



Recipient of the International Award for Institutional Excellence in Distance Education from  
Commonwealth of Learning , Canada

**YASHWANTRAO CHAVAN MAHARASHTRA OPEN  
UNIVERSITY**

Dnynangangotri, Near Gangapur Dam, Nashik-422 222, Maharashtra,  
INDIA

**PROSPECTUS**

FOR

**B.Sc. (Media Graphics & Animation)**

**2010-11**

**CONTACT**

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## **SCHEDULE**

- 01. Admission Starts on** : 1<sup>st</sup> of July every year
- 02. Last date for the Admission** : 16<sup>th</sup> August, 2010
- 03. Last date for the Admission with Late Fee** : 16<sup>th</sup> September, 2010  
(Rs 500/-)
- 04. Period of Counselling sessions** : 16<sup>th</sup> August, to 15<sup>th</sup> April
- 05. Exam Form Submission Date (Only for Repeater Students)**  
: 30<sup>th</sup> October, 2010 (for  
December Exam) & 30<sup>th</sup> March, 2011 (for May Exam)
- 06. End Examination** : First week of May, 2011
- 07. Results** : After 45 days of the last day  
of examination (including Practical)

**Note :**

1. The existing as well as revised provisions in the University Act, Statutes, Ordinances, rules as well as other instructions provided time to time, shall be binding to all the students.
2. In case the last date is declared as a holiday, the next working day shall be treated as the last date.

**Website – <http://ycmou.digitaluniversity.ac>**

# 1. ABOUT THE UNIVERSITY

## 1.1 Mission :

The YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY (YCMOU) through its technical, vocational, professional and liberal education programmes, application of modern communication technologies and adoption of the distance education methodology strives towards developing an innovative, flexible and open system of education with the ultimate goal of becoming a 'mass versity'.

## 1.2 Establishment :

1<sup>st</sup> July, 1989 by Act XX of the Maharashtra State Legislature. Recognised under 12 (B) of the UGC Act.

## 1.3 Objectives :

- To make higher, vocational and technical education available to large sections of the population.
- To pay special attention to the needs of the disadvantaged groups, in particular, people in rural areas and women.
- To relate all courses to the developmental needs of individuals, institutions and the State.
- To provide an innovative, flexible and open system of education by using distance teaching methodology and by applying modern communication technologies to education.
- To provide continuing adult and extension education. Special attention to be paid to retraining adults in new skills to enable them to adjust to a changing technological environment.
- To provide post-graduate studies and research opportunities in all fields of knowledge, especially in educational technology, distance education and development communication.

## 1.4 Salient Feature :

- Programmes and activities geared towards becoming a "mass versity".
- Emphasis on imparting vocational / technical skills.
- Use of latest advances in Information and Communication technologies.
- Relaxed entry rules, flexibility in courses combinations and credit transfer facilities.
- Wide network of study centres.
- Scientific system of Student Evaluation.
- Special attention to Quality.
- Global Outreach.

## 2. ABOUT SCHOOL OF CONTINUING EDUCATION

The School of Continuing Education has been established to offer continuing education programs to the learners, particularly belonging to the disadvantaged classes residing in distant areas, through flexible mode of learning.

The strength of the school lies in the variety of the content of the programs, which can be offered by the school. The school had concentrated on the technical-based vocational programs, in its early phase. However, the school is now focusing on other vocational programs and professional programs.

The school is pro-active and flexible in framing policies to address the need of the development and delivery of the programs.

### **OBJECTS OF THE SCHOOL :**

The School sets before itself the following **Objects** consistent with the objects of the YCMOU, in particular, as enshrined in the YCMOU Act 1989, First Schedule, section 01:

- (a) To provide through instruction, teaching and training and other educational opportunities, access to larger and larger segment of population , and in particular to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields;
- (b) To promote acquisitions of knowledge in a rapidly developing and changing society and to continually offer opportunity of upgrading knowledge, training and skills in the context of innovations, research and discovery in all field of human endeavor by developing educational network with the use of modern communication media and technologies appropriate for a learning society;
- [1(c)]
- (c) To develop innovative, need based vocational courses and establish industry, institution linking for developing the society; [1(f)]
- (d) To provide through incidental and non-formal means, for continuing and extension of education in various cultural forms, arts, crafts, and skills of the country, raising their quality and improving their availability to the people;[1(g)]
- (e) To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]

### **MISSION:**

Our mission has been to respond to the developmental needs of the society by offering need-based vocational courses to larger and larger segment of population, and in particular to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields.

## **3. INFORMATION ABOUT THE PROGRAMME**

### **3.1 General Information**

The objectives is to provide factual information allowing understanding of the complexities of the “World of Graphics & Animation” with the emphasis on basic science, principles involved in sector.

To define the course of this nature one has to understand the requirements of the fast growing animation and media graphics industry in India and other parts of the world. The scope of this course has been designed in such way that its application is inter dependent in all the aspects of the media industry across the world. The technological aspects of the media industry in the coming decade will lay more emphasis on the digital medium. Hence the syllabus has been created keeping in view the future needs of this medium...

|                                |
|--------------------------------|
| <b>COURSES IN THE PROGRAMS</b> |
|--------------------------------|

| SUBJECTS<br>CODE | SUBJECTS  | CREDIT<br>POINT |
|------------------|---|-----------------|
|                  | <b>1<sup>st</sup> Year</b>                                      |                 |
| BMG 101          | Introduction to Computers & Internet (Th)                       | 04              |
| BMG 102          | Drawing and Sketching (Th)                                      | 04              |
| BMG 103          | Color Theory (Th)   | 04              |
| BMG 104          | Typography (Th)   | 04              |
| BMG 105          | Computer Graphics Part1: Adobe Photoshop (Th + Pr)              | 06              |
| BMG 106          | Computer Graphics Part2 : Adobe Illustrator (Th + Pr)           | 06              |
| BMG 107          | Technical and Creative Writing (Th)                             | 04              |
| BMG 108          | Introduction to Multimedia and its Application (Th)             | 04              |
| BMG 109          | Developing Presentations (Th)                                   | 04              |
| BMG 110          | Design Principles (Th)  | 04              |
| BMG 111          | Print Media Part1 : Coral Draw (Th + Pr)                        | 06              |
| BMG 112          | Print Media Part2 : Quark Express (Th + Pr)                     | 06              |
|                  | <b>Credit Point for First Year</b>                              | <b>56</b>       |
|                  | <b>2<sup>nd</sup> Year</b>                                      |                 |
| BMG 201          | Introduction to Web Development (Th)                            | 04              |
| BMG 202          | HTML (Th)   | 04              |
| BMG 203          | Computer Animation : Introduction to Flash (Th)                 | 04              |
| BMG 204          | Content Digitization (Th)                                       | 04              |
| BMG 205          | Content Authoring on Web using Macromedia Dreamweaver (Th + Pr) | 06              |
| BMG 206          | Developing Dynamic Web Pages using Java and VB Scripts (Th)     | 04              |
| BMG 207          | Video-Production Basics (Th)                                    | 04              |
| BMG 208          | Story Boarding (Th)   | 04              |
| BMG 209          | Visual Communication (Th)                                       | 04              |
| BMG 210          | Audio-Editing: Sound Forge (Th + Pr)                            | 06              |
| BMG 211          | Video-Editing: Adobe Premier (Th + Pr)                          | 06              |

|         |  |            |
|---------|--|------------|
| BMG 212 | Advance Video Effects (Th)             | 04         |
|         | Credit Point for Second Year           | 54         |
|         | <b>3<sup>rd</sup> Year</b>             |            |
| BMG 301 | Animation Principles                   | 04         |
| BMG 302 | Introduction to Maya                   | 06         |
| BMG 303 | Character Set up and Animation in Maya | 04         |
| BMG 304 | Advanced Maya                          | 06         |
| BMG 305 | Introduction to 3DS max                | 06         |
| BMG 306 | Advanced 3ds max                       | 06         |
| BMG 307 | Character Animations                   | 04         |
| BMG 308 | CG Film making                         | 04         |
| BMG 309 | Project Work                           | 06         |
| BMG 310 | Environment Science                    | 04         |
|         | <b>Credit Point for Third Year</b>     | 54         |
|         | <b>Total Credit Point</b>              | <b>164</b> |

(All the 6 CP courses have 150 maximum marks, those with 4 CP have 100 maximum marks)

### 3.2 LEARNING METHOD :

- The students would work in the actual work situations to complete the program. These academic programmes are designed for non-working and working students as well. With some time management and determination, the student can easily complete these programmes while continuing his/her job, profession or other education. Heavy emphasis on practical aspect has been given.
- Well-qualified counselors at Study Centre solve student's difficulties, during the counseling sessions. Students have to perform practical only at the study centre laboratories, during counseling sessions, under supervision and guidance of counselors.
- Activities at the study centers are organized daily and specially on holidays, normally at time convenient to the student. Normally the study centre is situated nearer to student's place for his convenience.
- Practice Examination for each theory course is conducted at the study centre to provide feedback to students about their study. It also prepares the student for the end examination.
- The End Examination held once in a year for all courses, are conducted directly by the university.

## 4. ADMISSION PROCEDURE

### 4.1 Eligibility Criteria for Admissions and Exemptions

1. Any student, who has completed successfully 10+2 level education from a Government Recognized Board of India, can take admission to the programme.

2. However, considering the fact that there are many persons who could not complete their education to the 10+2 level but have learned through the informal learning experiences, we conduct a Preparatory Course in July and December every year. The students of this course are given training in study skills, which enable them to learn in the open mode of education. A person who has finished successfully a Preparatory Course for graduation is also eligible for admission to this programme.
3. As per the rules for direct admission to second year, the following table which is self explanatory is to be used.

| <b>Sr. No.</b> | <b>Name of the YCMOU Programme</b>         | <b>Additional Subjects</b> | <b>Previous Qualification</b> | <b>Name of the University / Board</b> |
|----------------|--|----------------------------|-------------------------------|---------------------------------------|
| 06.            | B. Sc in Media Graphics & Animation (T 97) | BMG 106<br>BMG 112         | B. Sc in Graphics & Animation | Punjab Technical University           |

4. Any Student who has passed courses at first Year from any statutory Board or University of India is eligible for direct admission to 2nd Year of this Programme Subject to decision of Equivalence Committee on submission of the Syllabi for qualifying examinations, and proof of successful completion.
5. Any Student who has passed courses at first & Second year from any statutory Board or University of India is eligible for direct admission to 3rd Year of this programme subject to decision of Equivalence Committee on Submission of the Syllabi qualifying examinations, and proof of successful completion.
6. In case in Candidate has completed a course from a Government Recognized Board of University, which has, content similar to that offered in subjects in programme, he/she may appeal to the Director, School of Continuing Education, Y.C.M.O.U., Nashik for getting exemption to a course through a written application supported by necessary by necessary documents (syllabi of the courses completed by him/her). The be Final and binding on the student in this respect. (A course exemption fee applies Rs. 2,500/- per year)
7. Reservation policy for reserved category students will be as per the prevalent rules of Government of Maharashtra at the time of admission.
  - Mobility (Exit Point)

“B.Sc. in Media Graphics & animation \*(T97) will be awarded only after Successfully completing in all subjects of 1st, 2nd and 3rd Year.

#### **4.2 PROGRAMME FEE DETAILS**

“Total Programme Fee” consists of 3 (Three) independent parts:

- University Programme Fee (UPF)
- Study Centre Fee (SCF)
- Examination Fee (EF)

Total Program fee for a non-repeater student is RS Rs.28,000/- per Year (UPF Rs. 15,400/- SCF Rs. 12,600/-) Third year student need to pay Rs 300 convocation fee at the time of admission.

### **1. University Programme Fee (UPF):**

Each student has to pay UPF, (Rs15400 per year) to the university through Bank of Maharashtra challan, along with Admission form.

i. UPF covers following activities of the university

- Curriculum development and study centre identification
- Programme promotion by the university
- Student registration, I-Card and SAMWAD subscription
- Contributions to the interuniversity events like Avishkar, Avahan, Indradhanushya, Ashwamedh and others
- Study centre management for minimum specified academic activities
- Examination for the regular (non-repeater) students
- Common miscellaneous services

**3. Study Centre Fee (SCF):** Each student has to pay SCF directly to the respective study centre.

#### **SCF covers following activities and expenses of the study centre:**

- Programme promotion by the study centre
- Conduct of minimum specified number of counseling sessions for each course, on date and timing suitable.
- Local Information and communication centre for students for the matter related to university and programme.
- Required infrastructure and Laboratory facilities
- Depreciation, maintenance and repair of required laboratory set-up
- High quality educational services from motivated, talented and qualified academic staff
- Honorarium to all academic and administrative staff members, for implementation of these academic programmes at the study center.

### **4. Co-curriculum and Internal assessment fees:**

Study center may collect co-curriculum fees of maximum of Rs. 5000/- per student to conduct co-curriculum activities like industry exposure, educational event and sports.

Study center may collect internal assessment test fees of maximum of Rs. 400/- per student per annum.

### **5. Examination Fee (EF):**

**Only a repeater student** has to pay examination fees, directly to the university, along with an examination form, each time he wishes to appear for the end examination. EF is Rs. 200/- per theory course (subject) & Rs. 150/- per practical by way of demand draft on any nationalized bank.

“Examination Forms” are available at the study centre. Examination Fee covers conduct and declaration of result of end examination for all those courses for which examination fee is paid.

## 6. Library and Hostel Fee/Deposit

If student want to use the library and/or hostel facilities of the study centre contact the programme co-ordinator. Note that the rules regarding use of library and/or hostel facilities framed by the study centre will be binding on him. **Student may be required to pay separate Fee and deposit, directly to study centre as per their rules.**

## 7. Refundable Deposit

Study centre shall collect interest free “Refundable Deposit” of maximum of Rs. 5000/- (Rs. Five Thousand only), from each student enrolled at the study centre, for the Book Bank, for the complete programme.

## 8. Other Financial Conditions

1. Every enrolled student shall have to pay both “University Programme Fee” and “Study Centre Fee”.
2. Course exemption fee Rs/- 2500/- per year exexpted.
3. Students are requested to note following information about **maximum** “Study Centre Fee”:
  - Study centers are not allowed to collect more “Study Centre Fee” than mentioned in prospectus.
  - Students are advised to pay **same** amount which is mentioned in prospectus, towards the payment of “Study Centre Fee”
  - The transaction with regard to the SC Fee is a bilateral affair between the student and the SC. The university may not normally intervene in the matter on complaints by either the study centre for having less fee from the student nor to the student for having paid more fee than prescribed in the prospectus.
  - Study centers will collect “Study Centre Fee” against their own receipt and will maintain its records of receipt.

## 9. Rules of Refund

1. The university will not refund any part of “University Programme Fee” for any reasons whatsoever, to any student.
2. The study centers are not liable to refund any part of “Study Centre Fee” to any student, for any reasons whatsoever.
3. University Programme Fee will be refunded only in case the University does not sanction when student is not eligible for the admission or the study centre preferred by the student. In such case the Demand Draft submitted by the candidate will be returned to the candidate.

## 10. Where and How to Pay

All University programme fees and examination fees must be paid only through the Bank of Maharashtra Challan duly signed by the study centre personnel and rubber stamp duly affixed thereon along with the application form completed in all respect and annexures (photocopy of proof of qualifying examination passed, proof of date of birth ect)

Student has to send his payment along with admission form through the study centre. The study centre will provide the receipt of DD for forwarding to the university, to the student when student deposit application form with DD. University will send a proper receipt of this payment through study centre in due course of time. The study centers are expected to take proper care of the demand drafts and the documents submitted to them by the students. The study centers shall be responsible for delays if any in sending them to the university; and for safety or other damages to them for such periods as they are in their custody.

Student should properly preserve photocopies of all correspondence, Demand Drafts and university and Study Centre fee, in a single file until successful completion of the programme.

### 4.3 Duration

The programme is of three years after 10+2 level formal education or 10 + Preparatory programs for graduation as per YCMOU norms. Students with higher qualifications may be able to complete the programme in less time duration than indicated above due to

- Course Exemptions, if applicable for course exemption students should have to pay Course Exemption fee of Rs 5000/- for lateral entry to third year and for second year Rs 2500/-
- Direct admission to higher semester due to fulfillment of eligibility criterion, if applicable.

However **maximum** time duration for this programme is 8 years **after admission**. After 8 years from admission, if the student is unable to complete the courses or other requirements, (s)he shall have to register again as a new student. Such person shall however be eligible to course exemption. Thus, they would not be required to study the courses, which they had completed earlier.

### 4.4 Medium of Instruction

The medium of instruction used in study materials, question papers and other modes of communication is English. However, as per the convenience of the counselor and students, counseling and discussion could be held in any other language(s).

## 5. REGISTRATION PROCEDURE

1 The Applicant is expected to procure the Admission Form and Bank Challan along with the prospectus from the recognised Study Centre.

2 The Applicant must study the prospectus, familiarise himself/herself about the programme rules and ensure that he/she is eligible for the admission. He/She must also see the video CD provided with the prospectus.

3 If eligible, the Applicant interested in admission to the programme should carefully fill in the form in BOLD legible (readable) letters, without overwriting, in ENGLISH language. Care should be taken to fill in the form perfectly and accurately because a computerized system will be used for data entry. The Applicant will be solely responsible for the correctness of information submitted. He/she should attach the attested photocopies of proofs of qualification, date of birth and any other important documents asked for.

4 The Applicant should obtain the signature and seal of the Study Centre after getting his/her eligibility checked from the study centre.

5 The eligible Applicant shall pay the amount of the TOTAL UNIVERSITY fee (i.e. University Programme fee, plus if applicable, Direct admission fee, convocation fee or Late fee) to the branch of Bank of Maharashtra and obtain two parts/ copies of the challan. The Applicant should not pay cash to the Study Centre Coordinator/Staff under any circumstances. If any amount is paid in cash to any person from the Study Centre, the responsibility for the same will entirely rest with the Applicant.

6 The Applicant shall submit the part of challan meant for the Study Centre to the Study Centre and retain one part with himself/herself. He/She should also retain a photocopy of the application form (Admission Form) for himself/herself. He/ she shall take acknowledgement of having given the Study Centre part of the challan to the Study Centre.

7 The Admission Forms must be filled in and the above process should be completed before the stipulated time limit. No admission form shall be accepted at the Study Centre after the stipulated time frame mentioned in the prospectus. All admission forms along with challan must be submitted only to a branch of the Bank of Maharashtra. No form should be submitted to any other Bank. Likewise, no admission form will be received /accepted at the university headquarters under any circumstances. Forms should also not be sent by post or courier in any case.

8 The admission fee receipt will not be issued by the Study Centre. The Bank challan will itself serve as the fee receipt. The Study Center Fee should be paid according to the term or schedule, mutually agreed between candidate and Study Center.

9 Applicants should submit their admission form through the Study Centre selected by them to the nearest branch of the Bank of Maharashtra within the same region.

10 The Applicant must keep in touch with the Study Centre about the learning programme, laboratory schedule, class test and the examination schedule. The confirmation of admission should be checked with the Study Centre by the last week of October. Applicants shall not be allowed to appear for any examination without confirmation of admission.

11 The university reserves the right to reject admission wrongly granted by the Study Centre to ineligible applicants if ineligibility is discovered at any stage during the registration process.

## 6. EVALUATION PROCEDURE

### Examination System

Examination system for this programme is designed to maintain quality standards.

Repeater students will need to pay the Examination fees depending on the number of courses he/she wishes to appear.

Students may not be allowed to appear in End Examination without Identity Card.

### Structure and Pattern

The content of the programme is divided into a number of theory, theory plus practical and Project Courses.

#### 1. THEORY COURSES

The theory courses are of 4 CP. Each course is having its own types of question set depending upon the need of the aspects of individual subjects and it is mentioned in the syllabus. The duration of the end examination (EE) for 4 CP shall be 180 minutes and maximum marks shall be 80.

#### Continuous Assessment:

It will consist of 4 sets of Assignments (20marks each) thus for 80 marks. The marks obtained in these assignments will be converted into 20 marks

Total Marks per Subject: 100

**A student will need to secure at least 40 % marks in the EE AND at least 40% marks in aggregate (EE+CA).**

There will not be any repeater examination for the CA. A student failing in CA but passing in the total out of 100 shall be deemed to have successfully completed the course. Such students, like any other students, may improvise their score in the course by reappearing in the EE as a repeater.

**Explanation:** A person who has secured 20 marks out of 20 in CA and has secured 20 marks out of 80 in EE, thus aggregate 40 marks out of 100 shall not be treated as passed because he has not secured 40 % marks in EE. On the other hand a person who has obtained 5 marks out of 20 in CA (less than 40%) and 35 marks out of 80 in EE (more than 40%) thus securing 40 marks out of 100 in aggregate is treated as successful as he has secured more than 40% in EE and more than 40% in aggregate.

#### 2. THEORY CUM PRACTICAL COURSES

The theory cum practical course have two passing heads:

- (a) Theory Component (4 CP, total 100 Marks, 80M for EE and 20 M for CA)
- (b) Practical Component (2 CP, Total 50 M)

**A student will need to secure at least 40% marks in EE and at least 40% marks in (CA+EE ) and 40% marks in Practical component.** A person who secures more than 40 % marks in Total 150 Marks but fails in Theory Component will be treated as having failed in the given T+Pr course. Such a student must appear in the theory component EE and secure such marks that his aggregate in the theory component is better than 40%. Similarly a student not securing more than or equal to 40% Marks in practical shall be declared unsuccessful and will have to reappear as a repeater in the practical component as per the rule.

For the details of evaluation for Theory Component read “1. Theory Courses” above.

Practical journal is a compulsory part of the evaluation, failing which the student would not be allowed to appear in the final examination. There will be continuous assessment of practical performed the theory courses are of 2 CP. The Practical courses are of 50 marks. The distribution of practical marks are as follows:

|                                   |          |
|-----------------------------------|----------|
| Actual Performance of the Student | 30Marks  |
| Journal                           | 10 Marks |
| Viva                              | 10 Marks |

### 3. Project

The Project Work shall carry 150 marks, to be allotted as under:

|  |           |
|--|-----------|
| Project Evaluation by the external examiner: | 75 marks  |
| Project Evaluation at the Study Centre:      | 75 marks  |
| Total  | 150 marks |

**The student needs to pass independently in external and internal evaluation.**

### 4. Marks Reporting

Performance of the student will be reported in the mark sheet for every course for which a student has registered and for those courses for which he appears as a repeater.

For the theory courses, the CA (out of 20), EE(out of 80) and Total marks (out of 100) obtained will be reported.

For the theory plus practical courses,

a. the marks in the theory Component will be reported as (CA(out of 20), EE(out of 80) and Total marks (out of 100)

b. Marks in Practical Component will be reported as (Journal (out of 10), Viva Voce(out of 15), performance in practical activities (out of 25) and the total (out of 50)

shall be reported.

For the Project Courses the marks for CA(out of 75) and EE (Out of 75) and Total (out of 150) shall be reported.

Student can improve his/her previous grades obtained in a course at any year by reappearing in End Examination. **Only the best of the past examination performance, of a student in any course will be reported in the grade-cum-mark sheet.** But no grade improvement shall be allowed after the award of a degree. Hence student should consider improvement in grades before applying for the convocation.

For reporting the consolidated performance of a student in a Consolidated Mark sheet may be issued at the end of successive completion of all the courses and components.

**Performance of the student will be reported in the mark sheet every year and for the courses for which he appears as a repeater.**

### 5. Rules for Passing:

- i) The examinee student must obtain at least 40% marks in the aggregate of CA and EE and at least 40% in EE for a Theory course to successfully complete the course.
- ii) The examinee must obtain at least 40% marks in EE and at least 40% marks in CA+EE and at least 40% marks in the practical component to successfully complete the theory cum practical course
- iii) The examinee student must obtain at least 40% marks in the CA and at least 40% marks in EE for a Project course to successfully complete the course.
- iv) The student must successfully complete all the courses in order to qualify for securing the degree of B.Sc. (Media Graphics & Animation)

Detail Scheme is given below in the table.

|              |                              |
|--------------|------------------------------|
| 75 and above | First class with distinction |
| 60-74.99     | First Class                  |
| 50-59.99     | Second Class                 |
| 40-49.99     | Pass Class                   |

|              |      |
|--------------|------|
| Less than 40 | Fail |
|--------------|------|

### 6.General guideline for projects:

- a. The student will identify the topic for research and the guiding teacher. He/ she shall send the synopsis to the University for approval in the prescribed format. The shared projects will not be allowed. In exceptional cases when the task of project work is important and requiring great amount of manpower, a team project will be allowed. However each student must have different title of project work, with clearly defined and distinctly different objectives of work. The synopsis of project work must be submitted to the University through websites (web forum and e-mail).
- b. University shall grant the approval after scrutinizing the same and inform the Guide and the candidate.

- c. The guide shall keep track of the work done by the candidate in such a manner as to enable him to award marks properly and judicially.
- d. The University shall make appropriate arrangements for evaluation of the projects work.
- e. The guide shall submit the marks report in a sealed enveloped with necessary signature to the study centre Head.
- f. The student shall submit the two copies of the final project report duly signed by the guiding teacher to the University at the time of presentation of duration 15 minutes.
- g. The external examiner shall give marks to the examinees after going through the presentations of the Project work..
- h. The distribution of marks is **to be awarded by the guide at study centre** shall be as follows:
 

|  |    |
|--|----|
| (h.1) Punctuality in attending project activities                    | 15 |
| (h.2) Awareness of the cost – effectiveness of the processes         | 15 |
| (h.3) Library work actually undertaken by professional point of view | 15 |
| (h.4) Importance of project work from professional point of view     | 15 |
| (h.5) General Impression   | 15 |
- i. **The distribution of marks to be awarded by external examiner:**

|   |    |
|---|----|
| (i.1) Language of presentation<br>(correct punctuation, intonation, use of expression, grammatical structure) | 15 |
| (i.2) Effective communication during presentation   | 15 |
| (i.3) Use of Higher though process as evidenced in project report   | 15 |
| (i.4) Importance of choice of topic in professional sense   | 15 |
| (i.5) Overall General impression  | 15 |

## 7. Panel of Examiners

The panel of examiners, normally, will consist of experts from the academic and industrial field. This panel will carry out paper setting, examination and evaluation in theory, practical and project work courses.

## 7. Frequency of Examinations

End Examination will be conducted for all courses **once** in a year in June 3<sup>rd</sup> week (Yearly Pattern). Examinations for the repeaters may be conducted in December 3<sup>rd</sup> week onwards.

## 8. Verification of Marks

The University does not undertake revaluation of answer scripts / sheets of any course. Only verification of marks is allowed on submission of an application form for the same, which is available at the respective study centers, for a prescribed form fee (100/-). Such duly filled form should be sent directly to the Examination Section of University within a maximum period of 60 days from the date of declaration of result at Nashik.

Student has to pay prescribed verification fee, against the verification of marks. Fees that is, form and verification fee, are payable only at the time of submission of the form.

#### **9. If you don't pay the fees ...**

During the End Examination, admission to examination hall may be prohibited or examination results may be withheld, in case of non-payment of "University Programme Fee" and / or "Study Centre Fee" and / or "Examination Fee"

#### **10. For Repeater Students**

Student may improve his examination performance, by reappearing in the end examination for a given course, during subsequent examination, *by paying separate examination fees*. But no grade improvement shall be allowed after the award of a Certificate or the Diploma. Hence student should **consider** improvement in grades before applying for the convocation.

#### **12. Award of Degree**

After successful completion of **all** courses at **all** years, the degree BSc (MGA) may be awarded, in person or absence, during next convocation to those candidates who fulfill the prescribed procedure of filing the convocation form and payment of the prescribed fees.

## 7. REGIONAL CENTERS

For any clarification you should contact your Study Centre or Regional Centre.  
No queries will be entertained at the Main office of YCMOU.

| Sr. No. | Regional Center | Address  | Tel. No.   |
|---------|-----------------|--|--|
| 01.     | Amravati        | Yashwantarao Chavan Maharashtra Open University, Amravati Regional Centre, V.M.V. Road to Valgaon Road, Post. V.M.V., Amaravati-444604   | Tel No.0721-2531444<br>Fax. No. 0721-2531445               |
| 02.     | Aurangabad      | Yashwantarao Chavan Maharashtra Open University, Aurangabad Regional Centre, C/o, Devgiri College, Station Road, Aurangabad-431001   | Tel No. 0240-2335798 /<br>2356826<br>Fax No. 0240-2335798  |
| 03.     | Mumbai          | Yashwantarao Chavan Maharashtra Open University, Mumbai Regional Centre, C/o, Jagannath Shankarsheth, Primary Municipal School, 2 <sup>nd</sup> Floor, Frear Breech (South), Nana Chouk, Grant Road (West), Mumbai-400007. | Tel No. 022-23874186 /<br>23813256<br>Fax No. 022-23826135 |
| 04.     | Nagpur          | Yashwantarao Chavan Maharashtra Open University, Nagpur Regional Centre, Subhedar Hall, University Sports Area, Law College Campus, Amravati Road, Ravinagar Chouk, Nagpur-440001  | Tel No. 0712-2553724 / 25<br>Fax No. 0712- 2553725         |
| 05.     | Nashik          | Yashwantarao Chavan Maharashtra Open University, Nashik Regional Centre, Old Corporation Building, 2 <sup>nd</sup> Floor, New Pandit Colony, Nashik-422002   | Tel. No. 0253-2317063<br>Fax No. 0253-2576756              |
| 06.     | Pune            | Yashwantarao Chavan Maharashtra Open University, Pune Regional Centre, Shahir Annabhau Sathe Prashalagruha, Corporation School No. 5 (Boys), 654, Opp. Sadashiv Peth Haud, Kumdhekar Marg, Pune-411030                     | Tel No. 020-24491107<br>Fax No. 020-24457914               |
| 07.     | Kolhapur        | Yashwantarao Chavan Maharashtra Open University, Kolhapur Regional Centre, Shivaji University Campus, Near Post Office, Vidyanagar, Kolhapur-416004  | Tel No.0231-2607022<br>Fax No. 0231-2607023                |
| 08.     | Nanded          | Yashwantarao Chavan Maharashtra Open University, Nanded Regional Centre, C/o, Smt. Indira Gandhi Adhyapak Mahavidyalaya, Latur Phata, Vasarni Road, Nanded-431603  | Tel No. 02462-259940/50<br>Fax 02462-259940                |

### 8. LIST OF STUDY CENTER'S

| Sr. No.              | Center Code | Name & Address of the Study Centers  | Contact No.  | Courses Offered |
|----------------------|-------------|--|--|-----------------|
| <b>MUMBAI REGION</b> |             |  |  |                 |
| 1.                   | 31282       | <b>Kirti Animation Institute</b> , N.G. Acharya Marg, RoadNo.3, Near Natural Dairy, Station Road, Chembur (E), Mumbai-400 071.   | (022) 25203125,<br>E-mail:<br><a href="mailto:keerti.job@keerti.org">keerti.job@keerti.org</a>   | B. Sc in M.G.A. |
| 2.                   | 31283       | <b>Kirti Animation Institute</b> , 2 <sup>nd</sup> floor Vijay Nagar Building, Above Kamat Hotel, Near Railway Station, Dadar (W), Mumbai-400 028                          | (022) 24360339,<br>9820676500.<br>E-mail:<br><a href="mailto:keerti.job@keerti.org">keerti.job@keerti.org</a>  | B. Sc in M.G.A. |
| 3.                   | 31284       | <b>Kirti Animation Institute</b> , Flat No.9, 3 <sup>rd</sup> Floor, 'C' Wing, Viviana Society, Opp. Railway Station, Near Andheri Station Bus Deopot, (W), Mumbai-400 068 | (022) 26235253,<br>9869424621<br>E-mail:<br><a href="mailto:keerti.job@keerti.org">keerti.job@keerti.org</a>   | B. Sc in M.G.A. |
| 4.                   | 31286       | <b>Kirti Animation Institute</b> , Office 428, Second Floor, 'A' wing, Vashi Plaza, Sector 17, Vashi, New Mumbai- 400 705  | (022) 32999946,<br>9869424621<br>E-mail:<br><a href="mailto:keerti.job@keerti.org">keerti.job@keerti.org</a>   | B. Sc in M.G.A. |
| 5.                   | 31285       | <b>Kirti Animation Institute</b> , 6, Basement Dattani Trade Centre, Chandavarkar Lane, Borivali (W), Mumbai- 400 066.   | (022) 28918739,<br>9869451296<br>E-mail:<br><a href="mailto:keerti.job@keerti.org">keerti.job@keerti.org</a>   | B. Sc in M.G.A. |
| 6.                   | 31287       | <b>Kirti Animation Institute</b> , Office 3/4, 1 <sup>st</sup> Floor, Sagar Plaza, Ghatkopar (W), Mumbai-400 086.  | (022) 25128933,<br>9869451296<br>E-mail:<br><a href="mailto:keerti.job@keerti.org">keerti.job@keerti.org</a>   | B. Sc in M.G.A. |
| 7.                   | 35202       | <b>Kirti Animation Institute</b> , 401/402, Prestige Chamber, Opp. Railway Station, Thane (W), Mumbai-400 601  | (022) 32150305,<br>9819133266.<br>E-mail:<br><a href="mailto:keerti.job@keerti.org">keerti.job@keerti.org</a>  | B. Sc in M.G.A. |
| 8.                   | 31292       | <b>Institute of Digital Design Studtes (MIDDS)</b> , C-101, Brookhill Tower, 3 <sup>rd</sup> Cross Lane, Lokhandwala Complex, Antheri (W), Mumbai – 400 053.               | (022) 06315206.<br>E-mail:<br>info@mids.org  | B. Sc in M.G.A. |
| 09.                  | 31290       | <b>Abhinav Institute of Technology &amp; Management</b> , Vivekanand Classes Premises, Blue Pearl, Next to Saraswat, Bank, Senapati Bapat Road, Dadar (w)                  | (022) 24329775,<br>9821032430.<br>E-mail:<br><a href="mailto:aitm.thane@gmail.com">aitm.thane@gmail.com</a><br>,<br><a href="mailto:abhinav.engg@redimai.com">abhinav.engg@redimai.com</a> | B. Sc in M.G.A. |
| 10.                  | 35205       | <b>J.M.F.'s Vande Mataram</b>  | (0251) 23833884,   | B. Sc in M.G.A. |

|                    |        |   |  |                 |
|--------------------|--------|---|--|-----------------|
|                    |        | <b>Degree College</b> , 8-15, Everest Shopping Center, Opp. Railway Station, M.G. Road, Dombivali (w), Dist – Thane   | 6469216, 9220863139<br>E-mail:<br><a href="mailto:rajukolekar2@rediffmail.com">rajukolekar2@rediffmail.com</a>   |                 |
| 11.                | 3546A  | <b>Srujan Institute Of Technological &amp; Management</b> , 1, Jay Anjani Darshan, Near Near Bhave Mahanagarpalika Sabhagruha, , Gokhale Road., off M.G. Road, Dombivali (w) – 421 202. | (0251) 2491660,<br>2480673, 9869144680<br>E-mail:<br><a href="mailto:srujan_dom@vsnl.ne.in">srujan_dom@vsnl.ne.in</a><br>,<br><a href="mailto:srujan.institute2008@gmail.com">srujan.institute2008@gmail.com</a> | B. Sc in M.G.A. |
| 12.                | 31281  | <b>Institute of Infosolution India Ltd. (Maximus)</b> , 5-M, Laxmi Industrial Estate, New Link road, Andheri (w), Maumbai 421 053.  | (0251) 26338555,<br>65935263/64/32439935<br>9892433882<br>E-mail:<br>mailinfo@maximusindia.com   | B. Sc in M.G.A. |
| 13.                | 3240A  | <b>S.S. Nikam English School &amp; Junior Science College</b> , At Post - Bhadav Road , Mangaon.. Raigad.   | (02140) 263989, Oscar Pinto (Co-ordinator) :<br>09322907854, Parikshit Bhosale : 08055354077<br>E-mail:<br><a href="mailto:bscit_nikamk@yahoo.com">bscit_nikamk@yahoo.com</a>                                    | B. Sc in M.G.A. |
| 14.                | 3232A  | <b>College of International Information Technology</b> , 1914, MG Road, Shree Anant Complex, Shivaji Ckour, MAHAD, Dist – Raigad.   | 02145 – 225089,<br>225838<br>E-mail:<br>ciit_mahad@rediffmail.com  | B. Sc in M.G.A. |
| 15.                | 31322  | <b>VISICOMP Technology Pvt. LTD</b> , Best Commercial Complex, A – wing, 4th Floor, S.V.Road, Andheri (W) Mumbai – 400058   | 022-26708186,<br>9960879980<br>e-mail:<br>vissicomp@vissicomp.com<br>vissicomp@yahoo.com   | B. Sc in M.G.A. |
| <b>PUNE REGION</b> |        |   |  |                 |
| 1.                 | 62300. | <b>DIGI KORE Studio Ltd.</b> , Frowel House, 410/2, Opp. Alfa Laval Company, Mumbai-Pune Road, Dapoli, Pune-411 012.  | (022) 32911433/34,<br>9822094656.<br>E-mail:<br>enquiry@digikore.com   | B. Sc in M.G.A. |
| 2.                 | 6363A. | <b>Microcomm InfoTech</b> , 1, Pushpa Apartment, Above Union Bank of India, Vanas Corner, Paut Road, Kothrud, Pune-38 Pin- 411 038.   | (020) 25445908,<br>25391235,<br>9422319745,<br>9371578976.<br>E-mail:<br>microcommindia@gmail.com  | B. Sc in M.G.A. |
| 3.                 | 65105  | <b>DECA ANIMATION INSTITUTE</b> , 151/5, Raviwar Peth, Purva Vibhag Vachnalaya Bldg.,   | 0217-2320990,<br>9420189213<br>Email:<br>deccacomputeracadem   | B. Sc in M.G.A. |

|                      |       |   |   |                 |
|----------------------|-------|---|---|-----------------|
|                      |       | Kanna Chowk, Solapur- 413 005   | y@gmail.com<br>deca.animationinstitute@gmail.com<br>www.deca.co.in  |                 |
| 4.                   | 62348 | Meteor Institute of Digital Design Studies,<br>FM City Centre, Off No 207,<br>Above Dena Bank,<br>Chinchwad Station Chowk,<br>Chinchwad, Pune 411019  | 020-46701005/6,<br>9011085639<br>e-mail:<br>punechinchwad@mids.org, www.mids.org  | B. Sc in M.G.A. |
| 5.                   | 62347 | SRAJAN, 2nd & 3rd floor,<br>Prestige Chambers, Opp. Sai Petrol Pump, J M Road, Pune-411004  | 020-41225454,<br>9890180123,<br>9096100123<br>e-mail:<br><a href="mailto:raskarsantosh@gmail.com">raskarsantosh@gmail.com</a>   | B. Sc in M.G.A. |
| 6.                   | 62349 | E-Plus Meteor Institute of Digital Design Studies, Off. No. 5, 6, 8 Borate Sankul, Opp. Yashwantrao Chavan Natyagruh, Kothrud, Pune-411038  | 020-64155532,<br>9225603333,9225626064, 9552565927<br>e-mail:<br><a href="mailto:waghdharmaraj@gmail.com">waghdharmaraj@gmail.com</a> ,<br><a href="mailto:punekot@mids.org">punekot@mids.org</a> | B. Sc in M.G.A. |
| 7.                   | 62350 | Seamless Education Academy, 17 Emerald House, Opp. ICC Chambers, Near Hotel Sahara, Senapati Bapat Road, Shivaji Nagar, Pune-411016   | 020-66431900<br>e-mail:<br>www.seamedu.com<br><a href="mailto:vrushalikulkarni@seamedu.com">vrushalikulkarni@seamedu.com</a>  | B. Sc in M.G.A. |
| <b>NAGPUR REGION</b> |       |   |   |                 |
| 1.                   | 44193 | Tuli College of Hotel Management, Near Koradi Naka, Bokhara Road, Nagpur-441111.  | Tel No. – 0712-2669154/76<br>Fax No.- 0712-2669156<br>Email-<br><a href="mailto:tuli_c_hm@rediffmail.com">tuli_c_hm@rediffmail.com</a>  | B. Sc in M.G.A. |
| 2                    | 44242 | Seaes Education (p) Ltd. 74, Near Ravindra Sabhagruha, Ravindra Nagar, Nagpur-440022.   | (0712) 2287872,<br>2287866, 6454066<br>E-mail:<br><a href="mailto:seaeseducation@gmail.com">seaeseducation@gmail.com</a> ,<br><a href="mailto:sd@seaes.co.in">sd@seaes.co.in</a>                  | B. Sc in M.G.A. |
| 3.                   | 44264 | S.C.S Girls Education Society's S.C.S. Technical Education & Information Technology, SCS, Girls High school & Jr. College Dr. Ambedkar Marg, Pachpaoli, Opp. Police Station, Nagpur-440017. | (0712) 2640025,<br>9822712629<br>E-mail:<br><a href="mailto:pravin_man@indiatimes.com">pravin_man@indiatimes.com</a> ,<br><a href="mailto:pravin_man1@yahoo.com">pravin_man1@yahoo.com</a>        | B. Sc in M.G.A. |

| NASHIK REGION     |       |  |   |                 |
|-------------------|-------|--|---|-----------------|
| 01                | 54266 | Elementz the Animation Academy, 4, Vinay Apartment, Opp. DCB Bank, College Road, Thatte Nagar, Nashik  | 0253-6546595,<br>9096431158<br><a href="mailto:elementz.academy@gmail.com">elementz.academy@gmail.com</a>   | B. Sc in M.G.A. |
| 02                | 5281A | Systel Institute of Management & Research, Systel Residency, 7, Kshire Colony, Wadibhokar Road, Deopur, Dhule  | 02562-226085,<br>9422285085,<br>9422792685<br><a href="mailto:systel_imr@yahoo.co.in">systel_imr@yahoo.co.in</a>  | B. Sc in M.G.A. |
| 03                | 54310 | Meteor Institute of Digital Design Studies Pvt. Lid., 3rd Floor, Above Ramole Eye Hospital, Sharanpur Trimbak Link Road, Opp. St. Andria Chuech, Near Canada Corner, Nashik 422005 | (0253) 2318440,<br>9822288440<br>E-mail:<br>nasik@mids.org  | B. Sc in M.G.A. |
| AURANGABAD REGION |       |  |   |                 |
| 01                | 21139 | Animax Academy of Animation, 150, N-3, Opp. MSEB Power House, CIDCO, Aurangabad-431 003  | 0240-2472351,<br>9422750782<br>E-mail:<br><a href="mailto:animaxacademy@yahoo.com">animaxacademy@yahoo.com</a>  | B. Sc in M.G.A. |
| 02                |       | Chate Institute of Management, 4, Near N-2, Cricket stadium, CIDCO, Aurangabad   | 0240-2473001/02,<br>9370888078,<br>9326655555<br>E-mail:<br><a href="mailto:chategroup@gmail.com">chategroup@gmail.com</a>  | B. Sc in M.G.A. |
| Amravati Region   |       |  |   |                 |
| 2                 | 1166A | Sau. Vaidehi Education Society, C/o Boston Computer, 3 <sup>rd</sup> Floor, Civil Line, Akola  | Rohit Saraf 9372594347<br>(0724) 2424712<br><a href="mailto:rohitvrohit@rediffmail.com">rohitvrohit@rediffmail.com</a>  | B. Sc in M.G.A. |
| 3                 | 12105 | IHTM Amrawati<br>VMV Dnyanvidnyan College<br>Opp Engg College, VMV Road, Amrawati  | 0721-2590041<br><a href="mailto:vmv.amaravati@ihtmindia.com">vmv.amaravati@ihtmindia.com</a>  | B. Sc. in MGA   |
| NANDED REGION     |       |  |   |                 |
| 01                | 8636A | College of Computer Science & Information Technology, Ambejogai Road, Latur  | 02382-229191, Fax-<br>228646<br>E-mail:<br><a href="mailto:cocsit365@rediffmail.com">cocsit365@rediffmail.com</a> ,<br><a href="mailto:cocsit365@gmail.com">cocsit365@gmail.com</a> | B. Sc in M.G.A. |
| KOLHAPUR REGION   |       |  |   |                 |
| 01                | 72115 | Shatrunjay Career Academy, 2 <sup>nd</sup> floor, Kumar plaza, North Shivaji nagar, Sangali- 416 916   | 9822286055, 0233-<br>6450602<br>E-mail:<br><a href="mailto:shatrunjay_sca@rediff">shatrunjay_sca@rediff</a>   | B. Sc in M.G.A. |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  | <a href="mailto:mail.com">mail.com</a> ,<br><a href="mailto:navapad@hotmail.com">navapad@hotmail.com</a> |  |
|--|--|--|--|--|

## **Student Welfare**

### **Student aid**

YCMOU offers financial aid for students from low-income strata on merit basis. YCMOU has made a pooled annual provision of Rs. 15 lakh for this purpose. YCMOU offers a 50% fee waiver in various programmes for students in low-income sections of the society. Students need to apply in specified format with suitable documents for eligibility.

### Sports events

Annual events are organized to offer sports-opportunities for students at regional and university levels. This will enable them to qualify for sports events at intervarsity Ashwamedha ( intervarsity event started by Hon. Chancellor) state and national levels including AIU events.

### Youth festival

Annual youth festivals are held for performing arts at regional and university level. The events include elocution. ekankika (one-act-play), music and dance. This qualifies them for participation in indradhanushya - intervarsity event started by Hon Chancellor and also national level events including the AIU-event

### **Avishkar**

To promote research activity in the student community, Avishkar- an intervarsity event started by Hon. Chancellor- is organized annually. A biannual research journal is published by YCMOU for students to carry the research papers.

### Samvad house Journal

Samvad patrika is a monthly house journal for communication thousands of students of YCMOU spread in the entire state. This carries educational articles and useful information. This is expected to promote self-learning and awareness about Open & Distance Learning.

### Virtual learning

The Ahmedabad based ISRO has helped YCMOU to start a satellite based virtual learning centers network to assist learning . This networks 40 VLCS in the state where students can gather to interact with the counselors.

## NSS

The National Services Scheme (NSS) has been launched at select YCMOU study centers for 800 students.

## 9. WHERE TO CONTACT:

| <b>SR. NO.</b> | <b>TYPE OF QUERY</b>   | <b>WHOM TO CONTACT?</b>  |
|----------------|--|--|
| 01.            | Policy Matters   | Vice Chancellor,<br>Y.C.M.O.U., Nashik                                 |
| 02.            | Academic Matters and Student Services  | Director, School of<br>Continuing Education,<br>Nashik                 |
| 03.            | Examination and Result Related Matters   | Director Evaluation,<br>Division and Controller,<br>Y.C.M.O.U., Nashik |
| 04.            | Admissions Related Matter  | Deputy Registrar,<br>Registration Section,<br>Y.C.M.O.U., Nashik       |
| 05.            | Difficulties in any course, at the study   | Counselor, at the Study<br>Center                                      |
| 06.            | Other general difficulties and Planning of<br>academic activities, at the Study Center | Programme Co-<br>Ordinator, at the Study<br>Center                     |
| 07.            | Serious Difficulties at the Study Center   | Study Center Head at a<br>Study Center                                 |

# 10. APPENDIX

## 10.1 APPENDIX –A

### CONTINUOUS ASSESSMENT MARK STATEMENT PROFORMA

Date \_\_\_\_\_

Day \_\_\_\_\_

Year \_\_\_\_\_

Programme Code \_\_\_\_\_

Subject Code \_\_\_\_\_

Programme Name \_\_\_\_\_

Subject Name \_\_\_\_\_

Study Center Code \_\_\_\_\_

Study Center Name & Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| Sr. No. | P. R. No. | Name of the Students | Marks out of 20 |
|---------|-----------|----------------------|-----------------|
|         |           |                      |                 |

Name & Signature of  
Subject Teacher

Signature of Study Center  
Co-ordinator with stamp

## 10.2 APPENDIX – B

### PRACTICAL COMPONENT MARK STATEMENT PROFORMA

Date \_\_\_\_\_ Day \_\_\_\_\_  
Year \_\_\_\_\_  
Programme Code \_\_\_\_\_ Subject Code \_\_\_\_\_  
Programme Name \_\_\_\_\_ Subject Name \_\_\_\_\_  
Study Center Code \_\_\_\_\_  
Study Center Name & Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| Sr. No. | P. R. No. | Name of the Students | Practical Journal Marks Out of 10 | Practical Examination Marks Out of 30 | Viva Voce Marks out of 10 | Total Marks out of 50 |
|---------|-----------|----------------------|-----------------------------------|---------------------------------------|---------------------------|-----------------------|
|         |           |                      |                                   |                                       |                           |                       |

Note : Distribution of Practical Exam. Marks are as follows :

Practical Journal : 10 marks  
Practical Examination : 30 marks  
Viva-voce : 10 marks

Name & Signature of  
Internal Examiner

Name & Signature of  
External Examiner

Signature of Study Center  
Co-ordinator with Stamp

### Appendix 11.3: Question Paper Pattern

Q.No.1: Answer any Eight of the following question in 25 to 30 words each.(8x2). 16 Marks

(12 sub- questions Shall be given.)

Q. No. 2: Answer any Four of the following question in 40 to 45 words each. (4x3). 12 Marks

(6 sub- questions Shall be given.)

Q. No. 3 : Answer any Four of the following question in 40 to 45 words each. (4x3). 12 Marks (6 sub- question Shall be given.)

Q. No. 4 : Answer any Two of the following question in 80 to 90 words each. (2x6). 12 Marks (3 sub- question Shall be given.)

Q. No. 5 : Answer any Two of the following question in 80 to 90 words each. (2x6). 12 Marks (3 sub- question Shall be given.)

Q. No. 6 : Answer any Two of the following question in 100 to 120 words each. (2x8). 16 Marks (3 sub- question Shall be given.)

### **10.3 APPENDIX – C**

#### **Some Definitions**

In this document unless the context otherwise requires:

1. “Academic Programme” means — A collection of correlated courses (subject), which one must complete successfully in order to earn a certification by the university. Certification may be by certificate, diploma, graduate degree, postgraduate degree or doctoral degree.
2. “Courses” means — An individual component of an academic programme (sometimes loosely called as subjects) which one has to successfully complete, in order to complete the programme. Courses may be of different types like theory, practical or project work. Each course is given a course code.
3. “Credit Point (CP)” means — Number of study hours, in multiples of 30-35 clock hours that an average learner has to devote for effective learning. For 1 CP, a learner has to devote 30-35 clock hours to complete the study of the course. Study includes several activities like reading the books, taking notes, solving problems, undergoing tests, performing experiments in laboratories, thinking, etc.
4. “Self Instructional Material” means — The print material, which is specially designed for the Open University students. These books are written in a manner so that the students should be able to understand the subject matter even in the absence of a teacher.
5. “Session” means — A time slot for a particular activity. Duration of counseling session is 2 or 4 clock hours, while for end examination; it is of 3 clock hours.
6. “Counseling Sessions (CS)” means — Sessions conducted at study centre, during which a qualified person gives explanations to help clear doubts/difficulties of the student also delivering instructions to the student about study material. During counseling session, student also performs practical activities like experiments or project work in study centre laboratory.
7. “First Contact Session” means – Session on the first starting day of a programme.
8. “Study Centre” (SC) means — A place where the students attend the counseling sessions and gets other relevant services like delivery of counseling sessions and practical sessions, admission, examination and communication with university head office.
9. “Counselor” means — A qualified person at SC, who conducts counseling sessions and helps the students in their doubts/difficulties. He also helps students to perform practical activities like experiments in a study centre laboratory.
10. “Programme Co-coordinator” (PC) means — A person in charge of the administrative and academic affairs at the study centre. He plans the availability of counselors, looks after the distribution of self-instructional materials, arranges and co-ordinates counseling sessions, etc.
11. “Study Centre Head” (SCH) means — The head of the study centre who is the head of organization to which the study centre is allotted of

the institution, where study centre is located. He may not participate in the day-to-day activities of the study centre, but will take active role in case of any serious problem at the study centre.

12. "Practice Examination" means — An examination conducted by the study centre for each theory course, to provide feedback to the students about their study. It also provides practice to the students for end examination.
13. "End Examination (EE)" means An Examination with each theory paper of 3'clock hour duration conducted at the end of the each semester for all courses, by the University.
14. "Student Registration" means — Confirmation of the admission of the student to the academic programme after submission of a completed admission form with necessary supporting documents and payment of the required fees. Student registration remains valid for a period of 8 years from the date of programme registration. At the time of admission to any particular year of these programmes, students are automatically registered for all courses of that year. The university assigns **P**ermanent **R**egistration **N**umber (**PRN**) to the student when he is registered for the programme.
15. "Batch" means — A group of students undergoing similar training as specified in the given context.
16. "Course Exemption" means —The University exempts certain courses of these programmes, to the students who successfully complete subjects with **similar syllabus**, in the examination conducted by the **Board or University other than YCMOU**. If course exemption is sanctioned, then student need not appear in any examination for that course, as it is treated as a successfully completed. But no previous performance is used for reporting in Grade Sheet. Only mark of exemption, that is 'X', is put against exempted course.
17. "Progressive Assessment "(PA) means – Progressive Assessment test will be conducted to assess the output of learning process in a semester. The marks obtained in the test examinations will be counted at the term end examinations.
18. "Continuous Assessment "(CA) means – Continuous Assessment means the assessment of the performance of the student during practical / tutorial / grooming / overall performance / attendance / punctuality/ Drawing throughout the semester. Based on continuous assessment marks will be given in oral / practical examinations.
19. "Credit Transfer" means — The University gives Credit Transfer to certain courses of these programmes, to the students who have already successfully completed certain other programmes offered by **the YCMOU**. If credit transfer is granted, then student need not appear in any examination for that course, as it is treated as a successfully completed. Previous grades and equivalent marks are used as it is, for reporting in Grade Sheet.
20. "Credit Note" means - A slip, which shows the total amount for which student can get fee concession in "University Programme Fees" while applying for next semester admission.

21. “Successful Completion of the Course” means —either course is exempted or student gets 40% or better marks, in each head as per examination scheme of each course in end examination of that course or by credit transfer.
22. Week means — Consecutive 7 (Seven) days starting from Monday. Week 1 is the first week after last Sunday of the October of that year.
23. “Long Answer Question (LAQ)” means —A supply type question of 6 to 10 marks, which requires typical answer of 10 to 25 lines in about 16 minutes.
24. “Short Answer Question (SAQ)” means — A supply type question of 2 to 4 marks, which requires typical answer of 4 to 8 lines in about 10 minutes.
25. “Multiple Choice type Question (MCQ)” means—An objective type question of 2 marks each, requiring to choose most correct alternative from 4 given choices.

- **REVISION OF RULES**

In order to cope up with unforeseen circumstances and to maintain high academic quality of this programme the university reserves the right to change, revise, update, add or delete any rule about this programme, at any time. This modification will be applicable to all, including previously admitted students.

- **JURISDICTION**

All legal dispute regarding study center and enrolled students shall be subject to Nashik jurisdiction only. In order to cope up with unforeseen circumstances and to maintain high academic quality of these programmes, the university reserves the right to change, revise, update, add or delete any rule (including rules regarding programme fees) about these programmes, at any time. These modifications will be applicable to all students, including previously admitted students. relating the University programmes and activities are subject to Nashik, Maharashtra, India Jurisdiction only.

**A CHECKLIST WHILE FILLING FORM  
(FOR CANDIDATE and STUDY CENTRE STAFF)**

While filing admission form ensure to submit:

1. Admission Form filled form correctly, completely, without overwriting
2. Proof of date of birth (photocopy)
3. Proof of having passed 12<sup>th</sup> Exam (Photocopy of Mark sheet)

OR

Proof of having passed Preparatory Exam of YCMOU or equivalent (mark sheet photocopy)

4. In case of Direct Admission: Photocopy of examination mark sheet (only PTU) showing successful completion of program, and application Form

Amount to be paid at the time of admission in cash to Bank of Maharashtra:

- University Program Fee Rs 15,400.00
  
- Late Fee (admission after 16 Aug and before 16 Sept) Rs 500.00
- Direct Admission Fee for admission to SY (only PTU) Rs 2,500.00
- Convocation Fee (Only TY) Rs 300.00

Calculate amount of the fee to be submitted to Bank.



on?  
COMMISSION BAHADURSHAH  
ZAFAR MARC NEWDEI,H1-11(M)02

FI-52/2000(CPP-II)  
The Registrar / Director  
Of all the Indian Universities  
(Deemed, State, Central Universities /  
Institutions of National importance)

5 MAY 2004

Subject : Recognition of Degrees awarded by Open Universities.

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. **The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.**

A circular was earlier issued vide UGC letter N.F.I-8/92(CPP) dated February, 1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Attention is further invited to UGC circular No.FI-25/93(CPP-H) dated 28<sup>th</sup> July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities .so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No. I-52/97(CPP-II) dated 31<sup>st</sup> January 2004 is enclosed. The details are also given in UGC Web site : [www.ugc.ac.in](http://www.ugc.ac.in)

**May, I therefore request you to treat the Degrees / Diploma / Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.**

Yours faithfully (Dr. Mrs. Pankaj

Mittal)

Encl:- As Above

Copy in:

1. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001.
2. The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi
3. The Secretary, Association of Indian Universities (AIU), 16, Comrade Jyotiraj Gupthi Marg, New Delhi-110002.
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I. P. Estate, New Delhi-110002.
5. The Director of National Council, ICINOU Campus, Maidan Garhi, New Delhi-110068. 6. The Vice-Chancellor, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110016, 7. The Vice-Chancellor, Dr. B. R. Ambedkar Open University, Road, No. 46, Jubilee Hills, Hyderabad CAPJ K. The Vice-Chancellor, Nalanda Open University, West Gandhi Maidan, Patna-KO0001 (Bihar);
9. The Vice-Chancellor, Dr. Bahasaheh Ambedkar Open University, Shahigaon, Ahmedabad-380001 (Gujarat)
10. The Vice-Chancellor, Kamalaka Slate Open University, Mnasaganotn, Mysore-570006 (Karnalakat)
11. The Vice-Chancellor, Yashwantrao Chavan Maharashtra Open University, Nashik-422222 (Maharashtra)
12. The Vice-Chancellor, Kola Open University, Vardhatan Mahaveer Open University, Kotii-324010 (Rajasthan)
13. The Vice-Chancellor, Netaji Subhash Open University, Kolkataj-700020 (West Bengal)
14. The Vice-Chancellor, Madhya Pradesh Bhoj (Open) University, Bhopal-462016 (M.P.)

Joint Secretary

[V.K. Jabivall Under Secretary]