Yashwantrao Chavan Maharashtra Open University Nashik

Prospectus
2018 – 2019

P134 - B.Sc. (Computer System Administration)
P137 - B.B.A in Business Process Management

Role based and Work & Performance Centric Degree Program in collaboration with Maharashtra Knowledge Corporation Limited (MKCL)

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विद्यापीठ गीत



एक प्रतिज्ञा असे आमुची ज्ञानाची साधना ।
चिरंतन ज्ञानाची साधना ।
ज्ञान हेच संजीवन साऱ्या जगताच्या जीवना ।। धृ ।।

ज्योत जागवू सुजाणतेची सकलांच्या अंतरी ।
तीच निवारील पटल तमाचे प्रभात सूर्यापरी ।
ज्ञानच देउळ, ज्ञानच दैवत, प्रगतीच्या पूजना ।। १।।

नव्या युगाचा नव्या जगाचा ज्ञान धर्म आहे ।
त्यातच अमुच्या उजळ उद्याचे आश्वासन राहे ।
मुक्त करिल तो परंपरेच्या बंदिघरातुन मना ।। २ ।।

हाच मंत्र नेईल आम्हाला दिव्य भविष्याकडे ।
न्यायनीतीचे पाऊल जेथे भेदाशी ना अडे ।
जे जे मंगल पावन त्याची जेथे आराधना ।। ३ ।।

कुसुमाग्रज

School of Computer Science

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Important Dates

Please refer the 'Important Dates' section on the following website for detailed and latest Administrative Calendar

Program Website: http://ycmou.digitaluniversity.ac
www.mkcl.org/mfs | www.mkcl.org/mfs/bba | www.mkcl.org/mfs/bsc

Note: YCMOU/MKCL reserves right to revise the time-table.

Academic Calendar

Sr. No.	Processes	Start Date	End Date
1.	**Counseling Sessions (odd Semester)**	01-08-2018	01-01-2019
2.	Submitting Exam Form for repeaters (Dec. Exam)	15-10-2018	15-11-2018
3.	Last date of Submission of CCA Marks to University	15-12-2018	01-01-2019
4.	Publication of CCA Marks on Website	03-01-2019	03-01-2019
5.	**End Examination (Odd Semester) + Repeater Students of all Semesters**	01-01-2019	15-01-2019
6.	**Counseling Sessions (Even Semester)**	**15-01-2019**	**15-06-2019**
7.	Submission of Approval Form for Project Synopsis (June Exam)	1-03-2019	15-04-2019
8.	Submitting Exam Form for repeaters (June Exam)	16-03-2019	15-04-2019
9.	Submission of CCA Marks to University	30-05-2019	30-05-2019
10.	Publication of CCA Marks on Website	15-06-2019	15-06-2019
11.	**End Examination (Even Semester) + Repeater Students of all Semesters**	15-06-2019	30-06-2019

1. About the University

The Yashwantrao Chavan Maharashtra Open University (YCMOU) was set up in July1989 by Act XX (1989) of the Maharashtra State Legislature. The degree/diploma of this University is treated as equivalent to the degree/diploma of any other university for the purpose of employment in government and semi-government establishments. One of the major goals of the University is to create, preserve and disseminate knowledge to its learners and the masses and thus become a 'Mass-Varsity'. The emphasis, throughout, is on developing educational programmes which qualify a person to get a better job, to start earning on his own or help a working person to improve her/his career. Providing education through classroom-based system is expensive, rigid and puts time constraints on the learners.

Technology based education of YCMOU provides the following benefits:

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

2. About the School of Computer Science

The School of Computer Science is one of the eight schools of studies located at the headquarters of the University. Through its quality policy, the School aims to enhance and sustain excellence of its educational programmes. It has a vision to create computer literacy by taking computer education to the masses.

The School envisages to:

- Develop degree, postgraduate and research level computer programmes for creating professional manpower required by the IT industries.
- Develop need-based and job-oriented short-term computer programmes to meet the huge demand of IT skilled manpower in business and industry.
- Ensure relevance of programmes by updating the curriculum dynamically.
- Provide e-Learning support to its learners.
- Establish tie-ups with industries and other educational institutions to share experience and knowledge.
- Carry out research in multimedia, virtual reality, fuzzy logic, neural networks etc. that will help in developing new methods, tools and techniques useful for computer education and applications.
- The School imparts computer education through its Authorized Study Centres.

3. Educational Collaboration with MKCL

Maharashtra Knowledge Corporation Limited (MKCL) is a Public Limited Company promoted by the Department of Higher and Technical Education, Government of Maharashtra, India in 2001 to create new paradigm in education and development through universalization and integration of Information Technology in teaching, learning and educational management processes in particular and socio-economic transformative processes in general.

Yashwantrao Chavan Maharashtra Open University (YCMOU) in collaboration with Maharashtra Knowledge Corporation Limited (MKCL) is launching innovative degree programmes. These Role Based programmes are implemented in the real-life work environment of the industry.

These programmes are in the form of eLearning supported Work Lab wherein the learners get an intensive exposure, expertise and experience practical skills under the guidance of mentor. It's an innovative learning through working paradigm through an attempt to seek a blend of the work environment and learning environment.

4. Need of the Role based Degree Programme

The services sector has been a major and vital force steadily driving the growth in the Indian economy for more than a decade. It covers a wide range of activities, from the most sophisticated information technology (IT) to simple services provided by the unorganized sector, such as the services of the barber and plumber. National Accounts classification of the services sector incorporates trade, hotels, and restaurants; transport, storage, and communication; financing, insurance, real estate, and business services; and community, social, and personal services.

Emergence of service sector on a large scale has resulted into new opportunities of employment with new roles and new skills and knowledge.

It is therefore, essential to have a comprehensive educational programme to empower new generation with skills and knowledge necessary to grab huge opportunities of employment in service sector.

Learners desirous to join service sector are primarily the target audience of the programme. Also, learners who need to earn while they learn, will opt for this programme because of the unique methodology of the programme, where learners will get real-life workplace experience and learn simultaneously through eLearning support.

B.B.A in Business Process Management programme being offered by YCMOU in collaboration with MKCL in Business Administration is going to be a boon for learners; aspiring a career in service sector. Similarly, there is a continuous demand and need of IT infrastructure management services, IT being at the core of many business functions across different domains - from homes, schools, colleges, universities, to corporate and communities.

B.Sc. in Computer System Administration programme has been specially designed for young aspiring professionals who want to pursue a bright career in IT infrastructure and support industry. This would enable a Learner to work in actual IT infrastructure and support industry for three years as a desktop technician/IT support engineer/ System administrator/ Security or database administrator etc. and simultaneously get a meaningful and relevant degree in Computer System Administration. There is a continuous and growing need of young professionals who can manage IT infrastructure that comprises of computers, laptops, gadgets, networking, servers, software and many such things, and also give support for its maintenance, management and troubleshooting.

5. Study Centre@Workplace

Study Center @Workplace (SC@WP) is the industry Work Lab provided by industry partners of MKCL and authorized by YCMOU as SC@WP. Learners are expected to perform Practicals at the Work Lab by getting involved in real-life work that will be allocated to them as a part of three years degree programme by respective Industry Partner.

- Learners based on his/her performance in the Practicals at the Work Lab (at SC@WP) and eLearning assignments at SC@WP shall earn Work and Knowledge Credits respectively.
- Learner shall get the following at SC@WP:
  - Work Lab in form of Real-life work environment (every day, normally for 8 hours)
  - eLearning environment (every day)
  - Mentoring (interactions with mentor)
- The list of SC@WP as Industry Partners can be viewed on following websites: www.mkcl.org/mfs | http://ycmou.digitaluniversity.ac/

6. Duration and Credit Pattern

Degree programmes: 3 years

The learner should complete the degree program within a maximum period of 5 years. A learner who fails to complete it within 5 years will be required to re-register for the program.

Semester System

Semester system has been adopted by YCMOU for these role based Degree Programs. Each academic year consists two semesters each of 6 months duration.

The admission for each academic year shall be done **only once** in a year whereas the examinations shall be conducted **at the end of each semester.**

Programme Code	Programme Name	Credit Points	Minimum Duration	Maximum Duration	Total No. of Semesters
P134	B.Sc. (CSA)	132	3	5	6
P137	B.B.A (BPM)	132	3	5	6

Credit Pattern

YCMOU has accepted a modular program structure. Each program consists of number of courses. Theory courses are of 4 credit points while practical course are of 2 credit points. The Project course in Degree programme is of 6 credit points. One credit point denotes around 35 to 40 hours of study which includes self-study, practicals and counseling.

7. Eligibility and documents to be attached along with admission form

- At present there is **no provision** in the University to admit international learners.
- Online admission process is followed for both the degree programs.

The eligibility criteria are given below:

Sr. No.	Prog. Code	Programme	Eligibility	Documents (SELF ATTESTED TRUE COPIES) to be uploaded along with the Admission Form
1.	P134	B.Sc. in Computer System Administration	❖ Mandatory: The learner should have passed • 12th passed or 3 years Diploma from any branch after 10th • MS-CIT and KLiC English passed students will be preferred • Some of the Industry Partners offering Work Lab may have additional eligibility criteria such as: - Age, i.e. 18 years of age as on July 31, 2018. - Good English communication and soft skills - Physical fitness certificate • Selection process shall be made available on the website: www.mkcl.org/mfs	1) Age Proof (Birth Certificate, driving license, Aadhar Card, PAN Card, Leaving Certificate etc) 2) Statement of Marks of Std 10th 3) Statement of Marks of Std 12th OR Statement of Marks of all 3 years of Diploma
2.	P137	B.B.A (Business Process Management)		

Please note that above mentioned eligibility is the basic eligibility for the degree program but some industries may have special requirement like age, passing year, typing, gender etc. on the basis of same the provisional allocation will be done.

8. Language of Instruction

The medium of instruction of all the programs is English Language only. All the Study Material of the programmes is in English. The medium of examination will be English. However, the Coordinator, Instructor, Mentor or Counselor may use English /Marathi /Any other language to help the learners understand the subject well. Also medium of communication required at the Work-Lab may be English/Marathi/Any other language as per the requirement of the respective industry partner.

9. Educational Network for Program Delivery

The University has its headquarters in Nashik. Keeping in line with its vision of taking education to every doorstep, the University takes care to provide its academic programmes to the learners located in different parts of Maharashtra State. For this the University has established 8 Regional Centres and established the network of authorized Study Centres in Maharashtra.

The University implements this programme in collaboration with MKCL. Industry partners are identified and learners are placed in industry to perform practical in real life work environment and acquire skills by practice, gain experience and knowledge of world of work.

10. Teaching Learning Methodology

A. Academic model and Learning environment

Academic model offers a unique learning environment to the learners, that comprises of

- A Work Lab for Practicals
- An eLearning framework for Theory and
- Counseling sessions with experts/mentors

B. Academic Process

- Learners are enrolled for the three year degree programme through selection process and are allotted a Work Lab made available by the industry partner for three years. Work Lab is allotted as per the selection criteria set by the industry at the time of admission.
- Learners work at the Work Lab i.e. Perform practicals by completing the allotted tasks, and interact with teammates, seniors and get involved in their work.
- Before and after the Work Lab hours, Learners access MKCL's eLearning framework for Theory component of the degree programme. i.e. to
  - Learn by exploring global and best practices followed for specific profession and respective role
  - Appreciate, analyze, synthesize, and evaluate real-life case studies developed by experts
  - Derive theory out of skills practiced at the workplace
  - Actively participate by posting and answering questions on eWorkForum – platform for sharing work situations and challenges
- Learners interact with mentors through online platform every day and meet him/her in a week-end session for
  - reflections on deriving meaning and value out of daily actions at workplace
  - discussions around actions and reflections, group activities and assessments

C. Life of a Learner

Learners enrolled for this Degree Programme experience a life *full of challenges*. These challenges are in form of

- Everyday tasks allotted at the Work Lab as well as
- Scenario based challenges through eLearning

A typical day in the life of a Learner shall involve combination of following activities in general:

1. Logon to ERA
   i. Take challenges and attempt to solve
   ii. Participate and contribute to Work Forum
   iii. Interact with peers and mentors
2. Complete routine / allotted tasks at the Work Lab
   i. Complete allotted tasks
   ii. Interact with teammates
   iii. Interact with seniors
   iv. Interact with mentors

3. Logon to ERA
    i. Post questions on Work Forum and attempt to answer the questions / challenges posted by peers based on real-life work experience
    ii. Update e-Portfolio based on the real-life work at the workplace

D. Study Material

Learner will get access to eBooks on YCMOU portal or in his/her ERA login and eLearning modules on MKCL's ERA (eLearning Revolution for All). Study Material available through MKCL's ERA includes situation based content for learning theoretical concepts, detailed elaboration, examples, real-life case studies and exercises. Specially designed scenarios and situation based eLearning content makes learners journey of learning joyful. The system enforces learner to go through all the modules step by step.

11.Role of the Industry

Industry Partners of MKCL i.e. Work Lab play an important role in the overall Learning Process of a Learner. Key areas of the contribution of Industry are as follows:

- **Providing Work Lab**
    - Learners are expected to complete Practicals in the Work Lab provided by the industry.
    - While the Learners are enrolled for the Degree programme, she/he will also be allotted a Work Lab, being provided by Industry Partners associated with MKCL.
    - Learners will get accommodated in routine work environment of the Industry and are expected to work as per the norms of respective Industry Partner.
    - Thus, the Industry will provide real workplace as a Work Lab for the Learners to complete the Practical's of the degree programme.
- **Award of Work Ratings**
    - Industry also contributes to the Degree by awarding Work Ratings to the Learners.
    - Work ratings are based on performance of Learners at the Work Lab. Monthly performance ratings given by the appraisers at the workplace shall get consolidated monthly for the award of Work ratings.
- **Mentoring by Industry Professionals**
    - In addition to providing Work Lab and award of Work ratings, Industry also contributes to the programme by mentoring the Learners.
    - Industry Professionals will be appointed as Mentors so as to guide Learners to derive theory out of practice at the Work Lab. Mentors offer a 'human touch' in the overall learning process of the Learners.

12.Programme Structure

A) B.Sc. (Computer System Administration) (2016 pattern) **Code: P134**

This pattern is applicable from Academic Year 2016-17 onwards

Course Code	Course Name	Theory/ Practical/ Project	Contact (HRS)	Credit Points	Assessment Type	Passing Marks
Semester 1						
CSA111	Business Communication – 1	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA112	Introduction to IT Hardware	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA113	Introduction to IT Networks	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA114	IT Skills – Basics	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA115	Lab: Troubleshooting IT Hardware	Practical	30	2	CA(20/50)	20/50
CSA116	Lab: Troubleshooting IT Networks	Practical	30	2	CA(20/50)	20/50
CSA117	Lab: IT Skills – Basics	Practical	30	2	CA(20/50)	20/50
					Total	**220/550**
Semester 2						
ENV121	Environmental Science	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA211	Computer Security Basics	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA212	Desktop Operating Systems	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA213	Managing and Maintaining Desktop OS	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA214	Lab: Computer Security Basics	Practical	30	2	CA(20/50)	20/50
CSA215	Lab: Desktop Operating Systems	Practical	30	2	CA(20/50)	20/50
CSA216	Lab: Managing and Maintaining Desktop OS	Practical	30	2	CA(20/50)	20/50
					Total	**220/550**
Semester 3						
CSA311	Business Communication – 2	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA312	Configuring Windows 7	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA313	Managing and Maintaining Windows 7	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA314	Configuring Windows Server 2008	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA315	Lab: Configuring Windows 7	Practical	30	2	CA(20/50)	20/50
CSA316	Lab: Managing and Maintaining Windows 7	Practical	30	2	CA(20/50)	20/50
CSA317	Lab: Configuring Windows Server 2008	Practical	30	2	CA(20/50)	20/50
					Total	**220/550**
Semester 4						
CSA411	IT Infrastructure Support Services	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA412	Configuring Windows Server 2008 Active Directory	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA413	Configuring Windows Server 2008 Network Infrastructure	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA414	Managing and Maintaining Windows Server 2008 Network Infrastructure	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA415	Lab: Configuring Windows Server 2008 Active Directory	Practical	30	2	CA(20/50)	20/50
CSA416	Lab: Managing and Maintaining Windows Server 2008 Active Directory	Practical	30	2	CA(20/50)	20/50
CSA417	Lab: Managing and Maintaining Windows Server 2008 Network Infrastructure	Practical	30	2	CA(20/50)	20/50
					Total	**220/550**
Semester 5						
CSA511	Soft Skills – 1	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA512	Red Hat Linux Basic Administration	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA513	Configuring and Maintaining Red Hat Linux Systems	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA514	Red Hat Linux Advanced Administration	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA515	Lab: Administering Red Hat Linux Systems – 1	Practical	30	2	CA(20/50)	20/50
CSA516	Lab: Administering Red Hat Linux Systems – 2	Practical	30	2	CA(20/50)	20/50
CSA517	Lab: Administering Red Hat Linux Systems – 3	Practical	30	2	CA(20/50)	20/50
					Total	**220/550**

Semester 6						
CSA611	Soft Skills – 2	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA612	Ethical Hacking	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA613	Advanced Security Practices	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA614	Lab: Ethical Hacking	Practical	30	2	CA(20/50)	20/50
CSA615	Lab: Advanced Security Practices	Practical	30	2	CA(20/50)	20/50
CSA616	Project	Project	90	6	CA(60/150)	60/150
					Total	**220/550**

B) B.B.A (Business Process Management) (2016 pattern) Code: P137

This pattern is applicable from Academic Year 2016-17 onwards

Course Code	Course Name	Theory/ Practical/ Project	Contact (HRS)	Credit Points	Assessment Type	Passing Marks
Semester 1						
BBA111	Business Communication-1	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA112	Introduction to Service Sectors - 1	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA113	Introduction to Service Sectors - 2	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA114	Marketing and Selling	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA115	Lab: IT Skills – Basics - 1	Practical	30	2	CA(20/50)	20/50
BBA116	Lab: IT Skills – Basics - 2	Practical	30	2	CA(20/50)	20/50
BBA117	Lab: Marketing and Selling	Practical	30	2	CA(20/50)	20/50
					Total	220/550
Semester 2						
ENV121	Environmental Science	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA211	Sector study - 1	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA212	Sector study - 2	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA213	Collaboration, Business Processes and Workflows	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA214	Lab: IT Skills - Advanced - 1	Practical	30	2	CA(20/50)	20/50
BBA215	Lab: IT Skills - Advanced - 2	Practical	30	2	CA(20/50)	20/50
BBA216	Lab: Collaboration, Business Processes and Workflows	Practical	30	2	CA(20/50)	20/50
					Total	220/550
Semester 3						
BBA311	Business Communication - 2	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA312	Sector study - 3	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA313	Sector study - 4	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA314	Customer Centricity	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA315	Lab: Data Management and Analysis - 1	Practical	30	2	CA(20/50)	20/50
BBA316	Lab: Data Management and Analysis - 2	Practical	30	2	CA(20/50)	20/50
BBA317	Lab: Customer Centricity	Practical	30	2	CA(20/50)	20/50
					Total	220/550
Semester 4						
BBA411	Research Methodology	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA412	Sector study - 5	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA413	Sector study - 6	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA414	Customer Feedback and Grievance Management	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA415	Lab: Financial Accounting - 1	Practical	30	2	CA(20/50)	20/50
BBA416	Lab: Financial Accounting - 2	Practical	30	2	CA(20/50)	20/50
BBA417	Lab: Customer Feedback and Grievance Management	Practical	30	2	CA(20/50)	20/50
					Total	220/550
Semester 5						
BBA511	Business Communication-3	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA512	Sector study - 7	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA513	Sector study - 8	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA514	Quality at workplace	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA515	Lab: Cyber Security - 1	Practical	30	2	CA(20/50)	20/50
BBA516	Lab: Cyber Security - 2	Practical	30	2	CA(20/50)	20/50
BBA517	Lab: Quality at Workplace	Practical	30	2	CA(20/50)	20/50
					Total	220/550
Semester 6						

BBA611	Soft Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA612	Sector study 9	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA613	Sector study 10	Theory	60	4	CA(20) + EE(32/80)	40/100
BBA614	Lab: Business Communication-1	Practical	30	2	CA(20/50)	20/50
BBA615	Lab: Business Communication-2	Practical	30	2	CA(20/50)	20/50
BBA616	Project	Project	90	6	CA(60/150)	60/150
					Total	220/550

13.Fees

The total Programme Fee consists of 2 independent parts:

- University Programme Fees (UPF) - The UPF is expected to cover the expenditures incurred or to be incurred by the university on various activities related to the program. The fees include the examination fees for the first attempt.
- MKCL Programme Fees – The MKCL Programme Fees is expected to cover the expenditures incurred or to be incurred by the Study Center @ Workplace on various activities related to the program.

Note: No installments in the Fees will be given.

Sr. No.	Programme Code	Programme	Fees (Rs.)		
			UPF	MKCL Programme Fees	Total
1	P134	B.Sc.(CSA) : First Year	4500/-	10500/-	15000/-
2	P134	B.Sc.(CSA) : Second Year	4500/-	10500/-	15000/-
3	P134	B.Sc.(CSA) : Third Year	5000/-	10500/-	15500/-
4	P137	BBA (BPM) : First Year	4500/-	10500/-	15000/-
5	P137	BBA (BPM) : Second Year	4500/-	10500/-	15000/-
6	P137	BBA (BPM) : Third Year	5000/-	10500/-	15500/-

14.Admission Process: How to Seek Admission…

The learners interested in pursuing this degree programme can take admission to first year of degree programme. The admission process is divided into two phases. The first phase is learner selection process and second phase is registration of selected learner on university portal.

A. Learner selection process

1. Selection of a learner is made by MKCL in collaboration with Study Centers @ Workplace.
2. Detailed process is published on the website: www.mkcl.org/mfs and http://ycmou.digitaluniversity.ac Learner should follow the Step by step process as per the instructions given.
3. Please note that admission form sent directly to the University will **NOT** be accepted.
4. Please refer FAQs section on www.mkcl.org/mfs to go through frequently asked questions in this regard.

B. Online registration on University Portal

The learner selected in first phase will be required to do online registration on university portal.

C. Changing the Study Centre at Workplace

1. The Learner once registered, **cannot** change the Study Center @ Workplace in-between the degree programme under any circumstances. Please refer Admission Process to understand Study Center@ Workplace allocation in detail.

2. In case University discontinues a StudyCenter@Workplace, i.e. Work Lab, learners shall be transferred to other Work Lab as per the rules stipulated by the University at that time and it will be binding for the learner.

D. Cancellation of registration:

In following cases the registration for the degree programme shall get cancelled and the learner will have to re-register for the programme:

- In case the learner fails to join the StudyCenter@Workplace (i.e. Industry Partner Work Lab) on stipulated date and time OR
- In case s/he remains absent or is absconding for a period beyond consideration as per the policies of respective StudyCenter@Workplace (i.e. Industry Partner Work Lab) OR
- In case her/his performance at the StudyCenter@Workplace i.e. Work Lab is not satisfactory and therefore s/he has not been able to earn the work ratings necessary for the award of degree OR
- In case of non-performance s/he gets terminated at the Work Lab before completion of 3 years OR
- Not having necessary eligibility qualification.
- Any other reason as per University norms stipulated for this programme from time to time

E. Re-registration

1. The registration to the degree programme shall be valid for a period of 5 years including the year of registering for the first year. The learner should complete the degree programme successfully within the valid period.
2. If learner fails to complete the programme within valid period mentioned in above paragraph s/he should re-register i.e. take fresh admission to the programme by paying programme fees and provided the same programme is offered by the university at that time.
3. All the rules and regulations, which exist at the time of re-registration, will apply to the learner.

15.Evaluation

University has decided to conduct the **descriptive** end examination pattern from academic year 2016-17. **Examination of all learners (new as well as existing) will be of descriptive type from academic year 2016-17. Repeater learners will also be required to take descriptive type examination.**

A student shall need to successfully complete all the courses in the academic program 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).

Marks system:

1. For the purpose of evaluation, there are three types of courses, namely, (i)Theory Courses (ii) Practical Course (iii) Project Course
2. For **Theory Courses**, there will be two components in examination, namely, (i) Continuous Assessment (CA) and (ii) End Examination (EE).
3. The Continuous Assessment (CA) for a Theory Course shall consist of two types
   - Work Based Assessment (work ratings awarded by SC@WP i.e. Work Lab) which will carry 10 marks
   - Knowledge Based Assessment which will also carry 10 marks

   Work ratings awarded by SC@WP i.e. Study Center @ Workplace are consolidated monthly and the average work rating for one semester is awarded for each Theory Course.

   The marks obtained by each student 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 marks) 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.
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 candidate has, (for a 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 candidate 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. The Continuous Assessment (CA) for **Practical Courses** shall consist of two types

- Work Based Assessment (work ratings awarded by SC@WP i.e. Work Lab) which will carry 10 marks
- Hands on Assignments Assessment which will also carry 10 marks

Work ratings awarded by SC@WP i.e. Work Lab are consolidated monthly and the average work rating for one semester is awarded for each Practical Course.

8. No repeater examination in Continuous Assessment will be conducted.
9. The Project Work type of courses shall be in the form of Work Report submitted by the students at their respective Study Center @ Workplace carry marks as defined in the course structure. Of these marks to be allotted, 50% marks shall be awarded from the average of the work ratings obtained by the student during his/her first 5 semesters and 50% marks shall be awarded by the External Examiner i.e. SC@WP representative on timely submission of project report at Study Center @ Workplace. 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.

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 are denoted 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

Award of passing certificate

Award of Certificate: A learner becomes eligible for the award of certificate after successful completion of the course components included in the certificate program.

Award of Degree: A learner becomes eligible for award of degree after successful completion of the courses included in the concerned degree program.

Assessment Methodology for Continuous Assessment (CA)

A continuous comprehensive evaluation methodology is followed for role based programs in order to avoid severe asymmetry between short duration examinations and long learning period.

- Learners will earn ‘work ratings’ by completing Practicals at the Work Lab in the industry, which are based on the norms stipulated by industry.

- Learners will earn ‘knowledge ratings’ by studying theory by accessing eLearning resources and solving eAssessments
- Attitude development, ethical values and cultural dimensions, wholesome personality development are considered for the award of ‘culture ratings’, which are included in the work ratings.
- While the registration to the program is valid for 5 years, the duration of the Work Lab at the StudyCenter@Workplace shall be 3 years only. This means that the learner registered for this degree programme will have to earn work credits necessary for the degree by performing practicals at the StudyCenter@Workplace.

16. Contact Points

MKCL

Maharashtra Knowledge Corporation Limited (MKCL)
ICC Trade Tower, 'A' Wing, 5th Floor,
Senapati Bapat Road, Shivajinagar, Pune 411 016,
Maharashtra, India
Tel: +91 20 4011 4500 / 4501
www.mkcl.org
www.mkcl.org/mfs/bba
www.mkcl.org/mfs/bsc

YCMOU

In charge Director,
School of Computer Science,
Tel: +91 253 2230717
Email: dir_comp@ycmou.digitaluniversity.ac
Website: http://ycmou.digitaluniversity.ac

17.Contact Details of the Regional Centres

Sr. No.	Name & Address of Region	District	Phone and Fax	Regional Director's Email-id
1)	**Amravati Region** YCMOU Regional Centre, V.M.V. To Valgoan Road, Post V.M.V., Amravati - 444 604	Akola Amravati Buldhana Yawatmal Washim	(0721) 2531445 **Fax** 0721-2531444	rd_amravati@ycmou.digitaluniversity.ac
2)	**Aurangabad Region** YCMOU Regional Centre, Survey No.41, Near Military Hostel, Nandanwan Colony Chhavni, Aurangabad - 431 002	Aurangabad Beed Jalna Osmanabad	(0240) 2371066, 2371077 **Fax** 0240-2371088	rd_aurangabad@ycmou.digitaluniversity.ac
3)	**Mumbai Region** YCMOU Regional Centre, Jagannath Shankarsheth M.N.C. Primary Marathi School, 2nd floor, Frear bridge (South), Nana Chowk, Grant Road (W), Mumbai 400 007	Mumbai Raigad Thane	(022) 23874186, 23826135, 23874177 **Fax** 022-23813256	rd_mumbai@ycmou.digitaluniversity.ac
4)	**Nagpur Region** YCMOU Regional Centre, Subhedar Hall, University Sports Area, Law College Campus, Ravinagar Chouk, Amravati Road, Nagpur-440001	Bhandara Chandrapur Gadchiroli Nagpur Wardha Gondia	(0712) 2553724, 25 **Fax** 0712-2553725	rd_nagpur@ycmou.digitaluniversity.ac
5)	**Nashik region** YCMOU Regional Centre, Old Municipal Corporation Building, 2nd Floor, New Pandit Colony, Nashik - 422 002	Ahmednagar Dhule Jalgaon Nashik Nandurbar	(0253) 2317063 **Fax** 0253-2576756	rd_nashik@ycmou.digitaluniversity.ac
6)	**Nanded Region** YCMOU Regional Centre, SRT Marathwada University Area, Zari Road, Near Military Boy's Hostel, Nanded - 421 606	Latur Nanded Parbhani Hingoli	(02462) 229940, 283038 **Fax** 02462-229950	rd_nanded@ycmou.digitaluniversity.ac
7)	**Pune Region** YCMOU Regional Centre, Shahir Annabhau Sathe Prashala Gruha, Mahapalika School No. 5 (Boys), 654, Sadashiv Peth, Kumthekar Marg, Pune 411 030	Pune Satara Solapur	(020) 24457914 **Fax** 020-24491107	rd_pune@ycmou.digitaluniversity.ac
8)	**Kolapur Region** YCMOU Regional Centre, Near Post Office Shivaji University Campus, Kolhapur 416 004	Kolhapur Sangli Ratnagiri Sindhudurg	(0231) 2607022 **Fax** 0231-2607023	rd_kolhapur@ycmou.digitaluniversity.ac

18.Region-wise list of StudyCenters@Workplace

Sr. No.	Name of the IP	Address	No. of Vacancy	Job Profile
1	4C Training	4C Training, A-4, Nakhate Corner, Near Utsav Mangal Karyalaya, New Osmanpura, Aurangabad	1	Executive- Adminsitraion; Candidates needs to have good soft skills and language skills;
2	Abhijay Auto Parts Pvt Ltd	K-122/1 MIDC, WALUJ AURANGABAD MH 431136	5	Operatiing CNC machine;
3	Accrete Electromech Pvt Ltd	Accrete Electromech Pvt. Ltd., H-26, Waluj MIDC, Aurangabad 431136.	1	Candidate must be able to perform back office operations;
4	Aditya Collection	888,Aditya Collection House no. 977, Near Tarsa Chowk, Suresh Nagar,J N road, Kanhan, Nagpur,441401.	10	Business Development
5	ASN Technosoft Pvt Ltd	C/O ASN COMPUTER EDUCATION, KARANJE COMPLEX, 2ND FLOOR, PABAL CHOWK, PUNE NAGAR ROAD, SHIKRAPUR, TAL: SHIRUR DIST: PUNE PIN: 412208	4	Back office operations
6	BK Enterprises	1227, Deccan Gymkhana, F C Road, Behind Hotel Roopali, Pune 411004	2	Marketing and sales
7	Calling 24o7	Lloyds Chambers, 11th Floor, Office No.1104-1110, Maldhakka Chowk, 409 Mangalwar Peth, Opp Ambedkar Bhavan, Pune - 411011	10	MS-CIT and KLiC English passed preferred; Candidate would need to work in shift for tele calling
8	Genie Infotech Pvt Ltd	504, Corporate Plaza, Senapati Bapat Road, Pune, Maharashtra 411016	2	IT Infra support and back office support
9	HPS Lab Designs Pvt. Ltd	HPS Lab Designs Pvt Ltd A-805/806/807, Shelton Sapphire Plot No. 18,19; Sector 15, Belapur Palm Beach Road, Navi Mumbai – 400614.	5	Sales profile; Good COmmunication skills English), Willingness to learn, Energitic, Problem Solver
10	Infinity Servisols Pvt Ltd	Office no.18, PJ Chambers, Pimpri,Pune- 411018	15	Candidate must have atleast 25 to 30 WPM typing speed; English reading and writing abilities; for data entry processing
11	Kudva Brothers	APMC Market, Vashi	1	Good Communication Skills and ability to handle daily business operations;
12	Mancers Info Services Pvt Ltd	201, 2nd Floor & Shop No. 104, First Floor, Kohinoor Plaza, Above COSMOS Bank, Khadki, Pune, 411003 Maharashtra	4	Good Basic IT Skills and communication skills;

13	Masterline Lubricants Pvt Ltd	Gate No. 84/2B /1 / A, Tongaon Shivar, Near M.S.E.B. Substation, Pachora Road, Bhadgaon Dist- Jalgaon 424105	12	Marketing and sales with telecalling to customers;
14	Mikronix Gauges Pvt Ltd	B-25, MIDC Chikalthana, Aurangabad- 431210	4	General Admin/ Marketing Support/ Stores and Purchase at Chikalthana and Shendra;
15	Maharashtra Knowledge Corporation Limited	Plot 30, Sector 42A, Seawoods, Nerul, Navi Mumbai 400706	33	MS-CIT and KLiC English passed preferred; For telecalling
16	Multiversity Pvt Ltd	1A, I-Space, S.No.51, Off Pune - Mumbai Bypass Rd, Bavdhan, Pune - 411 021, India.	2	Good Basic IT Skills and communication skills;
17	Nobel Computer Education Pvt Ltd	Noble Computer Education Pvt Ltd. Opp. Sai Temple, Near Dr. Akerkar hospital,Hindu Colony, Kudal - 416520	3	Good Basic IT Skills and communication skills;
18	Om Systems	Om Systems, office no. 2, Hari Om Empire, Sr. No. 977/1/1, Model colony pune-411016	6	For BBA- Profiles for Sales Consultant (Cold Calling & Fieldwork) / Telemarketing Executive and Back Office work ; For BSc - Profiles for Installation and after sales service of Canon MFD copeirs
19	Omegasoft Technologies Pvt Ltd	S N 164/13 SHINDE CHAL GEET NIWAS SHASTRINAGAR KOTHRUD PUNE MH 411029	10	Candidates with an interest in computers and hardware would be preferred.First 3 months would be training and later salary wold be based on the work profile;
20	Omkar IT Education Pvt. Ltd	MKCL Local Lead Center, Mumbai Eastern Sub. Omkar IT Education Pvt. Ltd. 16, Gurukrupa Prasad Estate, Tagore Nagar, Vikhroli East, Mumbai-83	2	Good Communication Skills;
21	ONE POINT ONE SOLUTIONS LIMITED	C-42, TTC Industrial Area, MIDC Village Pawane, Navi Mumbai, Navi Mumbai, Thane, Maharashtra, 400705	15	Candidate must have Good communication skills in Hindi and regional language; Typing speed must be 20 - 3- WPM; For Customer Relationship Executive in insurance sector, candidate having insurance knowledge would be preferred; For Customer Relationship Executive in telecom sector, candidate must be able to type and communicate well. ; MS-CIT and KLiC English passed preferred
22	Onkar Furnitech	Shop No. 2, Dhanashree Complex, Sitabuldi ward no. 3	5	Customer relationship management and back office operations;
23	Parijatak Kerla Ayurvedic Panchkarma Center	154, Shankar Nagar, Near Garden, Nagpur, Maharashtra 440010	5	Good Communication Skills;
24	Parth Knowledge Network Pvt Ltd	Plot No. 20, Near Visava Cooperative Housing Society, Sector-17, Airoli, Navi Mumbai, Maharashtra 400708	2	Candidate must be able to perform back office operations;

25	Platina Heart Hospital (Unit of Platina Hospital Pvt Ltd)	Humpyard Rd, Near Hardeo Hotel, Sitabuldi, Nagpur, Maharashtra 440012	10	Good Communication Skills;
26	Praj Industries Limited	Praj Industries Ltd., 'Praj Tower', 274 & 275 Bhumkar Chowk – Hinjewadi road, Hinjewadi , Pune – 411 057	6	Good Basic IT Skills and communication skills;
27	Progno Health Solutions India	A2/5, SAUDAMINI COMPLEX, PAUD ROAD, KOTHRUD, PUNE 411029	3	Female Candidates preferred; Responsibilities: Customer Service, General Coordination Work, Data Entry, Telecalling
28	Punit Rao & Co.	at B11, Station Plaza Premises, S Ward, Bhandup West, Mumbai- 400078	10	Pleasing personality; Good Communication Skills; knowledge of commerce and tally shall be preferred
29	S Expert Engineers	Plot. No. C144, MIDC Waluj, Aurangabad- 431136	2	MS-CIT and KLiC English passed preferred; Work profile: Management and Marketing
30	Shrim IT Services Pvt Ltd	Vardhaman Chambers, Vashi Flyover, Sector 17, Vashi, Navi Mumbai, Maharashtra 400703	2	Candidate must be able to perform back office operations
31	Shriram Engineers	Plot C-245, MIDC Waluj , Aurangabad 431136	3	Stores/ Accounts/ Purchase/ Admin
32	Skillsphere Education	A-202, Kailash Tower, Behind STC Colony, off Western Express Highway, Near Regency Hotel, Andheri East, Mumbai, Maharashtra 400069	2	Candidate must be able to handle back operations and logistics
33	Skylark Global BPO Services Pvt Ltd	712/32, A ward, Govind, Timber Market, Kolhapur-416 012, Maharashtra, India.	20	Candidate must have good typing speed and knowledge of using computers
34	SmileS Dental Clinic	PURVA APARTMENTS, SWAVALAMBI NAGAR SQUARE, Swavalambi Nagar, Nagpur - 440022, OPPOSITE PADOLE HOSPITAL	5	Good Communication Skills and ability to handle daily business operations
35	Soft Polynomials Pvt Ltd	4A Sanganak Bhavan, 3rd Floor, Above Chaudhari Lifestyle, Dharampeth Extension, Gokulpeth, Nagpur, Maharashtra 440010	4	Ability to use computers
36	SSK Suzuki	A1/A2 DHAWALGIRI CHS NEAR PEACE PARK HOTEL, Panvel, PANVEL, Maharashtra 410206	2	Candidates with experience in Tally/ Commerce, profile would also include handling front office and guest relations
37	SSK Suzuki	Sujalam Nagar, Alibag, Maharashtra 402209	1	Candidates with experience in Tally/ Commerce, profile would also include handling front office and guest relations
38	Sunfire Technologies Pvt Ltd	401-403, 4th Floor, Yash Elina, Lane opp. Karishma Society, off Karve Road, Kothrud, Pune-411038	3	Candidates must be able to handle customer calls and prvide support

39	Suvarna Batteries	Shop. 2, Shivsagar Apts, Opp. Chitale Bandhu Mithaliwale, Aranyeshwar, Sahakar Nagar, Pune- 411009	10	Candidate must be able to handle back operations and customer calls
40	Way 2 Health Diagnostics Pvt Ltd (W2H Bandra)	Shop No 2-6, Plot No 31, Om Neelkanth, Sec 42A, Seawoods West, Navi Mumbai	29	Good Basic IT Skills and communication skills
41	Webtech Solutions	G26, Gayatri Nagar, IT Park Road, nagpur	10	Candidate with basic knowledge of c, c++ will be preferred
42	Yashwantro Chavan Maharashtra Open University (YCMOU)	Yashwantrao Chavan Maharashtra Open University, Dnyangangotri, Govardhan, Near Gangapur Dam, Nashik – 422 222	62	Administration and back office work
43	Yoganand Autocomp Pvt. Ptd.	Yoganand Autocomp Pvt. Ltd., D-86, Supa MIDC, Supa-Parner Road, Supa, Ahmednagar.	2	Good Basic IT Skills and communication skills
44	DR B.R.AMBEDKAR IIT	Monita Garden Barav Bag Laxminagar Near ICICI Bank above jankalyan Pathsantha phaltan 415523	3	Candidate must be IT Literate
45	Maharshtra Knowledge Corporation Limited Knowledge Fooundation (MKCL KF- MKF)	MKCL Knowledge Foundation's Cillage Development Program RHRDF – SVERI campus Gopalpur Ranjani Road Pandharpur PIN 413 304	10	Computer Literate and willingness to handle back office work

Note: This is a list of approved Work Labs i.e. StudyCenter@Workplace. Availability of no. of seats at each StudyCenter@Workplace for every academic year is published on the program website at the time of admission.
More StudyCenter@Workplace are likely to join and the list will be updated on program website i.e. www.mkcl.org/mfs

Appendix A

University Program Fees distribution

Programme Code	Name of the Programme	UPF (University Programme Fees)	Exam Fees	Tuition Fees	Reg Fees	Other Fees	Dev Fund
P134	B.Sc. (Computer System Administration)- First Year	4500	1000	1000	100	150	2250
P134	B.Sc. (Computer System Administration)- Second Year	4500	1000	1000	100	150	2250
P134	B.Sc. (Computer System Administration) - Third Year	5000	1300	1000	100	150	2450
P137	B.B.A (Business Process Management)- First Year	4500	1000	1000	100	150	2250
P137	B.B.A (Business Process Management)- Second Year	4500	1000	1000	100	150	2250
P137	B.B.A (Business Process Management)- Third Year	5000	1300	1000	100	150	2450

Appendix B

Student Declaration which has to be signed by the Student at the time of Admission

To:
Maharashtra Knowledge Corporation Limited, Pune

I, Mr/Ms. _____, Form. No: _____, do hereby accept the Admission to the Program: BBA (BPM), and undertake the following:

A. <u>Personal information and payment of fees</u>

1. I, hereby, declare that, the entries made by me in the Application Form are complete and true to the best of my knowledge and based on records.
2. I understand and accept that the program fees paid by me is non-refundable and non-transferable to anyone else and non-transferable to next year under any circumstances.
3. I, hereby, undertake to present the original documents immediately upon demand by the concerned authorities.

B. Work Lab

4. I understand that by accepting the Admission to this three year degree program being offered collaboratively by Yashwantrao Chavan Maharashtra Open University (*YCMOU*) and Maharashtra Knowledge Corporation Limited, I am getting associated with the Work Lab provided by the company/organization as per mentioned in the Admission Letter, as a Student of this degree program for three years only.
5. I understand and accept that it is necessary for me to complete three years of Work Lab allotted to me continuously in order to get the degree mentioned above. The Work Lab once allotted shall remain the same for all three years of the degree mentioned above.
6. I understand and accept that in case I leave the Work Lab before the stipulated period of three years, I shall cease to be the Student of BBA (BPM)
7. I understand and accept that this is purely temporary Work Lab for three years under the program mentioned above and does not guarantee any job at the company/organization mentioned in the Admission Letter, either during or after 3 years degree program.
8. I understand and accept that it is not mandatory to company/organization mentioned in the Admission Letter, to offer a job to me after completing three years of Work Lab and I have no right whatsoever to claim any permanent employment or preference in selection during or after completion of the period of Work Lab.
9. I understand and accept that it is mandatory for me to join the Work Lab on stipulated date and time as would be mentioned in the Scholarship Letter or any other form of communication from the company/organization providing Work Lab, failing which my admission to the aforesaid degree program shall get automatically cancelled and I alone shall be fully responsible for the same.
10. I understand and accept that I shall abide by all the applicable and admissible rules, regulations and policies for scholars stipulated by the company/organization offering Work Lab to me.

Place: _____ Signature of the student: _____

Date: _____ Name of the student: _____

C. Learning, Assessment

11. I understand and accept that I will be regular in studying eLearning modules through the eLearning framework for which login shall be provided to me by MKCL, at mutually convenient timings agreed with the company/organization offering Work Lab. Further, I understand that it is mandatory for me to complete the eLearning modules, take interim performance tests, submit assignments, activities etc. by following the schedule published by MKCL from time to time on website. I also promise to be punctual and proactive in completing my learning and assessment activities and shall be solely responsible to follow the communication being published on the website by MKCL from time to time.

D. Other

12. I understand and accept that 100% completion of in eLearning sessions is compulsory and I commit myself to adhere to the same.

13. I understand and accept that I shall be entitled to holidays at the Work Lab as per the rules and regulations stipulated by the company/organization offering Work Lab which would be mentioned in the scholarship letter or any other form of communication to me. I understand that I will not have any right to claim for any kind of un-approved vacation other than that mentioned in the formal communication to me, which in case availed shall lead to action as per the norms of the company/organization offering Work Lab and it will be mandatory for me to abide by it.

14. I understand and accept that the terms and conditions in the scholarship letter or any other form of communication to me as a student under the above mentioned degree program are subject to change as per University norms from time to time and shall be mandatory and binding on me.

15. I, hereby declare that, I shall be solely responsible if I am found involved in any kind of undesirable / indisciplinary activities outside the Work Lab campus. I, further understand that, MKCL shall in no way provide any support to me and shall not be held responsible for my any such action.

16. I, understand and accept that, my admission may be cancelled, at any stage, if I am found ineligible and/or the information provided by me is found incorrect/ false.

17. I, hereby undertake to inform MKCL, about any changes in information submitted by me, in the Application Form and any other documents, including change in name, marital status, address, phone no. email id, from time to time.

18. I, hereby declare that, I have read the rules related to admission and that the information furnished by me is true and complete to the best of my knowledge. I am aware that my admission will be finalized by the University. I further agree that the decision taken by the University and any change made in the rules regarding admission from time to time will be binding on me.

Place: _____ Signature of the student: _____

Date: _____ Name of the student: _____

"We are reaching the stage where problems that we must solve are going to become insoluble without computers. I do not fear computers; I fear the lack of them"

Isaac Asimov

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

Yashwantrao Chavan Maharashtra Open University

[Established by Government of Maharashtra]
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