PROSPECTUS
SCHOOL OF CONTINUING EDUCATION

2019 - 2020

YASHWANTRAO CHAVAN
MAHARASHTRA OPEN
UNIVERSITY NASHIK

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GENERAL INFORMATION (FROM COMMON POLICIES OF YCMOU)

BEFORE WE BEGIN: GLOSSARY (MEANING) OF IMPORTANT TECHNICAL TERMS

In this document unless the context otherwise requires:

Terms Related to Academic Program design

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. "Program Part" means a part of the academic program which is taken as a sub-unit for administration of the said academic program for declaration of partial result and similar other processes of implementation of the program. For example "First Year B.Sc. (HTS)" is a program part for B.Sc. (Hospitality and Tourism Studies) program.
3. "Batch" means — A group of students undergoing similar training as specified in the given context.
4. "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.
5. "Choice Based Credit System" means a system of implementation of academic program in which the student is expected to register for courses as per his/her choice for the courses as per the rules mentioned in the prospectus for the programs. The students are expected to register for courses other than the core areas of the programs.

Types of Courses

6. "Core Courses" means the courses which are mandatory to be registered for a program.
7. "Elective Courses" means the courses which a student is expected to choose a course from among the list of courses.
8. "General Courses" means the courses which are designed to empower the student through learning the skill-sets or information or inculcate the attitudes which are general in nature and may not be directly or indirectly associatd with the subject domain of the academic program to which the student is registered.
9. "Audit Courses" are the courses which the student is expected to complete successfully as per the criteria prescribed in the prospectus for qualifying the award of the academic programa, but the achievements in the said audit course shall not be reported in terms of grade or marks in the mark-sheet or grade-sheet or transcript of the student for the given academic program.
10. "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 3035 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.

Terms Related to Admission and Learning Processes

11. "International Student" means either (a)Students holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries are included as foreign students OR (b) Only those Non Resident Indian students who have studied and passed

the qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries. Students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependants of NRI studying in India will not be included as international students.

The International Students have to pay a University Program Fee which is five time the amount of fee to be paid by a regular (Indian) student. The rules governing the International Students are available at the website of the University.

12. "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 stipulated period of (which is three times minimum period of completion of the program or 8 years from the date of programme registration which ever is earlier). 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**umbers (**PRN**) to its students. The PRN for a student does not change even if takes admission to new program at a new study centre. A PRN is assigned to a student when he is registered for any of the University programme for the first time and assigns his PRN to a new Program, if and when he registers for subsequent programs.
13. "Direct Admission" means admission to a higher program part in comparison to the entry level to a candidate who has completed such of a program or a program-part under another university or board (other than YCMOU) which has been specified by the University in its prospectus as a valid qualification for Direct Admission to a given program or program part. For example a candidate who has successfully completed "Diploma in Dress Designing & Garment Manufacturing" from Maharashtra State Board of Technical Education(MSBTE) is eligibility ible to the program part SY BSc(Fashion Design) as per the prescribed rules mentioned in the prospectus. Such students do not need to take examinations for the courses under FY BSc(FD) and must pay a Direct Admission Fee as prescribed in the prospectus. Such students will get a grade sheet or mark sheet or transcript in which performance of such students will be reported only for the courses which the student has been examined by the YCMOU.
14. "Self Instructional Material" means — a message on a device which when the student interacts with is designed to enhance the chances of the students performing better in the evaluation and in the real life situation for the context of a course of study under an academic program. The example of SIM is a printed textbook or a lecture available in video or audio format or a companion book which is to be used in addition to a reference book or information available on devices like tablet computing devices or mobile smart phones or similar other media. These software are prepared in a manner so that the students should be able to understand the subject matter even in the absence of a teacher.
15. "Session" means — A time slot for a particular activity. Duration of counseling session is normally 2 or 4 clock hours, while for end examination; it is of 3 clock hours.
16. "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.
17. "First Contact Session" means – Session on the first starting day of a programme.
18. "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.
19. "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.

20. "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.
21. "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.

Terms Related to Examinations

22. "Continuous Assessment "(CA) means –the assessment of the performance of the student during the learning phase of the academic schedule. CA are normally conducted by the SC through evaluation strategies (i.e. papers) designed either by the YCMOU or the SC. The specific rules regarding the reporting of marks/grade in CA and their effect on the successful completion of the courses are mentioned in the prospectus for the various programs.
23. "End Examination (EE)" means an examination conducted by the University under its supervision and control (i.e., through the question papers prepared under its supervision and examination conducted under its supervision and control). . The specific rules regarding the reporting of marks/grade in EE and their effect on the successful completion of the courses are mentioned in the prospectus for the various programs.
24. **"Letter Grade"** is an index of the performance of students in a said course. Grades aredenoted by letters O, A+, A, B+, B, C, P and F
25. "Grade Point" is an numerical value assigned to a grade point (for example 0 for F, 4 for D, etc). The UGC recommends a 10-point grading system with the following letter grades and points as given below:

Letter Grade and description	Grade Point
O (Outstanding)	10
A+(Excellent)	9
A(Very Good)	8
B+(Good)	7
B(Above Average)	6
C(Average)	5
P (Pass)	4
F(Fail)	0
Ab (Absent)	0

26. "Successful Completion of the Course" means —either course is exempted as the student may have been given Direct Admission to a higher program part **or** student secures prescribed level of performance in terms of the marks or grade in the examination head as specified in the prospectus for the given program and for the given course. In other words, if you have been given Direct Admission to the SY of BSc(MGA) program, it means that you have successfully completed all the courses in the FY BSc(MGA) program. Alternatively, if you have secured enough marks (say 55% in aggregate and 60% in EE) in a course, say MGA101 of BSc(MGA), which marks are enough to declare you passed in the said course, then you have successfully completed MGA101 course.
27. Semester Grade Point Average (SGPA) is a number which is the weighted average of the grade points (with Credits serving as the weights) for a semester.

$$SGPA = \frac{\sum_{i=1}^{N_s} G_i \times C_i}{\sum_{i=1}^{N_s} G_i}$$

(Here, G_i stands for Grade Point for course with label i, C_i stands for Credit Point for course with label i, $N_s$is the number of courses in Semester s.)

28. Cumulative Grade Point Average (SGPA) is a number which is the weighted average of the grade points (with Credits serving as the weights) for all courses in the entire program, or the program parts which are used to define the division/class/grade for the given program.

$$CGPA = \frac{\sum_{i=1}^{N} G_i \times C_i}{\sum_{i=1}^{N} G_i}$$

(Here, G_i stands for Grade Point for course with label i, C_i stands for Credit Point for course with label i, N is the number of courses in the entire program or program parts which are used to define division/class/grade for the given program.)

29. "Credit Transfer" means — The University grants Credit Transfer to certain courses of these programmes, to the students who have already successfully completed certain other programmes offered by the YCMOU as per the rules and processes mentioned in the prospectus. 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.

Terms related to Fees

30. "University Program Fee (UPF)" means the fees collected by the University from the candidate for offering the services including registration, tuition, examination, subscription to various schemes of the government like Inter-university sports festival, and towards contribution to a development fund. The UPF is collected at the tine of admission to a program or program-part.
31. "Study Centre Fee" means the fees charged by the Study Centres towards the various services to be given to the students including instructions and conduct of practical sessions and counseling sessions, continuous assessment, etc.
32. "Late Fee" is the fees collected by the University from the student for having crossed the prescribed last date of a service (without late fee).
33. "Direct Admission Fee" is the fee chargeable by the University from the students for having granted direct admission to a higher program part than the entry level and thus saving the time for completion of the academic program. It may be formulated to be Rs1500 per year saved.

PROSPECTUS IN THE FORM OF ANSWERS TO FREQUESNTLY ASKED QUESTIONS

(We have tried to put the sequence of questions in the logical order of complexities. Thus questions which should be asked by candidates before he takes admission are placed in the beginning. These are followed by the questions which may arise after he has taken admission and then progresses towards examination, certification and post-certification processes. However, perceptions may differ on sequence in which the questions may be placed.)

1. KNOW YOUR UNIVERSITY (ABOUT YCMOU)

1.1 When was it established? What are its aims, objectives and mission?

YCMOU came into being on 1st July, 1989 by Act XX of the Maharashtra State Legislature. The University is recognised under section 12 (B) of the UGC Act.
(SeeAppendix 1(A))
The Mission statement of the YCMOU can be summarized in the following manner**:**

"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'."

Objectives

1. To make higher, vocational and technical education available to large sections of the population.
2. To pay special attention to the needs of the disadvantaged groups, in particular, people in rural areas and women.
3. To relate all courses to the developmental needs of individuals, institutions and the State.
4. To provide an innovative, flexible and open system of education by using distance teaching methodology and by applying modern communication technologies to education.
5. 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.
6. To provide post-graduate studies and research opportunities in all fields of knowledge, especially in educational technology, distance education and development communication.

1.2 Are the qualifications (degrees, diplomas, certificates) accepted for recruitment and promotion?

Yes, the qualifications (certificate, diploma, degree) are accepted for recruitment and promotion as per the various policy statements, letters from the UGC, Governments of India and of State of Maharashtra. Government of Maharashtra has resolved that a person who has completed the Preparatory Examination of the YCMOU and thereafter has successfully completed all the courses in First Year of a graduate program of the YCMOU will be treated on par with persons having completed 12th from a Board (like HSC). The graduate of this university are entitled to vote in graduate constituencies of State Council as per rules. You may find these letters at Appendix 1(B) and 1(C).

1.3 Are the qualifications equivalent to those of other boards, universities or approved by national level apex bodies like NCTE, AICTE, Rehabilitation Council of India?

The University Grants Commission has granted recognition to the YCMOU under section 12 (B) of the UGC Act (see Appendix 1(A)), which makes this university at par with any other statutory university in India. Further, as per the letter dated 14/10/2013 from the UGC, degrees awarded by

Open and Distance Learning institution (including YCMOU) are treated at par with those by conventional universities (see Appendix 1(D))

The following programs are approved by the National Council for Teacher Education (NCTE): Bachelor of Education (B.Ed.). (See Appendix 2(A))

All the programs are recognised by the University Grants Commission (See Appendix 2(B))

Regarding the other programs the following may be noted:

The YCMOU has been established by an Act (XX of 1989) of the Maharashtra State Legislature on 1 July 1989 and has been recognized under section 12(B) of the UGC Act 1956. The UGC has recognized the degrees and diplomas awarded by state open universities like YCMOU to be on par with degrees and diplomas awarded by any other traditional university in the similar subject areas. The Government of Maharashtra has also mentioned the qualifications earned at the YCMOU to be acceptable under the recruitment and promotion rules. The qualifications awarded by the YCMOU are recognized to be on par with the qualification of the similar level (UG degree, PG degree, diploma, etc) of similar subject areas after due consideration of the entry qualification, duration of the program and course contents by other traditional universities.

The university being an autonomous body has liberty to design, implement and award qualifications which may not be similar to the design, methodologies and content of other traditional universities or statutory Boards or Councils at national or state levels. The programs designed by the university are as per the guidelines issued by the University Grants Commission from time to time. The qualifications awarded by the university in respect of such programs are not designed to be equivalent to the diplomas awarded by other universities or Boards in **formal** sense. The university will not be issuing any certificate or letter to that effect to any students or candidates. The candidates are advice to take informed decisions in this regard.

1.4 Which are the salient features of academic programs? How do the teaching and learning take place in YCMOU?

The students would work in the actual work situations to complete the program. These academic programs 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.

Well-qualified counsellors at Study Centre solve student's difficulties, during the counselling sessions. Students have to perform practical only at the study centre laboratories, during practical sessions, under supervision and guidance of counsellors.

Activities at the study centres 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. The continuous assessment (CA) is conducted to facilitate feed back to the learners on the progress of their learning. Practice Examination for each theory course may be 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 semester or year for all courses, are conducted directly by the university. For some of the courses, the university may conduct the Online On demand examinations.

1.5 Tell me about the various Schools of Studies under YCMOU?

The YCMOU offers its various academic programs through eight Schools of Studies (or Schools in short) and one division. These are;

a. School of Humanities and Social Sciences,
b. School of Commerce and Management,
c. School of Education,

d. School of Agriculture Sciences,
e. School of Architecture, Science and Technology,
f. School of Computer Science,
g. School of Continuing Education and
h. School of Health Science.
i. Academic Services Division

The Schools/Division are headed by Directors who arrange to plan, supervise, develop and organise the various activities related to academic programs assigned to their respective Schools. These activities mainly include designing an academic program (which includes defining parameters such as courses, curricula, fee structure, evaluation methods, teaching-learning strategies, etc) and development of the program (which includes preparation of the learning and evaluation resources such as printed books, multimedia content, question bank items along with model answers, blue-print of question paper, etc.) The Schools also provide support to the offices of Controller of Examinations, Evaluation Division, Registration Section, Stores and Dispatch in providing expert inputs (such as information on counsellors, experts to be used as examiners, infrastructures expected at the Study Centres to carry out instructions and examination activities) to carry out their administrative functions. The Schools place policy documents as items for considerations and decisions to the authorities like Academic Council, Planning Board, Finance Committee, Board of Examinations and Board of Management. This enables these authorities to take decisions of academic, legal and administrative nature.

1.6 What are the various types of courses and how are they evaluated?

A program consists of a number of courses as mentioned in the course structure for that program in this document. Some courses are core courses and it is compulsory to study such courses. Some other courses are electives and a student has a choice to opt any one of the courses from a group of such elective courses. Some other courses are audit courses. That means that the student needs to only successfully complete such courses and the marks or grades obtained in such courses do not affect the aggregate score of marks or the cumulative performance of the student or the overall division or class or grade in the program.

Another way of classification of courses is by its nature.
A course may be **theoretical** in nature and is evaluated through the written examination.
Another type of courses is that of **practical courses**, where students learn the content through practical or experimental or activities which develop the skill level of the students. Such courses are evaluated by Practical Examinations which involve performance in the presence of appointed evaluation panel, evaluation of the examinee's performance during the learning phase through evaluation of work-books and further evaluation of examinee's expression and understanding through Viva Voce.
A further type of course component is that of **Tutorial component**, where students learn the content through practical or experimental or activities which develop the skill level of the students. Such courses are evaluated by Term-Work Examination which involves evaluation of the examinee's performance during the learning phase through evaluation of tutorial-books and further evaluation of examinee's expression and understanding through Viva Voce.

Some courses are **Theory-cum-practical courses** which involve theoretical understanding of concepts as well as practical session based on the theoretical concepts. The evaluation of such courses has both theory as well as practical components.
Yet another kind of courses are **Project courses** in which the learner is expected to undertake a task which involves a fairly large number of connected practical activities leading to fulfilment of a well-defined objective of practical significance. The entire exercise in such cases is so big that student can not perform the practical activity in the limited time period of the examination schedule. Hence the evaluation

of the performance is judged though the Project Report and Presentation/Viva Voce conducted by the expert panel.

The evaluation pattern for each of the program is elaborated in the program-specific part.

1.07 SIMULTANEOUS REGISTRATION

The UGC has stipulated about how many programs can be registered simultaneously by a student. The letter of UGC is given at the Appendix 3.

1.08 RE-REGISTRATION

The student is registered to a Program for a duration which is equal to three times the duration of the program or eight years whichever is less. Thus, if you take admission in a Diploma program of 1 year duration, you may complete the program by clearing all the courses in three years time. On the other hand, if you take admission in a graduate program of three years duration, the registration is valid for 8 years. If you could not complete the program in the stipulated time, your performance in the examinations for the program shall be treated as null and void.

1.09 RE-ADMISSION

If a student fails to complete the program in stipulated duration as mentioned in the Section 1.08 above, he may seek readmission to the same or similar program as a fresh candidate. You will need to take admission afresh and clear all the courses as per the requirements of the program. You may avail the course exemptions to the courses which were successfully completed by you under the old program, if the exemption rules for the specific program to which you seek admission. In case the courses or the programs have been delisted (not offered) such readmission will not be possible.

1.10 RESERVATION

For those programs in which there are limited seats, some of the candidates are to be denied admission. The reservation policy of the State of Maharashtra is used to allocate the seats to the candidates. A merit list based on the criteria as mentioned in the additional information of the specific program is prepared. Fifty per cent seats are earmarked to unreserved (UR) candidates. This means that allocation to these seats is done on the basis of high score in the merit list without consideration to the cast or category of reservation. The remaining fifty percent seats are filled according to the following table.

Sr.No	Category of Reservation	Reservation
1	Schedule Castes and Schedule Caste converts to Buddhism (SC)	13.0%
2	Schedule Tribes (ST	7.0%
3	VimuktaJati (VJ) / De notified Tribes (DT) (NT-A	3.0%
4	Nomadic Tribes 1 (NT-B)	2.5%
5	Nomadic Tribes 2 (NT-C)	3.5%
6	Nomadic Tribes 3 (NT-D)	2.0%
7	Other Backward Classes (OBC)	19.0%
	Total	50.0%

1.11 SCHOOLARSHIPS, FREESHIPS, EARN AND LEARN SCHEMES

The candidates belonging to the backward classes are required to follow the procedure adopted by the Government of Maharashtra (GoM) or Government of India (GoI) to secure the Scholarship and Freeship as per the rules framed by GoM or GoI.

The University offers programs in which the employing institutions offer a unique advantage of earning while learning.

1.12 WHAT ARE RULES FOR INTERNATIONAL STUDENTS?

The university reserves the right of not offering admission to the International Students or suspends the process of admitting international students for academic years at its discretion. Please see whether the category of International Students is available on the online admission portal.

1. Introduction:

These rules are framed to formulate the procedure to be followed for the eligibility and admission of international students to various programs.

2. Office:

There will be an International Students Cell (ISC) under the Students Services Division, YCMOU set up to deal with admission and guidance of international students. This Cell will not only control the admission of the students but will also provide necessary guidance for securing admission. All letters relating to international students should be addressed to the International Students' Adviser.

3. International Students:

Under these Guidelines, 'International Students' will include the following:

i. **Foreign students:** Students holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries are included as foreign students.
ii. **Non Resident Indians (NRI):** Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries. Students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependants of NRI studying in India will not be included as international students.

Entry level status of International students on entry to the country will be maintained.

4. Documents required for admission of International Students:

i. **Visa:**All the international students will require a student visa endorsed to this Institution for joining full time courses. No other endorsement is acceptable. Students wishing to join a research programme will require a research visa endorsed to this Institution. The visa should be valid for the prescribed duration of the course. It will be duty of the student to renew the visa and permission to stay in India from the competent office and submit a photocopy to the ISC. A visa is not required for NRI students. Students who are doing full time courses, in some other institutions, do not require a separate visa for joining part time courses provided that their current visa is valid for the entire duration of the course. The student who have got student visa for a program or course other than that from YCMOU shall get the permission to change the program or course from the competent authority and submit the copy of the said permission with the ISC.
ii. **No Objection Certificate:** Students no longer require a No Objection Certificate, for joining professional courses. (This has been withdrawn by the Government of India vide letter No. F.No.33-17/2002-U.4 dated 20th August 2004.)
All international students wishing to undertake any research work or join a Ph.D or M. Phil.

programmes will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development Government of India and this must be on the research visa endorsed to this Institution.

5. Eligibility Qualifications:

The qualifications required for eligibility for admission to different courses can be checked in detail from the prospectus. Only those students who have qualified from foreign Universities or Boards of Higher Education, recognized as equivalent by the Association Of Indian Universities (AIU) are eligible for admission. When required, a reference will be made to AIU to check the equivalence.

6. Admission of International Students:

Admission of all the international students will be done through the International Students' Cell. Students will generally be admitted in the beginning of the course. However students can also be admitted as transfer cases in the middle of the course from other institutes or university.

The admission of international students is done in two stages. First, a student wishing to join the institute gets the application form and the information on the eligibility requirements, courses available and admission procedure from the prospectus or the website of the Institution. The application for provisional admission is then submitted to the International Student's Cell along with the prescribed fees. The Cell will then check the eligibility and issue the **provisional admission** letter. This is required to get the visa and to complete other formalities.

After getting provisional admission, the student should get the student visa and complete all other formalities. The student should then report for final admission to the ISC and study center selected by the candidate. The next step is to fill up the admission form from the concerned institute and pay the required fees. After this, the student should undergo the medical examination. Once this is done, the final admission is given.

The international students will pay the fees Indian Rupees. Following fees are normally payable to secure provisional admission. Form Fees (included in the cost of bulletin, if purchased); Eligibility Fee and Program Fee.

7. Transfers & Change of Course:

An international student who has been granted admission to a particular course shall not be allowed to change the course. Transfer from one institution in India to another is also not allowed ordinarily. In exceptional cases, the International Students Cell may permit this - based on the availability of the course, eligibility rules and permission of the Competent Authority of the Institution.

8. Discipline

The international students will abide by all the rules of Institution and the code of conduct as applicable to Indian students doing same courses.

9. Examination and Award of Degrees & Diplomas

The procedure for examination, payment of examination fees, issue of mark list, issue of passing certificates and award of degrees will be same as for the Indian students doing same courses.

10. Conclusion

The above rules will be applicable for admissions done after the issue of these rules. In case there are any differences on the interpretation of rules then the opinion of the International Students Cell will be final. The fees are liable to revision and students will have to pay the revised fees when applicable. On the points not specifically covered, the decision of the YCMOU authorities will be final.

1.13Please tell me details about the EVALUATION PATTERN.

The university wishes to apply uniform set of rules to most of the programs which it offers. However, there may be different Evaluation Patterns for some programs either due to differing standards which the apex institutions or the professional bodies for the profession impose. Candidates are advised to refer to section 2.02 for the Evaluation Pattern for the program chosen.

(A) GENERAL EVALUATION PATTERN (Applicable to the programs of School of Continuing Education)

General:

A student shall need to successfully complete all the courses in the academic program (including Industrial Training course, if any) to successfully complete the academic program.

The performance at the examinations for all the courses in the academic program (except those which are "exempted") shall determine the overall class or division or Cumulative Grade Performance Average (CGPA).

(A.1) Marks system:

1. For the purpose of evaluation, there shall be five types of courses, namely, (i)Theory Courses (ii) Practical Course (iii) Theory-plus-practical Courses (iv) Industrial Training Course (v) Project Course (vi) Term Work

2. For theory courses, there will be two components in examination, namely, (i) Continuous Assessment (CA) and (ii) End Examination (EE). The maximum marks for theory courses (EE+CA) shall be 25 per credit. Thus, a 2-credit course shall have maximum marks (EE+CA) of 50, a 3-credit course shall havemaximum marks (EE+CA) of 75 and a 4-credit course shall havemaximum marks (EE+CA) of 50, etc. EE shall be of maximum marks equal to 80% marks of the total (EE+CA) marks and CA shall be of maximum marks equal to 20% of the total (EE+CA) marks.

3. The Continuous Assessment (CA) for a Theory Course shall consist of activities including assignment, class test and seminars to be set, organized and evaluated by the respective study centre. The marks obtained by each student (20% of the total marks) in a format given in by examination section must be submitted by the Study Centre (SC) before the commencement of the EE, to the Controller of Examinations (CoE). The mark statement of the students shall be displayed on the Notice Board by the SC and shall be uploaded by the YCMOU on its websites.

4. The EE (of 80 maximum marks for 4 credits, of maximum marks 40 for 2 credit courses) shall be set, organized and evaluated under supervision and control of the Controller of Examination, YCMOU. For each block of 1 credit of a course, the EE shall have of 5sub-questions of 5 marks each, out of which the examinee will attempt 4 questions, thus the maximum per credit are 20. This means that for a 4-credit course there shall be 4 questions each consisting of 5 sub-questions (of 5 marks each) and the examinee shall attempt 4 sub-questions in each of the questions. Similarly, for a 2-credit course there shall be 2 questions, each consisting of 5 sub-questions (of 5 marks each) and the examinee shall attempt 4 sub-questions in each of the questions.

5. For successful completion of a Theory Course, the examinee must secure at least 40 % marks in the EE AND at least 40% in combined total of CA and EE. In case the candidate does not complete a theory course successfully, (s) he may take the EE as a repeater student by paying requisite fee and by following stipulated procedure. No repeat examination in CA will be taken. (**Explanation**: A person has, (for a 4-credit course of 100 total marks), secured 20 marks out of 20 in CA and has secured 20 marks out of 80 in EE, thus has secured aggregate 40 marks out of 100. She shall not be treated as "passed" because she 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 she has secured more than 40% in EE and more than 40% in aggregate.)

6. There are standard errors of measurements (SEM) in any measurement process, including the psychometric process of student evaluation. To make up for injustice which may cause to examinees failing to secure required minimum marks by less than 1 SEM of marks, "grace" marks are awarded only for the Theory courses and *Theory* part of the Theory-cum-practical courses. There shall be grace marks awarded to examinees to the extent of 4% of maximum marks for the aggregate (CA+EE). Such grace marks shall be added to EE part only if the result of such operation results in the examinee becoming successful in completion of the course. Thus, for theory course of 100 marks (EE+CA), examinees who secured EE marks (out of 80) of 28,29,30 and 31 shall be given grace marks of 4,3,2,1 respectively, provided such addition results in the successful completion of the course. The modified marks shall be shown in the EE part of the mark statement.

7. For Practical Courses an end examination of maximum marks, shown in the course structure, shall be conducted at an examination centre with the facilities of laboratory for conduct of practical activities.

8. The examinees, for the Practical courses, shall be evaluated with the following criteria. Actual Performance of the examinee shall carry a weight of 60%, the workbook Journal 20 %, and a Viva of 20 %. A candidate must secure 40% or more marks out of 100 marks to successfully complete the practical courses.

9. The **Theory-plus-practical** courses shall comprise of the following components, namely, (i) CA based on Theory part (ii) EE based on Theorypart and (iii) Practical Examination based on Practical Activities (Practical part).

10. The CA for a **Theory-plus-practical** Course shall consist of activities including assignment, class test and seminars to be set, organized and evaluated by the respective study centre. The marks obtained by each student (with maximum marks 20% of the total for Theory part) in a format given in by examination section must be submitted by the SC before the commencement of the EE, to the CoE. The mark statement of the students shall be displayed on the Notice Board by the SC and shall be uploaded by the YCMOU on its websites.

11. The EE (with maximum marks of 80% of total for the Theory part) for a **Theory-plus-practical** Course shall be set, organized and evaluated under supervision and control of the Controller of Examination, YCMOU. The EE shall consist of compulsory questions of 5 marks each. **For example**, a Theory-plus-Practical course may be of total 150 marks with 100 marks for Theory part (20 marks for CA, 80 for EE) and 50 marks for Practical part.

12. For Practical Examination for **Theory-plus-practical** Course, an end examination, of maximum marks shown in the course structure, shall be conducted at an examination centre with the facilities of laboratory for conduct of practical activities. The examinee shall be evaluated with the following criteria. Actual Performance of the examinee shall carry a weight of 60%, the workbook Journal 20 %, and a Viva of 20 %of the total marks earmarked for Practical part.

13. A student will need to secure at least 40% marks in EE and at least 40% marks in (CA+EE) of the Theory component of Theory-plus-practical Course and 40% marks in Practical component. **For example**, a Theory-plus-Practical course is of total 150 marks and has 100 marks for Theory part (20 marks for CA, 80 for EE) and 50 marks for Practical part. 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 Theory-plus-practical 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. In case a student does not successfully complete a Theory-plus-practical Course, (s)he may take the following examination as a repeater: End Examination, if he had failed in Combined End Examination plus Continuous assessment part. (b) Practical Examination, if he has failed in Practical Examination.

14. No repeater examination in Continuous Assessment will be conducted.

15. The Project Work type of courses shall carry marks as defined in the course structure. Of these marks to be allotted, 50% marks are to be assigned by Internal Examiner and 50% by the External Examiner. The evaluation will be based on the performance of the examinee in Viva Voce, Project Report and Presentation based on the Project work. The student needs to secure 40% marks in the Project Examination to successfully complete the course.

16. The Term Work type of courses shall carry marks as defined in the course structure. Of these marks to be allotted, 50% marks are to be assigned by Internal Examiner and 50% by the External Examiner. The evaluation will be based on the performance of the examinee in Viva Voce, Project Report and Presentation based on the tern work. The student needs to secure 40% marks in the Term Work Examination to successfully complete the course.

17. The Industrial Training shall be for a duration of 1 Month (for Diploma Programs or programs of duration less than or equal to one year) and 3 Months (for UG/PG degree programs or programs of duration more than one year). The Study Centre shall coordinate the activities of the Industrial Training and shall submit a report of individual student having completed the Industrial Training to the Examination Section in prescribed format and by following stipulated procedure. There shall be no marks allotted for Industrial Training. The student must complete the training and submit the report to that effect through the SC as per the online process of the YCMOU.

Students Evaluation with Grade system:

1. The system of examination shall be same as that with the marking with the following additional changes:

2. The marks scored by the examinee shall be converted into grade points by dividing the marks scored in the aggregate and dividing the resulting number by maximum marks, multiplying the result by ten, retaining the integer part(ignore the fractional part). Thus if a person has secured 56 marks out of 100 marks in aggregate for a course, we get (56/100)x10 which is 5.6. Ignoring the fraction, we get 5 as the grade point.

3. **Letter Grade:** It is an index of the performance of students in a said course. Grades aredenoted by letters O, A+, A, B+, B, C, P and F. The UGC recommends a 10-point grading system with the following letter grades and points as given below:

Letter Grade and description	Grade Point
O (Outstanding)	10
A+(Excellent)	9
A(Very Good)	8
B+(Good)	7
B(Above Average)	6
C(Average)	5
P (Pass)	4
F(Fail)	0
Ab (Absent)	0

(C) EVALUATION PATTERN FOR BACHELOR OF EDUCATION

(Not applicable to the school of continuing education. Hence omitted)

(D) EVALUATION PATTERN FOR SCHOOL OF AGRICULURE SCIENCE

(Not applicable to the school of continuing education. Hence omitted)

1.14 What will be the time table for the academic activities?

The candidates are advised to also check Additional information section for specific programs for more information.

The Academic Calendar will be separately notified.

1.15 What are the rules regarding the payment of fees? Under what circumstances does the YCMOU refund the fees for admission?

i) The fees for the programs shall be collected at the time of student registration which is normally once in a year (some programs of duration 3 months or 6 months have admissions twice in a year).

ii) The fees shall comprise of two components, namely University program fee (UPF) and Study Centre Fee (SCF). The UPF is expected to cover the expenditures incurred or to be incurred by the university on various activities related to the program. The SCF is expected to cover the expenditures incurred or to be incurred by the SC on various activities related to the program.

iii) The candidate shall pay the total fee (including the UPF and SCF) to the university at the time of admission by methods including payment through a secured payment gateway established for the purpose.

iv) The International Students shall pay fees equal to five time that for the regular student.

v) The fess structures (breakup of the fees under various heads) for the programs are given in Annexure 5.10.

vi) University Programme Fee will be refunded only in case the University is not able to conduct the programme due to reasons beyond its control or if the university is not able to fulfil its obligations including the cases where YCMOU does not sanction admission to a candidate when the candidate is Eligible for the admission but the study centre preferred by the student cannot be offered.

vii) The YCMOU shall not be under obligation to pay the UPF for cases where admission is refused to candidate who is not eligible. The University may however consider such cases where bona fide errors may have led to the extra payment. The decision of the Vice Chancellor in such cases shall be final and binding on all the parties.

viii) The students who are required to take examinations to courses as repeater (due to failure to successful completion to the course in their regular attempt) are required to pay a repeater examination fee of Rs 500 per examination session (irrespective of the number of courses).

1.16 REFUND OF FEES

1. The candidate shall pay the total fee (including the UPF and SCF) to the university at the time of admission by methods including payment through a secured payment gateway established for the purpose.
2. The student may cancel admission to a program on which (s)he is admitted and avail the refund of the University Program Fee as per the following schedule, according to the Scheme approved by the UGC (https://www.ugc.ac.in/pdfnews/5437737_UGC-Notice-reg-Fees-refund-Eng.pdf):

Sr No	Percentage of refund (after retaining 10% of UPF)	Point of time on which notice of refund is received by YCMOU
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days of less after formally notified last date of admission
4	50%	30 days or less but more than15 days after formally notified last date of admission
5	00%	More than 30 after formally notified last date of admission

1.17 What are the commitments that a student or candidate has to make before he undergoes the admission process?

The student/candidate has to agree to the Candidate/Student Agreement as given in Appendix 5.

1.18 What are the services which the students should expect from the University and its study centres?

Responsibilities of YCMOU

The students (i.e., the candidates who have paid University Fee and whose application has been accepted by the University and who have been issued a PRN) should get the following services from the University, subject to having paid prescribed fees, if any:

a) Generation of Permanent Registration Number

b) Communication of rules of the programs by such means like website of the YCMOU (this document) and the Self Instructional Material for the Theory Courses either in hard copies (for some programs) or as soft copies through its Website (ycmou.digitaluniveristy.ac and/or ycmou.ac.in)

c) Communication of the examination schedule through its website and the Hall Ticket which would include the photograph and sample signature of the examinee

d) Conduct of the examination

e) Declaration of result of the examination

f) Issue of the valid Certificate, Diploma or Degree certificate.

Responsibilities of Study Centres
The students (i.e., the candidates who have paid University Fee and whose application has been accepted by the University and who have been issued a PRN) should get the following services from their respective Study Centre, subject to having paid prescribed Study Centre fees, as specified by the University:
a) Counselling sessions for addressing academic difficulties after the student has gone through the theory self instructional material prescribed by and/or issued by the YCMOU either as hard copy or as soft copy though its website. The prescribed contact hours for such counselling sessions are minimum 3 hours per credit for theory component.
b) Practical sessions for the prescribed practical activities or laboratory sessions;
c) Assessing the student for Internal Examinations for the theory or practical components as per the evaluation pattern of the program and communicating the marks in such performances within the prescribed time limit to the YCMOU Examination Section;
d) Conducting the examinations as per the directions of the YCMOU for Theory and Practical Courses/Components of the courses

YCMOU shall be answerable to only the services mentioned which are mentioned as the responsibilities of YCMOU. Even though the YCMOU recognises the institutions like colleges or other premises as the Recognised Study Centres for specified programs, the SCs are not under direct control of the YCMOU and hence YCMOU may not be able to take responsibility for non-provision of any services mentioned as Responsibilities of Study Centres in any forums like Courts of Laws or Consumer Forums.

YCMOU shall not be responsible for any dispute connected with any services other than those mentioned as Responsibilities of Study Centres which may have been negotiated by and between a Students and his SC through mutual convenience or contract.

YCMOU does not direct any SC to retain or keep the original documents like marksheets or certificates for any purposes. The offices of SCs are expected to return the original documents immediately after verification if required. Only the concerned SC shall be responsible for any loss of such documents or any other issues arising out of keeping of the original documents.

1.19 WHERE AND HOW TO FIND THE STUDY CENTRES FOR GIVEN PROGRAM?

The candidate can find the study centre online on the "Study Centres" tab at the home page of University's website. The candidate can register and obtain a User Id which will enable him to attempt to register (take admission) for a program. In this process, the candidate is guided through the process which includes listing of Study Centres for given program. This enables the candidate to find whether SC exists at the location of her choice.

1.20 Methods and Media used in Self Instructional Material (SIM) Delivery

Depending on the nature of the programs the Study material are delivered in various media.The printed copies of learning resources in self instructional format for all programs are made available to the students through recognised study centres. The electronic version of the learning resources including the lectures, instructional material, lectures in mobile-ready formats for most of the programs are available freely on the website (http://ycmou.digitaluniversity.ac).

1.21 HOW TO CHANGE STUDY CENTRE, SUBJECTS, UPDATE INFORMATION IN STUDENT PROFILE

The candidate must fill in the application form online with due care and diligence. The University strongly discourages change in profile or that of Study Centre.

A fee of Rs 300 is imposed on every instance of change in Student Profile or that of Study Centre. The Study Centre can be changed only during admission to the program in successive program part (for example, you may change the study centre when you register for second year of BA program). While changing study centre the student must take a No Dues Certificate from the previous study centre and a No Objection Certificate from the new study centre.

1.21CAN THE ELECTIVE COURSES BE CHANGED?

Under no circumstances the University shall allow changes in the elective and or audit courses.

1.22 WHOM TO CONTACT FOR WHAT?

No.	Type of query	Whom to contact?
01.	Academic Matters	Director Concerned School/Division
02.	Programme Operation Study Centre Management	Registrar, Y.C.M.O.U.
03.	Examination and Result Related Matters	Director, Evaluation Division and Controller of Examination, Y.C.M.O.U., Nashik
04	Admissions Related Matter	(1) Regional Director, Respected RC (2) RegistrationSection, Y.C.M.O.U., Nashik nondni@ycmou.digitaluniversity.ac
05.	Difficulties in any course, at the study	Counsellor, at the Study Centre
06.	Other general difficulties and Planning of academic activities, at the Study Centre	Programme Coordinator, at the Study Centre
07.	Serious Difficulties at the Study Centre	Study Centre Head at a StudyCentre, IF FURTHER NOT RESOLVED: THE REGISTRAR, YCMOU, and DIRECTOR OF CONCERNED SCHOOL/DIVISION

1.23 HOW TO GET HELP IN SORTING MINOR ADMINISTRATIVE DIIFICUTIES?

The university is developing a mechanism on the University's portal in which the candidate or student can present the minor administrative difficulty faced by him. The university also employs helpline support at telephone numbers given at the portal.

1.24 WHERE ARE THE REGIOANL CENTRES LOCATED?

Sr. No.	*Regional Center*	*Address*	*Tel. Fax No.*
01.	Amravati	Yashwantrao Chavan Maharashtra Open University, Amravati Regional Centre, V.M.V. Road to Valgaon Road, Post. V.M.V., Amaravati-444604	Tel No.0721-2531444 Fax. No. 0721-2531445
02.	Aurangabad	Yashwantrao Chavan Maharashtra Open University, Aurangabad Regional Centre, C/o, Devgiri College, Station Road, Aurangabad-431001	Tel No. 0240-2335798 / 2356826 Fax No. 0240-2335798
03.	Mumbai	Yashwantrao Chavan Maharashtra Open University, Mumbai Regional Centre, C/o, JagannathShankarsheth, Primary Muncipal School, 2nd Floor, Frear Breech (South), Nana Chouk, Grant Road (West), Mumbai-400007.	Tel No. 022-23874186 / 23813256 Fax No. 022-23826135

04.	Nagpur	Yashwantrao Chavan Maharashtra Open University, Nagpur Regional Centre, Subhedar Hall, University Sports Area, Law College Campus, Amravati Road, RavinagarChouk, Nagpur-440001	Tel No. 0712-2553724 / 25 Fax No. 0712- 2553725
05.	Nashik	Yashwantrao Chavan Maharashtra Open University, Nashik Regional Centre, Old Corporation Building, 2nd Floor, New Pandit Colony, Nashik-422002	Tel. No. 0253-2317063 Fax No. 0253-2576756
06.	Pune	Yashwantrao Chavan Maharashtra Open University, Pune Regional Centre, ShahirAnnabhauSathePrashalagruha, Corporation School No. 5 (Boys), 654, Opp. SadashivPethHaud, KumdhekarMarg, Pune-411030	Tel No. 020-24491107 Fax No. 020-24457914
07.	Kolhapur	Yashwantrao Chavan Maharashtra Open University, Kolhapur Regional Centre, Shivaji University Campus, Near Post Office, Vidyanagar, Kolhapur-416004	Tel No.0231-2607022 Fax No. 0231-2607023
08.	Nanded	Yashwantrao Chavan Maharashtra Open University, Nanded Regional Centre, C/o, Smt. Indira Gandhi AdhyapakMahavidyalaya, LaturPhata, Vasarni Road, Nanded-431603	Tel No. 02462-259940/50 Fax 02462-259940

1.25 How should I take admission to a program?

The admission process is as follows:
The programs of YCMOU are offered through online admission process. You are advised to do the following in order to secure admission.

1. Go though the prospectus meticulously. Ensure that you are eligible for the admission and you possess all the required document which will prove your eligibility. The following is a typical list of documents which you will need:

   i. Proof of date of birth (Driving Licence OR PAN card OR Aadhar card (with date of birth) OR Leaving certificate OR Passport OR Election Voter card)

   ii. Passing certificate and/or Mark sheet showing that you have passed the qualifying examination

   iii. In case there is an entrance test for this program, you will need the statement or certificate showing that you have cleared the entrance test

   iv. If you belong to a backward class, you will need cast certificate, cast validity, non-creamy layer, certificates (depending on the rules for the category)

   v. If you belong to a category of disadvantaged class (e.g., visually impaired) you will need documents as proof of your status

2. You are required to get these documents scanned (with a resolution of at least 72 dot per inch) to get scanned images which are readable and have decent quality. You may take help from your friends or professionals at shops or our study centres.

3. You are required to have a mobile number and an email identity (email id). The email id can be easily generated using gmail.com, yahoo.co.in, hotmail.com, rediffmail.com or any other service provider. These are required as you will be getting the information of your password, status of admission etc on these.
4. You are expected to pay the University Fees using electronic money transfer facilities like Debit Card or Credit Card or Internet Banking or Mobile Money Identifier (MMID) or through the cash deposits at the State Bank of India. The banks charges will apply extra depending on the channel of fund transfer and bank. It is advised that you use your own bank account for making electronic payment. In case the fees need to be refunded (for a reason of University not able to fulfil its stated responsibility) the refunded amount will be credited back to the same account (from which the fees transaction initially was made). Hence, if you use your own account you will get the benefit of such service.
5. If you do not have Savings Bank account, you may open such account with debit card or net banking facilities with any of the banks with zero balance facility (that is, it will not be compulsory for you to keep a minimum balance as per the rules) and a debit card and net banking facilities.
6. You also need to have an access to a computer with internet connection. If you do not have such connection, you may go to a cyber cafe, a study centre, a friend or any other similar location.
7. Once you have done the initial preparation as mentioned above, you may proceed with the online admission. You will click on the Home page of the official websites of the university (ycmou.digitaluniversity.ac or www.ycmou.ac.in).
8. The details of the online admission process with detailed screen images are given in a separate document. A video clip to help you in the online process is also available.
9. You will be guided through a series of web pages which will be generated for you as per your response.
10. If you already have a 16 digit PRN, you will select the channel of admission by clicking on ycmou.digitaluniversity.ac on the appropriate link. Please do not select the link “If you do not have 16 digit PRN click here” if you have 16 digit PRN even if you are taking admission to the first year of another program.
11. Similarly if you do not have a 16 digit PRN select appropriate link at the opening page of the ycmou.digitaluniversity.ac. You will need to “register” for the website application procedure by typing in the email id, date of birth, mobile number and name. You will receive a user id and one time password.
12. After completing the typing of all the details asked by the system, you will be prompted to upload scanned documents to the system as per the details submitted by you.
13. After you have uploaded all the documents you make payment using either electronic payment (debit card or credit card or MMID or internet banking). Please see our booklet on how to make payment online available on the website.
14. In case you do not have electronic payment methods available to you, chose the option of “Electronic Challan” on the system. You can print a Payment Deposit Slip and after two working days go to the branch of SBI and pay the fees by cash. Remember to check that the transaction number is written at the appropriate places in clear and legible handwriting.
15. You may be required to enter the transaction number on the appropriate boxes by logging in as a user on the university website for reconciliation.
16. The admission will be confirmed after your admission records are verified by the university staff by online method.

2. INFORMATION IN BREIF ABOUT ALL PROGRAMS ON OFFER

2.01 Where can I find information about withdrawn programs?

This prospectus shows the programs on offer only. The programs which are withdrawn are not shown here. The students of such withdrawn programs shall, unless exigencies require otherwise, be governed by the rules which were mentioned in the prospectus for the academic year of their registration to the programs. The university plans to make available such prospectus on the archive sections of its website.

2.02 Give me brief information on the programs to which I may take admission.

At Appendix 6 you will find a listing of all programs by the Schools which offer the program. For your convenience the most basic information required to take decisions of the admission (registration) process is given.

3.01 HOW CAN I GET PHOTOCOPY OF MY EXAMINATION ANSWERSHEETS?

Prescribed application form and guidelines are available at "Exam Services" Tab at home page of University portal.

3.02 HOW CAN I GET MY EXAM MARKS RE-TOTALED/RE-CHECKED?

Prescribed application form and guidelines are available at "Exam Services" Tab at home page of University portal.

3.03 HOW CAN I OBTAIN THE OFFICIAL TRANSCRIPTS?

Prescribed application form and guidelines are available at "Exam Services" Tab at home page of University portal.

3.04 HOW CAN I OBTAIN THE DEGREE, DIPLOMA OR CERTIFICATE AFTER I PASS?

The students who qualify to the award of the degree or diploma or certificate gets the degree or diploma or certificate at his registered address by Speed Post only.

3.05 HOW TO OBTAIN MIGRATION CERTIFICATE

Prescribed application form and guidelines are available at "Exam Services" Tab at home page of University portal.

3.06 HOW DO I GET DUPLICATE MARKSHEET?

The candidate has to file an FIR with the Police Station and apply to the Controller of Examination in the prescribed form with a fee of Rs100/- to get the duplicate mark sheet.

3.07 HOW CAN I GET DUPLICATE DIPLOMA/CERTIFICATE/DEGREE ?

The candidate has to file an FIR with the Police Station and apply to the Controller of Examination in the prescribed form with a fee of Rs300/- to get the duplicate mark sheet.

3.08 HOW CAN MY EMPLOYER GET THE VERIFICATION OF MY ACADEMIC CREDIENTIALS?

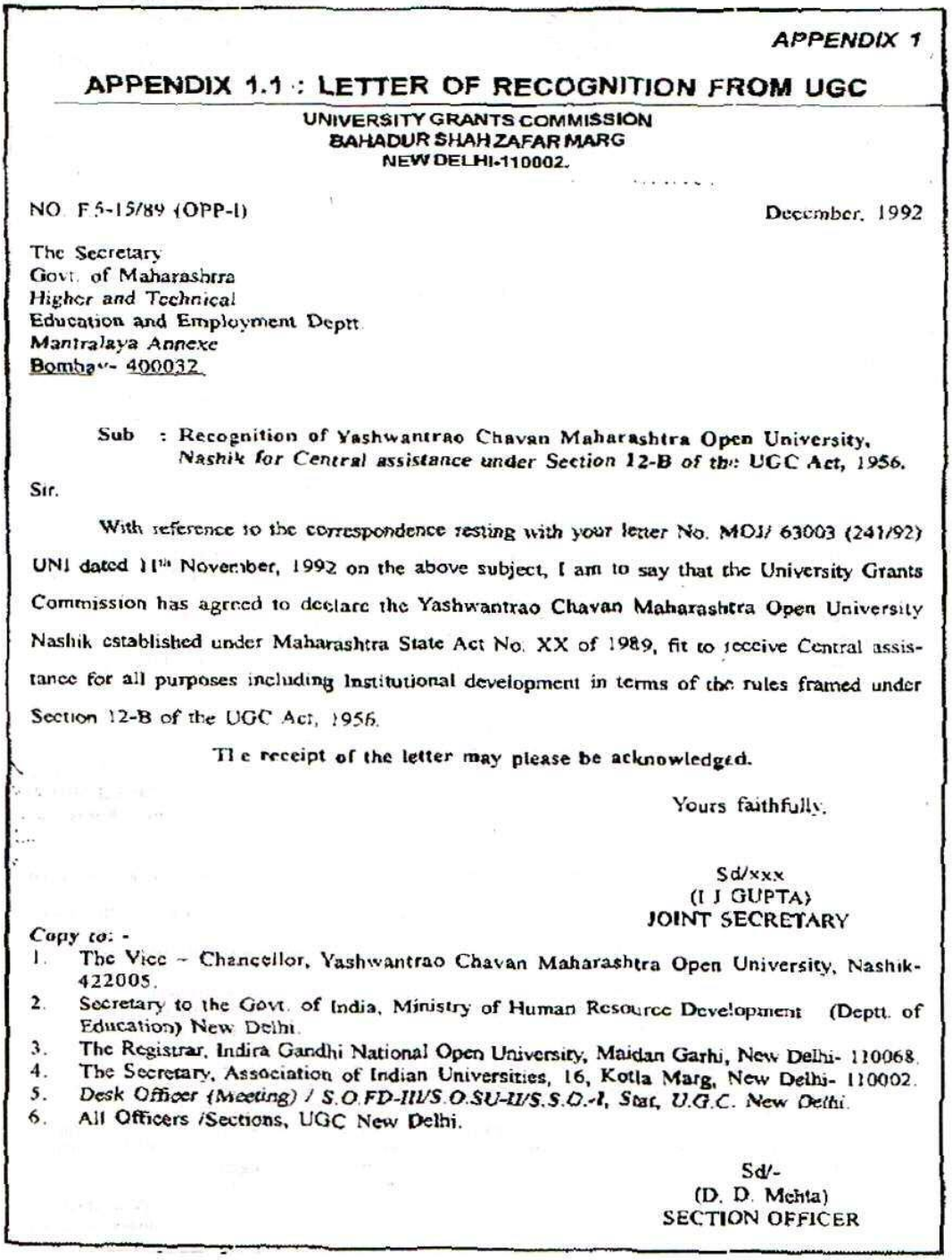
The University has done dematting of the certificates issued by it. The employers may get the certificates verified by an online process.

3.09 WHAT IS THE MECHANISM TO GET MY GREIVANCES REDRESSED?

Prescribed application form and guidelines are available at "Exam Services" Tab at home page of University portal.

APPENDIXES

APPENDIX 1(A): UGC'S LETTER OF RECOGNTION UNDER SECTION 12(B)



APPENDIX 1

APPENDIX 1.1 : LETTER OF RECOGNITION FROM UGC

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002.

NO. F.5-15/89 (OPP-I) December, 1992

The Secretary
Govt. of Maharashtra
Higher and Technical
Education and Employment Deptt.
Mantralaya Annexe
Bombay- 400032.

Sub : Recognition of Yashwantrao Chavan Maharashtra Open University, Nashik for Central assistance under Section 12-B of the UGC Act, 1956.

Sir,

With reference to the correspondence resting with your letter No. MOU/ 63003 (241/92) UNI dated 11th November, 1992 on the above subject, I am to say that the University Grants Commission has agreed to declare the Yashwantrao Chavan Maharashtra Open University Nashik established under Maharashtra State Act No. XX of 1989, fit to receive Central assistance for all purposes including Institutional development in terms of the rules framed under Section 12-B of the UGC Act, 1956.

The receipt of the letter may please be acknowledged.

Yours faithfully,

Sd/xxx
(I J GUPTA)
JOINT SECRETARY

Copy to: -

1. The Vice - Chancellor, Yashwantrao Chavan Maharashtra Open University, Nashik-422005.
2. Secretary to the Govt. of India, Ministry of Human Resource Development (Deptt. of Education) New Delhi.
3. The Registrar, Indira Gandhi National Open University, Maidan Garhi, New Delhi- 110068.
4. The Secretary, Association of Indian Universities, 16, Kotla Marg, New Delhi- 110002.
5. Desk Officer (Meeting) / S.O.FD-III/S.O.SU-II/S.S.O.-I, Stat, U.G.C. New Delhi.
6. All Officers /Sections, UGC New Delhi.

Sd/-
(D. D. Mehta)
SECTION OFFICER

APPENDIX 1(B)

G.R. of Equivalency and Approval of State Govt. of Maharashtra for Degree's and Diploma's of Open Universities

मुक्त विद्यापीठाच्या पदव्यांना समकक्षता व शासनमान्यता

(१) अन्य विद्यापीठांच्या पदवीशी समकक्षता

मा. शिक्षण संचालक (उच्च शिक्षण) महाराष्ट्र राज्य यांच्या पत्र क्र. समक (उ. शि.)/१०९४/३२८६१/मवि-१, दि. ३० ऑक्टोबर १९९५ च्या पत्रान्वये 'केंद्रीय किंवा राज्य विधिमंडळाने अधिनियमाद्वारे भारतातील विद्यापीठाने दिलेली पदवी/पदविका आणि संसदेने अधिनियमाद्वारे इतर शैक्षणिक संस्था प्रस्तावित केलेल्या आहेत किंवा विद्यापीठ अनुदान आयोग अधिनियम (१९५६) मधील कलम क्र. ३ अन्वये मानीव विद्यापीठे घोषित केली आहेत अशांच्या बाबतीत पदवी किंवा पदविका मान्यता देण्याबाबतचे औपचारिक आदेश विद्यापीठाने काढण्याची आवश्यकता नाही'.

यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ हे महाराष्ट्र राज्याच्या विधिमंडळाने अधिनियमाद्वारे (कायदा क्र. २०/१९८९) स्थापन केलेले विद्यापीठ असून त्यास विद्यापीठ अनुदान आयोगाचीही मान्यता आहे. **त्यामुळे या विद्यापीठाची पदवी इतर विद्यापीठांच्या पदवीशी समकक्ष आहे.**

(२) विद्यापीठ अनुदान आयोगाची मान्यता

विद्यापीठ अनुदान आयोग, नवी दिल्ली यांनी त्यांचे पत्र क्र. F/S-15/89 (CPP-I) दि. ८ डिसेंबर १९९२ नुसार विद्यापीठ अनुदान आयोगाच्या १९५६ च्या कायद्यातील कलम १२-बी अन्वये यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठास मान्यता दिली आहे.

(३) महाराष्ट्र लोकसेवा आयोगाची मान्यता

उपसचिव व परीक्षा नियंत्रक, महाराष्ट्र लोकसेवा आयोग, मुंबई यांच्या पत्र क्र. १४७७ (१७/१९९४/कक्ष) **दि. १७ फेब्रुवारी १९९४ च्या पत्रातील मान्यतेसंबंधीचा मजकूर – 'यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ हे संविधिमान्य (Statutory) असल्यामुळे आपल्या विद्यापीठाच्या पदवीधर विद्यार्थ्यांकडून आलेले अर्ज देखील इतर मान्यताप्राप्त विद्यापीठांच्या पदवीधर उमेदवारांकडून आलेल्या अर्जांप्रमाणेच आयोगाकडून विचारात घेतले जातील'**

मुक्त विद्यापीठाच्या पदवी/पदविकांना महाराष्ट्र शासन मान्यता

विद्यापीठ अनुदान आयोगाने मान्यता दिलेली विद्यापीठे

राज्य सेवेतील पदासांठी पदवी/पदविकास मान्यता

महाराष्ट्र शासन

सामान्य प्रशासन विभाग

शासन निर्णय : क्रमांक आरजीडी-१३९४/प्र.क्र. २१/९४/१३,मंत्रालय, मुंबई ४०००३२, दिनांक ८ मार्च १९९५

वाचा : (१) सामान्य प्रशासन विभाग, शासन निर्णय क्रमांक आरजीडी-१०६१/१८९६७/११४ - जे दिनांक २१ ऑगस्ट १९६९

शासन निर्णय : महाराष्ट्र लोक सेवा आयोगाशी विचार विनिमय करून उपरोक्त दिनांक २१ ऑगस्ट १९६९ च्या आदेशाद्वारे असा निर्णय घेण्यात आला होता की, केंद्र अथवा राज्य विधिमंडळाच्या अधिनियमाद्वारे स्थापित झालेली विद्यापीठे, संसदेच्या अधिनियमाद्वारे स्थापन झालेल्या इतर शैक्षणिक संस्था, किंवा विद्यापीठ अनुदान आयोग अधिनियम, १९५६ च्या अंतर्गत भाग ३ अन्वये जाहीर झालेली मानवी विद्यापीठे यांनी प्रदान केलेल्या पदव्या / पदविका तसेच भारतीय वैद्यकीय मंडळ अधिनियम, १९५६ च्या परिशिष्टांमध्ये अंतर्भूत केलेल्या वैद्यकीय व संलग्न विषयामधील पदव्या यांना शासकीय महाविद्यालयातील अध्यापकीय पदे वगळता, **राज्यातील सेवा व पदांवरील भरतीसाठी आपोआप मान्यता प्राप्त झाली असल्याचे समजण्यात यावे.**

(२) सदर आदेशासोबत विद्यापीठ अनुदान आयोगाने मान्यता दिलेल्या वैधानिक विद्यापीठे व संस्थांची यादी जोडण्यात आली होती. आयोग मान्यताप्राप्त विद्यापीठे व संस्था यांची अद्ययावत यादी आता या आदेशासोबत जोडण्यात आली आहे. शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक आरजीडी - १०६१/१८९६७/९१४/जे दिनांक २१ ऑगस्ट १९६९ मध्ये नमूद केलेल्या आणि वर परिच्छेद १ मध्ये उद्धृत केलेल्या हेतूसाठी सदर सर्व विद्यापीठे/संस्था यांनी प्रदान केलेल्या पदवी/पदविकांना आपोआप मान्यता देण्यात आल्याचे समजण्यात यावे.

महाराष्ट्रचे राज्यपाल यांच्या आदेशानुसार व नावाने

दा. र. राणे

अवर सचिव, महाराष्ट्र शासन

प्रति,

(१) राज्यपालांचे सचिव
(२) मुख्य मंत्र्यांचे सचिव
(३) सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई
(४) महालेखापाल, महाराष्ट्र-१, मुंबई
(५) महालेखापाल, महाराष्ट्र -२, मुंबई
(६) निवासी लेखा परीक्षा अधिकारी, मुंबई
(७) अभिदान व लेखा अधिकारी, मुंबई
(८) प्रबंधक, उच्च न्यायालय (मूळ न्याय शाखा), मुंबई
(९) प्रबंधक, उच्च न्यायालय (अपील शाखा), मुंबई
(१०) प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई
(११) सर्व मंत्रालयीन शिक्षण
(१२) मंत्रालयीन विभागांच्या नियंत्रणांच्या नियंत्रणाखालील सर्व विभाग प्रमुख व कार्यालय प्रमुख
(१३) अवर सचिव, भारत सरकार, शिक्षण मंत्रालय, नवी दिल्ली
(१४) निवड नस्ती

वाचा :महाराष्ट्र शासनाच्या उपरोक्त शासन निर्णय क्रमांक आर.जी.डी. १३९४/प्र.क्र.२१/९४/१३ मंत्रालय, मुंबई. दिनांक ८ मार्च १९९५ च्या सोबत जोडलेल्या यादीमध्ये यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ, नाशिक यांची अनुक्रमांक १४६ वर नोंद करण्यात आलेली आहे.

APPENDIX 1(C)

G.R. of equivalency to 10th and 12th

यशवंतराव चव्हाण मुक्त विद्यापीठ, नाशिक व
राष्ट्रीय मुक्त विद्यालय शिक्षण संस्था, नवी दिल्ली यांची
प्रमाणपत्रे शासनसेवेसाठी समकक्ष म्हणून विचारात घेण्याबाबत

महाराष्ट्र शासन
सामान्य प्रशासन विभाग
शासन निर्णय क्रमांक : आरजीडी-१५११/प्र.क्र.८९/१३,
मंत्रालय, विस्तार इमारत, मुंबई-४०००३२
दिनांक : २० मे, २०११.

वाचा

१) शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक : आरजीडी-१३९८/प्र.क्र.६७/९८/१३, दिनांक १० डिसेंबर, १९९८.
२) शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक : आरजीडी-१३०५/प्र.क्र.२४/२००५/१३, दिनांक १२ डिसेंबर, २००६.

शासन निर्णय :

यशवंतराव चव्हाण मुक्त विद्यापीठ, नाशिक येथून प्राप्त केलेली शैक्षणिक अर्हता शासकीय सेवेतील नियुक्तीसाठी ग्राह्य धरण्याबाबत सर्वसाधारण सूचना निर्गमित करण्याचे निदेश मा. महाराष्ट्र प्रशासकीय न्यायाधीकरण, मुंबई यांनी श्री. राजेंद्र घुणकीकर विरुद्ध महाराष्ट्र शासन (मूळ अर्ज क्र. ६७०/२००८) वर दिले आहेत. त्यावर, शासनाने घेतलेल्या निर्णयानुसार यासंदर्भात खालीलप्रमाणे सूचना देण्यात येत आहेत.

१. ''ज्या पदांच्या सेवाप्रवेश नियमात १० वी/१२ वी (माध्यमिक/उच्च माध्यमिक) परीक्षा उत्तीर्ण असणे अशी किमान अर्हता विहित केलेली असेल त्या बाबतीत, महाराष्ट्र राज्य शिक्षण मंडळाची माध्यमिक व उच्च माध्यमिक शालांत परीक्षा उत्तीर्ण नसलेला मात्र, यशवंतराव चव्हाण मुक्त विद्यापीठाची पूर्व परीक्षा उत्तीर्ण होऊन पदवी परीक्षेचे प्रथम वर्ष उत्तीर्ण झालेला **वा** यशवंतराव चव्हाण मुक्त विद्यापीठातून पदवी धारण केलेला उमेदवार पात्र समजण्यात यावा.''

२. बृहन्मुंबईतील लिपिक-टंकलेखक पदावरील नियुक्तीसाठी विहित करण्यात आलेल्या सेवाप्रवेश नियमातील २ (इ) मध्ये ''महाराष्ट्र माध्यमिक व उच्च माध्यमिक मंडळाने नियंत्रित केलेली माध्यमिक शालांत प्रमाणपत्र परीक्षा आणि या परीक्षेस समकक्ष घोषित केलेल्या इतर परीक्षा अंतर्भूत असल्याचे नमूद केले आहे.'' तसेच, उमेदवारांकडे महाराष्ट्र राज्यातील अधिवास प्रमाणपत्र असणेही आवश्यक आहे. राष्ट्रीय मुक्त विद्यालय शिक्षण संस्थान, नवी दिल्ली या विद्यालयाची माध्यमिक शालांत परीक्षा उत्तीर्ण केलेल्या एका उमेदवाराने महाराष्ट्र प्रशासकीय न्यायाधिकारणाकडे दाखल केलेल्या प्रकरणात (मूळ अर्ज क्रमांक २०४/२०१०) राज्य शासनाने लवकरात लवकर निर्णय घ्यावा, असे आदेश दिले आहेत. केंद्र शासनाने कायद्यान्वये स्थापन केलेल्या राष्ट्रीय मुक्त विद्यालय शिक्षण संस्था, नवी दिल्ली (National Institution of Open Schooling, New Delhi) या विद्यालयाची माध्यमिक शालांत परीक्षा (किमान ५ विषयांसह) उत्तीर्ण केलेल्या उमेदवारांना शालेय शिक्षण विभागाने अकरावी प्रवेशासाठी पात्र ठरविले आहे. मात्र, शासन सेवेतील नियुक्तीसंदर्भात समकक्षतेबाबत कोणतेही आदेश नाहीत. केंद्रिय मनुष्यबळ विकास मंत्रालयाने सर्व राज्यांना, राष्ट्रीय मुक्त विद्यालय शिक्षण संस्था, नवी दिल्ली (National Institute of Open Schooling, New Delhi) यांच्याकडून दिली जाणारी प्रमाणपत्रे उच्च शिक्षण व नोकरीसाठी (Employment) ग्राह्य (समकक्ष) धरण्याबाबत कळविले आहे. ही बाब विचारात घेऊन, राष्ट्रीय मुक्त विद्यालय शिक्षण संस्था, नवी दिल्ली यांच्यामार्फत माध्यमिक शालांत परीक्षेबाबत दिलेले प्रमाणपत्र, माध्यमिक शालांत परीक्षा अशी अर्हता असलेल्या पदांवर नियुक्तीसाठी ग्राह्य धरण्याची बाब देखील शासनाच्या विचाराधीन होती. त्यावर, शासनाने घेतलेल्या निर्णयानुसार यासंदर्भात खालीलप्रमाणे सूचना देण्यात येत आहेत.

''राष्ट्रीय मुक्त विद्यालय संस्था, नवी दिल्ली यांची (मराठी व इंग्रजीसह किमान ५ विषयांसह) शालांत परीक्षा उत्तीर्ण झालेल्या व सदर प्रमाणपत्र (Secondary School Examination Certificate) धारण करणाऱ्या उमेदवारांनी, राज्य शासन सेवेमध्ये ज्या ज्या ठिकाणी माध्यमिक शालांत प्रमाणपत्र परीक्षा उत्तीर्ण अशी अर्हता विहित केली असेल त्या त्या ठिकाणी शासन सेवेसाठी शालांत परीक्षा समकक्ष पात्रता आपोआप धारण केली आहे असे समजण्यात यावे.''

३. त्यानुसार, सर्व नियुक्ती प्राधिकारी यांनी कार्यवाही करावी. हे आदेश या आदेशाच्या दिनांकापासून तात्काळ अंमलात येतील.

४. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध असून त्याचा संगणक संकेतांक क्रमांक २०११०५२०१३५१०४००१ असा आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(बा. वि. निकम)
अवर सचिव, महाराष्ट्र शासन

APPENDIX 1(D)

UGC's LETTER DATED 14/10/2013 REGARDING THE DEGREES, DIPLOMA OF THE OPEN UNIVERSITIES TO BE AT PAR WITH THOSE OF TRADITIONAL UNIVERSITIES

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110 002

F. No. UGC/DEB/ 2013
Dated 14.10. 2013

The Registrar/Director
Of all the Indian Universities
(Deemed, State, Central Universities/
Institutions of National importance)

Subject: Equivalence of Degrees awarded by Open and Distance Learning (ODL) Institutions at par with Conventional Universities/ Institutions

Sir/ Madam,

There are a number of Open and Distance Learning Institutions (ODLIs) in the country offering Degree/ Diploma/Certificate programmes through the mode of non formal education. These comprise Open Universities, Distance Education Institutions (either single mode or dual mode) of Central Universities, State Universities, Deemed to be Universities, Institutions of National Importance or any other Institution of Higher learning recognized by Central/State/Statutory Council/Societies registered under the Society Registration Act 1860.

2. A circular was earlier issued vide UGC letter F1 No- 52/2000(CPP-II) dated May 05, 2004 (**copy enclosed**) mentioning that Degrees/Diplomas / Certificates/ awarded by the Open Universities in conformity with the UGC notification of degrees be treated as equivalent to corresponding awards of the traditional Universities in the country.

3. Attention is also invited to UGC circular No F1-25/93(CPP-II) dated 28th 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/ institutions is ensured without any difficulty.

4. The Government of India, in exercise of its power conferred under section 20(1) of UGC Act 1956, issued directions dated 29th December 2012 entrusting UGC with the responsibility of regulating higher education programme in open and distance learning (ODL) mode. Consequently, Universities/ Institutions desirous of offering any programme through distance mode would require recognition of UGC.

5. As you are aware, the Government of India has envisaged a greater role for the Open and the Distance Education System. The envisioned role may be fulfilled by recognizing and treating the Degrees / Diplomas/ Certificates awarded through distance mode at par with the degrees obtained through the formal system of education. Open and Distance Education System in the country is contributing a lot in expansion of Higher Education and for achieving target of GER, without compromising on quality. Non recognition/ non equivalence of degrees of ODL institutions for the purpose of promotion/ employment and pursuing higher education may prove a deterrent to many learners and will ultimately defeat the purpose of Open and Distance Education.

6. Accordingly, the Degrees/ Diplomas/ Certificates awarded for programmes conducted by the ODL institutions, recognized by DEC (erstwhile) and UGC, in conformity with UGC Notification on specification of Degrees should be treated as equivalent to the corresponding awards of the Degree/Diploma/Certificate of the traditional Universities/ institutions in the country.

(Vikram Sahay) 14/2
Director(Admn)
Tel: 011 2323 0405
Email: vikramsahay7@gmail.com

Encl: As above

Copy to:

1. Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi-110 001.
2. Secretary, All Indian Council for Technical Education, 7th Floor, Chandra Lok Building, Janpath, New Delhi.
3. Secretary, Association of Indian Universities, AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), New Delhi-110002.

APPENDIX 2(A) , APPENDIX 2(B)
APPROVAL OF SECRETARY MINISTRY OF AGRICULTURE AND COOPERATION, GOVT OF MAHARAHSHTRA, MUMBAI (Not applicable to School of Continuing Education, Hence omitted)

APPENDIX 3

Policy Regarding Simultaneous Registration

DISTANCE EDUCATION COUNCIL
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

15983–16229

F.No.DEC/Notification/40.5.1.5/2012
Dated:01.11.2012

NOTIFICATION

Sub: Policy on pursuing two or more programmes simultaneously in various combinations - regarding.

The Distance Education Council in its 40th meeting held on 08.06.2012 has decided on the policy on pursuing two or more programmes simultaneously in various combinations. Two degree programmes cannot be allowed to be pursued simultaneously. However, a student can pursue two programmes simultaneously through distance or combination of distance and regular modes from the same or different University(ies)/ Institution(s) in various combinations, *viz.*,

1. One Degree and one Diploma/Post Graduate Diploma/Certificate
2. One Post Graduate Diploma and one Diploma/Certificate
3. One Diploma and one Certificate
4. Two Post Graduate Diplomas
5. Two Diplomas
6. Two Certificates

This is for information and adherence by all concerned.

(DIRECTOR)

To

VCs of all SOUs/ Heads of DEIs

3. The Registrar
YCMOU
Dnynagangotri, Near Gangapur Dam
Nashik-422 222,
MAHARASHTRA

APPENDIX 4
INTERNATIONAL STUDENTS RULES
(University is not offering admission to International Students in 2019-20)

APPENDIX 5:
CANDIDATE/STUDENT AGREEMENT

This is an agreement between the student or candidate and the YCMOU which is entered into by virtue of the candidate for admission clicking on "ACCEPT" button on the online admission portal at the time of admission to a program using online admission process. In this agreement the term "candidate" is used to mean the person who proposes to take admission to a program in YCMOU and the term "student" is used to mean a person who has been admitted to a program of the YCMOU after fulfilling all the conditions thereof. The personal pronoun he and the derivative thereof are used to mean the candidate or student and includes other groups or gender also, as per the demand of the context.

The candidate undertakes that

1. He has gone through the prospectus and the on-screen narrations or directions and has sincerely responded to the on-screen directions.
2. He has ensured that she is eligible to the program to which he proposes to take admission and that if it is found otherwise, (that is, if he is found not to be fulfilling the conditions of the eligibility at any time as per the rules mentioned in the prospectus or the on-line narrations) his admission will be summarily cancelled and the fees paid to the university will not be refunded in part or in full. He further solemnly declare that he shall abide by all the rules, procedure, processes and other requirements mentioned in the prospectus and through the circulars including those disseminated through the website of the University.
3. The information about the medium/mode of delivery of the Study Material (for example printed books, e-books, mobile app, audio/video material available on internet or through CD/DVD, etc) has been duly studied by me in the relevant pages of the prospectus and I have no objection to the said mode of delivery. He shall not make any demands on the methods or medium of delivery other than that mentioned in the prospectus.
4. He shall make any representations to the YCMOU by logging on as a student in respect of any activities of grievances within a period of thirty days from the date of cause of the grievances or by an email to the university at the designated e-mail address.
5. He understands that the University reserves right to make changes in the rules or syllabi or learning material or any other policy matter as a matter of urgency and that such changes in the rules, syllabi or policy matters shall be binding and applicable on him and that he shall not make objections to such changes.
6. He shall not change his mobile number as registered with the University during the time of admission to the program.
7. He understands that the University shall levy charges on changes in profiles of the student, including the photograph, mobile number, date of birth, etc.
8. He understands that in case the University does not receive the fees from the Government (in case of Scholarship or Free-ship candidates), the student may be barred from taking examinations and his results shall not be declared till such time that the fees have been received.
9. He understands that any incorrect or incomplete information given by him is liable to cancellation of his admission or withdrawal of degree or diploma awarded to him as and when the university gets to know of such supply of incomplete or incorrect information.
10. He shall visit the University's website (ycmou.digitaluniversity.ac and ycmou.ac.in) regularly and undertake necessary steps for academic and administrative purposes as expected from him including downloading of the examination hall ticket and printing the same.

11. He shall undertake the studies of the academic program with necessary industry, discipline and honesty and conduct himself with due dignity and shall do nothing which is unbecoming of a student of the YCMOU.

FROM THE DIRECTOR'S DESK



Welcome to the YCMOU family of learners!

I congratulate you to have chosen the path of learning through the distance mode of education. As beautifully expressed by the seers of all times, education is a liberating force. "That who is educated is emancipated". Education liberates one from the shackles of ignorance, poverty and doom and takes you to the path of salvation, skill, prosperity and high self esteem.

In the school of Continuing Education we seek to provide the education of skill varying in areas like Engineering Vocations (Fitter, etc) to Hospitality and Tourism. We urge you to devote your time in studying the course curriculum and take keen interests in laboratory and practical works. Skill get inculcated when you do practice more and more often. As they say: Practice Makes a Man Perfect!

In the following pages we will introduce you to the various programmes which the school has developed. This document is a supplement to the Common Prospectus which gives the detailed information on all the policies of academic, financial and legal nature. All the programs have learning material supplied through the Study Centres. You should take support from the Study Centres not only in getting the books but also in such activities as laboratory practices and Internal Assessments.

We wish you all the best in your ventures in distance learning

(Rajendra Vadnere)
Director
School of Continuing Education

CERTIFICATE PROGRAMS

The School offers the following certificate programs

1. German (C3A)
2. French (C3F)
3. English (C3E)
4. Arabic (C3G)
5. Fire Safety Engineering Management (C97)
6. Certificate in Beauty Parlour Management (C2E)
7. Information Technology (for School going learners) (Elementary)
8. Information Technology (for School going learners) (Secondary)
9. Tailoring (C2H)
10. Water Management (C3V)
11. Certificate in OPTICAL FIBRE COMMUNICATION & NETWORK

The fee structure and eligibility criteria are given in a separate table.

Certificate Programs in German, French, English and Arabic

The language programs aim at giving you a brief introduction to the modern languages. These programs will help you in your daily chores if and when you visit foreign countries. We teach not only the language but also their customs and culture.

The program on Fire Safety Engineering Management will help you in becoming a professional in areas like industrial security guard which involves management of fire and other safety concerns.

The Course Structure:

For C3A: Certificate Programme in German Language, C3E: Certificate Programme in English Language, C3F:Certificate Programme in French Language, C3G: Certificate Programme in Arabic Language.

There will be a theory and a practical course. The student will undertake a theory examination conducted by university.

For C97: Certificate in Fire Safety Engineering Management

Sr. No.	Course Code	Name of the Course
1	CFM 101 (Theory)	Fire Service Organization and Administration

2	CFM 102 (Theory)	Fire Technology
3	CFM 103 (Theory)	Fire Fighting Equipment
4	CFM 104 (Theory)	Fire Ground Operations
5	CFM 105 (Practical)	Fire Fighting Equipment
6	CFM 106 (Practical)	Rescue and First aid

For C2E: Certificate in Beauty Parlour Management (CBPM)

Theory Course (100 marks)

Practical Course (100 marks)

C2H: Certificate in Tailoring

DC2001:Tailoring (Practical)

DC3001: Tailoring (Theory)

S07: **Information Technology (for School going learners) (Elementary)**
S10:Information Technology (for School going learners) (Secondary

Format of Information of Students in Excel Sheet to be submitted to YCMOU for School level CIT Program:

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK

CERTIFICATE IN INFORMATION TECHNOLOGY FOR SCHOOL GOING CHILDREN

CENTRE CODE: XXXX
CENTRE NAME:
……
..
CENTRE ADDRESS: ……

XXXXX MEDIUM STUDENT LIST

SR. NO.	LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH (DD/MM/YY)	SEX (M/F)	CATEGORY SC,ST,VJ,NT,OBC,GEN	PROGRAM CODE -1	PROGRAM CODE -2	PROGRAM CODE -3	STUDENT'S SIGNATURE
1										
2										
3										
4										
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20										

SCHOOL TEACHER'S SIGNATURE

SCHOOL HEAD MASTER'S SIGNATURE

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK

SCHOOL OF CONTINUING EDCUATION

CIRCULAR

ATTENTION : ALL STUDY CENTERS FOR THE CERTIFICATE IN INFORMATION TECHNOLOGY (PRIMARY) AND CERTIFICATE IN INFORAMTION TECHNOLOGY (SECONDARY)

The School of Continuing Educations runs the S07: Certificate in Information Technology for school students Primary (5 th to 7 th std) and S10: Certificate in information Technology for school students, Secondary (8th to 10th std) for which the university fees of Rs.100/- per students is charged. From the Academic Year 2017-18 onwards the following will be the process of remitting the University Fee.

1. The study centres shall submit a soft copy of the details of the students record in Excel Format as specified in the prospectus (previous page) from time to time by email or through CD to the Director, School of Continuing Education (email id: dir_cnt@ycmou.digitaluniversity.ac or nikam_jd@ycmou.digitaluniversity.ac)
2. The Study Centres shall also submit the hard copies to the Director, SCE by post complete with signature of the students and that of the coordinator and Head Master of the School as per the instruction already in place and as per the present practice.
3. The Study Centres shall pay the total amount of the University Fees (i.e. Rs. 100/- per student appearing in the examination multiplied by the total number of students) to the University as per the following detail **by RTGS/NEFT**:
   Name of the Beneficiary: Finance Officer, YCMOU, Nashik
   Account Number :1323004456
   IFSC Code: CBIN0284246
   Name of the Bank : Central Bank of India
   Name of the Branch : YCMOU, Gowardhan Branch, Nashik 422222
4. The Study centres shall collect the proof of payment including the UTR No. from the local bank on its official document and send a photocopy of the same to the Director, SCE along with the hard copies of the students details.
5. Remittances will be accepted only through this mode of payment.

Director
School of Continuing Education

C3V: Certificate in Water Management

CWM101: Basics of Hydrogeology

CWM102: Introduction to Water Harvesting

CWM103: Water Conservation and Construction of Water Harvesting Structures.

CERTIFICATE IN OPTICAL FIBRE COMMUNICATION & NETWORK

PROGRAM DESIGN

1. Name of the academic program: Certificate in OPTICAL FIBRE COMMUNICATION & NETWORK
2. The prospects for the students after completing the program: If student complete this Training his skills will enhanced and can obtain the job
3. Requirement of the prospective employer from the student: **Students should have minimum qualification of 12th std/ITI/Diploma and interested in OF Communication.**
4. Medium of Instruction: **English**
5. Duration of the programme : 6 Months
6. Maximum duration for which registration is valid: *18 months*
7. Entry qualification for a student: **12th std/ITI/Diploma in any stream or higher**
8. Last date of submitting admission form at YCMOU: **(***Normally 16 Sept every year)*
9. Course structure:

r No	Course Name	Type (Pract/Theory/Project/Industrial Trg/)	Credits	Marks
	BASICS OF OF COMMUNICATION	Theory	**4**	100 marks
	LAYING OF OF CABLE	Theory	**4**	**100 marks**
	TOOLS & MTCE, RESTORATION NETWORK PLANNING &ROUTE SERVEY	Theory	**4**	**100 marks**
	PRACTICAL ON OF CABLE	Practical	**4**	**100 marks**

10. Syllabus and for each course:

COUSRE CODE	Course Name	UNIT	Unit Title	No of Sessions	Duration
OF 101	BASICS OF OF COMMUNICATION	L1	OVERVIEW OF TELECOM NETWORK	3	4.5hours
		1.1	INTRODUCTION		
		1.2	OBJECTIVE		
		1.3	BUILDING BLOCK OF COMMUNICATION SYSTEM		
		1.4	EVOLUTION OF TRANSMISSION SYSTEMS		
		1.5	DECIBEL (DB) CONCEPT		
		1.6	CLASSIFICATION OF TRANSPORT NETWORK BY GEOGRAPHY		
		1.7	TRANSPORT NETWORK AND THE ROAD ANALOGY		
		1.8	SUMMARY		
		1.9	REFERENCES AND SUGGESTED FURTHER READINGS		
		1.10	KEY LEARNINGS		
		1.11	WORKSHEET		
		L2	FIBER OPTICS BASIC	3	4.5HRS
		2.1	INTRODUCTION		
		2.2	OBJECTIVE		

		2.3	**FIBER-OPTIC APPLICATIONS**		
		2.4	**ADVANTAGES OF OPTICAL FIBER COMMUNICATION**		
		2.5	**FIBER OPTICS BASICS: PRINCIPLES OF OPTICAL COMMUNICATION**		
		2.6	**PRINCIPLE OF OPERATION - THEORY**		
		2.7	**PROPAGATION OF LIGHT THROUGH FIBRE**		
		2.8	**GEOMETRY OF FIBER**		
		2.9	**SUMMARY**		
		2.10	**REFERENCES AND SUGGESTED FURTHER READINGS**		
		2.11	**KEY LEARNING**		
		2.12	**WORKSHEET**		
		L3	**TYPES OF OPTICAL FIBER**	**4**	**6 HOURS**
		3.1	**INTRODUCTION**		
		3.2	**OBJECTIVE**		

		3.3	**FIBRE TYPES – SINGLE MODE AND MULTI-MODE**		
		3.4	**CABLE CONSTRUCTION**		
		3.5	**TYPES OF FIBER OPTIC CABLE (MOST POPULAR FIBER OPTIC CABLE TYPES)**		
		3.6	**ITU-T COMPLIANT FIBERS**		
		3.7	**SIGNAL STRENGTH AND QUALITY KPIS – DESIGN VALUES AND MARGINS**		
		3.8	**SUMMARY**		
		3.9	**REFERENCES AND SUGGESTED FURTHER READINGS**		
		3.10	**KEY LEARNINGS**		
		3.11	**WORKSHEET**		
		L4	**CHARATERISTICS OF OPTICAL FIBER**	**4**	**6 HOURS**
		4.1	**INTRODUCTION**		
		4.2	**OBJECTIVE**		
		4.3	**WAVELENGTH**		
		4.4			

			FREQUENCY		
		4.5	**REFLECTION**		
		4.6	**REFRACTION**		
		4.7	**POLARIZATION**		
		4.8	**ATTENUATION**		
		4.9	BANDS IN OPTICAL FIBER		
		4.10	**USABILITY OF BANDS IN OPTICAL FIBER**		
		4.11	**WINDOWS IN FIBER OPTIC**		
		4.12	**LOSS CHARACTERISTICS**		
		4.13	**DISPERSION**		
		4.14	**BANDWIDTH**		
		4.15	**SUMMARY**		
		4.16	**REFERENCES AND SUGGESTED FURTHER READINGS**		
		4.17	**WORKSHEET**		
		L5	**FUNCTIONALITY OF OPTICAL TOOLS &**	**2**	**3**

			INSTRUMENTS		**HOURS**
		5.1	**INTRODUCTION**		
		5.2	**OBJECTIVE**		
		5.3	**TOOLS REQUIRED FOR SHEATH REMOVAL**		
		5.4	**TOOLS REQUIRED FOR FUSION SPLICING**		
		5.5	**TOOLS REQUIRED FOR PREPARATION OF SPLICING – CLOSURE**		
		5.6	**BRIEF DESCRIPTION OF INSTRUMENTS**		
		5.7	**BRIEF DESCRIPTION OF TOOLS**		
		5.8	**SUMMARY**		
		5.9	**REFERENCES AND SUGGESTED FURTHER READINGS**		
		5.10	**KEY LEARNING**		
		5.11	**WORKSHEET**		
OF 102	**LAYING OF OF CABLE**	**L6**	**FIBER OPTIC NETWORK PLANNING AND ROUTE SURVEY**	**4**	**6 HRS**
		6.1	**INTRODUCTION**		
		6.2	**OBJECTIVE**		
		6.3	**PLANNING OF FIBER OPTIC NETWORK**		
		6.4	**GENERAL GUIDELINES FOR OPTICAL FIBER NETWORK PLANNING**		
		6.5	**THE LINK POWER BUDGET ANALYSIS**		
		6.6	**PLANNING THE ROUTE**		

		6.7	**PRELIMINARY SURVEY OF OPTIC FIBRE CABLE ROUTE**		
		6.8	**SELECTION OF THE CABLE ROUTE:**		
		6.9	**DETAILED SURVEY**		
		6.10	**SUMMARY**		
		L7	TRENCHING AND LAYINGOF PLB DUCT	**5**	**7.5HR**
		7.1	INTRODUCTION		
		7.2	OBJECTIVE		
		7.3	EXCAVATION AND BACKFILLING FOR OPEN CUT TRENCHING		
		7.4	GENERAL GUIDE LINES FOR TRENCHING AND PLB DUCT LAYING		
		7.5	TYPES OF PIPE TO BE USED FOR OPTICAL FIBRE CABLE		
		7.36	STEPS INVOLVED IN OF CABLE TRENCHING AND LAYING OF PLB DUCT		
		7.7	SPECIFICATIONS OF MATERIALS TO BE USED		
		7.8	LAYING / CONSTRUCTION PRACTICES		
		7.9	LAYING OF PLB HDPE DUCTS		
		7.10	BACK FILLING AND DRESSING OF THE TRENCH		
		7.11	INSTALLATION OF OPTICAL CABLES WITH THE TRENCHLESS TECHNIQUE		
		7.12	INSTALLATION OF OPTICAL CABLES WITH THE MINI-TRENCH TECHNIQUE		
		7.13	INSTALLATION OF OPTICAL CABLES WITH THE MICRO-TRENCH		

			TECHNIQUE		
		7.14	INSTALLATION OF AERIAL CABLES		
		7.15	INSTALLATION OF BURIED CABLES		
		7.16	INSTALLATION OF OPTICAL FIBRE CABLES OVER POWER LINES		
		7.17	INSTALLATION OF MARINIZED AND SUBMARINE OPTICAL CABLES		
		7.18	INSTALLATION OF INDOOR CABLES		
		7.19	CLEARANCES		
		7.20	HOW TO REPAIR DAMAGED HDPE TELECOM DUCT.		
		7.21	**SUMMARY**		
		7.22	**REFERENCES AND SUGGESTED FURTHER READINGS**		
		7.23	**KEY LEARNINGS**		
		7.24	**WORKSHEET**		
		L8	**CABLEPULLING AND BLOWING/JETTING**	**3**	**4.5HRS**
		8.1	**INTRODUCTION**		
		8.2	OBJECTIVE		
		8.3	ROUTE PLANNING AND SELECTION FOR OPTICAL FIBER CABLE LAYING		
		8.4	CABLE HANDLING TECHNIQUE FOR STOCKING		
		8.5	TOOLS REQUIRED FOR CABLE PULLING		
		8.6	CABLE STORAGE IN HANDHOLE		
		8.7	CABLE INSTALLATION TECHNIQUES		
		8.8	METHODS FOR FIBRE OPTIC CABLE INSTALLATION INTO HDPE DUCTS.		

		8.9	CONSTRUCTION OF JOINTING CHAMBER:		
		8.10	FIXING OF ROUTE INDICATORS / JOINT INDICATORS		
		8.11	SUMMARY		
		8.12	REFERENCES AND SUGGESTED FURTHER READINGS		
		8.13	KEY LEARNINGS		
		8.14	WORKSHEET		
		L9	OPTICALFIBER SPLICING	**3**	**4.5 HOURS**
		9.1	INTRODUCTION		
		9.2	OBJECTIVE		
		9.3	SPLICING		
		9.4	SPLICING METHODS		
		9.5	PRINCIPLE OF FUSION SPLICING TECHNIQUE		
		9.6	MATERIALS REQUIRED CABLE END PREPARATION FOR SPLICING		
		9.7	FIBER OPTIC CABLE SPLICING PROCEDURE		
		9.8	WARNING		
		9.9	CAUTION		
		9.10	SUMMARY		
		9.11	REFERENCES AND SUGGESTED FURTHER READINGS		
		9.12	KEY LEARNINGS		
		9.13	WORKSHEET		

OF 103	TOOLS & MTCE, RESTORATION NETWORK PLANNING &ROUTE SERVEY	**L10**	**CONNECTORS, FDF AND SPLICE CLOSURES**	**3**	**4.5 HRS**
		10.1	**INTRODUCTION**		
		10.2	**OBJECTIVE**		
		10.3	**CONNECTORS**		
		10.4	**TYPES OF CONNECTORS**		
		10.5	**FIBER OPTIC COUPLER/SPLITTERS**		
		10.6	FIBER DISTRIBUTION FRAMES (FDF) /OPTICAL DISTRIBUTION **FRAME (ODF)**		
		10.7	FIBRE CLOSURES AND FIBRE ORGANIZERS		
		10.8	SUMMARY		
		10.9	REFERENCES AND SUGGESTED FURTHER READINGS		
		10.10	KEY LEARNING		
		10.11	WORKSHEET		
		L11	TESTING OF OPTICAL FIBER NETWORK THROUGHOTDR ANDPOWER METER	**3**	**4.5 HRS**
		11.1	INTRODUCTION		
		11.2	OBJECTIVE		
		11.3	OPTICAL TIME DOMAIN REFLECTOMETER		
		11.4	AN OTDR DISPLAY OF A TYPICAL SYSTEM		
		11.5	OTDR MEASUREMENTS		
		11.6	TESTING A FIBER OPTIC CABLE PLANT USING OTDR		

		11.7	OPTICAL POWER METER		
		11.8	DYNAMIC RANGE OF POWER METER		
		11.9	THE PROCEDURE TO MEASURE THE OPTICAL LOSS IN THE FIBER		
		11.10	OTHER OPTICAL INSTUMENTS		
		11.11	SUMMARY		
		11.12	REFERENCES AND SUGGESTED FURTHER READINGS		
		11.13	KEY LEARNINGS		
		11.14	WORK SHEET		
		L12	MAINTENANCE AND RESTORATION	**4**	**6 HRS**
		12.1	INTRODUCTION		
		12.2	OBJECTIVE		
		12.3	CONDITION BASED MAINTENANCE (CBM)		
		12.4	MAINTENANCE ASPECTS OF OPTICAL FIBRES		
		12.5	TYPES OF MAINTENANCE		
		12.6	TROUBLESHOOTING PROBLEMS		
		12.7	POST RESTORATION		
		12.8	TYPICAL MAINTENANCE SCHEDULE FOR FIBRE OPTIC SYSTEM		
		12.9	TOOLS REQUIRED FOR MAINTENANCE OF OFC		
		12.10	MAINTENANCE TESTING OF DARK/ SPARE OFC		

		12.11	GENERAL GUIDELINES FOR CONDITION BASED MAINTENANCE & PLANNED REPAIR ACTIVITIES OFC		
		12.12	**MAINTENANCE WORK IN EQUIPMENT ROOM**		
		12.13	GUIDELINES FOR CORRECTIVE MAINTENANCE/ RESTORATION OF **OPTICAL FAULTS**		
		12.14	**IDENTIFYING THE PROBLEM**		
		12.15	**SUMMARY**		
		12.16	**REFERENCES AND SUGGESTED FURTHER READINGS**		
		12.17	**KEY LEARNINGS**		
		12.18	**WORKSHEET**		
		L13	**DOCUMENTATION**	**3**	**4.5 HRS**
		13.1	**INTRODUCTION**		
		13.2	**OBJECTIVE**		
		13.3	**GENERAL GUIDELINES**		
		13.4	**CABLE PLANT RECORD KEEPING**		
		13.5	**THE DOCUMENTATION PROCESS**		
		13.6	**SUMMARY**		
		13.7	**REFERENCES AND SUGGESTED FURTHER**		

			READINGS		
		13.8	**KEY LEARNINGS**		
		13.9	**WORKSHEET**		
		L14	**HEALTH AND SAFETY**	**2**	**3 HRS**
			INTRODUCTION		
			OBJECTIVE		
			SAFETY PRECAUTIONS		
			ALLIEDACTIVITIES		
			SUMMARY OF FIBRE HANDLING SAFETY RULES		
			REFERENCES AND SUGGESTED FURTHER READINGS		
			KEY LEARNING		
			Total Hours		**69 Hrs**

Practicals				
COURSE Code			**TOPIC**	**DURATION**
		PRACTICAL 1(A)	**IDENTIFICATION OF TYPE OF OF CABLE**	**4**
OF 104	**PRACTICAL ON COMPONENTS, IDENTIFICATION & LAYING OF OF CABLE**	**PRACTICAL 1(B)**	**IDENTIFICATION OF DUCTS & THERE APPLICATION**	**4**
		PRACTICAL 2(A)	**IDENTIFY COMPONENTS OF OF CABLE**	**4**
		PRACTICAL 2(B)	**STUDY OF SPLICE CLOSURE,SINGLE MODE MULTI MODE**	**4**
		PRACTICAL 2(C)	**STUDY OF PATCHCORD & CONNECTORS ,PIGTAILS**	**4**
		PRACTICAL 2(D)	**STYDY OF COMPONENETS OF TOOL KIT for splicing & USES**	**4**
		PRACTICAL 3	**END PREPARATION OF OF CABLE BEFORE SPLICING**	**4**
		PRACTICAL 4	**STUDY OF CUTTING TOOLS AND ITS OPERATION**	**4**
		PRACTICAL 5	**STUDY OF FUSION SPLICING MACHINE**	**4**
		PRACTICAL 6	**SPLICING OF OF CABLE**	**4**

		PRACTICAL 7	**UNDERSTAND PRINCIPLE & OPERATION OF OTDR**	**4**
		PRACTICAL 8	**IDENTIFICATION OF CABLE FAULT DISTANCE**	**4**
		PRACTICAL 9	**Power meter and other measuring instruments**	**4**
		PRACTICAL 10	**OPTICAL MEASURING INSTRUMENTS AND ITS USES ON LIVE SYSTEMS**	**4**
		PRACTICAL 11	**IDENTY DIFFERENT OF SYSTEM (PDH,SDH,DWDM) FIELD VISIT**	**4**
		PRACTICAL 12	**STUDY OF DDF,LOOP CONCEPT ,DDF PRACTICALS**	**4**
				64
Note Considering 30 students in a Batch Practical can prolonged up to 4 Hours or more				

11. Study material details: One book for all Theory course, National Skill Development Course Handbook For Optical Fiber Technician by Transmission Faculty, BRBRAITT Jabalpur,
    Book is available in PDF format. YCMOU will not supply the hard copy. The Study Center may arrange hard copies of books.
12. Bio-data of each expert writer: Transmission Faculty, BRBRAITT Jabalpur
13. List of material required for the study centre to run the program successfully:
    (Candidate Institution should copy the following table and paste in the format of proposal and fill in the details of actual available quantities in last column)

19. Fee structure

a) University Fees: INR 4600/-

b) Study Center Fee: INR 10500/- Per student

c) Share of Academic Partner (if any): INR NIL

d) TOTAL FEE PER STUDENT (a+b+c): INR 15100/-

Evaluation pattern (for each of the course)

21. Will there be internal assessment? YES

22. What would be weightage for internal vis-à-vis the end exam?- 20 - 80

23. What would be passing criteria for the course?- 40 % in end exam + 40% aggregate

24. What is the passing condition for the entire program ?- 40% (pass in all courses)

25. Performance in which courses/year are considered for aggregate percentage and determination of the class for the degree- All courses

26. Will the student need to pass internal separately or should he pass combined basis? Combined basis

27. Rates of remuneration for examination- As per university norms

For theory courses:

28. How many questions will be asked? There will be 4 main questions each will have 5 sub questions (5 Marks each) Students need to solve any 4 questions (4x4x5 =80 marks)

29. Marks for each of the question? As above

30. Duration of exam session: 3 Hours

31. Weightage for each unit of the course in terms of marks = 80 Marks divided by No of units in a course

For Practical Course-

32. How the practical examination will be conducted? Performance/ Presentation and viva voce

33. How marks will be allotted? Journal 20 Marks performance 60 Marks viva voce 20 Marks

(Give internal distribution of marks)

34. Duration of examination? 3 Hours

Industrial Training and project work-

35. Will there be a Industrial training type of course?- NO

36. What duration?- N/A

37. Will it have marks? N/A

38. How will the Ind Trg course assessed?- N/A

39. How will the project course be assessed?- N/A

40. Guidelines for preparing the project thesis. N/A

DIPLOMA PROGRAMS

The School offers the following diploma programs:

1. Diploma in Interior Design and Decoration (T36)
2. Diploma For Electrician and Domestic Appliances Maintenance (DEDAM) (T72)
3. Diploma for Fitter(DFF) (V13)
4. Diploma for Civil Supervisor (V11)
5. Diploma in Saloon Techniques(DST) (V15)
6. Diploma in Animation (V105)
7. Diploma in Computer Hardware Maintenance & Networking Techniques (Windows 2008 server)(V14)
8. Diploma in Fabrication (T94)
9. Diploma in Fire & Safety Engineering Management (P73)
10. Diploma in Event Management (V113)

The fee structure and eligibility criteria are given in a separate table.

The Course Structure

1. T36: Diploma in Interior Design and Decoration (DIDD) (32 CP)

DIDD 101: Material and General, Theory - 8 CP
DIDD 102: Drawing and Design, Theory - 8 CP
DIDD 105: Drawing and Graphics-I, Practical - 8 CP
DIDD 106: Design-I, Practical - 8 CP
DIDD 107: Drawing and Graphics-II, Practical - 8 CP
DIDD 108: Design-II, Practical - 8 CP

2. T72 : Diploma For Electrician and Domestic Appliances Maintenance (DEDAM)(32CP)

ELE101:Electrical, Theory-8CP
ELE102:Electrical, Practical-8CP
DAP101:Appliances Repair,Theory-8CP
DAP102:Appliances Repair,Practical-8CP

3. V13:Diploma for Fitter(DFF)(32CP)

DFF101:Fitting-I,Theory-8CP
DFF102:Fitting-I,Practical-8CP
DFF103:Fitting-II,Theory-8CP
DFF104:Fitting-II,Practical-8CP

4. V15:Diploma in Saloon Techniques(DST)(32CP)

DST001: सलून व्यवस्थापनाच्या संदर्भातील शरीरशास्त्र,सैद्धान्तिक (4CP)

DST002 : सलून व्यवस्थापनातील उपकरणे व संसाधने, सैद्धान्तिक(4CP)

DST003 : त्वचा, सैद्धान्तिक (4CP)

DST004 : त्वचा, प्रात्यक्षिक(4CP)

DST005: केस विज्ञान व केसकर्तन सैद्धान्तिक (4CP)

DST006 : केस विज्ञान व केसकर्तन, प्रात्यक्षिक (4CP)

DST007 : केसप्रक्रिय, सैद्धान्तिक(4CP)

DST008: केसप्रक्रिय, प्रात्यक्षिक(4CP)

5. V11:Diploma for Civil Supervisor)(32Credits)

DCV101:Basic Civil Construction,Theory-8 CP
DCV 102:Building Construction and Management , Theory -8 CP
DCV 103:Building Drawing, Practical -8 CP
DCV 104:Computer Aided Drafting,Practical-8 CP

6. V105: Diploma in Animation

sr	Course Codes	Paper Name		Credit Point	Marks
1	DIA101	Storyboarding principle and Scripting	Theory	4	100
2	DIA102	Classical Animation	Theory	4	100
3	DIA103	Classical Animation	Practical	4	100
4	DIA104	Digital art I	Theory	4	100
5	DIA105	Digital art I	Practical	4	100
6	DIA106	Color Theory	Theory	4	100
7	DIA107	Digital art II	Theory	4	100
8	DIA108	Digital art II	Practical	4	100

7.V14: Diploma in Computer Hardware Maintenance and Network Techniques (DCHMNT) (Windows 2008 Server) (Total 32 CP)

DHW101:Digital Computer Electronics, Theory (4CP)

DHW102:Digital Computer Electronics, Practical (4CP)

DHW103:How computer works? , Theory (4CP)

DHW104:How computer works? , Practical (4CP)

DHW105:How computer is maintained? Theory (4CP)

DHW106:How computer is maintained? Practical (4CP)

NET109: Networking Technologies, Theory ((Windows 2008 Server)(4 CP)

NET110: Networking Technologies, Practical (Windows 2008Server)(4CP)

8.T94: Diploma in Fabrication (DIF) (32 CP)

DIF 101: Arc Welding, Theory -8 CP
DIF 102: Arc Welding, Practical -8 CP
DIF 201: Gas Welding, Theory -8CP
DIF 202: Gas Welding, Practical – 8CP

9.P73: Diploma in fire and Safety Engineering Management

Sr. No.	Course Code	Name of the Course
1.	FSM101	Fire & Safety Engineering Science
2.	FSM102	Fire Service Management & Arts
3.	FSM103	Industrial Safety Management
4.	FSM104	Building Fire & Safety Techniques
5.	FSM105	Fire Hazards and suppression
6.	FSM106	Detection Communication and special call
7.	FSM107	Fire Fighting Drills
8.	FSM108	Fire service Equipment
9.	FSM109	Rescue Techniques
10	FSM110	Industrial Training Field work

10.P96:Post Graduate Diploma in Fire and Safety Engineering Management

Course code	Name of the Course	Type	Mark
FSE101	Fire Technology and Suppression	Theory	100
FSE102	Fire Equipment and Appliances	Theory	100
FSE103	Fire Prevention, Detection, and	Theory	100

	Investigation		
FSE104	Handling Different Emergencies	Theory	100
FSE105	Industrial Safety Management	Theory	100
FSE106	Safety management of Hazardous Process	Theory	100
FSE107	Safety provisions and precautions in Industry	Theory	100
FSE108	Fire ground Drills and Operations	Practical	150
FSE109	Practical Fireman Ship	Practical	150
FSE110	Project work	FW	200
Total			**1200**

V113: DIPLOMA IN EVENT MANAGEMENT

Sr	Course code	Course Name	Type	Credit
	Year 1:Diploma in Event Management V113			
	Semester 1			
1	EVE101	Basic Event Management	Theory	4
			Tutorial	2
2	EVE102	Banqueting Management	Theory	4
			Tutorials	2
3	EVE103	Principles of Management	Theory	4
			Tutorial	2
4	AEC101	English Communication	Theory	2
	Semester 2			
5	EVE201	Event Planning	Theory	4
			Tutorial	2
6	EVE202	IT for Event Management	Theory	4
			Practical	2
7	EVE203	Accounting Skills for EM	Theory	4
			Tutorial	2

8	AEC102	Environment Studies	Theory	2

ABOUT TUTORIALS

The courses whose course content is such that the learning experience through Laboratory is not possible, there is a provision for Tutorial type of component. The learners are expected to undertake assignments for one hour per week (as per UGC guidelines) for the tutorial component, or 30 hours in a semester. The study centers should give such assignments based on the course content for the specific course and requirement of the local industries.

The students are expected to maintain a Journal containing all tutorial exercises. The examination for the tutorial shall be conducted by the University, with the help of External Examiner and Internal Examiners analogous to the Practical courses.

The end examinations may have the following component :

1. Evaluation of the Tutorial Journal by external and internal examiners; (20% weight, i.e. 10 out of 50 marks for V101/V102 tutorial component)

2. A viva voce by the external examiner to assess the knowledge of the learner for the said tutorial component (20% weight, i.e. 10 out of 50 marks for V113 tutorial component)

3. An evaluation by external examiner based on an activity (like solving a descriptive question of suitable depth). It may carry 60% weight, i.e. 30 out of 50 marks for V113 tutorial component.

Thus the tutorial component of the theoretical course is analogous to the Practical component of the courses.

UNDER GRADUATE DEGREE PROGRAMS

The fee structure and eligibility criteria are given in a separate table.

B.Sc. in Hospitality and Tourism Studies (V 101) Course Structure and Evaluation Pattern

(NOT ON OFFER TILL FURTHER NOTICE)

S.No.	Course Code	Course Name	Course Type	Contact Hrs as per UGC norms	Credit Point	University Assessment (Min marks/Max Marks)	Study Centre Assessment (College Assessment) (Min marks/Max Marks)	Total Marks (Min marks/Max Marks)
Semester I: (All courses are compulsory. Total 4 courses, 20 credits and 500 max marks)								
1	HTS101	Food Production Foundation-I	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
2	HTS102	Food and Beverage Service Foundation-I	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
3	HTS103	Accommodation and Front Office Operations Foundation-I	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
4	AEC101	English Communication	Theory	30	2	16/40	-/10	20/50
Semester II: (All courses are compulsory. Total 4 courses, 20 credits and 500 max marks)								
1	HTS201	Food Production Foundation II	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50

2	HTS202	Food and Beverage Service Foundation-II	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
3	HTS203	Accommodation and Front Office Operations Foundation-II	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
4	AEC102	Environmental Science	Theory	30	2	16/40	-/10	20/50
Semester III: (All courses are compulsory. Total 4 courses, 20 credits and 500 max marks)								
1	HTS301	Food Production Operation Industry Exposure-I	Practical	180	6	60/150	NA	60/150
2	HTS302	Food and Beverage Service Operations Industry Exposure-I	Practical	180	6	60/150	NA	60/150
3	HTS303	Accommodation and Front Office Operations Industry Exposure-I	Practical	180	6	60/150	NA	60/150
4	HTS304	Personality Skills for Hospitality-Learning from Industry	Practical	60	2	20/50	NA	20/50
Semester IV: (All courses are compulsory. Total 4 courses, 20 credits and 500 max marks)								
1	HTS401	Introduction to Indian Cookery	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
2	HTS402	Food and Beverage Service Operations-II	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50

3	HTS403	Accommodation and Front Office Operations-II	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
4	HTS404	Accountancy Skills for Hospitality	Theory	30	2	16/40	-/10	20/50
Semester V: (Any one of BSL001/002/003/004. HTS502,503,504 compulsory. Total 4 courses, 20 credits and 500 max marks)								
1	BSL001 BSL002 BSL003 BSL004	French German English Arabic	Theory	30	2	16/40	-/10	20/50
2	HTS502	Cultural Heritage of India	Theory	60	4	32/80	-/20	40/100
			Tutorial	30	2	20/50	NA	20/50
3	HTS503	Tourist Guide and Tour Operations	Theory	60	4	32/80	-/20	40/100
			Tutorial	30	2	20/50	NA	20/50
4	HTS504	Principles and Practices of Tourism	Theory	60	4	32/80	-/20	40/100
			Tutorial	30	2	20/50	NA	20/50
Semester VI: (All courses compulsory. Total 4 courses, 20 credits and 500 max marks)								
1	HTS601	Principles of Management	Theory	30	2	16/40	-/10	20/50
2	HTS602	Accommodations Management-II	Theory	60	4	32/80	-/20	40/100
			Tutorial	30	2	20/50	NA	20/50
3	HTS603	Eco Tourism	Theory	60	4	32/80	-/20	40/100
			Tutorial	30	2	20/50	NA	20/50
4	HTS604	Hotel Marketing	Theory	60	4	32/80	-/20	40/100
			Tutorial	30	2	20/50	NA	20/50

V102: B.Sc. in Hospitality Studies and Catering Services (HSCS) Course Structure and Evaluation Pattern

(NOT ON OFFER TILL FURTHER NOTICE)

S.No.	Course Code	Course Name	Course Type	Contact Hrs as per UGC norms	Credit Point	University Assessment (Min marks/Max Marks)	Study Centre Assessment (College Assessment) (Min marks/Max Marks)	Total Marks (Min marks/Max Marks)
Semester I: (All courses are compulsory. Total 4 courses, 20 credits and 500 max marks)								
1	HTS101	Food Production Foundation-I	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
2	HTS102	Food and Beverage Service Foundation-I	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
3	HTS103	Accommodation and Front Office Operations Foundation-I	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
4	AEC101	English Communication	Theory	30	2	16/40	-/10	20/50
Semester II: (All courses are compulsory. Total 4 courses, 20 credits and 500 max marks)								
1	HTS201	Food Production Foundation II	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
2	HTS202	Food and Beverage Service Foundation-II	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50

3	HTS203	Accommodation and Front Office Operations Foundation-II	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
4	AEC102	Environmental Science	Theory	30	2	16/40	-/10	20/50
Semester III: (All courses are compulsory. Total 4 courses, 20 credits and 500 max marks)								
1	HTS301	Food Production Operation Industry Exposure-I	Practical	180	6	60/150	NA	60/150
2	HTS302	Food and Beverage Service Operations Industry Exposure-I	Practical	180	6	60/150	NA	60/150
3	HTS303	Accommodation and Front Office Operations Industry Exposure-I	Practical	180	6	60/150	NA	60/150
4	HTS304	Personality Skills for Hospitality-Learning from Industry	Practical	60	2	20/50	NA	20/50
Semester IV: (All courses are compulsory. Total 4 courses, 20 credits and 500 max marks)								
1	HTS401	Introduction to Indian Cookery	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
2	HTS402	Food and Beverage Service Operations-II	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
3	HTS403	Accommodation and Front Office Operations-II	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50

4	HTS404	Accountancy Skills for Hospitality	Theory	30	2	16/40	-/10	20/50
Semester V: (Any one of BSL001/002/003/004. Any three from HTS512,513,514 and 515 compulsory. Total 4 courses, 20 credits and 500 max marks)								
1	BSL001 BSL002 BSL003 BSL004	French German English Arabic	Theory	30	2	16/40	-/10	20/50
2	HTS 512	Catering Science	Theory	60	4	32/80	-/20	40/100
			Tutorial	30	2	20/50	NA	20/50
3	HTS513	Bakery and Confectionary	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
4	HTS514	Quantity Food Production	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
5	HTS 515	Banquet Management	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
Semester VI: (HTS601 is compulsory. Any three from HTS612, 613, 614 and 615. Total 4 courses, 20 credits and 500 max marks)								
1	HTS601	Principles of Management	Theory	30	2	16/40	-/10	20/50
2	HTS612	Specialized Food Production	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
3	HTS613	Food & Beverages Inventory Control	Theory	60	4	32/80	-/20	40/100
			Tutorial	30	2	20/50	NA	20/50
4	HTS614	Human Resources Management	Theory	60	4	32/80	-/20	40/100
			Tutorial	30	2	20/50	NA	20/50
5	HTS 615	Food & Beverages Management	Theory	60	4	32/80	-/20	40/100

			Practical	60	2	20/50	NA	20/50

V71:B.Sc. Construction Practices (NOT ON OFFER TILL FURTHER NOTICE)

First Year

Course Code	*Course Title*	*Contac Hours*	*Credi ts*
BCP 101	Analytical Methods for Engineers (Th)	120	4
BCP 102	Engineering Mechanics (Th)	120	4
BCP 103	Engineering Drawing(Pr)	120	4
BCP 104	Health, Safety and Risk Assessment in Engineering (Th)	120	4
BCP 105	Personal and Professional Development (Th)	120	4
BCP 106	Building Construction: Design Principles and Application, Maintenance (Th)	120	4
BCP 107	Site Surveying Procedures for Construction (Th)	120	4
BCP 108	Concrete Technology (Th)	120	4

Second Year

Cours e Code	*Course Title*	*Contac t Hours*	*Credi ts*
BCP 201	Science and Materials for Construction (Th)	120	4
BCP 202	Management Principles and Application for Construction (Th)	120	4
BCP 203	Structural Analysis and Design (Th)	120	4
BCP 204	Transportation for Construction (Th)	120	4
BCP 205	Measuring, Tendering and Estimating for Construction (Th)	120	4
BCP 206	Group Project in the Construction Industry (Prj)	120	4
BCP 207	Project Design, Implementation and Evaluation (Prj)	120	4
BCP 208	Basic Civil Engineering (Th)	120	4

Course Code	*Course Title*	*Contact Hours*	*Credits*
GEN201	Environmental Studies (Th)	120	4

Third Year

Course Code	*Course Title*	*Contact hours*	*Credits*
BCP 301	Industrial Training (Pr)	120	4
BCP 302	Building Services Design, Installation and Maintenance in Construction (Th)	120	4
BCP 303	Project Management for Construction (Th)	120	4
BCP 304	Civil Engineering Design (Th)	120	4
BCP 305	Advanced Civil Engineering (Th)	120	4
BCP 306	Commercial Management in the Construction Industry (Th)	120	4
BCP 307	Innovation in a Sustainable Construction Industry (Th)	120	4
BCP 308	Construction Technology (Th)	120	4

V72: B.Sc. Automotive Techniques (NOT ON OFFER TILL FURTHER NOTICE)

First year

Course code	*Course Title*	*Contact Hours*	*Credits*
BAM 101	Analytical Methods for Engineers (Th)	120	4
BAM 102	Engineering Mechanics (Th)	120	4
BAM 103	Engineering Drawing(Pr)	120	4
BAM 104	Health, Safety and Risk Assessment in Engineering (Th)	120	4
BAM 105	Personal and Professional Development (Th)	120	4
BAM 106	Workshop Practice (Pr)	120	4

Course code	*Course Title*	*Contact Hours*	*Credits*
BAM 107	Vehicle Electrical and Electronics (Th)	120	4
BAM 108	Engineering Thermodynamics and Fluid Mechanics (Th)	120	4

Second Year :

Course code	*Course Title*	*Contact hours*	*Credits*
BAM 201	Mechanical Principles (Th)	120	4
BAM 202	Electrical and Electronic Principles (Th)	120	4
BAM 203	Engine and Vehicle Design and Performance (Th)	120	4
BAM 204	Further Analytical Methods for Engineers Th)	120	4
BAM 205	Mechatronic Systems (Th)		
BAM 206	Vehicle Systems and Technology (Pr)	120	4
BAM 207	Plan and Co-ordinate Vehicle Maintenance (Th)	120	4
BAM 208	Vehicle Parts Management (Th)	120	4
GEN 201	Environmental Studies (Th)	120	4

Third year

Course Code	*Course Title*	*Contact hours*	*Credits*
BAM 301	Engineering Design (Th)	120	4
BAM 302	Materials Engineering (Th)	120	4
BAM 303	Applications of Pneumatics and Hydraulics (Th)	120	4
BAM 304	Quality Assurance & Management (Th)	120	4

BAM 305	Industrial Robot Technology (Th)	120	4
BAM 306	Managing the Work of Individuals and Teams (Th)	120	4
BAM 307	Research Project (prj)	120	4

V103 : BACHELOR OF SCIENCE (FIRE AND SAFETY STUDIES) (NOT ON OFFER TILL FURTHER NOTICE)

This programme has a duration of three years and carries 108 credit points. In this programme the student has to study 6 courses of 36 credit points at first year, 5 compulsory courses and one elective course carrying 36 credit points at the second year, and 4 compulsory and 1 specialization group courses of 36 credit points at third year. Nine contact sessions for every course of 6 credit points are arranged. List of courses are as follows:

First Year

Course Code	Name of the Course	Type	Marks
FHS 101	Fire Service Organization	TH – 6 cp	100
FHS 102	Fire Service Technology & Media	TH – 6 cp	100
FHS 103	Fire Service Equipment	TH – 6 cp	100
FHS 104	HSE Management Systems	TH – 6 cp	100
FHS 105	Common Industrial Work System	TH – 6 cp	100
FHS106	Fire Drills and Equipment Handling	PR – 6 cp	100
Total			600

Second Year :

A) Compulsory Courses

Course Code	*Name of the Course*	*Type*	*Marks*
FHS 201	Fire Service Pump and Appliances	TH – 6 cp	100
FHS 202	Fire Service Operations	TH – 6 cp	100
FHS 203	Fire Service Communication and Mobilizing	TH – 6 cp	100
FHS 204	Safety Management, Environment & Health	TH – 6 cp	100
FHS 207	Fire Ground Operational Techniques	PR – 6 cp	100
EVN201	Environment Studies	TH 4 CP	100

B) Elective Courses (Any One)

Course Code	*Name of the Course*	*Type*	*Marks*
FHS 205	Fires in Common Commercial Goods	TH – 6 cp	100
FHS 206	Safety Aspects in Different Industries	TH – 6 cp	100
		Total	600

Third Year :

A) Compulsory Courses

Course Code	*Name of the Course*	*Type*	*Marks*
FHS 301	Fire Prevention and Protection Systems	TH – 6 cp	100
FHS 302	Environment and Sustainable Development	TH – 6 cp	100
FHS 307	Fire Service Emergency Aids	PR – 6 cp	100
FHS 308	Project Work	PR – 6 cp	100

B) Specialization courses (Any One)

Course Code	*Name of the Course*	*Type*	*Marks*

FHS 303 & 304	Practical Fireman ship - 1 & 2	TH – 12 cp	200
FHS 305 & 306	Safety Provisions and Precautions in Industry 1 & 2	TH – 12 cp	200
	Total	600	

V19:B.Sc. (Facility Services) **(NOT ON OFFER TILL FURTHER NOTICE)**

First Year

Sr. No.	Course Codes	Subject	Description		Credit Points
			Theory	Practical	
1	DFS – 101	Mechanized Housekeeping	100	-	4
2	DFS – 102	Mechanized Housekeeping laboratory	-	100	4
3	DFS – 103	Front Office Services	100	-	4
4	DFS – 104	Building Maintenance	100	-	4
5	DFS – 105	Safety & Security	100	-	4
6	DFS – 106	Horticulture & Landscape	100	-	4
7	DFS – 107	Front office ,Safety& security laboratory	-	100	4
8	DFS – 108	Horticulture & Landscape ,Building maintenance laboratory	-	100	4

Second Year

Sr. No.	Course Code	Subject	Description		Credit Points
			Theory	Practical	
1	DFS – 201	Applied Mechanized Housekeeping	100	-	4
2	DFS – 202	Applied Mechanized Housekeeping laboratory	-	100	4

3	DFS – 203	Domestic Services	100	-	4
4	DFS – 204	Applied Building Maintenance	100	-	4
5	DFS – 205	Safety & Security Advance concept	100	-	4
6	DFS – 206	Applied Horticulture & Landscape	100	-	4
7	DFS – 207	Domestic Services , Safety & Security Advance concept laboratory	-	100	4
8	DFS –208	Applied Horticulture & Landscape, Applied Building Maintenance laboratory	-	100	4

Third Year

Sr. No.	Course Code	Subject	Description		Credit Points
			Theory	Practical	
1	BFS – 301	Operation Management	100		4
2	BFS – 302	Marketing Management	100		4
3	BFS – 303	Purchase Management	100		4
4	BFS – 304	Finance, Account Taxation and Commercial Management	100		4
5	BFS – 305	H R and Admin Management	100		4
6	BFS – 306	Project		150	6

V30: B.Sc. (Interior Design) (NOT ON OFFER TILL FURTHER NOTICE)

First Year

Sr. No.	Course code	Title	Credits	Nature (Th /Prct /Prj)
1	BID 101	Theory of Materials	4	Theory
2	BID 102	Services- I	4	Theory
3	BID 103	Interior Construction-	8	Practical
4	BID 104	Graphic Design	8	Practical
5	BID 105	Basic Design	4	Theory
6	BID 106	Interior Design-I	8	Practical

Second Year

Sr. No.	Course code	Title	Credits	Nature (Th/Prct/Prj)
1	BID 201	Service-II	4	Theory
2	BID 202	Interior Construction- II	8	Practical
3	BID 203	Interior Design- II	8	Practical
4	BID 204	Professional Pct & Estimation	4	Theory
5	BID 205	CAD 2D & 3D	8	Practical
6	BID 206	3D Studio & Photoshop	8	Practical

Third Year

Sr. No.	Course code	Title	Credits	Nature (Th/Prct/Prj)
1	BID 301	Interior Design- III	8	Practical
2	BID 302	Interior Construction- III	8	Practical
3	BID 303	Design Elective	8	Techno Seminar
4	BID 304	Environmental Design	8	Practical
5	BID 305	Design Dissertation	8	Project Work

V31: B.Sc. (Fashion Design)

(NOT ON OFFER TILL FURTHER NOTICE)

Sr. No.	Course Name (FY)	Type	Course code	CP	Course Name (SY)	Course code	Type	CP
1	Element Of Design And Fashion	Th	BFD 101	4	Fashion Studies	BFD 201	Th	4
2	Fashion Model Drawing	Pr	BFD 102	4	Fashion Illustration	BFD 202	Pr	4

	making and Constructio n – I	Pr	103	4	Computer Application – II	203	Pr	4
4	Communica tion Skills	Th	BFD 104	4	Machinery and Equipments	BFD 204	Th	4
5	Introduction To Textiles	Th	BFD 105	4	Fundamentals of Fashion Marketing and Merchandising	BFD 205	Th	4
6	Surface Ornamentat ion Techniques	Th	BFD 106	4	Traditional Textiles and Embroidery of India	BFD 206	Th	4
7	Pattern making and Constructio n - II	Pr	BFD 107	4	Garment Construction	BFD 207	Pr	4
8	Computer Application - I	Pr	BFD 108	4	History of Fashion	BFD 208	Th	4

Third Year

Sr. No.	Course Name (TY)	Type	Course code	CP	Course Name (TY)	Course code	Type	CP
1	Principles Of Managements	Th	BFD 305	4	Environment Science	BFD 301	Th	4
2	Women's Wear	Pr	BFD 306	4	Recent Advances in Apparel Industry	BFD 302	Prj	4

Sr. No.	Course Name (TY)	Type	Course code	CP	Course Name (TY)	Course code	Type	CP
3	Textile And Garment Quality Analysis Assurance	Th	BFD 307	4	Range Development	BFD 303	Pr	4
4	Draping	Pr	BFD 308	4	Men's Wear	BFD 304	Pr	4

Guidelines for the implementation of Industrial Exposure in Semester III of V101 and V102 programmes **(NOT ON OFFER TILL FURTHER NOTICE)**

INDUSTRIAL EXPOSURE (SEMESTER – III)
Duration of Exposure: 15-18 weeks

Leave Formalities: I weekly off and festivals and national holidays given by the hotel 10 days medical leave supported by a medical certificate. Leave taken must be made up by doing double shifts or working on weekly offs. Attendance in the training would be calculated on the basis of Certificate issued by Training Manager/ HR Manager/ Concerned Officer of the unit trained in. Industrial Exposure will require an input of 90-100 working days (15 weeks x 06 days = 90 days). Students who are unable to complete a minimum of 45 days of industrial training would be disallowed from appearing in the term and examinations. Students who complete more than 45 days of industrial exposure but are unable to complete minimum 90 days due to medical reasons may make good during the vacations. Such students will be treated as 'absent' in industrial training and results. The training in III semester necessarily needs to be in an approved hotel equivalent to three star of above/ Heritage or other such good property. Prior written approval needs to be taken from the programme coordinator/ Convenor/ H.O.D for Industrial exposure from parent Institute.

Training Schedule:

III Semester
Housekeeping: 3-4 weeks; Front Office: 2-3 weeks; Food and Beverage Service:4- 5 weeks
Food Production: 4-5 weeks; others (In the areas of Interest) Floating weeks may be availed
Total weeks: 15-18 weeks. The Units imparting industrial exposure shall conduct formal induction sessions and emphasis on personality skills while acquainting the learners with skills of trade. It may please be noted that for this semester the number of credits assigned is 20. Being practical oriented the number of hours input per week comes as 40 hours per week.

Academic Credits for training shall be based on following
Log books and attendance, Appraisals, Report and presentation, as applicable

All trainees must ensure that the log books and appraisals are signed by the departmental/ sectional heads as soon as training in a particular department or section is completed. Trainees are also advised to make a report in all four departments in III semester on completion of training in that respective department. A PowerPoint presentation (based on the report) Should be make. This will be presented in front of a select panel from the institute and the industry. It should be made for duration of 10 minutes. Marks will be awarded on this. The presentation should express the student's experiences in the department and what has he learned/ observed. (*Refer to What to Observe Sheets for more details.)*
The Training Report will be submitted in the form specified as under:
a) The typing should be done on both sides of the paper (instead of single side printing)
b) The font size should be 12 with Times New Roman font.
c) The Training Report may be typed in 1.5 line spacing.
d) The paper should be A-4 size.
e) Two copies meant for the purpose of evaluation may be bound in paper- and submitted to the approved authority.

Students have to submit the following on completion of industrial training to the faculty coordinator at the institute:
1. Logbook.;
2. Appraisal;
3. A copy of the training certificate.
4. IT Report in all four Departments.
5. Power Point presentation on a CD, based on the training report.
6. Attendance sheet.

7. Leave card.
For distribution of marks refer to details on Course structure/ Credit Distribution
During the tenure of Industrial Exposure, apart from carrying out the assigned jobs,
The learners are suggested to make the following observations in the departments of internship:

Semester – III: DSC-1C: Food Production Operations Industry Exposure –I

Practical: 6 Credits, Total Hours = 180

WHAT TO OBSERVE
Food Production
1. Area & Layout of the Kitchen
2. Study of Standard Recipes
3. Indenting, Receiving & Storing
4. Preparing of batters, marinations and seasonings
5. All cuts of meat and butchery items (Mutton, poultry, beef, fish etc.)
6. Daily procedure of handover from shift to shift
7. Recipes and methods of preparation of all sauces
8. Quantities of preparation, weekly preparations and time scheduling
9. Stock preparation and cooking time involved
10. Cutting of all garnishes
11. Temperatures and proper usage of all equipment
12. Plate presentations for all room service and a la cart orders
13. Cleaning and proper upkeep of hot range
14. Cleanliness and proper upkeep of the kitchen area and all equipment
15. Yield of fresh juice from sweet lime / oranges
16. Storage of different mise-en-place – (Raw, Semi-Processed)
17. Bulk preparations
18. Finishing of buffet dishes
19. Recipes of at least 10 fast moving dishes
20. Mise-en-place for: A la Carte Kitchen & Banquet Kitchen
21. Rechauffe/ Leftover Cooking

Semester – III : DSC-2C: Food and Beverage Service Operations Industry Exposure - I

Practical: 6 Credits, Total Hours = 180

Food & Beverage Service

BANQUETS
1. What is banqueting – the need to have banquet facilities, scope purpose, menus and price structures
2. Types of banquet layouts
3. Types of banquet equipment, furniture and fixtures
4. Types of menus and promotional material maintained
5. Types of functions and services
6. To study staffing i.e. number of service personnel required for various functions.
7. Safety practices built into departmental working
8. Cost control by reducing breakage, spoilage and pilferage
9. To study different promotional ideas carried out to maximize business
10. Types of chaffing dish used- their different makes sizes
11. Par stock maintained (glasses, cutlery, crockery etc)
12. Store room – stacking and functioning

RESTAURANTS
1. Taking orders, placing orders, service and clearing
2. Taking handover form the previous shift

3. Laying covers, preparation of mise-en-place and arrangement and setting up of station
4. Par stocks maintained at each side station
5. Functions performed while holding a station
6. Method and procedure of taking a guest order
7. Service of wines, champagnes and especially food items
8. Service equipment used and its maintenance
9. Coordination with housekeeping for soil linen exchange
10. Physical inventory monthly of crockery, cutlery, linen etc.
11. Equipment, furniture and fixtures used in the restaurant and their use and maintenance
12. Method of folding napkins
13. Note proprietary sauces, cutlery, crockery and the timely pickup

BAR

1. Bar setup, Mise-en-place preparation, Storage facilities inside the bar, Decorative arrangement to liquor bottles
2. Types of glasses used in bar service and types of drinks served in each glass
3. Liaison with f & b controls for daily inventory
4. Spoilage and breakage procedures
5. Handling of empty bottles
6. Requisitioning procedures
7. Recipes of different cocktails and mixed drinks
8. Provisions of different types of garnish with different drinks
9. Dry days and handling of customers during the same
10. Handling of complimentary drinks
11. Bar cleaning and closing
12. Guest relations and managing of drunk guests
13. Inter bar transfer and service accessories maintained, and preparation of the same before the bar opens
14. Types of garnishes and service accessories maintained, and preparation of the same before the bar opens
15. To know the different brands of imported and local alcoholic and non-alcoholic beverages
16. Bar salesmanship
17. KOT/BOT control
18. Coordination with kitchen for warm snacks
19. Using of draught beer machine
20. Innovative drink made by the bar tender

ROOM SERVICE/INROOM DINNING

1. Identifying Room Service Equipment
2. Importance of Menu Knowledge for Order-taking (RSOT functions/procedures)
3. Food Pickup Procedure
4. Room service Layout Knowledge
5. Laying of trays for various orders
6. Pantry Elevator Operations
7. Clearance Procedure in Dishwashing area
8. Room service Inventories and store requisitions
9. Floor Plan of the guest floors
10. Serving Food and Beverages in rooms
11. Operating dispense Bars

Semester – III: DSC-3C: Accommodation and Front Office Operations Industry Exposure -I

Practical: 6 Credits, Total Hours = 180

WHAT TO OBSERVE
ACCOMMODATION OPERATIONS

ROOMS

1. Number of rooms cleaned in a shift
2. Time taken in making bed
3. Thoroughly observe the cleaning equipments and detergents / any other cleaning supplies used
4. Observe all guest supplies kept in guestroom bathroom. Understand the procedure for procurement and replenishment of guest supplies.
5. Study the systematic approach in cleaning a room and bathroom and the various checks made of all guest facilities e.g. telephone, channel music, A/C , T.V.etc
6. Study the Housekeeping cart and all items stocked in it. Note your ideas on its usefulness and efficiency
7. Observe how woodwork, brass work are kept spotlessly clean and polished
8. Observe procedure for handling soiled linen & Procurement of fresh linen
9. Observe the procedure for Freshen up and Turn down service
10. Observe room layout, color themes and furnishings used in various categories and types
11. Carpet brushing and vacuum cleaning procedure
12. Windowpanes and glass cleaning procedure and frequency
13. Observe maintenance of cleaning procedure and frequency
14. Understand policy and procedure for day-to-day cleaning
15. Observe methods of stain removal
16. Understand the room attendant's checklist and other formats used
17. Observe handling of guest laundry & other service (like shoe shine etc.)

THE CONTROL DESK

1. Maintenance of Log Book
2. Understand the functions in different shifts
3. Observe the coordination with other departments
4. Observe the area & span of control
5. Observe the handing of work during peak hours
6. Observe the formats used by department and study various records maintained

PUBLIC AREA

1. Observe the duty and staff allocation, scheduling of work and daily briefing
2. What to look for while inspecting and checking Public Area
3. Importance of Banquets function prospectus
4. Observes tasks carried out by the carpet crew, window cleaners and polishers
5. Note Maintenance Order procedure
6. Study the fire prevention and safety systems built into the department
7. Observe coordination with Lobby Manager, Security and other departments
8. Observe the pest control procedure and its frequency
9. Study the equipment and operating supplies used the procedure for its procurement
10. Observe Policy and procedures followed for various cleaning

WHAT TO OBSERVE

Front Office

1. Greeting, meeting & escorting the guest
2. Total capacity and tariffs of the rooms
3. Location and role of status board, different types of status's maintained
4. Special rates and discounts applicable to groups, business houses, airlines, VIP's etc.
5. Identification of kind, mode and type of reservation
6. Filing systems and follow-up on reservations
7. Types of plans and packages on offer
8. Forms and formats used in the department
9. Meaning of guaranteed, confirmed and waitlisted reservations
10. Reports taken out in the reservations department
11. Procedure of taking a reservation
12. Group reservations, discounts and correspondence

13. How to receive and room a guest
14. Room blockings
15. Size, situations and general colour schemes of rooms and suites
16. Discounts available to travel agents, tour operators, FHRAI members etc
17. Co-ordination of reception with lobby, front office cash, information, room service, housekeeping and telephones
18. Guest registration, types of guest folios, arrival slips, c-forms and their purpose
19. How to take check-ins and check-outs on the computer
20. Various reports prepared by reception
21. Key check policy
22. Mail & message handling procedures
23. Percentage of no-shows to calculate safe over booking
24. Group and crew rooming, pre-preparation and procedures
25. Scanty baggage policy
26. Handlin of room changes / rate amendments/ date amendments/ joiners/ one person departure/ allowances/ paid outs and all formats accompanying them
27. Requisitioning of operating supplies
28. Handling of special situations pertaining to guest grievance, requests etc
29. BELL DISK / CONCIERGE FUNCTIONS: luggage handling during check-in & check-out, left luggage procedures, wake-up call procedure, scanty baggage procedure, handling of group baggage, maintenance of records, Errands made, briefings etc.
30. TRAVEL DESK: coordination, booking, transfers etc.

Semester – III: SEC-1: Personality Skills for Hospitality – Learning from Industry

Practical: 2 Credits
Total Hours =60

WHAT TO OBSERVE

(a) Personality Enrichment
Grooming, Personal hygiene, Social and Business and Dining Etiquettes, Body language, Art of good Conversation, Art of Intelligent Listening

(b) Etiquettes & Manners
Social & Business Dinning Etiquettes, Social &Travel Etiquettes

(c) Personality Development Strategies
Communication Skills, Presentation Skills, Public Speaking, Extempore Speaking, importance and art of 'Small Talk' before serious business

(d) Interpersonal Skills
Dealing with seniors, colleagues, juniors, customers, suppliers, contract workers, owners etc at work place

(e) Group Discussion
Team Behaviour, how to effectively conduct yourself during GD, do's and don'ts, clarity of thoughts and its expression

(f) Telephone conversation
Thumb rules, voice modulation, tone, do's & don'ts, manners and accent

(g) Presentation
Presentation skills, seminars skills role – plays

(h) Electronic Communication Techniques: E mail, Fax,

ABOUT TUTORIALS

The courses whose course content is such that the learning experience through Laboratory is not possible, there is a provision for Tutorial type of component. The learners are expected to undertake assignments for one hour per week (as per UGC guidelines) for the tutorial component, or 30 hours in a semester. The study centers should give such assignments based on the course content for the specific course and requirement of the local industries.

The students are expected to maintain a Journal containing all tutorial exercises. The examination for the tutorial shall be conducted by the University, with the help of External Examiner and Internal Examiners analogous to the Practical courses.

The end examinations may have the following component :

1. Evaluation of the Tutorial Journal by external and internal examiners; (20% weight, i.e. 10 out of 50 marks for V101/V102 tutorial component)

2. A viva voce by the external examiner to assess the knowledge of the learner for the said tutorial component (20% weight, i.e. 10 out of 50 marks for V101/V102 tutorial component)

3. An evaluation by external examiner based on an activity (like solving a descriptive question of suitable depth). It may carry 60% weight, i.e. 30 out of 50 marks for V101/V102 tutorial component.

Thus the tutorial component of the theoretical course is analogous to the Practical component of the courses.

Programme structure	**B Sc MGA :T97**	
All Theory (Th) Courses are of 4 credits (100 Marks) and all Theory-Cum-	Practical (Th+Pr) courses are of 6 credit (150 Marks).	
Year 1		
Course code	Course Name	Course Type
BMG 101	Introduction to Computers & Internet	Theory
BMG 102	Drawing and Sketching	Theory
BMG 103	Color Theory	Theory
BMG 104	Typography	Theory
BMG 105	Computer Graphics Part1: Adobe Photoshop	(Th + Pr)
BMG 106	Computer Graphics Part2 : Adobe Illustrator	(Th + Pr)
BMG 107	Technical and Creative Writing	Theory
BMG 108	Introduction to Multimedia and its Application	Theory
BMG 109	Developing Presentations	Theory
BMG 110	Design Principles	Theory
BMG 111	Print Media Part1 : Coral Draw	(Th + Pr)
BMG 112	Print Media Part2 : Quark Express	(Th+ Pr)
Year 2		
BMG 201	Introduction to Web Development	Theory
BMG 202	HTML	Theory
BMG 203	Computer Animation : Introduction to Flash	Theory
BMG 204	Content Digitization	Theory
BMG 205	Content Authoring on Web using Macromedia Dreamweaver	(Th+Pr)
BMG 206	Developing Dynamic Web Pages using Java and VB Scripts	Theory

BMG 207	Video-Production Basics	Theory
BMG 208	Story Boarding	Theory
BMG 209	Visual Communication	Theory
BMG 210	Audio-Editing: Sound Forge	(Th + Pr)
BMG 211	Video-Editing: Adobe Premier	(Th + Pr)
BMG 212	Advance Video Effects	Theory
Year 3		
BMG 301	Animation Principles	Theory
BMG 302	Introduction to Maya	(Th+Pr)
BMG 303	Character Set up and Animation in Maya	Theory
BMG 304	Advanced Maya	(Th+Pr)
BMG 305	Introduction to 3DS max	(Th+Pr)
BMG 306	Advanced 3DS Max	(Th+Pr)
BMG 307	Character Animations	Theory
BMG 308	CG Film Making	Theory
BMG 309	Project Work	
BMG310	Environment Science	Theory

V106 BSc (Electical and Electronic Techniques) (NOT ON OFFER TILL FURTHER NOTICE)

S.No.	Course Name	Course Code	Assessement Under Teaching method	Contact (HRS)	Credit Point	End Exam (Univ)	Internal Assessment (No separate passing required)	Passing Marks
						Min/Tot	(Min/Tot)	(Min/Tot)
	Year 1							
	Semester 1							
1	Network Analysis and Analog Electronics	BEE101	Theory	64	4	32/80	"--/20	40/100
			Practical	64	2	20/50		20/50
2	Management of Energy	BEE102	Theory	80	6	32/80	"--/20	40/100
			Tutorials	16		20/50		20/50
3	Electrical Principles	BEE 103	Theory	64	4	32/80	"--/20	40/100
			Practical	64	2	20/50		20/50
4	English Communication	BEE104	Theory	28	2	20/50	10	20/50
			Practical	16				
						Total		**200/500**
	Semester 2							
5	BEE201	Linear and Digital Integrated Circuits	Theory	64	4	32/80	"--/20	40/100
			Practical	64	2	20/50		20/50

6	BEE202	Advanced Electrical Principles	Theory	64	4	32/80	"--/20	40/100
			Practical	64	2	20/50		20/50
7	BEE203	Renewable energy and Energy Harvesting	Theory	64	4	32/80	"--/20	40/100
			Practical	64	2	20/50		20/50
8	BEE204	Environmental Science	Theory	28	2	20/50	10	20/50
			Practical	16				
							Total	**200/500**
	Year 2							
	Semester 3							
9	BEE301	Communication Electronics	Theory	80	4	32/80	"--/20	40/100
			Tutorial	16	2	20/50		20/50
10	BEE302	Electrical Power	Theory	64	4	32/80	"--/20	40/100
			Practical	64	2	20/50		20/50
11	BEE303	Utilization of Electrical Energy	Theory	64	4	32/80	"--/20	40/100
			Practical	64	2	20/50		20/50
12	BEE304	Personal and Professional Development	Theory	28	2	20/50	10	20/50
			Practical	16				
							Total	**200/500**

	Semester 4							
13	BEE401	Microprocessor and Microcontroller	Theory	64	4	32/80	"--/20	40/100
			Practical	64	2	20/50		20/50
14	BEE402	Control System Design	Theory	64	4	32/80	"--/20	40/100
			Practical	64	2	20/50		20/50
15	BEE403	Power Electronics and Design	Theory	**64**	**4**	32/80	"--/20	40/100
			Practical	**64**	**2**	20/50		20/50
16	BEE404	Quality Assurance and Management	**Theory**	**28**	**2**	20/50	10	20/50
			Practical	16				
							Total	**200/500**
	Year 3							
	Semester 5							
17	BEE501	Electrical Circuits and Network Skills	Theory	28	2	20/50	10	20/50
			Practical	16				
18	BEE502	Project			6		60/150	60/150
19	BEE503	Electrical and Electronic Measurement and Testing	Theory	64	4	32/80	"--/20	40/100

			Practical	64	2	20/50		20/50
20	BEE504	Digital Signal Processing	Theory	64	4	32/80	"--/20	40/100
			Practical	64	2	20/50		20/50
							Total	200/500
	Semester 6							
	BEE601	Sustainable Development in Industry	Theory	28	2	20/50	10	20/50
			Practical	16				
	BEE602	Embedded Systems	Theory	64	4	32/80	20	40/100
			Practical	64	2	20/50		20/50
	BEE603	Technical Drawing	Theory	64	4	32/80	20	40/100
			Practical	64	2	20/50		20/50
	BEE604	Application f Power Electronics	Theory	80	6	32/80	20	40/100
			Tutorials	16		20/50		20/50
						Total		**200/500**

POST GRADUATE Diploma Programs

The following Post Graduate Diploma programs are on offer

1. PG Diploma in Fire and Safety (P96)

2. PG Diploma in Event Management (V116)

3. PG Diploma in Advertisement Media and Events (V117)

The fee structure and eligibility criteria are given in a separate table.

The course structures of these programs are as follows:

Post Graduate Diploma in Fire and Safety Engineering Management (P-96)

Course Code	*Name of the Course*	*Type*	*Marks*
FSE 101	Fire Technology and Suppression	Theory	100
FSE 102	Fire Equipment and Appliances	Theory	100
FSE 103	Fire Prevention, Detection, and Investigation	Theory	100
FSE 104	Handling Different Emergencies	Theory	100
FSE 105	Industrial Safety Management	Theory	100
FSE 106	Safety Management of Hazardous Processes	Theory	100
FSE 107	Safety Provisions and Precautions In Industry	Theory	100
FSE 108	Fire Ground Drills and Operations	Practical	150
FSE 109	Practical Fireman Ship	Practical	150
FSE 110	Project Work	FW	200
Total			1200

V116: PG Diploma in Event Management

S.No.	Course Code	Course Name	Assessement Under Teaching method	Credit Point
	Semester 1			
1	PGE101	Advanced Event Production and Coordination	Theory	4

			Tutorial	2
2	PGE102	Advanced Advertisement Sales and Promotion	Theory	4
			Tutorials	2
3	PGE103	Advanced Event Management	Theory	4
			Tutorial	2
		Total Sem I		**18**
	Semester 2			
5	PGE201	Advanced Accounting Process for EM	Theory	4
			Tutorial	2
6	PGE202	Economics for Managers	Theory	4
			Tutorial	2
7	PGE203	Advanced Event Marketing	Theory	4
			Tutorial	2
9	PGE204	Stress Management	Theory	4
		Total Sem II		**22**

V117: PG Diploma in Advertisement Media and Events

S.No.	Course Code	Course Name	Assessement Under Teaching method	Credit Point
	Semester 1			
1	PGE101	Advanced Event Production and Coordination	Theory	4
			Tutorial	2
2	PGE102	Advanced Advertisement Sales and Promotion	Theory	4
			Tutorials	2
3	PGE103	Advanced Event Management	Theory	4
			Tutorial	2
		Total		**18**
	Semester 2			
4	PGE201	Advanced Accounting Process for EM	Theory	4
			Tutorial	2

5	PGE202	Economics for Managers	Theory	4
			Tutorial	2
6	PGM203	Media Selection	Theory	4
			Tutorial	2
7	PGE204	Stress Management	Theory	4
		Total		**22**

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Sr. No.	Programme code	Year	Name of the Programme	Pre Qualification	Exam Fee	Tution Fee	Reg. Fee	Other Fee	Dev Fund	Total UPF	Study Centre Fee	Final Total Fee
1	C2E	6mths	Certificate in Beauty Parlor Management	10th Passed or Preparatory	550	500	100	200	250	1600	2500	4100
2	C2H	3 months	Certificate in Tailoring	Any Who Can Read and Write	300	250	100	200	250	1100	1500	2600
3	C3V	6mths	Certificate in Water Management	Any Who Can Read and Write	300	250	100	200	250	1100	2000	3100
4	C3A	6mths	Certificate in German Language	10th Passed or Preparatory	300	250	100	200	250	1100	800	1900
5	C3E	6mths	Certificate in English Language	10th Passed or Preparatory	300	250	100	200	250	1100	800	1900
6	C3F	6mths	Certificate in French Language	10th Passed or Preparatory	300	250	100	200	250	1100	800	1900
7	C3G	6mths	Certificate in Arabic Language	10th Passed or Preparatory	300	250	100	200	250	1100	800	1900
8	C97	6mths	Certificate in Fire Safety Engineering and Management	Any Who Can Read and Write	1350	1000	100	200	3450	6100	5000	11100
9	C121	6mths	Certificate in Digital Photography	Any Who Can Read and Write	1350	1000	100	200	3450	6100	14000	20100
10	C122	6mths	Certificate in Video Production	Any Who Can Read and Write	1350	1000	100	200	3450	6100	14000	20100

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Sr. No.	Programme code	Year	Name of the Programme	Pre Qualification	Exam Fee	Tution Fee	Reg. Fee	Other Fee	Dev Fund	Total UPF	Study Centre Fee	Final Total Fee
11	C123	6mths	Certificate in Patkatha Lekhan	Any Who Can Read and Write	1350	1000	100	200	3450	6100	14000	20100
12	V15	1y	Diploma in Saloon Techniques	Any Who Can Read and Write	750	400	100	200	150	1600	5000	6600
13	P73	1 year	Diploma in Fire and Safety Engineering and Management	10th Passed or Preparatory	4350	4000	100	200	2450	11100	10000	21100
14	T36	1y	Diploma in Interior Design Decoration	10th Passed or Preparatory	1350	1000	100	200	3450	6100	7000	13100
15	T73	1y	Diploma in Automobile Techniqes	10th Passed or Preparatory	750	400	100	200	150	1600	5000	6600
16	T72	1y	Diploma for Electrician and Domestic Appliances Maintenance	10th Passed or Preparatory	750	400	100	200	150	1600	5000	6600
17	T94	1y	Diploma in Fabrication	10th Passed or Preparatory	750	400	100	200	150	1600	5000	6600
18	V105	1 year	Diploma in Animation	10th Passed or Preparatory	1350	1000	100	200	13450	16100	13000	29100
19	V11	1y	Diploma for Civil Supervisor	10th Passed or Preparatory	750	400	100	200	150	1600	5000	6600
20	V13	1y	Diploma for Fitter	10th Passed or Preparatory	750	400	100	200	150	1600	5000	6600

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Sr. No.	Programme code	Year	Name of the Programme	Pre Qualification	Exam Fee	Tution Fee	Reg. Fee	Other Fee	Dev Fund	Total UPF	Study Centre Fee	Final Total Fee
21	V14	1 year	Diploma in Computer Hardware Maintenance and Network Technology Windows 2008	10th Passed or Preparatory	1050	1000	100	200	750	3100	8000	11100
22	V113	1 Year	Diploma in Event Management	(12th Passed) Or (Preparatory of YCMOU AND, 10th Passed AND 21 years age)	4350	4000	100	200	3450	12100	28000	40100
23	V114	1 Year	Advance Diploma in Event Management	Diploma in Event Management (V113) Registered	4350	4000	100	200	3450	12100	28000	40100
24	V115		B.Sc. Event Management	Diploma in Event Management (V114) Registered	4350	4000	100	200	3450	12100	28000	40100
25	V116	1 Year	PG Diploma in Event Management	Any Graduate	4350	4000	150	150	3450	12100	28000	40100
26	V117	1 Year	PG Diploma in Advertisement Media and Event	Any Graduate	4350	4000	150	150	3450	12100	28000	40100

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Sr. No.	Programme code	Year	Name of the Programme	Pre Qualification	Exam Fee	Tution Fee	Reg. Fee	Other Fee	Dev Fund	Total UPF	Study Centre Fee	Final Total Fee
27	T97	FY	B.Sc. (Media Graphics and Animaiton)	(12th passed) or (21 years age + 10th passed+ Preparatory passed)	4050	4000	100	200	7750	16100	13000	29100
28	T97	SY	B.Sc. (Media Graphics and Animaiton)	FY of same program registered	4050	4000	100	200	7750	16100	13000	29100
29	T97	TY	B.Sc. (Media Graphics and Animaiton)	SY of same program registered	4350	4000	100	200	7450	16100	13000	29100
30	V101	FY	B.Sc. (Hospitality and Tourism Studies)	(12th passed) or (21 years age + 10th passed+ Preparatory passed)	4350	4000	100	200	13750	22400	18000	40400
31	V101	SY	B.Sc. (Hospitality and Tourism Studies)	FY V101 or V102 registered	4350	4000	100	200	13750	22400	18000	40400
32	V101	TY	B.Sc. (Hospitality and Tourism Studies)	SY V101 or V102 registered	4350	4000	100	200	13450	22100	18000	40100
33	V102	FY	B.Sc. (Hospitality Studies and Catering Services)	(12th passed) or (21 years age + 10th passed+ Preparatory passed)	4350	4000	100	200	13750	22400	18000	40400

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Sr. No.	Programme code	Year	Name of the Programme	Pre Qualification	Exam Fee	Tution Fee	Reg. Fee	Other Fee	Dev Fund	Total UPF	Study Centre Fee	Final Total Fee
34	V102	SY	FY B.Sc. (Hospitality Studies and Catering Services)	FY V101 or V102 registered	4350	4000	100	200	13750	22400	18000	40400
35	V102	TY	SY B.Sc. (Hospitality Studies and Catering Services)	SY V101 or V102 registered	4350	4000	100	200	13450	22100	18000	40100
36	V103	FY	B.Sc. (Fire and Safety Studies)	(12th passed) or (21 years age + Preparatory passed)	4050	4000	100	200	2750	11100	10000	21100
37	V103	SY	B.Sc. (Fire and Safety Studies)	FY V103 registered	4050	4000	100	200	2750	11100	10000	21100
38	V103	TY	B.Sc. (Fire and Safety Studies)	SY V103 registered	4050	4000	100	200	2750	11100	10000	21100
39	V19	FY	B.Sc. (Facility Services)	(12th passed) or (21 years age + Preparatory passed)	1350	1000	100	200	5450	8100	7000	15100
40	V19	SY	B.Sc. (Facility Services)	FY of same program registered	1350	1000	100	200	5450	8100	7000	15100
41	V19	TY	B.Sc. (Facility Services)	SY of same program registered	1350	1000	100	200	5450	8100	7000	15100

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Sr. No.	Programme code	Year	Name of the Programme	Pre Qualification	Exam Fee	Tution Fee	Reg. Fee	Other Fee	Dev Fund	Total UPF	Study Centre Fee	Final Total Fee
42	V30	FY	B.Sc. (Interior Design)	(12th passed) or (21 years age + Preparatory passed)	4050	4000	100	200	13750	22100	18000	40100
43	V30	SY	B.Sc. (Interior Design)	FY of same program registered	4050	4000	100	200	13750	22100	18000	40100
44	V30	TY	B.Sc. (Interior Design)	SY of same program registered	4350	4000	100	200	13450	22100	18000	40100
45	V31	FY	B.Sc. (Fashion Design)	(12th passed) or (21 years age + Preparatory passed)	4050	4000	100	200	13750	22100	18000	40100
46	V31	SY	B.Sc. (Fashion Design)	FY of same program registered	4050	4000	100	200	13750	22100	18000	40100
47	V31	TY	B.Sc. (Fashion Design)	SY of same program registered	4350	4000	100	200	13450	22100	18000	40100
48	V71	FY	B.Sc. (Construction Practices)	(12th passed) or (21 years age + Preparatory passed)	1050	1000	100	200	13750	16100	13000	29100
49	V71	SY	B.Sc. (Construction Practices)	FY of same program registered	1050	1000	100	200	13750	16100	13000	29100
50	V71	TY	B.Sc. (Construction Practices)	SY of same program registered	1350	1000	100	200	13450	16100	13000	29100

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Sr. No.	Programme code	Year	Name of the Programme	Pre Qualification	Exam Fee	Tution Fee	Reg. Fee	Other Fee	Dev Fund	Total UPF	Study Centre Fee	Final Total Fee
51	V72	FY	B.Sc. (Automotive Techniques)	(12th passed) or (21 years age + Preparatory passed)	1050	1000	100	200	13750	16100	13000	29100
52	V72	SY	B.Sc. (Automotive Techniques)	FY of same program registered	1050	1000	100	200	13750	16100	13000	29100
53	V72	TY	B.Sc. (Automotive Techniques)	SY of same program registered	1350	1000	100	200	13450	16100	13000	29100
54	P96	1 year	PG Diploma in Fire and Safety Management	Any Graduate	1350	1000	100	200	3450	6100	5000	11100
55	V106	FY	B.Sc. (Electrical & Electronic Techniques)	(12th passed) or (21 years age + Preparatory passed)	4050	4000	100	200	6750	15100	35000	50100
56	V106	SY	B.Sc. (Electrical & Electronic Techniques)	FY of same program registered	4050	4000	100	200	6750	15100	35000	50100
57	V106	TY	B.Sc. (Electrical & Electronic Techniques)	SY of same program registered	4350	4000	100	200	6450	15100	35000	50100