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School of Computer Science

Booklet for Renewal of Study Centres for Computer and Industrial Science Programmes 2018

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1.0 About the University

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

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

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

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

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

Technology based education of YCMOU provides the following benefits:

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

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

Vision:

To become a **Mass Varsity**

Mission:

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

2.0 About the School of Computer Science

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

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

3.0 School Vision

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

4.0 School Mission

The mission of this school is

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

5.0 Quality Framework

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

6.0 Academic year and semester system

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

7.0 Duration of programmes

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

8.0 Language of Instruction

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

9.0 Programmes offered by School of Computer Science

University offers Certificate programmes, Diploma programmes, UG and PG Degree programmes.

No.	Programme Code	Name of the Programme
1)	D101	Certificate in Computer Fundamentals
	D102	Certificate in Office Tools
	D103	Certificate in Visual Basic
	D104	Certificate in Computerized Financial Accounting
	D105	Certificate in Programming Expertise in C
	D106	Certificate in Data Structures using C
	D107	Certificate in OOPs and C++
	D108	Certificate in Programming Excellence through VB.NET
	D109	Certificate in Building Web Portals through ASP.NET
	D110	Certificate in Enterprise Solutions Using J2EE
	D111	Certificate in Programming Excellence through C#
	D112	Certificate in Visual Programming
2)	P142	Diploma in Computing
3)	P131	Bachelor of Computer Applications (BCA)
4)	P141	Diploma in Industrial Science
5)	P133	B. Sc. (Industrial Science)

10.0 Salient features of the programmes

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

11.0 Study Material

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

12.0 Teaching Learning Process

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

- **Self-study:** This University follows blended mode of education. Learner is provided with a self-instructional print material. The print material consists of individualized or self-paced learning textbooks. These books consist of study units. Each unit treats a specific topic in detail. The important feature of open learning is that one can study these books at any time and at any place most convenient to the learner. The books contain variety of learning aids to ease the study and make it effective and enjoyable. Self-study plays an important role in blended learning. Therefore the Study Centre is expected to motivate the learner to do self-study.
- **Counselling:** The purpose of counseling is to help the learners' in their study. Counselling at Study Centre offers the opportunity to discuss anything relating to the academic and/or administrative matter and to solve the difficulties faced by learner. Counselling sessions are expected to be interactive in nature involving active participation by the learners. A specified number of counselling sessions are expected to be arranged by the Study Centres. The Study Centre is expected to provide friendly, accessible and useful services in this regard. Our approach is to enable learner to take responsibility, be aware of how the outside world affects him and know the implications of any new decisions that he may take.
- **Practicals**: Programmes of School of Computer Science entails intensive practical work as an essential part, practical facilities have been provided at the Study Centres throughout the state. Learner is expected to go to his Study Centre to do practical. The Study Centre is expected to coordinate with the learner and counselor and then decide the time table as per their convenience. It is the learner's responsibility to ensure proper utilization of the given practical time at the Study Centre. Course Counsellor at the Study Centre is expected to solve learner's problems.

13.0 Educational network for Programme Delivery

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

The instructional package consists of the following components:

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

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

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

14.0 Programmes Structure

Diploma in Computing (2016 pattern) Code: P142

Course Code	Course Name	Theory/ Practical	Contact (HRS)	Credit Points	Assessment Type	Passing Marks
Semester 1						
GEN204	Communication Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP520	Programming Expertise in C	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP528	Data structure using C	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP527	Office Tools	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP720	Lab: Programming Expertise in C	Practical	30	2	EE(20/50)	20/50
CMP728	Lab: Data structure using C	Practical	30	2	EE(20/50)	20/50
CMP727	Lab: Office Tools	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 2						
ICT151	IT and E-Learning Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP534	Programming Excellence through C#	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP532	ASP.NET	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP509	Database Management System	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP734	Lab: Programming Excellence through C#	Practical	30	2	EE(20/50)	20/50
CMP732	Lab: ASP.NET	Practical	30	2	EE(20/50)	20/50
CMP709	Lab: Database Management System	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**

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

Course Code	Course Name	Theory/ Practical/ Project	Contact (HRS)	Credit Points	Assessment Type	Passing Marks
Semester 1						
AEC001	English Communication	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP501	Mathematics	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP502	Problem Solving using Computers	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP503	Programming using C++	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP701	Lab: Mathematics	Practical	30	2	EE(20/50)	20/50
CMP702	Lab: Problem Solving using Computers	Practical	30	2	EE(20/50)	20/50
CMP703	Lab: Programming using C++	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 2						
ENV121	Environmental Studies	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP504	Statistics	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP505	Data Structure using C++	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP506	Computer Networks	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP704	Lab: Statistics	Practical	30	2	EE(20/50)	20/50
CMP705	Lab: Data Structure using C++	Practical	30	2	EE(20/50)	20/50
CMP706	Lab: Computer Networks	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 3						
ICT151	IT and E-Learning Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP507	Operating System	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP508	Web Technologies	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP509	Database Management System	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP707	Lab: Operating System	Practical	30	2	EE(20/50)	20/50
CMP708	Lab: Web Technologies	Practical	30	2	EE(20/50)	20/50
CMP709	Lab: Database Management System	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**

Semester 4						
OPN272	Financial and Investment Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP510	Computer System Architecture	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP511	Software Engineering	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP512	JAVA	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP710	Lab: Computer System Architecture	Practical	30	2	EE(20/50)	20/50
CMP711	Lab: Software Engineering	Practical	30	2	EE(20/50)	20/50
CMP712	Lab: JAVA	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 5						
CMP332	Quantitative Aptitude	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP513	E Commerce Technologies	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP514	Advance JAVA	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP515	Linux Administration	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP713	Lab: E Commerce Technologies	Practical	30	2	EE(20/50)	20/50
CMP714	Lab: Advance JAVA	Practical	30	2	EE(20/50)	20/50
CMP715	Lab: Linux Administration	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 6						
OPN273	Personality and Career Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP516	Android Programming	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP517	PHP Programming	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP716	Lab: Android Programming	Practical	30	2	EE(20/50)	20/50
CMP717	Lab: PHP Programming	Practical	30	2	EE(20/50)	20/50
CMP801	Project-BCA	Project	90	6	EE(60/150)	60/150
					Total	**220/550**

Diploma in Industrial Science (2016 pattern) Code: P141

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

DIS316	Lab: Analog Electronics	Practical	30	2	EE(20/50)	20/50
DIS317	Lab: Electronic Communication	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 4						
DIS401	Quality Control	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS402	Inventory Management	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS413	Digital Electronics	Theory	60	4	CA(20) + EE(32/80)	40/100
DIS404	Lab: Inventory Management	Practical	30	2	EE(20/50)	20/50
DIS415	Lab: Digital Electronics	Practical	30	2	EE(20/50)	20/50
DIS406	Project - DIS	Project	90	6	EE (60/150)	60/150
					Total	**220/550**

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

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

BIS504	Lab :Engineering Graphics	Practical	30	2	EE(20/50)	20/50
BIS505	Lab Electrical Technology	Practical	30	2	EE(20/50)	20/50
BIS506	Lab :Production Technology - I	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 6						
CMP332	Quantitative Aptitude	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS601	CNC Technology	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS602	Production Technology - II	Theory	60	4	CA(20) + EE(32/80)	40/100
BIS603	Lab :CNC Technology	Practical	30	2	EE(20/50)	20/50
BIS604	Lab :Production Technology - II	Practical	30	2	EE(20/50)	20/50
BIS605	Project	Project	90	6	EE (60/150)	20/50
					Total	**220/550**

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

The following table shows fee distribution is given below.

No.	Programme code	Year	Name of the programme	University Programme Fees (UPF)	Study Centre Fee (SCF)	Final Total Fee
1)	D101	-	Certificate in Computer Fundamentals	1000	1500	2500
2)	D102	-	Certificate in Office Tools	1000	1500	2500
3)	D103	-	Certificate in Visual Basic	1000	1500	2500
4)	D104	-	Certificate in Computerized Financial Accounting	1000	1500	2500
5)	D105	-	Certificate in Programming Expertise in C	1000	1500	2500
6)	D106	-	Certificate in Data Structures using C	1000	1500	2500
7)	D107	-	Certificate in OOPs and C++	1000	1500	2500
8)	D108	-	Certificate in Programming Excellence through VB.NET	1000	2000	3000
9)	D109	-	Certificate in Building Web Portals through ASP.NET	1000	2000	3000
10)	D110	-	Certificate in Enterprise Solutions Using J2EE	1000	2500	3500
11)	D111	-	Certificate in Programming Excellence through C#	1000	2000	3000
12)	D112	-	Certificate in Visual Programming	1000	2500	3500
13)	D113	-	Certificate in LINUX	1000	1500	2500
14)	D114	-	Certificate in ORACLE	1000	2500	3500
15)	P142	-	Diploma in Computing	7000	13000	20000
16)	P141	FY	Diploma in Industrial Science	3500	6500	10000
17)	P141	SY	Diploma in Industrial Science	3500	6500	10000
18)	P131	FY	Bachelor of Computer Applications (BCA)	7000	12000	19000
19)	P131	SY	Bachelor of Computer Applications (BCA)	9000	13000	22000
20)	P131	TY	Bachelor of Computer Applications (BCA)	6000	10000	16000
21)	P133	FY	B. Sc. (Industrial Science)	3000	5000	8000
22)	P133	SY	B. Sc. (Industrial Science)	3000	5000	8000
23)	P133	TY	B. Sc. (Industrial Science)	3000	5000	8000

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

16.0 Norms for the Study Centre

1. Study Centre Requirements for Computer Programmes (Certificate and Diploma Programmes):

No.	Requirements	For Computer Certificate and Diploma Programmes
1.	Intake Capacity	No limit for Certificate Programmes. Maximum intake capacity for Diploma Programme = 60
2.	Registration and Turnover	Only the institutions registered under Public Trust Act and submitting the Financial Audited Reports of last 3 years having minimum turnover of 7 lakhs per year.
3.	Space	Minimum Area = 750 sq. ft. Facilities essential for • Separate room for Study Centre office is compulsory • At least 1 Lecture Hall • Computer lab(s) for at least 10 computers and • Library
4.	Computers and other Hardware	• 10 Pentium PCs OR Laptops with minimum configuration of 2 GB RAM, 250GB HDD, CD-ROM Drive, USB Ports, Networks Card. OR • Minimum 5 PC's should be stand alone. Rest can be Thin client/work-stations like Extenda • All PC's should support Windows 7 • Printer (Laser or Inkjet) • Scanner • LAN with 100 MBPS transmission rate • Internet connection
5.	Software	• All the software required for the theory and the lab practical courses to be offered by the study centre
6.	Staff	Minimum staff includes • 1 Coordinator • 2 full time counsellors • Minimum Qualification of Coordinator: M. Sc. (CS / IT) / MCA / MCM / B. E. (CS/ IT) / ME (CS) / MTech (Computer) / MBA/ BTech (Computer) from UGC recognized University or equivalent • Minimum qualification of two Full Time Counsellor: a) Preferably Post Graduation / Graduation in Computer/IT from UGC recognized University OR b) Any Graduation with Computer Diploma
7.	Learning Resource	• Library having at least 30 books (related to Certificate and Diploma courses) and 2 Magazines related to Computer Science

2. Study Centre Requirements for Computer Programmes (BCA Programme):

No.	Requirements for intake capacity of 60 seats	
1.	Conventional University/ MSBTE affiliation	Only the institutions having affiliation with UGC recognized Traditional Universities for degree/PG degree programmes or MSBTE's 3-year Diploma Programme of Computer Science/ IT/ Computer Engineering/ Computer Management/ Computer Applications/ Computer Technology (in regular mode only).
2.	Space	Minimum Area = 2500 sq. ft. Facilities essential for • Separate room for Study Centre office is compulsory • At least 2 Lecture Halls • Computer lab(s) for at least 30 computers • Reception room and • Library
3.	Computers and other Hardware	• 30 Pentium PCs OR Laptops with minimum configuration of 2 GB RAM, 250GB HDD, CD-ROM Drive, USB Ports, and Networks Card OR Minimum 10 stand alone PC's. Rest can be Thin client/work-stations like Extenda • At least 10 PC's should support Windows 7 • 2 Printers (Laser or Inkjet) • Scanner

		• LAN with 100 MBPS transmission rate • Internet connection
4.	Software	• All the software required for the theory and the lab practical courses to be offered by the study centre
5.	Staff	Minimum staff includes • 1 Coordinator • 3 Full Time counsellors (Excluding Coordinator), and • 4 Visiting counsellors • 1 Lab Assistant • 1 Assistant • 1 Peon **Minimum Qualification of Coordinator:** M. Sc. (CS / IT) / MCA / MCM / B. E. (CS/ IT) / ME (CS) / MTech (Computer) / MBA/ BTech (Computer) from UGC recognized University or equivalent **Minimum qualification of Full Time Counselor** a) Post Graduate in Computer/IT from UGC recognized University which is compulsory having qualification like M Sc (CS / IT) / MCA / MCM / B. E. (CS/ IT) / ME (CS) / MTech (CS) or equivalent **Minimum qualification of Visiting Counsellor:** a) Computer Courses: Same as Full Time Counsellor OR Industry Expert in respective subjects b) Mathematics and Statistics Courses: 1 Visiting Counsellor should be MSc in Maths / Stats / any BE / BTech or higher qualification from UGC recognized University c) For remaining courses: Post Graduate in respective course (subject) **Minimum Qualification of Lab Assistant:** Diploma/Degree in Computer/ IT /Electronics/ Instrumentation / Electronics / Telecommunication / from UGC recognized University / Government Technical Board OR CISCO Certification/ MCSE Certification **Minimum Qualification of Clerk:** 12th Pass
6.	Learning Resource Centre	• LCD/Video projector • Seating capacity of the room: 15 Students • Library having at least 100 books (related to Certificate/Diploma/Degree courses) and 2 Magazines related to Computer Science

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

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

5.	Staff	Minimum staff includes • 1 Coordinator • 2 full time counsellors (Excluding Coordinator), and 5 visiting counsellors • 1 Lab assistant • 1 Clerk • 1 Peon • Min. Qualification of Coordinator/: BE/ ME /MCA / MBA/ BTech/ MTech/ MSc from UGC recognized University or equivalent in respective subjects/ Industry Expert in respective subjects or equivalent **Minimum qualification of Full Time Counselor** • BE in Mechanical/ Production/ Instrumentation • BE in Computer /IT /Electronics/Telecommunication **Minimum qualification of Visiting Counsellor:** a) M.Sc/M.Com/M.A./ BE /B.Tech in respective course (subject) **Minimum Qualification of Lab Assistant:** 3 years of Diploma in Mechanical/ Production/ Instrumentation/ Computer /IT /Electronics/Telecommunication of Government Technical Board **Minimum Qualification of** Assistant**:** 12th Pass
6.	Learning Resource Centre	• LCD/Video projector • Seating capacity of the room: 15 Students • Library having at least 50 books and 2 Magazines related to programme.

P133 - BSc Industrial Science Programme

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

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

P141 - Diploma in Industrial Science

Course Code	Course Name	Lab Requirements
DIS104	Lab: Health Safety & Environment	Safety kit including safety shoes, helmet, gloves, goggles, dress etc. Fire safety tools Charts displaying various safety rules, precautions, emergency steps to be taken, etc
DIS105	Lab: Basic IT Skills	Syllabus related hardware and software
DIS106	Lab: Workshop Technology & Documentation	Vernier Caliper, Micrometer Screw/Air Gauges, Searle Apparatus for Elasticity, Scale, various tools, vice, drill machine, hand grinder, files, surface plate, V-block, blades, punch, etc
DIS205	Lab: Electronic Devices	Voltmeter, Ammeter, motors, drives, encoders, lamps, limit switches, digital meters, interface, wireless devices, LED, Resistors, Capacitors, Different cables used, etc
DIS206	Lab: Advance IT Skills	Syllabus related hardware and software
DIS207	Lab: Introduction to Mechanical Instruments	Height gauge, Model coordinate measuring machine, micrometer, Vernier and other instruments
DIS305	Lab: Organizational Behavior	Charts At least 10 charts explain various concepts of organizational behavior
DIS316	Lab: Analog Electronics	Lab: Analog Electronics:- breadboard, CRO, AC/DC drive with motor, hydraulic trainer, current meter, analog voltage meter, other electronic components
DIS317	Lab: Electronic Communication	Lab: Electronic Communication:- H/W and S/W setup of ISDN, mobile unit processing, time division multiplexing, speech circuit, fibre optic digital link,
DIS404	Lab: Inventory Management	Tally ERP software or equivalent
DIS415	Lab: Digital Electronics	Lab: Digital Electronics:- Simulator software and various electronic components with microprocessor trainer kit

Note:

- Priority will be given to institutions having good educational environment, location, strong infra structure, highly qualified staff, sanitation facility, vehicle parking space, Auditorium/Seminar Hall/Meeting Hall/ etc, Play ground etc.

- In normal conditions, new Study Centres will not be given in proximity of existing YCMOU computer study centres (3 km away from existing computer study centre).
- The University will be the ultimate authority to decide whether to grant the approval or non-approval of Study Centre in consistent with YCMOU rules, regulations, policies and powers without assigning any reason and without any reimbursement for loss from YCMOU to the organization.
- Institutions having Ownership (its own setup) will be preferred.
- Institutions deducting the Professional Tax and Provident Fund to Government will be preferred.
- **Only for Industrial Science Study Centres:** Institute NOT having complete lab infrastructure as mentioned in B.Sc. (Industrial Science)/Diploma in Industrial Science table should have a tie-up with ITI/ Polytechnic /Industry having all required facility and ready to share it. In such case, documentary evidence of such tie-up having clearly mentioned that learners are allowed to use it for practical purpose should be provided.

17.0 Renewal Approval Process

- The renewal approval process has been initiated by the University.
- The booklet (**School of Computer Science: Booklet for Renewal of Study Centres for Computer and Industrial Science Programmes 2018)** along with respective **Renewal Form** are available online on the university website **http://ycmou.digitaluniversity.ac** on the webpage of **School of Computer Science**.
- Before filling up the respective **Renewal Form,** read this booklet carefully.
- Completely fill the word document of respective **Renewal Form**. Note that **handwritten** forms will not be processed.
- Take the printout of the completely filled Renewal form.
- Each document mentioned in the checklist must be completely filled and duly signed by the authorized persons. Put seal of the Study Centre at the places wherever mentioned.
- Prepare the box file (as per the guidelines given in Point no.19.0) Put all the documents in the same sequence as mentioned in check list. Scan all the documents and prepare a digital file in the PDF format (Sequence of the scanned documents must be same as that of the pages in box file).
- Ensure that the file contains all the documents as per the checklist.
- After the entire file is ready, fill the Evaluation Form meticulously. **If the score obtained is less than 60 (out of 100), the Study Centre closure process will be initiated.**

Grading Scheme: Total Marks = 100		
Grade	**Scoring system**	**Approval Period**
A Grade (Very good)	Score more than 80 (i.e. >80)	Approval for 5 years
B Grade (Good)	Score between 71 to 80 (i.e. >=71 and <=80)	Approval for 3 years
C Grade (Average)	Score between 60 to 70 (i.e. >=60 and <=70)	Approval for 1 year
D Grade (Poor)	Score below 60 (i.e. <60)	Study Centre to be closed.

- Attach the completely filled Evaluation Form in the file as per the sequence given in the checklist.
- **Non-refundable Processing fees: Rs. 5,000/- (**Demand Draft should be drawn from Nationalized Bank only, in favor of "**Finance Officer, YCMOU, Nashik"** payable at "**Nashik"**.) Fill up the Demand Draft details in the Renewal Form correctly.
- **DVD:** The DVD is mandatory (video, ppt and the pdf of the scanned copies of the entire proposal along with the supporting documents) will be scrutinized at the HQ by School of Computer Science. The DVD (video, ppt and the pdf of the scanned copies of the entire proposal along with the supporting documents) will be scrutinized at the HQ by Scrutiny Committee. Based on the evaluation of the **proposal** and **marks obtained in the Evaluation Form**, the decision will be taken.
- **Scrutiny process at Headquarters:** Study Centres will prepare and submit DVD having video recording in detail about the Institution, infrastructure facilities and laboratories having

machines/ equipments, Faculty (introduction and Demo lecture in short) and library facilities, PPT, and PDF. Hence, there will be no physical inspection of Study Centres this time. Therefore, the Study Centres should prepare DVD carefully, well-planned and in detail showing the fulfillment of University requirements. **It is the responsibility of the Study Centre to send the proper representative (preferably Head/Coordinator) on the scheduled dates and present the file before the scrutiny committee and ensure that evaluation by the scrutiny committee is satisfactory.**

- Study Centres should follow the above schedule.
- All the communication will be done through the postings on the website mentioned in the schedule.
- No separate communication will be done. Hence institutions should proactively visit the website for further details and do the necessary procedures in time.
- Those institutions that will not follow the schedule for any reason will not be given second chance in the Study Centre Renewal process.

18.0 Schedule

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

No.	Activity	Programmes	Date (Regions)	Submissions at YCMOU Authorities
1)	Submission of the hard copy and participation for the scrutiny process by Study Centres (Coordinator or his representative knowing the entire details of the file)	Computer Programmes	3-April-2018 (Nashik) 4-April-2018 (Mumbai [Palghar, Mumbai]) 5-April-2018 (Nanded, Aurangabad, Mumbai [Raigad, Thane])) 6-April-2018 (Pune) 9-April-2018 (Nagpur, Kolhapur, Amravati)	Meeting Hall, School of Computer Science, YCMOU
		Industrial Science programmes	9-April-2018 (Nanded, Aurangabad) 10-April-2018 (Mumbai) 11-April-2018 (Nashik) 12-April-2018 (Pune) 13-April-2018 (Nagpur, Kolhapur, Amravati)	
2)	Renewal List with Grades and duration of Approval will be published on the website	Computer Programmes	19-April-2018	http://ycmou.digitaluniversity.ac/ → Yashwantrao Chavan Maharashtra Open University Portal: Click Here → Home Page → University → Schools & Divisions → School of Computer Science → For additional details click here.
		Industrial Science programmes	19-April-2018	
3)	Queries/objections from the Study Centres (if any) to the School of Computer Science	Computer Programmes	On or before 23-April-2018	scmcs@ycmou.digitaluniversity.ac
		Industrial Science programmes	On or before 23-April-2018	
4)	Final Renewal Approval Letters to Computer Study Centre	All	27-April-2018	Will be sent by email from scmcs@ycmou.digitaluniversity.ac to Study Centre. Hard copy of Renewal Final Approval Letter should be collected in person by the Study Centre representative.

Important Note:

- As per the schedule mentioned above the renewal process will be followed. Study Centres should proactively follow the above schedule. No separate communication will be made by the University.
- The Study Centres who will not follow the schedule for any reason will not be renewed this year. They will require applying fresh next time for the Study Centre.

- Also the institutions rejected will need to apply as fresh application for New Study Centre whenever the procedure for granting the new Study Centre starts in the future.
- Along with the hard copy of the proposal in a box file, DVD (consisting of video, ppt and the pdf of the scanned copies of the entire proposal along with the supporting documents) will be scrutinized by the Scrutiny Committee. Partially/incompletely filled proposals may lead to less score in the Evaluation Criteria of the applicant institution. **If the score obtained is less than 60 (out of 100), the Study Centre Closure procedure will be initiated.** Hence careful preparation of hard copy of the proposal and the DVD is mandatory. Verify whether the DVD opens/runs etc before submitting the proposal.
- The Study Centres should keep a copy of the proposal file submitted to the University with them.

19.0 Guidelines for Renewal of Study Centre Application Proposals

Note: Prepare a separate proposal application file for Computer programmes and Industrial Science programmes.

- **Hard copy of file:** The Study Centre should submit the Renewal Application File consisting of the Renewal Form and all the documents in the proper sequence as mentioned in the Check list along with the DVD in the **good quality box file** to permanently preserve the records. The Study Centre should attach proper **tags** (for the form, the appendix and other documents as per the Check list of the documents given at the beginning of the Renewal Form for Computer Study Centre 2018) in the file.
- **Side of the Box file and Cover Page** to be pasted on the Hard Copy of the file in the following format (Font size: 24, Font: Times New Roman)

  Regional Centre Name

  Study Centre Code

  Study Centre Name

  Study Centre City and District

  Study Centre Category: Computer Programmes / Industrial Science Programmes

1. PowerPoint Presentation:

Institution should provide total 7 PowerPoint Presentations as mentioned below (use Times New Roman font):

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

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

No.	Essential Slides
1.	Name and Address of the Study Centre
2.	Slide containing the information mentioned in Conventional University / MSBTE affiliation / NAAC in the Application Form
3.	Slide containing the information mentioned in Legal status of Organization/ Shop Act / Number of institutes run by the parent body

No.	Essential Slides
4.	Slide containing the recent photograph of Head and Coordinator with names
5.	Slide containing the recent photograph of teaching staff with names
6.	Slide containing the photograph of infrastructure details (front view of institution, Separate room for office, lecture halls, laboratories, library, parking space)
7.	Slide containing a short note: Why does the institution wish to renew the Study Centre?

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

a) **Other activities/facilities/programmes organized for students and staff (e.g.:** Guest lectures, educational trips, soft skill workshops, etc)

b) **Publicity carried out by the institution (**e.g. banners, posters, handbills, news paper, television, radio etc.)

c) **Cost benefit analysis of the institution (**revenue from fees, expenditure towards salary of faculty, electricity bills, office rental charges, computer charges, consumables, furniture, telephone bills, internet charges, publicity charges, examination charges etc.)

d) **Name of best faculty and corresponding subject taught by the faculty.**

e) **Details of 5 success stories (**name of the student, current post, name of the company, salary, views of the student about the institution etc.)

f) **Record keeping**

2. Video (with titles/commentary)

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

Points	Video Title	Type of video	No. of videos	Duration (in minutes)	
				Minimum	Maximum
a.	Institution	Study Centre Head: Principal/Director/Head should take the help of PowerPoint presentation. While doing so his/her video is recorded.	1	3	5
b.	Infrastructure	Coordinator: Video with commentary explaining all the infrastructure facilities and laboratories having machines/ equipments	1	5	8
c.	Faculty	Various faculty members: Presenter should take the help of PowerPoint presentation. While doing so his/her video is recorded.	4 (1 Coordinator and 3 Full-Time Counsellors)	3 each	5 each
d.	Library	Coordinator: Video with commentary	1	2	3

a) Institution

1) Record the views of Study Centre's Head which includes the following points:

i) Since when the YCMOU Study Centre has started

ii) Vision of the YCMOU Study Centre

iii) Mission of the YCMOU Study Centre

iv) What is the expected enrollment at the YCMOU Study Centre for the next year?

v) Name & distance of the nearest active YCMOU Study Center (in km) offering similar programmes (if any)

vi) Current Certificate/Diploma/Degree/PG Programmes run by the YCMOU Study Centre
vii) Affiliation of University/ Affiliation with Government Agency/ Affiliation Industry tie-ups (if any)
viii) Placements of students in industry (if any)
ix) Achievements, special awards etc

b) Infrastructure

Video with Coordinator's commentary explaining all the infrastructure facilities

i) Overview

1. Show overview of existing YCMOU Study Centre
2. Front view of the building
3. Front view of the YCMOU Study Centre
4. YCMOU Name Board
5. Premises
6. Nearby/side areas close to premises
7. Parking

ii) Office

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

iii) Teaching – Learning

1. Lecture halls
2. Computer Laboratories
3. Other Laboratories (applicable for Industrial Science Programmes)

iv) Other facilities

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

c) Faculty:

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

d) Library

1) Cupboards/Racks:
   a. Showing the books related to Computer Science/Industrial Science Programmes
   b. Showing the magazines related to Computer Science/Industrial Science Programmes
2) CDs/DVDs/CBTs etc
3) Seating arrangement and capacity
4) Access hours

5) Record maintenance register
6) Students feedback (if any)

3. DVD:

Content of DVD:

a) DVD is mandatory and careful preparation is must.

b) Every Study Centre should submit the DVD along with the hard copy of Application Form file.

c) DVD Cover/top sticker should mention the Study Centre's name, code, address and its Coordinator's name and mobile no.

d) DVD should contain

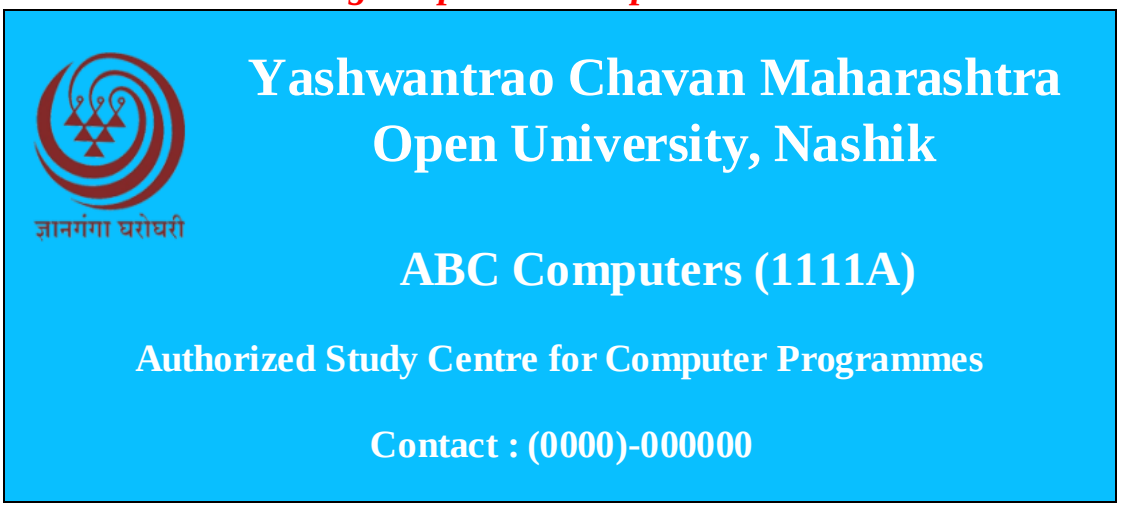
1) PPTs as mentioned in point no. 1
2) Videos as mentioned in point no. 2
3) PDF of the entire proposal and
4) Word file of completely filled **Study Centre Renewal Form** (.doc / .docx).

e) Verify whether the DVD opens/runs etc before submitting.

4. Name Board - Outside building

Size: (4" height X 8" width) feet
Background colour: Sky Blue
Colour of the letters on the signboard: White
Colour of University Logo: **गेरवा**
Background of the University Logo: Sky blue
Font type: Times New Roman

Note: Following sample is not as per the scale



20.0 Important information/procedures

1. **Approval period:**

Grading Scheme: Total Marks = 100		
Grade	**Scoring system**	**Approval Period**
A Grade (Very good)	Score more than 80 (i.e. >80)	Approval for 5 years
B Grade (Good)	Score between 71 to 80 (i.e. >=71 and <=80)	Approval for 3 years
C Grade (Average)	Score between 60 to 70 (i.e. >=60 and <=70)	Approval for 1 year
D Grade (Poor)	Score below 60 (i.e. <60)	Study Centre to be closed.

2. **Minimum admissions** (Fresh Students) Study Centres have to fulfill the following criteria, total enrolment in consecutive three academic years otherwise it won't be economically viable.

- BCA programme: 60 students
- BSc Industrial science programme: 60 students

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

3. **Maximum Intake capacity per year**

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

4. **Additional intake capacity:** Additional intake capacity will be granted on the basis of 3 years of Study Centre performance and additional infrastructure.
5. **Study Centre Address Change Process:** Before changing the address of study center co-ordinator need to apply for the same along with **Rs. 15000/-** as processing fees. Study Centre fulfilling the criteria will be allowed the study center to change its address after following the required procedure. Coordinator should follow the same procedure of new study center to change the address of study center.
6. **Study Centre Renewal Process:**
    - Study Centre is required to renew the Study Centre before the approval period comes to end.
    - Approved renewal process is made available on the University website
    - Study Centre is expected to proactively renew the Study Centre as per the end date mentioned in the approval letter.
7. **Change in Name of Study Center and Change in Ownership of Study center:** Change in Name of Study Center and Change in Ownership of Study center is **NOT** allowed. In both the cases existing study center needs to be closed and application for new study center is required.
8. **Closure of Study Centre:**
    - Deposit Refund (Study Centres who have paid the deposit amount to the University): A coordinator should follow the Study Centre Closure procedure to get the refund.

21.0 Contact Details of the Regional Centres

No.	Name & Address of Region	District	Phone and Fax	Regional Director's Email-id
1)	**Amravati Region** YCMOU Regional Centre, V.M.V. To Valgoan Road, Post V.M.V., Amravati - 444 604	Akola Amravati Buldhana Yawatmal Washim	(0721) 2531445	rd_amravati@ycmou.digitaluniversity.ac
2)	**Aurangabad Region** YCMOU Regional Centre, Survey No.41, East side of Military Boy's Hostel, Nandanwan Colony Chhavani, Aurangabad - 431 002	Aurangabad Beed Jalna Osmanabad	(0240) 2371066, 2371077	rd_aurangabad@ycmou.digitaluniversity.ac
3)	**Mumbai Region** YCMOU Regional Centre, Jagannath Shankarsheth B.M.C. Marathi Primary School, 2nd floor, Fraier bridge (South), Nana Chowk, Grant Road (W), Mumbai 400 007	Mumbai Mumbai suburbs Raigad Thane Palghar	(022) 23874186, 23826135, 23874177	rd_mumbai@ycmou.digitaluniversity.ac

4)	**Nagpur Region** YCMOU Regional Centre, Ravbahadur D. Laxminarayan Bunglow, Vidyapith Krida Parisar, Law College Campus, Ravinagar Chouk, Nagpur-440001	Bhandara Chandrapur Gadchiroli Nagpur Wardha Gondia	(0712) 2553724, 25	rd_nagpur@ycmou.digitaluniversity.ac
5)	**Nashik region** YCMOU Regional Centre, Old Municipal Corporation Building, 2nd Floor, New Pandit Colony, Nashik - 422 002	Ahmednagar Dhule Jalgaon Nashik Nandurbar	(0253) 2317063	rd_nashik@ycmou.digitaluniversity.ac
6)	**Pune Region** YCMOU Regional Centre, Shahir Annabhau Sathe Prashala Gruha, Mahapalika School No. 5 (Boys), 654, Sadashiv Peth, Kumthekar Marg, Pune 411 030	Pune Satara Solapur	(020) 24457914	rd_pune@ycmou.digitaluniversity.ac
7)	**Kolhapur Region** YCMOU Regional Centre, Shivaji University Campus, Near Post Office, Vidyanagar, Kolhapur 416 004	Kolhapur Sangli Ratnagiri Sindhudurg	(0231) 2607022	rd_kolhapur@ycmou.digitaluniversity.ac
8)	**Nanded Region** YCMOU Regional Centre, SRT Marathwada University Campus, Zari Road, Vishnupuri, Nanded - 421 606	Latur Nanded Parbhani Hingoli	(02462) 229940, 283038	rd_nanded@ycmou.digitaluniversity.ac

22.0 Enquiries

As far as possible telephonic communication beyond office hours should be avoided.

Follow the format given below while communicating via e-mail on scmcs@ycmou.digitaluniversity.ac and dir_ssd@ycmou.digitaluniversity.ac

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

College/Institute's name:

Place:

Content of e-mail:

Name of single point contact person:

Mobile No.: