Computer Science / M.Tech (Computer Science/IT)/MS (Computer Science/ IT/Software systems)/M.Phil (Computers)
OR
B,Tech (Computer Science/IT) / B.E(Computer Science/IT)/MCA /M. (Computer Science/1T) with at least 2 years of experience in teaching/ industry</td></tr>
<tr><td>2.</td><td>MCSL-016, 017, 025, 036, 045, 054
MCS-044</td><td>Ph. D in Computer Science 1 M.Tech (Computer Science/IT)/ MS (Computer Science / IT / Software systems) / M.Phil (Computers)
OR
B.Tech (Computer Science/IT)/B.E(Computer Science/IT)/MCA / M.Sc (Computer Science/IT) with at least 2 experience of working with the software</td></tr>
<tr><td>3.</td><td>MCS-013 and MCS-033</td><td>M. Sc (Maths) or above with at least 2 years of teaching experience</td></tr>
<tr><td>4.</td><td>MCS-035</td><td>MBA (Finance) / M.Com or above with at least 2 years of experience in teaching at Post graduate level and knowledge in accounting software packages.</td></tr>
<tr><td>5.</td><td>MCS-015</td><td>M.A.(English) or above with at least 2 years of</td></tr>
</table>
</td></tr>
</table>

				experience in teaching preferably in Linguistics / ELT

Minimum Qualification of Lab Assistant:
Diploma/Degree in Computer/ IT /Electronics/ Instrumentation / Electronics / Telecommunication / from UGC recognized University / Government Technical Board OR CISCO Certification/ MCSE Certification
Minimum Qualification of Clerk: 12th Pass

6.	Learning Resource Centre	• LCD/Video projector • Seating capacity of the room: 15 Students • Library having at least 100 books (related to Certificate/Diploma/Degree courses) and 2 Magazines related to Computer Science

- Priority will be given to institutions having good educational environment, location, strong infra structure, highly qualified staff, sanitation facility, vehicle parking space, Auditorium/Seminar Hall/Meeting Hall/ etc, Play ground etc.
- The University will be the ultimate authority to decide whether to grant the approval or non-approval of Study Centre in consistent with YCMOU rules, regulations, policies and powers without assigning any reason and without any reimbursement for loss from YCMOU to the organization.

2. Study Centre Requirements for BCA Programme:

No.	Requirements for intake capacity of 60 seats	
1.	Conventional University affiliation	Only the institutions having affiliation with UGC recognized Traditional Universities for degree/pg degree programmes of Computer Science/ IT/ Computer Engineering/ Computer Management/ Computer Applications (in regular mode only).
2.	Space	Minimum Area = 2500 sq. ft. Facilities essential for • Separate room for Study Centre office is compulsory • At least 2 Lecture Halls • Computer lab(s) for at least 30 computers • Reception room and • Library
3.	Computers and other Hardware	• 30 Pentium PCs OR Laptops with minimum configuration of 2 GB RAM, 250GB HDD, CD-ROM Drive, USB Ports, and Networks Card OR Minimum 10 stand alone PC's. Rest can be Thin client/work-stations like Extenda • At least 10 PC's should support Windows 7 • 2 Printers (Laser or Inkjet) • Scanner • LAN with 100 MBPS transmission rate • Internet connection
4.	Software	• All the software required for the theory and the lab practical courses to be offered by the study centre
5.	Staff	Minimum staff includes • 1 Coordinator • 3 Full Time counsellors (Excluding Coordinator), and 4 Visiting counsellors • 1 Lab Assistant • 1 Clerk • 1 Peon **Minimum Qualification of Coordinator:** M. Sc. (CS / IT) / MCA / MCM / B. E. (CS/ IT) / ME (CS) / MTech (Computer) / MBA/ BTech (Computer) from UGC recognized University or equivalent

		Minimum qualification of Full Time Counselor a) Post Graduate in Computer/IT from UGC recognized University which is compulsory having qualification like M Sc (CS / IT) / MCA / MCM / B. E. (CS/ IT) / ME (CS) / MTech (CS) or equivalent **Minimum qualification of Visiting Counsellor:** a) Computer Courses: Same as Full Time Counsellor OR Industry Expert in respective subjects b) Mathematics and Statistics Courses: 1 Visiting Counsellor should be MSc in Maths / Stats / any BE / BTech or higher qualification from UGC recognized University c) For remaining courses: Post Graduate in respective course (subject) **Minimum Qualification of Lab Assistant:** Diploma/Degree in Computer/ IT /Electronics/ Instrumentation / Electronics / Telecommunication / from UGC recognized University / Government Technical Board OR CISCO Certification/ MCSE Certification **Minimum Qualification of Clerk:** 12th Pass
6.	Learning Resource Centre	• LCD/Video projector • Seating capacity of the room: 15 Students • Library having at least 100 books (related to Certificate/Diploma/Degree courses) and 2 Magazines related to Computer Science

3. Study Centre Requirements for Industrial Programmes (BSc Industrial Science Degree and Diploma in Industrial Programme):

No.	Requirements for intake capacity of 60 seats	
1.	Registration and Turnover	Only the institutions registered under Public Trust Act and submitting the Financial Audited Reports of last 3 years having minimum turnover of 10 lakhs per year.
2.	Space	Minimum Area = 2500 sq. ft. Facilities essential for • Separate room for Study Centre office is compulsory • At least 2 lecture halls • Computer lab for at least 10 computers. • Reception room and • Library
3.	Computers and other Hardware	• 10 Pentium PCs OR Laptops with minimum configuration of 2 GB RAM, 250GB HDD, CD-ROM Drive, USB Ports, Networks Card. OR • Minimum 5 PC's should be stand alone. Rest can be Thin client/work-stations like Extenda • PC's should support Windows 7 & Office 2010 • 1 Printer (Laser or Inkjet) • Scanner • LAN with 100 MBPS transmission rate • Internet connection.
4.	Software	• All the software required for the theory and the lab practical courses to be offered by the study centre
5.	Staff	Minimum staff includes • 1 Coordinator • 2 full time counsellors (Excluding Coordinator), and 5 visiting counsellors • 1 Lab assistant • 1 Clerk • 1 Peon • Min. Qualification of Coordinator/: BE/ ME /MCA / MBA/ BTech/ MTech/ MSc from UGC recognized University or equivalent in respective subjects/ Industry Expert in

		respective subjects or equivalent **Minimum qualification of Full Time Counselor** • BE in Mechanical/ Production/ Instrumentation • BE in Computer /IT /Electronics/Telecommunication **Minimum qualification of Visiting Counsellor:** a) M.Sc/M.Com/M.A./ BE /B.Tech in respective course (subject) **Minimum Qualification of Lab Assistant:** Diploma in Mechanical/ Production/ Instrumentation/ Computer /IT /Electronics/Telecommunication of Government Technical Board **Minimum Qualification of Clerk:** 12th Pass
6.	Learning Resource Centre	• LCD/Video projector • Seating capacity of the room: 15 Students • Library having at least 50 books and 2 Magazines related to programme.

P133 - BSc Industrial Science Programme

Course Code	Course Name	Lab Requirements
BIS 104	Lab: Applied Mathematics	Charts:- • Statistics Formulae, • Derivative & Integration, • Binomial Theorem, • Concept of Limit, Sets, • Determinants, Matrices, • Quadratic Equations etc. • Trigonometry • Simple Interest and Compound Interest • Permutation and Combination
BIS 204	Lab: Applied Science	Vernier Caliber, Micrometer Screw Gauge, Searle Apparatus for Elasticity, Scale, Thermometer, Analog Multimeter, Ammeter, Voltmeter etc. Apparatus and chemicals for conducting chemistry practicals
BIS 304	Lab: Office Tools	Operating System- Win-7 ,Win-8 , Win-10 MS Office, Syllabus related Software, PC with Antivirus etc.
BIS 404	Lab: Project Management Using MS Project	Operating System- Win-7 MS Office, Microsoft Project , PC with Antivirus, **Charts: -** Project Initiation, Project Planning, Project Execution, Project Closure etc
BIS 504	Lab: Engineering Graphics	Drawing Board, CAD Software, Models- Cylinder, Cone etc. Drafter or T-Square
BIS 505	Lab: Electrical Technology	Rheostats, Ammeter, Voltmeter, Wattmeter, DigitalMultimeter, Connecting wires, 1-phase & 3-phase Transformer, 1-phase & 3-phase Auto Transformer,

		1-phase & 3-phase Induction motors, DC Motors –series & Shunt etc
BIS 506	Lab: Production Technology-I	Charts:- Types of Production System, Types of Layout, Steps of Production Planning & Control, Symbols used for process in Method Study, Therbligs, Types of material handling devices, Time study devices.
BIS 603	Lab: CNC Technology	CNC Machines— Lathe & Milling machines, Charts :- CNC Codes, Axis Identification , Controls of CNC ,Display & Control etc Simulation software of CNC Machines
BIS 604	Lab: Production Technology- II	Charts :- A) Jigs & Fixture Types of Locators, Clamping devices, Tool Guiding devices , Types of Jigs & Fixture B) Modern Trends in Manufacturing EDM , ECM ,AJM ,Pull & Push type system, JIT , Rapid Proto typing, TPM (5's , Kaizen etc), FMS C) Robotics: Robot Joints, Robot Configuration, Types of Robot.

P141 - Diploma in Industrial Science

Course Code	Course Name	Lab Requirements
DIS104	Lab: Health Safety & Environment	Safety kit including safety shoes, helmet, gloves, goggles, dress etc. Fire safety tools Charts displaying various safety rules, precautions, emergency steps to be taken, etc
DIS105	Lab: Basic IT Skills	Syllabus related hardware and software
DIS106	Lab: Workshop Technology & Documentation	Vernier Caliper, Micrometer Screw/Air Gauges, Searle Apparatus for Elasticity, Scale, various tools, vice, drill machine, hand grinder, files, surface plate, V-block, blades, punch, etc
DIS205	Lab: Electronic Devices	Voltmeter, Ammeter, motors, drives, encoders, lamps, limit switches, digital meters, interface, wireless devices, LED, Resistors, Capacitors, Different cables used, etc
DIS206	Lab: Advance IT Skills	Syllabus related hardware and software
DIS207	Lab: Introduction to Mechanical Instruments	Height gauge, Model coordinate measuring machine, micrometer, Vernier and other instruments
DIS305	Lab: Organizational Behavior	Charts At least 10 charts explain various concepts of organizational behavior
DIS306 Or DIS316	Lab: Introduction to Industrial Automation OR Lab: Analog Electronics	Lab: Introduction to Industrial Automation:- small PLC, ladder programming software, SCADA software, some sensors like temperature, pressure, hydraulic trainer, other electronic components Lab: Analog Electronics:- breadboard, CRO, AC/DC drive with motor, hydraulic trainer, current meter, analog voltage meter, other electronic components
DIS307 Or DIS317	Lab: Product Design using CAD OR Lab: Electronic Communication	Lab: Product Design using CAD:- CAD software (5 sets), printer/plotter, etc Lab: Electronic Communication:- H/W and S/W setup of ISDN, mobile unit processing, time division multiplexing, speech circuit, fibre optic digital link,

DIS404	Lab: Inventory Management	Tally ERP software or equivalent
DIS405 Or DIS415	Lab: Manufacturing Process (CNC-Lathe) OR Lab: Digital Electronics	Lab: Manufacturing Process (CNC-Lathe) - CNC Machines— Lathe & Milling machines, Drilling, Grinder, Hacksaw Machine Charts :- CNC Codes, Axis Identification , Controls of CNC, Display & Control etc Simulation software of CNC Machines Lab: Digital Electronics:- Simulator software and various electronic components with microprocessor trainer kit

Note: Institute NOT having complete lab infrastructure as mentioned in B.Sc. (Industrial Science)/Diploma in Industrial Science table should have a tie-up with ITI/ Polytechnic /Industry having all required facility and ready to share it. In such case, documentary evidence of such tie-up having clearly mentioned that learners are allowed to use it for practical purpose should be provided.

- Priority will be given to institutions having good educational environment, location, strong infra structure, highly qualified staff, sanitation facility, vehicle parking space, Auditorium/Seminar Hall/Meeting Hall/ etc, Play ground etc.
- In normal conditions, new Study Centres will not be given in proximity of existing YCMOU computer study centres (3 km away from existing computer study centre).
- The University will be the ultimate authority to decide whether to grant the approval or non-approval of Study Centre in consistent with YCMOU rules, regulations, policies and powers without assigning any reason and without any reimbursement for loss from YCMOU to the organization.
- Institutions having Ownership (its own setup) will be preferred.
- Institutions deducting the Professional Tax and Provident Fund to Government will be preferred.

17.0 How to apply?

- **School of Computer Science: New Study Centre Information Booklet for Computer and Industrial Science Programmes – October 2017** along with respective New Study Centre Application Form are available online on the university website **http://ycmou.digitaluniversity.ac** on the webpage of School of Computer Science.
- Before filling up the respective **New Study Centre Application Form,** read this booklet carefully.
- Completely fill the word document named respective **New Study Centre Application Form**. Note that **handwritten** forms will not be processed.
- Take the printout of the completely filled Application form.
- Each document mentioned in the checklist must be completely filled and duly signed by the authorized persons. Put seal of the institution at the places wherever mentioned.
- Prepare the box file (as per the guidelines given in Point no.19.0) Put all the documents in the same sequence as mentioned in check list. Scan all the documents and prepare a digital file in the PDF format (Sequence of the scanned documents must be same as that of the pages in box file).
- Ensure that the file contains all the documents as per the checklist.
- **Processing fees (**Please note that processing fees is non-refundable and Demand Draft should be drawn from Nationalized Bank only, in favor of "**Finance Officer, YCMOU, Nashik"** payable at "**Nashik"**.)
    a. If institution is applying for single programme only then the processing fees is Rs. 15,000/-

b. If institution is applying for more than one programme, then the processing fees is Rs. 20,000/-
c. Fill up the Demand Draft details in the Application Form correctly.

18.0 Schedule

The schedule to be followed for identifying new **Study Centres** is as follows:

No.	Activity	Date	Submissions / Publishing at
1)	Date of receiving Offline Proposals along with DVD by hand at HQ, YCMOU, Nashik (School of Computer Science). 1st Scrutiny Committee Meeting at HQ will consist of Members of School of Computer Science Members of Student Services Division Respective Regional Centre representative **Applicant Institution's proposed Coordinator and person who is familiar and completely involved in preparing the application proposal) to be present for presenting the proposal to the 1st Scrutiny Committee on the following dates:**		
	Regional Centres		
	Nanded	05-December-2017	Headquarters, YCMOU Time: 10:30 am
	Mumbai	06-December-2017	
	Nagpur	07-December-2017	
	Pune	08-December-2017	
	Amravati	09-December-2017	
	Kolhapur	11-December-2017	
	Aurangabad	12-December-2017	
	Nashik	13-December-2017	
2)	1st Scrutiny Committee Meeting report will be published on the website	21-December-2017	University website
3)	Date of Inspection of the institution will be communicated by the respective Regional Centre	Tentative dates: 2-January-2018 to 19-January-2018	Regional Centre
4)	2nd Scrutiny Committee Meeting at HQ and proposal to be sent to Study Centre Approval Committee for final approval	Tentative dates: 24-January-2018 to 25-January-2018	Headquarters, YCMOU
5)	Proposal to be sent to Study Centre Approval Committee for approval	29-January-2018	Study Centre Approval Committee, YCMOU, Nashik
6)	Study Centre Approval Committee Report will be published on the website	6-February-2018	University website
7)	Receipt of consent letter from the approved institutes	20-February-2018	scmcs@ycmou.digitaluniversity.ac
8)	Final Approval Letter to newly approved Study Centres	28-February-2018	Director, Student Services Division and Director, School of Computer Science

- **Important Note:** Institutions should follow the above schedule. All the communication as mentioned in the schedule will be done through the postings on the website and through the email-id provided by the institution for the correspondence (mentioned in the Application Form) regarding the new Study Centre approval process. Hence institutions should proactively visit the website and see the emails for further details and do the necessary procedures in time. The institutions who will not follow the schedule for any reason will not be given second chance in this process of Study Centre recognition. They will require applying fresh next time. Also the institutions rejected will need to apply as fresh application for New Study Centre whenever the procedure for granting the new Study Centre starts in the future.
- **Applicant Institution's proposed Coordinator and person who is familiar and completely involved in preparing the application proposal) to be present for presenting the proposal to the 1st Scrutiny Committee on the given dates.**
- As per the schedule mentioned above the process will be followed. Along with the hard copy of the proposal in a box file, DVD (consisting of video, ppt and the pdf of the scanned copies of the entire proposal along with the supporting documents) will be scrutinized at the HQ by Scrutiny Committee. Partially/incompletely filled proposals may lead to less score in the Evaluation Criteria of the applicant institution. **If the score obtained is less than 40 (out of 50), the applicant institution will rejected without inspection.** Hence careful preparation of hard copy of the proposal and the DVD is mandatory. Verify whether the DVD opens/runs etc before submitting the proposal.
- The applicant institution should keep a copy of the proposal file submitted to Headquarters with themselves and should be made available to the Inspection Committee at the time of inspection.

19.0 Guidelines for the institutions applying for New Study Centre:

Note: Prepare a separate proposal application file for each programme.

1. **Hard copy of file:**
   The applicant institution should submit the Application Form File consisting of the Application Form and all the documents in the proper sequence as mentioned in the Check list along with the DVD in the good quality box file to permanently preserve the records. The applicant institution should attach proper tags (To the form, the appendix and other documents as per the Check list) in the file.
2. **Front and Side of the Box file:**
   Paste the following information on the front and side of the box file as per following format:
   (Font size: 24, Font: Times New Roman)
   Regional Centre Name

   Institute Name:
   Institute's City and District:
   Study Center Category Applied For:
   Name of the Programme: MCA/BCA/Industrial Science

3. **DVD:**
   a) Every Applicant institution should submit the DVD along with the hard copy of Application Form file.
   b) DVD Cover/top sticker should mention the applicant institutions name, address and its contact person details.
   c) DVD should contain 1) The video 2) PPT 3) PDF of the entire proposal and 4) Word file of completely filled **Study Centre Application Form** (.doc / .docx).

d) **Applicant Institution should completely fill the word file of Study Centre Application Form** (.doc / .docx). Add this word file in the DVD.

4. Institution should provide total 7 PowerPoint Presentations as mentioned below

No.	PowerPoint Presentation	No. of PPT
1)	PowerPoint Presentation used by Head/Owner in his video	1
2)	PowerPoint Presentation used by Faculty (Coordinator and Full-Time Counselor only) in his video	1 Coordinator and 3 Full-Time Counsellors
3)	Essential information PPT	1
4)	Desirable information PPT	1

5. PowerPoint Presentations should necessarily include the following (use Times New Roman font):

i) **Essential information PPT:** should be prepared separately consisting of following points:

No.	Essential Slides
1.	Name and Address of the applicant institution
2.	Slide containing the information mentioned in point nos. 2.10, 2.11, in the Application Form
3.	Slide containing the information mentioned in point nos. 3.10, 3.11
4.	Slide containing the recent photograph of Head and Coordinator with names
5.	Slide containing the recent photograph of teaching staff with names
6.	Slide containing the photograph of infrastructure details (front view of institution, Separate room for office, lecture halls, laboratories, library, parking space)
7.	Slide containing a short note: Why does the institution wish to start the Study Centre?

ii) **Desirable information PPT:** should be prepared separately consisting of following points:

a) **Other activities/facilities/programmes organized for students and staff (e.g.:** Guest lectures, educational trips, soft skill workshops, etc)
b) **Publicity carried out by the institution (**e.g. banners, posters, handbills, news paper, television, radio etc.)
c) **Cost benefit analysis of the institution (**revenue from fees, expenditure towards salary of faculty, electricity bills, office rental charges, computer charges, consumables, furniture, telephone bills, internet charges, publicity charges, examination charges etc.)
d) **Name of best faculty and corresponding subject taught by the faculty.**
e) **Details of 5 success stories (**name of the student, current post, name of the company, salary, views of the student about the institution etc.)
f) **Record keeping**

6. Short video with titles/commentary should necessarily include the following:

Create 7 different videos **a** to **d** as mentioned below. Hints to create video are given below the table.

Points	Video Title	Type of video	No. of videos	Duration (in minutes)	
				Minimum	Maximum
a.	Institution	Principal/Director/Head should take the help of PowerPoint presentation. While doing so his/her video is recorded.	1	3	5

b.	Infrastructure	Video with commentary explaining all the infrastructure facilities and laboratories having machines/ equipments	1	5	8
c.	Faculty	Presenter should take the help of PowerPoint presentation. While doing so his/her video is recorded.	4 (1 Coordinator and 3 Full-Time Counsellors)	3 each	5 each
d.	Library	Video with commentary	1	2	3

a) Institution

1) Record the views of Institution Principal/Director/Head which includes the following points:
   - i) Since when the institution has started
   - ii) Vision of the institution
   - iii) Mission of the institution
   - iv) Why does the institution wish to start the Study Centre?
   - v) What is the expected enrollment at the institution for these new programmes?
   - vi) Name & distance of the nearest active YCMOU Study Center (in km) offering similar programmes (if any)
   - vii) Current Certificate/Diploma/Degree/PG Programmes run by the institution
   - viii) Affiliation of University/ Affiliation with Government Agency/ Affiliation Industry tie-ups (if any)
   - ix) Placements of students in industry (if any)
   - x) Achievements
2) Show overview of existing institution
3) Front view of the building
4) Front view of the institution
5) Premises
6) Nearby/side areas close to premises
7) Parking

b) Views of persons who have given recommendation letters:

1) Expressing views about the institution
2) Giving the financial status.
3) Experience of institution

c) Infrastructure

i) Office

1. Reception
2. Separate room for office
3. Staff Room
4. Stores
5. Wash rooms
6. Ladies Room (if any)

ii) Teaching – Learning

1. Lecture halls
2. Computer Laboratories

iii) Other facilities

1. Drinking water facility
2. Auditorium/Seminar Hall/Meeting Hall/ etc (if any)
3. UPS, Generator, Scanner, Video Projector, Stabilizer, Digital Camera, TV etc
4. First aid facility (if any)

d) Faculty:

a) Self introduction in short (Preferably maximum 1 minute each)
   1) Designation (Head/Coordinator/Counselor/Lab Assistant etc)
   2) Type (full-time/part-time/visiting etc)
   3) Brief Bio-data
   4) Working with the institution since when?
   5) Self experience about the institution
   6) Subject teaching
   7) Subject expertise
   8) Areas of interest
   9) Achievements (if any)
   10) Whether willing to extend the support in academic tasks assigned by the University for the benefit of the students

b) Demo lecture in short (2-4 minutes each)

e) Library

1) Cupboards/Racks:
   a. Showing the books related to Computer Science
   b. Showing the magazines related to Computer Science
2) CDs/DVDs/CBTs etc
3) Seating arrangement and capacity
4) Access hours
5) Record maintenance register
6) Students feedback (if any)

20.0 Important information/procedures

1. **Approval period:** Three years (1-June-2018 to 31-May-2021).
2. **Minimum admissions** (Fresh Students) Study Centres have to fulfill the following criteria, total enrolment in consecutive three academic years otherwise it won't be economically viable.
   - MCA programme: 60 students
   - BCA programme: 90 students
   - BSc Industrial science programme: 90 students

   The Study Centre who will fail to enroll minimum number of students in three years as mentioned above (for whatever reasons), should proactively initiate the Study Centre closure process. No new admissions will be allowed on such Study Centre in fourth year. However the Study Centre will be responsible for providing the necessary academic support to the existing students.
3. **Maximum Intake capacity per year**

Programme Level	Intake capacity
MCA	40
BCA	60
BSc Industrial Science	60
Diploma in Industrial Science	60

4. **Additional intake capacity:** Additional intake capacity will be granted on the basis of 3 years of Study Centre performance and additional infrastructure.
5. **Study Centre Address Change Process:** Before changing the address of study center co-ordinator need to apply for the same along with **Rs. 20000/-** as processing fees. Study Centre fulfilling the criteria will be allowed the study center to change its address after following the required procedure. Coordinator should follow the same procedure of new study center to change the address of study center.
6. **Study Centre Renewal Process:**
   - Study Centre is required to renew the Study Centre before the approval period comes to end.

- Approved renewal process is made available on the University website and also communicated through email to the Study Centres.
- Study Centre is expected to proactively renew the Study Centre as per the end date mentioned in the approval letter.

7. **Change in Name of Study Center and Change in Ownership of Study center:** Change in Name of Study Center and Change in Ownership of Study center is **NOT** allowed. In both the cases existing study center needs to be closed and application for new study center is required.
8. **Closure of Study Centre:**
   - The Study Centre will be closed automatically for new admission when the approval period as mentioned in the Approval Letter/Renewal Approval Letter gets over.
   - Deposit Refund (Study Centres who have paid the deposit amount to the University): A coordinator should follow the Study Centre Closure procedure to get the refund.

21.0 Contact Details of the Regional Centres

No.	Name & Address of Region	District	Phone and Fax	Regional Director's Email-id
1)	**Amravati Region** YCMOU Regional Centre, V.M.V. To Valgoan Road, Post V.M.V., Amravati - 444 604	Akola Amravati Buldhana Yawatmal Washim	(0721) 2531445	rd_amravati@ycmou.digitaluniversity.ac
2)	**Aurangabad Region** YCMOU Regional Centre, Survey No.41, Near Military Hostel, Nandanwan Colony Chhavni, Aurangabad - 431 002	Aurangabad Beed Jalna Osmanabad	(0240) 2371066, 2371077	rd_aurangabad@ycmou.digitaluniversity.ac
3)	**Mumbai Region** YCMOU Regional Centre, Jagannath Shankarsheth M.N.C. Primary Marathi School, 2nd floor, Frear bridge (South), Nana Chowk, Grant Road (W), Mumbai 400 007	Mumbai Raigad Thane	(022) 23874186, 23826135, 23874177	rd_mumbai@ycmou.digitaluniversity.ac
4)	**Nagpur Region** YCMOU Regional Centre, Subhedar Hall, University Sports Area, Law College Campus, Ravinagar Chouk, Amravati Road, Nagpur-440001	Bhandara Chandrapur Gadchiroli Nagpur Wardha Gondia	(0712) 2553724, 25	rd_nagpur@ycmou.digitaluniversity.ac
5)	**Nashik region** YCMOU Regional Centre, Old Municipal Corporation Building, 2nd Floor, New Pandit Colony, Nashik - 422 002	Ahmednagar Dhule Jalgaon Nashik Nandurbar	(0253) 2317063	rd_nashik@ycmou.digitaluniversity.ac
6)	**Pune Region** YCMOU Regional Centre, Shahir Annabhau Sathe Prashala Gruha, Mahapalika School No. 5 (Boys), 654, Sadashiv Peth, Kumthekar Marg, Pune 411 030	Pune Satara Solapur	(020) 24457914	rd_pune@ycmou.digitalunivesity.ac
7)	**Kolapur Region** YCMOU Regional Centre, Near Post Office Shivaji University Campus, Kolhapur 416 004	Kolhapur Sangli Ratnagiri Sindhudurg	(0231) 2607022	rd_kolhapur@ycmou.digitaluniversity.ac
8)	**Nanded Region** YCMOU Regional Centre, SRT Marathwada University Area, Zari Road, Near Military Boy"s Hostel, Nanded - 421 606	Latur Nanded Parbhani Hingoli	(02462) 229940, 283038	rd_nanded@ycmou.digitaluniversity.ac

22.0 Enquiries

The person nominated as a single point contact for New Study Centre process is only expected to communicate with the University via e-mail (**scmcs@ycmou.digitaluniversity.ac**). The e-mail should be sent from the e-mail id given in the Application Form. As far as possible telephonic communication beyond office hours should be avoided.

Follow the format given below while communicating via e-mail:

Subject of e-mail: **Query about Study Centre Application Form**

College/Institute's name:

Place:

Content of e-mail:

Name of single point contact person:

Mobile No.: