SCHOOL OF ARCHITECTURE, SCIENCE AND TECHNOLOGY
YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

T101 - Diploma in Essential Skills (DES) {Learn & Earn 2019 Pattern} Syllabus

Syllabus **2019**

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Yashwantrao Chavan Maharashtra Open University

Vice-Chancellor: Prof. Dr. E. Vayunandan

School of Architecture, Science and Technology

Director (I/C) of the School: Dr. Sunanda More

School Council (2018 -2020)

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LEARN AND EARN SCHEME

The 'Yashwantrao Chavan Maharashtra Open University (YCMOU)' had signed "Agreement" on **03-07-2018** with the organization "**Abhinav Institute of Technology & Management**", registered office at "601, 6th Floor, Paradise Tower, Gokhale Road, Thane(West) – 400 602"tooffer skill based academic programmes under '**Learn and Earn**' scheme.

Government of Maharashtra has released Government Resolution (GR) No. 201803131751197708 dated 13th March 2018 to implement this Learn and Earn Scheme jointly by YCMOU and the recognized Study Center of this University.

This **organization is duely approved as "YCMOU Study Center" to implement this scheme is as follow:**

Students enrolled under "Learn and Earn" scheme are placed various industries or business units as an '**Apprentice**' under the 'Apprenticeship Act 1961'to acquire and master various skills in 'real' work environment. But, students under this scheme **are not allowed to place as an 'Apprentice' in hazardous industries**. Presently, **only** following programmes are offered under this scheme:

1. **T101**: Diploma in Essential Skills (**DES**)

The Government of Maharashtra has approved this scheme and the students under the '**Learn and Earn**' scheme have been declared as '**Apprentice**' under the 'Apprenticeship Act 1961', up **to the period of 2 years.**

"**National Skill Qualification Framework (NSQF)**" is the current thrust area for the Maharashtra state as well as Central Government. In line with this state and national mission and framework, this University offer Skill diploma programmes at **Level 3 and 4 of NSQF** in skill education discipline.

STUDENTS BENEFITS

Apart from the essential facilities (**@ pre-informed subsidized rates**) such as canteen, uniform, safety shoes etc. for **each** student, the cost of the education is also paid by the respective industry or business unit. In addition to this, respective industry or business unit also pays the **specified monthly stipend** to apprentice as per the prevalent provisions of 'Apprenticeship Act 1961'.

Presently, monthly stipend offered to **each** student apprentice is as given below:

1. During "**T101**: Diploma in Essential Skills (**DES**)": **₹8000/- to ₹8500/-approximately** during each month

TEACHING-LEARNING

Above study center/ organization is required to arrange following activities:

- **Learning Resource:** Self- Learning- Material(SLM) i.e. Study Material shall be made available by the University in eBook/ electronic format for **free download under EBooks at the University Website at http://www.ycmou.ac.in/**and is also available at **http://ycmou.digitaluniversity.ac/**under the web link of School of Architecture, Science and Technology and further distribution by the recognized Study Center. Study Center may provide this Learning Resource in print form to all enrolled students for learn and earn scheme.
- **Counselling Sessions:** Study Center will arrange 12 face-to-face classroom counselling sessions of 1 clock hour duration for each Theory Type of Course (Subject) of 4 Credits at the work place of the students or on weekly off-days at the study center.
- **Mobile ready lectures:** can be used for teaching-learning. This offers much better consistent quality and unprecedented flexibility of learning from anywhere, anytime. After initial onetime download, Mobile ready lecture modules can be repeated multiple numbers of times without live Internet connection. Hence, Study Center **may** develop 40–60 Mobile ready lecture modules,

each of 10 ± 02 minutes duration for **each** course (subject) **along with and** monthly face-to-face single lecture of 1 hour duration at **each** industry where students are placed, from 'real' teacher.

- **On-Job Training:** Above Study Center/ organization is required to arrange "On-Job Training" for specified hours, under guidance and supervision of qualified and experienced **Mentor/ Supervisor/ Counsellor** at allotted service unit, industry or business unit.

EXAMINATION

1. Conduct of "Continuous Assessment (CA)" **and** reporting of CA marks for each student shall be responsibility of the respective study center for all courses.
2. Conduct of "End Examination (EE)" **and** reporting of EE marks for each student shall be responsibility of the respective study center for all Activity type of courses like "On Job Training".
3. Conduct of "End Examination (EE)" **and** reporting of EE marks for each student shall be responsibility of the university for **all Theory type of courses**.
4. **Separate and independent passing: Grade Point 4 i.e. 35%** in EE and CA shall be essential for each course at each semester. Hence, student must score following minimum marks for successful completion of each course.
    a. Minimum 28 marks out of 80 marks in End Exam is essential and
    b. Minimum 07 marks out of 20 marks in CA is essential and
    c. Hence total of CA+EE requires minimum 35 marks out of maximum 100 marks for each Theory type of courses
    d. Minimum 70 marks out of maximum 200 marks for each Term-work/Activity type of courses
5. "CA, EE and Total marks" shall be separately reported for each course in the transcript or mark-statement at each semester
6. Only 1 attempt for EE for each course shall be allowed in each semester.
7. Study Center may provide maximum 2 attempts, for CA for each course in each semester. But only best score in CA by the student shall be reported to the University in the specified format by the Exam Division.
8. Only best of past performance shall be reported in transcript or mark statement.
9. Total student evaluation for
    a. Each semester shall be for 600 marks.
    b. Each Diploma shall be for 1200 marks.

CONTINUOUS ASSESSMENT FOR THEORY AND TERM-WORK COURSES

1. Continuous Assessment (CA) is Open-Book Formative Evaluation without supervision' conducted by the Counselor for the respective course at each study center. Mentor/Counsellor shall prepare question paper for each CA to be conducted.

   CA for each credit point block shall be for 5 marks only. For 4 Credit course CA shall be conducted for 20 Marks.
   1. Type of CA: 20 MCQs for 20 Marks or 04 SAQs each of 5 Marks for total 20 Marks
   2. Maximum number of attempts for each CA, during each semester: **01**
   3. Maximum marks student can have in each CA: **20**
   4. CA has 20% weightage in "Total Marks"
   5. Students who do not opt CA or remain absent for CA, zero marks shall be reported in the mark-statement.

6. **CA is not applicable for Term-Work type courses**

END EXAMINATION

<table>
<tr><th>Course Type →
Evaluation Type ↓</th><th>Theory</th><th>Term-Work</th></tr>
<tr><td>End Examination (EE) with following all features:
(01) Close-Book, With Supervision
(02) At specified Date, Time and Exam Center
(03) During May/Jun or Nov/Dec</td><td>As per the University Schedule May/Jun or Nov/Dec of each year, “End Examination (EE)” of total 80Marks and 16 “Short Answer Questions (SAQs)” each of 05 marks (4out of 5 SAQs on each Credit), during 120 Minutes.
End Exam Marks shall have 80% weightage in Total Marks.</td><td>At the end of each semester, each Mentor at each industry or business unit and “1 (one) external expert” to be appointed by the study center will complete “End Exam (EE)” for all allotted students as follows:
1. Duration of EE: Immediately after Theory End Exam during each Semester in May/Jun or Nov/Dec
2. Internal Mentor and External Expert, each will have 50% weightage in EE.
3. Total Marks for EE: 200 Marks
<table>
<tr><th>Parameter</th><th>Internal Mentor (out of 100 Marks)</th><th>External Expert (out of 100 Marks)</th></tr>
<tr><td>Punctuality as per thumb attendance record</td><td>Out of 20</td><td>Out of 20</td></tr>
<tr><td>Term work submission</td><td>Out of 20</td><td>Out of 20</td></tr>
<tr><td>Understanding about the nature of job role at workplace</td><td>Out of 20</td><td>Out of 20</td></tr>
<tr><td>Skill Proficiency by Viva on Mini Project</td><td>Out of 40</td><td>Out of 40</td></tr>
</table>
</td></tr>
</table>

FEE STRUCTURE

“**Study Center Fee (SCF)**” **shall not be payable by the student** for any programme offered under **“Learn and Earn”** scheme. But, “**University Programme Fee (UPF)**” is given below in“**Fee Structure**” for all academic programmes under “Learn and Earn” scheme.

<table>
<tr><th colspan="2">Admission</th><th>Examination Fee (EF) for Repeater Students</th></tr>
<tr><td>Desc</td><td>Amount</td><td rowspan="4">Exam Fee is payable to university along with the ‘Exam Form’, for each repeat end exam attempt</td></tr>
<tr><td>UPF</td><td>₹ 800 for each Semester</td></tr>
<tr><td>SCF</td><td>Nil for students (Students need not have to pay Study Center Fee to the Institute)</td></tr>
<tr><td>AAFA</td><td>₹ 1600 for each Year</td></tr>
</table>

JOB OPPORTUNITIES FOR STUDENTS

After successful completion of these academic programmes, depending on satisfactory performance of the student during the apprenticeship period, industries may prefere to continue these students on regular post.

However, placement on regular posts after successful completion of these academic programmes is **not guaranteed**.

The University does not ensure placement/ employability to those students passed these Learn & Earn Diplomas. On the basis of the skills earned during Diploma, Students have to apply for the various available job opportunities.

ABOUT COURSES

SKILL PROGRAMME

T101: DIPLOMA IN ESSENTIAL SKILLS (DES) {LEARN & EARN 2019 PATTERN}

SN	Code	Name	CA	EE	TM	Type	Credits	Min %
Semester 01: 16 + 08 = 24 Credits								
01	DES011	Communication and Soft Skills – 01	20	80	100	T	4	35%
02	DES012	Math & Statistical Skills - 01	20	80	100	T	4	35%
03	DES013	Financial Accounting Skills - 01	20	80	100	T	4	35%
04	DES014	IT Skills - 01	20	80	100	T	4	35%
05	DES015	On-Job-Training - 01	NA	200	200	TW	8	35%
Semester 02: 16 + 08 = 24 Credits								
06	DES021	Communication and Soft Skills – 02	20	80	100	T	4	35%
07	DES022	Math & Statistical Skills - 02	20	80	100	T	4	35%
08	DES023	Financial Accounting Skills - 02	20	80	100	T	4	35%
09	DES024	IT Skills - 02	20	80	100	T	4	35%
10	DES025	On-Job-Training - 02	NA	200	200	TW	8	35%

T101 – DIPLOMA IN ESSENTIAL SKILLS (DES) {LEARN & EARN 2019 PATTERN}

SEMESTER 01

DES011: COMMUNICATION AND SOFT SKILLS – 01

PROGRAMME INFORMATION

SN	Description	Details
1	University	Yashwantrao Chavan Maharashtra Open University Nashik-422222,Maharashtra,India Websites: http://www.ycmou.ac.in/ and http://ycmou.digitaluniversity.ac
2	School	School of Architecture, Science and Technology
3	Discipline	Science : General Skill
4	Level	Diploma
5	Course Used in	T101:DiplomainEssentialSkills (DES) {Learn & Earn 2019 Pattern}

COURSE INFORMATION

Sem	Code	Course Name	Credits	CA	EE	TM	Type
01	DES011	Communication and Soft Skills-01	4	20	80	100	T

PRESUMED KNOWLEDGE AND LEARNING OBJECTIVES

Presumed Knowledge	Learning Objectives
For successful completion of this course, students would have successfully completed ❖ SSC (10th) or equivalent from a recognized Board. OR ❖ YCMOU Preparatory Programme	After successful completion of this course, students would be able to: Use email and memos for communication Write letters and proposals for various purpose Better verbal communicate with customers and at workplace

SYLLABUS FOR THEORY UNITS

UN	Detailed Syllabus of the Unit	Credit
01-01	**Communicating with E-Mail and Memos**: Understanding E-Mail Message and Memos, Composing the Main Elements of Message, Creating Professional E-Mail Message, Constructing Professional Memos, Writing Request Messages, Writing Response Messages, Writing Bad- News Messages, Writing Documentation Messages, Wikis	Credit 01
01-02	**Developing Reports and Proposals**: Understanding Reports and Proposals, Planning a Report or Proposals, Writing the beginning, Writing the Body, Creating the End Matter, Writing Short Reports, Writing Proposals, Citing Sources, Online Collaboration Tools	
01-03	---	
01-04	---	

01-05	---	
02-01	**Writing for Employment**: Understanding Job Searches, Writing Effective Cover Letters, Planning Resumes, Writing Chronological Resumes, Writing Functional Resumes, Requesting Letters of Reference, Sending Follow-Up Messages, Accepting or Rejecting Job Offers, Professional Networking Sites	Credit 02
02-02	**Writing Professional Letters**: Understanding Professional Letter Writing, Writing Business Letters, Using Salutations, Closing Business Letters, Writing Routine Letters, Answering Request Letters, Writing Persuasive Letters, Writing for Goodwill, Instant Messaging	
02-03	---	
02-04	---	
02-05	---	
03-01	**Understanding the Basis of Verbal Communication**: Organizing Your Messages, Using Vocal Elements Effectively, Understanding Nonverbal Language, Developing Credibility, Giving and Receiving Feedback, Overcoming Barriers to Communication, Communicating Ethically, Understanding Cross-Cultural Issues, Web Conferencing	Credit 03
03-02	**Working with Customers**: Understanding Customer Service Basics, Communicating Empathetically, Asking Question to Understand Problems, Denying Request, Coping with Angry Customers, Dealing with the Unexpected, Working with customers with Disabilities, Internet Monitoring	
03-03	---	
03-04	---	
03-05	---	
04-01	**Developing Professional Telephone Skills**: Exploring Professional Telephone Communication, Placing Telephone Calls, Receiving Telephone Calls, Using Voice Mail, Leaving Professional Messages, Taking Calls for Other People, Screening, Holding, and Transferring Calls, Developing Cell Phone Etiquette, Voiceover Internet Protocol	Credit 04
04-02	**Improving Informal Communication**: Communicating Informally, Listening Actively, Speaking Persuasively, Negotiating Effectively, Managing Conflict, Participating in Meeting, Dealing with Office Politics, Making Proper Introductions, Micro blogging Tools	
04-03	---	
04-04	---	
04-05	---	

LEARNING RESOURCE DETAILS

LR Code	Title Author	Edition Year	ISBN Publisher
Books			
DES011-T01	Communication and Soft Skills-01	2020	YCMOU
DES011-R01	Soft Skills for Everyone Jeff Butterfield	2010	978-81-315-1467-2 CENGAGE

DES012: MATH & STATISTICAL SKILLS – 01

PROGRAMME INFORMATION

SN	Description	Details
1	University	Yashwantrao Chavan Maharashtra Open University Nashik-422222,Maharashtra,India Websites: http://www.ycmou.ac.in/ and http://ycmou.digitaluniversity.ac
2	School	School of Architecture, Science and Technology
3	Discipline	Science : General Skill
4	Level	Diploma
5	Course Used in	T101:Diploma in Essential Skills (DES) {Learn & Earn 2019 Pattern}

COURSE INFORMATION

Sem	Code	Course Name	Credits	CA	EE	TM	Type
01	DES012	Math and StatisticalSkills-01	4	20	80	100	T

PRESUMED KNOWLEDGE AND LEARNING OBJECTIVES

Presumed Knowledge	Learning Objectives
For successful completion of this course, student should have successfully completed: ❖ SSC (10^{th})or equivalent from a recognized Board. OR ❖ YCMOU Preparatory Programme	After successful completion of this course, student should be able to: • Understand and apply simple mathematical and financial skills required in day to day life

SYLLABUS FOR THEORY UNITS

UN	Detailed Syllabus of the Unit	Credit
01-01	**Proportion and Progression**: Direct Proportion, Inverse Proportion, Arithmetic Progression (AP), nth Term of an AP, Sum of First n Terms of an AP, Geometric Progression (GP), Relationship between AM and GM	Credit 01
01-02	**Exponents and Powers**: Introduction, exponents, laws of exponents, multiplying powers with the same base, dividing power swath the same base, taking power of a power, multiplying powers with the same exponents, dividing powers with the same exponents, zero, negative and fractional exponents, decimal number system, expressing large numbers in the standard form, powers with negative exponents	
01-03	---	
01-04	---	
01-05	---	
02-01	**Financial Math Basics**: Percentage, Compound Interest, Effective Interest Rate, Continuous Interest, Future and Present Values, Geometric Series, Annuities, Internal Rate of Return, Inflation, Investment	Credit 02
02-02	**Simple Interest and Simple Discount**: Simple Interest, The Time Between Dates, Equations of Value, Partial Payment,Simple Discount	
02-03	---	
02-04	---	

02-05	---	
03-01	**Compound Interest and Compound Discount**: Accumulated value, Equivalent Rates, Discounted Value, Accumulated and Discount Values for Fractional Interest Periods, Finding the Rate, Finding the Time, Equation of value, Compound Discount at Discount Rate	Credit 03
03-02	**Time Value of Money**: Simple interest, Flat Rate of Interest, Compound interest, Comparing simple and compound interest, Discounting, Interest payable monthly, quarterly, etc., Present Value, Future Value	
03-03	---	
03-04	---	
03-05	---	
04-01	**Spreadsheet Basics**: Introduction to Excel 2010, Spreadsheet Uses, Starting Microsoft Excel, Parts of the Excel Screen, The File Tab and Quick Access Toolbar, The Home Tab, The Formula Bar, The Worksheet Area, Sheet Tabs, Status Bar, Navigating the Worksheet, Selecting a Range of Cells, Using Defined Names, Entering Text and Numbers, Formatting and Alignment Options, Formatting Numbers, Adding Borders and Shading, Entering Formulas, Copying and Moving Formulas, Mathematical Operators, Parentheses and the Order of Operations, Using Excel's Built-In Functions, Using the Insert Function Dialog Box, Creating Graphics, Creating Charts in a Chart Sheet, Creating Embedded Charts, Formatting Charts, Changing the Chart Type, Creating Sparkline Charts, Printing, Saving and Opening Files, Saving Worksheets for the Internet, with Other Applications, Quitting Excel, Best Practices for Spreadsheet Models	Credit 04
04-02	**Spreadsheet Analysis of Time Value of Money**: Calculation Using Excel For - Simple interest, Flat Rate of Interest, Compound interest, Comparing simple and compound interest, Discounting, Interest payable monthly, quarterly, etc., Present Value, Future Value	
04-03	---	
04-04	---	
04-05	---	

LEARNING RESOURCE DETAILS

LR Code	Title Author	Edition Year	ISBN Publisher
Books			
DES012-T01	Math and StatisticalSkills-01	2020	YCMOU
DES012-R01			

DES013: FINANCIAL ACCOUNTING SKILLS – 01

PROGRAMME INFORMATION

SN	Description	Details
1	University	Yashwantrao Chavan Maharashtra Open University Nashik-422222,Maharashtra,India Websites: http://www.ycmou.ac.in/ and http://ycmou.digitaluniversity.ac
2	School	School of Architecture, Science and Technology
3	Discipline	Science : General Skill
4	Level	Diploma
5	Course Used in	T101:Diploma in Essential Skills (DES) {Learn & Earn 2019 Pattern}

COURSE INFORMATION

Sem	Code	Course Name	Credits	CA	EE	TM	Type
01	DES013	Financial Accounting Skills-01	4	20	80	100	T

PRESUMED KNOWLEDGE AND LEARNING OBJECTIVES

Presumed Knowledge	Learning Objectives
For successful completion of this course, student should have successfully completed: ❖ SSC (10th) or equivalent from a recognized Board. OR ❖ YCMOU Preparatory Programme	After successful completion of this course, student should be able to: • Understand and apply simple financial accounting skills required in day to day life

SYLLABUS FOR THEORY UNITS

UN	Detailed Syllabus of the Unit	Credit
01-01	**Introduction to Accounting**: Meaning of Accounting, Accounting as a source of Information, Objectives of accounting, Role of Accounting, Basic Terms in Accounting	Credit 01
01-02	**Theory Base of Accounting**: Generally Accepted Accounting Principles (GAAP), BasicAccountingConcepts,SystemsofAccounting,BasisofAccounting,AccountingStandards	
01-03	**Recording of Transactions –I**:Recording of Transactions and Source Document, AccountingEquation,UsingDebitandCredit,BooksofOriginalEntry,TheLedger,Posting from Journal	
01-04	---	
01-05	---	
02-01	**Recording of Transactions II**: Cash Book, Purchases(Journal) Books, Purchases Return (Journal) Books, Sales (Journal) Book, Sales Return (Journal) Book, Journal Proper, Balancing the Accounts	Credit 02
02-02	**Bank Reconciliation of Statement**: Need for Reconciliation, Preparation of Bank Reconciliation Statement	
02-03	---	
02-04	---	

02-05	---	
03-01	**Trial Balance and Rectification of Errors**: Meaning of Trial Balance, Objectives of Preparing the Trial Balance, Preparation of Trial Balance, Significance of Agreement of Trial Balance, Searching of Errors, Rectification of Errors	Credit 03
03-02	**Depreciation, Provisions and Reserves**: Depreciation, Depreciation and other Similar Terms, Causes of Depreciation, Need for Depreciation, Factors Affecting the Amount of Depreciation, Methods of calculating Depreciation Amount, Straight Line Method and Written Down Method A Comparative Analysis, Methods of Recording Depreciation, Disposal of Asset, Effect of any Addition or extension to the Existing Asset, Provisions, Reserves, Secret Reserve	
03-03	---	
03-04	---	
03-05	---	
04-01	**Bill of Exchange**: Meaning of bill of Exchange, Promissory Note, Advantages of Bill of Exchange, Maturity of Bill, Discounting of Bill, Endorsement of Bill, Accounting Treatment, Dishonor of a Bill, Renewal of the Bill, Retiring of the Bill, Bills Receivable and Bills Payable Books, Accommodation of Bills	Credit 04
04-02	---	
04-03	---	
04-04	---	
04-05	---	

LEARNING RESOURCE DETAILS

LR Code	Title Author	Edition Year	ISBN Publisher
Books			
DES013-T01	Financial Accounting Skills-01	2020	YCMOU
DES013-R01			

DES014: ITSKILLS–01

PROGRAMME INFORMATION

SN	Description	Details
1	University	Yashwantrao Chavan Maharashtra Open University Nashik-422222,Maharashtra,India Websites: http://www.ycmou.ac.in/ and http://ycmou.digitaluniversity.ac
2	School	School of Architecture, Science and Technology
3	Discipline	Science : General Skill
4	Level	Diploma
5	Course Used in	T101:Diploma in Essential Skills (DES) {Learn & Earn 2019 Pattern}

COURSE INFORMATION

Sem	Code	Course Name	Credits	CA	EE	TM	Type
01	DES014	IT Skills-01	4	20	80	100	T

PRESUMED KNOWLEDGE AND LEARNING OBJECTIVES

Presumed Knowledge	Learning Objectives
For successful completion of this course, student should have successfully completed: ❖ SSC (10^{th})or equivalent from a recognized Board. OR ❖ YCMOU Preparatory Programme	After successful completion of this course, student should be able to: • Use social media and internet technology effectively

SYLLABUS FOR THEORY UNITS

UN	Detailed Syllabus of the Unit	Credit
01-01	**Digital World**: PCs: Discovering the Personal Computing Connection, The Business End: Multi-User Computer Systems, Computer Software, BIOS, Operating system, Utilities Applications, It's All Connected, Discovering What's Out There, Shopping, Fun and games, Communicating online, Social networking, Information Sources, Education	Credit 01
01-02	**Buying and Setting Up a Computer**: Understanding Computer Hardware, Understanding the CPU, Understanding memory, Understanding hard drives, Understanding input devices, Understanding display screens, Understanding optical drives, Understanding Internet connectivity options, Understanding Software, Choosing a Computer, Computer sizes, Operating system, What do you get for your money, Setting Up a Computer, Unpack the computer, Connect the monitor, keyboard, and mouse, Setup the device, Using Input Devices, Using a pointing device, Work with a touch screen, Understanding the keyboard layout, Using keyboard shortcuts, Starting Up and Shutting Down, Signing in, Understanding user accounts, Shutting down	
01-03	---	
01-04	---	
01-05	---	
02-01	**Operating System Basics**: What Is an Operating System? Types of Operating Systems, Operating Systems for Desktop and Notebook PCs, Mac OS X, Microsoft Windows, Linux, Operating Systems for Notebooks, Operating Systems for Tablets and Smart Phones, Learning How Operating Systems Talk to Hardware	Credit 02

02-02	**Windows 10**:Getting Around in Windows 10, Understanding the Start screen, Understanding the desktop, Running Applications, Starting an application, Switching among applications, Closing an application, Working in a desktop application, Working in a Windows 10 application, Controlling Application Windows, Managing desktop windows, Arranging Windows 10 apps, Managing Files with File Explorer, Understanding file storage , Browsing drives and folders, Creating a new folder, Selecting files and folders, Changing the file listing view, Searching for files, Copying or moving a file or folder, Deleting and recovering files, Using a Home Network, Assessing your current network, Setting up network hardware, Connecting a computer to a wireless network, Getting better wireless signal strength, Sharing files and folders on a network, Browsing other people's shared resources, Using a shared printer, Sharing your printer with others	
02-03	---	
02-04	---	
02-05	---	
03-01	**Web**: What Is the Internet? Exploring Different Types of Internet Connections, Setting Up an Internet Connection, Troubleshooting an Internet Connection, Discovering How the Web Works, Understanding Web Addresses, Checking out Internet Explorer's Interface, Performing Web Searches, Using a Secure Site, Viewing Your History, Saving and Organizing Favorites, Creating Your Own Web Content	
03-02	**Email**: Understanding Email, Email addresses and mail servers, Types of email accounts, Signing Up for an Email Account, Setting Up an Account in Your Email Client, Setting Up an Account in Mail in Windows 10,Setting up an account at Outlook.com, Setting Up an Account in MicrosoftOutlook2013, Composing and Sending Email, Understanding the Inbox Interface, Replying and Forwarding, Managing Email Messages, Deleting messages, Browsing folders, Creating folders, Moving messages into folders, Understanding Email Etiquette	Credit 03
03-03	---	
03-04	---	
03-05	---	
04-01	**Face book**: What Face book Is, Discovering What You Can Do on Facebook, Establish a Profile, Connect with friends, Communicate with Facebook friends, Share your words, Share your pictures, Plan events, join groups, Facebook and the Web, Promote your business, What You Can't Do on Facebook, You can't lie, You must be of Proper Age, You can't send message to strangers, You can't upload illegal content, Difference between Facebook and Other Social Sites	
04-02	**LinkedIn**: Contact Management and Networking Toolkit, Keeping track of your contacts, Different degrees of network connections, Learning About What You Can Do with LinkedIn, Building your brand and profile, Looking for a job now or later, Finding out all kinds of valuable information, Expanding your network	Credit 04
04-03	**Twitter**: What is Twitter, How Individuals Use Twitter, How Organizations Use Twitter, Businesses That Use Twitter, Difference between Twitter and Facebook, Tweeting Like a Pro	
04-04	---	

LEARNING RESOURCE DETAILS

LR Code	Title Author	Edition Year	ISBN Publisher
Books			
DES014-T01	IT Skills-01	2020	YCMOU
DES014-R01			

DES015: ON-JOB-TRAINING – 01

PROGRAMME INFORMATION

SN	Description	Details
1	University	Yashwantrao Chavan Maharashtra Open University Nashik-422222,Maharashtra,India Websites: http://www.ycmou.ac.in/ and http://ycmou.digitaluniversity.ac
2	School	School of Architecture, Science and Technology
3	Discipline	Science : General Skill
4	Level	Diploma
5	Course Used in	T101: Diploma in Essential Skills (DES) {Learn & Earn 2019 Pattern}

COURSE INFORMATION

Sem	Code	Course Name	Credits	CA	EE	TM	Type
01	DES015	On-Job-Training-01	8	NA	200	200	A

PRESUMED KNOWLEDGE AND LEARNING OBJECTIVES

Presumed Knowledge	Learning Objectives
For successful completion of this course, student should have successfully completed: ❖ SSC (10th) or equivalent from a recognized Board. OR ❖ YCMOU Preparatory Programme	After successful completion of this course, student should be able to: • Develop various skills required at workplace and in day to day life • Demonstrate various skills he/ she acquired during OJT

DETAILS ABOUT ON-JOB-TRAINING (OJT)

1. "Learn and Earn Scheme" seamlessly integrate Learning with the world of work.

2. Student is placed in relevant industry or business unit as an "Apprentice" and work for full time for "On Job Training (OJT)".

3. Respective Study Center is responsible for arranging "On-Job Training (OJT)" at allotted industry or business unit.

4. Activity component of teaching-learning (that is, On-Job Training) is offered in full-time face-to-face mode under guidance and supervision of qualified and experienced Mentor at allotted industry or business unit.

5. Total Study Hours for each 8 credits of activity type of course: Total 240 Hours

   a. On-Job-Training @ 8hours during each of 26 days in a month: 208 Hours

   b. Any where any time a synchronous Interaction on Discussion Forum for Posting Activity Report for 01 Mini Project so Continuous Improvement at allotted industry or business unit : 28 Hours

6. Hence, total 208 Hours of On-Job-Training (@08 Hours during typically 26 Days in each Month) and total 28+04 Hours on a Mini-Project, that is, total 240 Hours of total study efforts (including Self-Study) are required during each semester.

7. Minimum 75 % attendance is required only for "On-Job Training" of 08 Credits at each semester.

8. End Exam for Activity Type of "Course05: On Job Training" shall be conducted by each respective study center during July or Jan of each year.

9. Separate and independent "Report of Total Marks" for "All Theory type of courses at each semester" and "On-Job Training course at each semester"

SEMESTER02

DES021: COMMUNICATION AND SOFT SKILLS – 02

PROGRAMME INFORMATION

SN	Description	Details
1	University	Yashwantrao Chavan Maharashtra Open University Nashik-422222,Maharashtra,India Websites: http://www.ycmou.ac.in/ and http://ycmou.digitaluniversity.ac
2	School	School of Architecture, Science and Technology
3	Discipline	Science : General Skill
4	Level	Diploma
5	Course Used in	T101:Diploma in Essential Skills (DES)

COURSE INFORMATION

Sem	Code	Course Name	Credits	CA	EE	TM	Type
01	DES021	Communication and Soft Skills-02	4	20	80	100	T

PRESUMED KNOWLEDGE AND LEARNING OBJECTIVES

Presumed Knowledge	Learning Objectives
For successful completion of this course, student should have successfully completed: ❖ SSC(10th)or equivalent from a recognized Board. OR ❖ YCMOU Preparatory Programme	After successful completion of this course, student should be able to: • Prepare presentations to their problem • Think logically to solve their problems

SYLLABUS FOR THEORY UNITS

UN	Detailed Syllabus of the Unit	Credit
01-01	**Making Formal Presentation**: Planning Effective Presentations, Developing Presentations Content, Rehearsing a Presentation, Delivering a Presentation, Building Rapport, Managing Anxiety, Using Appropriate Visuals, Managing Questions and Answers, Presentation Software	Credit 01
01-02	**Identifying and Defining Problems**: Understanding Problem Solving, Analyzing Problems, Working with Problem Owners and stakeholders, Developing Effective Problem Statements, Determining Causes, Simplifying Complex Problems, Identifying and Managing Risks, Avoiding Problem-Solving Traps, Crowd sourcing	
01-03	---	
01-04	---	
01-05	---	
02-01	**Solving the Problem**: Gathering and Analyzing Data, Developing Alternatives, Evaluating Options, Implementing the Solution, Monitoring and Managing the Solution, Verifying the Solution, Using Adaptive Techniques, Developing Ethical Solution, Mash ups	

02-02	**Thinking Critically**: Understanding Critical Thinking, Identifying Arguments, Assessing the Credibility of an Argument, Exploring Weakness in an Argument, Overcoming Obstacles to critical Thinking, Avoiding Deductive Reasoning Fallacies, Inductive Reasoning Fallacies, Becoming a Critical Thinker, Electronic Books	Credit 02
02-03	---	
02-04	---	
02-05	---	
03-01	**Group Decision Making and Problem Solving**: Understanding Group Dynamics, Evolving From a Group to a Team, Using Divergent Thinking, Using Convergent Thinking, Reaching Closure, Avoiding Common Group Traps, Working with Large Group, Building Sustainable Agreements, Online Scheduling Tools	Credit 03
03-02	**Working in Groups and Teams**: Understanding the Role of Team in Organizations, Defining the types of Groups and Teams, Recognizing Differences Between Groups and Teams, Ensuring Team Success, Empowering Teams, Earning Rewards for Team Effort, Becoming a High-Performing Team, Working with Distributed Teams, Virtual Worlds	
03-03	---	
03-04	---	
03-05	---	
04-01	**Presenting yourself Professionally**: Managing Your Image, Dressing Appropriately, Meeting Business Casual Standards, Maintaining a Professional Wardrobe, Practicing good Grooming and Hygiene, Interacting with Others, Improving Your Speech, Cleaning Up Your Online Persona, Online Profile Managers	Credit 04
04-02	**Developing a Professional Work Ethic:** Work and Commitment, Being Dependable and Reliable, Managing Your Time, Managing Stress, Maintaining a Professional Opportunities, Taking Advantage of Professional Opportunities, Earning Recognition, Online Calendar Tools	
04-03	---	
04-04	---	
04-05	---	

LEARNING RESOURCE DETAILS

LR Code	Title Author	Edition Year	ISBN Publisher
Books			
DES021-T01	Communication and Soft Skills-02	2020	YCMOU
DES021-R01	Soft Skills for Everyone Jeff Butterfield	2010	978-81-315-1467-2 CENGAGE

DES022: MATH & STATISTICAL SKILLS – 02

PROGRAMME INFORMATION

SN	Description	Details
1	University	Yashwantrao Chavan Maharashtra Open University Nashik-422222,Maharashtra,India Websites: http://www.ycmou.ac.in/ and http://ycmou.digitaluniversity.ac
2	School	School of Architecture, Science and Technology
3	Discipline	Science : General Skill
4	Level	Diploma
5	Course Used in	T101:Diploma in Essential Skills (DES)

COURSE INFORMATION

Sem	Code	Course Name	Credits	CA	EE	TM	Type
01	DES022	Math and Statistical Skills-02	4	20	80	100	T

PRESUMED KNOWLEDGE AND LEARNING OBJECTIVES

Presumed Knowledge	Learning Objectives
For successful completion of this course, student should have successfully completed: ❖ SSC(10th)or equivalent from a recognized Board. OR ❖ YCMOU Preparatory Programme	After successful completion of this course, student should be able to: • Understand and apply simple mathematical and financial skills required in day to day life

SYLLABUS FOR THEORY UNITS

UN	Detailed Syllabus of the Unit	Credit
01-01	**Simple Annuities**: Annuities immediate, Annuities due and perpetuities, Unknown interest rate, Annuities payable monthly, etc., Varying annuities, Types of Annuities – Loan Repayment by EMI, Insurance Premium Monthly Payment, Recurring Deposit	Credit 01
01-02	**Spreadsheet Analysis of Simple Annuities**: Calculation Using Excel For - Annuities immediate, Annuities due and perpetuities, Unknown interest rate, Annuities payable monthly, etc., Varying annuities, Loan Repayment by EMI, Insurance Premium Monthly Payment	
01-03	---	
01-04	---	
01-05	---	
02-01	**Loan**: Equal Monthly Installments, Flat Rate of Interest, Loan reducing on Monthly basis, Loan reducing on Daily basis	Credit02
02-02	**Spread sheet Analysis of Loan**: Calculation Using Excel For-Equal Monthly Installments, Flat Rate of Interest, Loan reducing on Monthly basis, Loan reducing on Daily basis	
02-03	---	
02-04	---	
02-05	---	

03-01	**Financial Formulas in Spreadsheet**: Financial Functions, The PV, NPV, and FV Functions, Calculating the Present Value, Calculating the Net Present Value, Calculating the Future Value, The PMT Function, Depreciation Functions	Credit 03
03-02	**Spreadsheet Based Financial Analysis**: Calculation Using Excel For– Applying Financial Functions, The PV, NPV, and FV Functions, Calculating the Present Value, Calculating the Net Present Value, Calculating the Future Value, The PMT Function, Depreciation Functions	
03-03	---	
03-04	---	
03-05	---	
04-01	**Break-Even Analysis with Excel**: Fixed and Variable Cost, Operating Break-Even Point, Cash Break-Even Point	Credit 04
04-02	**Basic Statistical Concepts with Excel**: Probability, Measures of Central Tendency - Mean, Mode, Median, Measures of Dispersion - Range, Mean Deviation, Variance and Standard Deviation, Frequency Distribution, Normal Distribution	
04-03	---	
04-04	---	
04-05	---	

LEARNING RESOURCE DETAILS

LR Code	Title Author	Edition Year	ISBN Publisher
Books			
DES022-T01	Math and Statistical Skills-02	2020	YCMOU
DES022-R01			

DES023: FINANCIAL ACCOUNTING SKILLS – 02

PROGRAMME INFORMATION

SN	Description	Details
1	University	Yashwantrao Chavan Maharashtra Open University Nashik-422222,Maharashtra,India Websites: http://www.ycmou.ac.in/ and http://ycmou.digitaluniversity.ac
2	School	School of Architecture, Science and Technology
3	Discipline	Science : General Skill
4	Level	Diploma
5	Course Used in	T101:Diploma in Essential Skills (DES)

COURSE INFORMATION

Se	Code	Course Name	Credits	CA	EE	TM	Type
01	DES023	Financial Accounting Skills-02	4	20	80	100	T

PRESUMEDKNOWLEDGEAND LEARNINGOBJECTIVES

Presumed Knowledge	Learning Objectives
For successful completion of this course, student should have successfully completed: ❖ SSC (10th)or equivalent from a recognized Board. OR ❖ YCMOU Preparatory Programme	After successful completion of this course, student should be able to: • Understand and apply simple financial accounting skills required in day to day life

SYLLABUS FOR THEORY UNITS

UN	Detailed Syllabus of the Unit	Credit
01-01	**Financial Statements-I**: Stakeholders and Their Information Requirements, Distinction between Capital and Revenue, Financial Statements, Trading and Profit and Loss Account, Operating Profit(EBIT), Balance Sheet, Opening Entry	Credit 01
01-02	**Financial Statements-II**: Need for Adjustments, Closing Stock, Outstanding Expenses, Prepaid Expenses, Accrues Income, Income Received in Advance, Depreciation, Bad Debts, Provision for Bad and Doubtful Debts, Provision for Discount on Debtors, Manager's Commission, Interest on Capital Methods of Presenting the Financial Statements	
01-03	---	
01-04	---	
01-05	---	
02-01	**Accounting for Partnership – Basic Concepts**: Nature of Partnership, Partnership Deed, Special Aspects of Partnership Accounts, Maintenance of Capital Accounts of Partners, Distribution of Profit among Partner, Guarantee of Profit to a Partner, Past Adjustments, Final Accounts	Credit 02
02-02	**Accounting for Share Capital**: Features of a Company, Kinds of a Company, Share Capital of a Company, Nature and Classes of Shares, Issue of Shares, Accounting Treatment	

02-03	**Financial Statements of a Company**: Meaning of Financial Statements, Nature of Financial Statements, Objectives of Financial Statements, Types of Financial Statements, Form and Contents of Income Statement, Form and contents of Balance Sheet, Some Peculiar Items, Uses and Importance of Financial Statements, Limitations of Financial Statements	
02-04	---	
02-05	---	
03-01	**Accounting Ratios**: Meaning of Accounting Ratios, Objectives of Ratio Analysis, Advantages of Ratio Analysis, Limitations of Ratio Analysis, Types of Ratios, Liquidity Ratios, Solvency Ratios, Activity(or Turnover)Ratios, Profitability Ratios	Credit 03
03-02	**Cash Flow Statements**: Nature of Cash Flow Statement, Benefits of Cash flow Statement, Cash and Cash Equivalents, Cash Flows, Classification of Activities for the Preparation of Cash Flow Statement, Ascertaining of Cash flow from investing and Financing Activities, Preparation of Cash Flow Statement	
03-03	---	
03-04	---	
03-05	---	
04-01	**Accounting with Tally -I**: Introduction to accounting, Three types of accounts – real accounts, personal accounts and nominal accounts. Four Groups of Accounts, Golden Rules of Accounting ,Accounting Principles, Concepts and Conventions, Accounting Period, Accounting Entity, Double Entry accounting, Mode of Accounting - Journal, Voucher, Ledger, Chart of Accounts, Trial balance, Profit and loss statement, Balance sheet, Transactions, Recording of Transactions, Tally Startup Screen Components, Creation of a Company	Credit 04
04-02	**Accounting with Tally- II**: Bill-wise details, Cost centre, Voucher Class, multi-currency transactions, Bank reconciliation, Interest Calculations, Budget, Scenario reports	
04-03	---	
04-04	---	
04-05	---	

LEARNING RESOURCE DETAILS

LR Code	Title Author	Edition Year	ISBN Publisher
Books			
DES023-T01	Financial Accounting Skills-02	2020	YCMOU
DES023-R01			

DES024: ITSKILLS–02

PROGRAMME INFORMATION

SN	Description	Details
1	University	Yashwantrao Chavan Maharashtra Open University Nashik-422222,Maharashtra,India Websites: http://www.ycmou.ac.in/ and http://ycmou.digitaluniversity.ac
2	School	School of Architecture, Science and Technology
3	Discipline	Science : General Skill
4	Level	Diploma
5	Course Used in	T101:Diploma in Essential Skills (DES)

COURSE INFORMATION

Sem	Code	Course Name	Credits	CA	EE	TM	Type
01	DES024	IT Skills-02	4	20	80	100	T

PRESUMED KNOWLEDGE AND LEARNING OBJECTIVES

Presumed Knowledge	Learning Objectives
For successful completion of this course, student should have successfully completed: ❖ SSC (10^{th})o equivalent from a recognized Board. OR ❖ YCMOU Preparatory Programme	After successful completion of this course, student should be able to: • Develop IT Skills required at workplace and in day to day life

SYLLABUS FOR THEORY UNITS

UN	Detailed Syllabus of the Unit	Credit
01-01	**Understanding Applications**: Types of Applications, Installing and Removing Applications, What Is Microsoft Office, Navigating an Office Application's Interface, The Start screen Ribbon and tabs, The File menu, Moving around in an application, Changing the zoom and the view Creating a Document, Typing text, Inserting a picture, Opening and Saving Files, Saving your work for the first time, Navigating in the Save As dialog box, Opening a document, Printing Files	Credit 01
01-02	**Creating Presentations** :Exploring the Power Point Interface, Moving around in a presentation, Understanding PowerPoint views, Creating a New Presentation, Creating new slides, Duplicating a slide, Deleting a slide, Adding text to a slide, Manipulating slide content, Formatting a Presentation, Applying themes, , Applying a background fill, Applying and removing borders, Applying shape effects, Turning text Auto fit on or off, Inserting Graphics, Inserting an online image from Office.com, Inserting your own pictures, Adding Slide Transition Effects, Setting Slides to Advance Manually or Automatically, Inserting Sounds and Videos, Inserting a sound clip on a slide, Inserting a video clip on a slide, Presenting a Slide Show, Moving between slides, Ending the slideshow, Printing Handouts and Notes	
01-03	---	
01-04	---	
01-05	---	

02-01	**Creating Personal Documents with Microsoft Word**: Creating a New Document Using a Template, Adjusting Page Settings, Setting page margins, Setting paper size and orientation, Editing and Selecting Text, Filling text placeholders, Typing and editing text, Selecting text, Formatting Text, Choosing text font, size, and color, Applying text attributes and effects, Working with themes, Applying style sets, Formatting Paragraphs, Applying horizontal alignment, Indenting a paragraph, Changing vertical spacing, Creating bulleted and numbered lists, Working with Styles, Applying a style, Modifying a style, Creating a new style, Copying formatting with Format Painter, Checking Spelling and Grammar, Creating a Table, Selecting rows and columns, Resizing rows and columns, Formatting table borders, Working with Pictures, Inserting pictures from the web, Understanding vector and raster graphics, Inserting photos from files, Changing the text wrap setting for a picture, Moving a picture, Resizing a picture, Understanding Desktop Publishing	Credit 02
02-02	**Using Cloud-Based Applications**: Working with Microsoft OneDrive, Signing into the One Drive web interface, Installing and using One Drive for Windows Desktop, Usingthe Windows 10 One Drive app, Participating in Social Networking, Face book and other social network sites, Discussion boards, Blogging, Twitter, Using Instant Messaging, Using a Webcam	
02-03	**Using Google Cloud Tools**: Working with Google Drive, Signing into the Google Drive web interface, Installing and using Google Drive for Windows Desktop, Participating in Social Networking with Google+, Using Google Calendar, Using Google Maps, Using YouTube Videos	
02-04	---	
02-05	---	
03-01	**Protecting Your Computer and Data from Harm**: Understanding the Risks, Risks, Threats, Protecting Against Natural Risks, Creating a computer -friendly workspace, Making data backups, Protecting Against Human-Created Threats, Strong passwords, Operating system updates, Virus and malware protection, Firewalls, Adjusting Settings to Increase Security, Web browser security settings, Email security settings, Following Best Practices for Safer Web Use, Watch out for phishing, Enter financial information only on secure sites, Pay attention to security certificates, Shop at stores you know, Be careful with online payments, Bestingy with the information you provide, Stay away from dangerous sites	Credit 03
03-02	**Safeguarding Your Privacy**: Understanding Why Personal Information Is Big Business, Targeted Advertising, How advertisers target consumers, Minimizing the information advertisers gather, Tracking protection, Limiting third-party cookies, Identity Theft, Social engineering, Over sharing on social media, Increasing Your Privacy on the Web, Browser settings for increasing privacy, Instant messaging privacy settings, Email privacy settings, Protecting Children from Online Threats, How online predators operate, How children leak information, Best practices for keeping children safe, Using family safety applications, Avoiding Copyright Violations, Plagiarism, Copyright violations, Keeping on the right side of the law	
03-03	---	
03-04	---	
03-05	---	
04-01	**Expanding Computing to Other Devices**: Understanding Smart Phone Basics, Types o smart phones, Selecting a Smart phone, Navigating a Smart phone interface	Credit 04
04-02	**Digital Photography**: Storing and Managing Digital Images, Previewing and viewing photos, Moving and copying images, Deleting images, Editing a Digital Image, Rotating an image, Cropping an image, Resizing a photo for sharing	
04-03	**Working with Music and Video**: Understanding Digital Audio, Audio file formats, Using Windows Media Player, Understanding Digital Video, Video formats, Adobe Flash Media, Animated GIF, Applications for playing videos and movies	

04-04	**Common Computer Problems**: Your Computer Has No Power, Windows Won't Start Up Normally, Everything's Running Slower than Normal, System Restore, Refreshing Windows, You Have No Internet Access - Check your Internet connection, Check your router, Check your computer, You Can't Get Email, An Application Stops Responding, You Get the Blue Screen of Death, You See Frequent Pop-Up Ads on the Web, Your System Has No Sound	
04-05	**Tips for Working with Windows 10**:Use Search to Start Applications, Reorganize the Start Screen, Pin Shortcuts to the Taskbar , Make Icons and Text Larger, Switch Between Programs Quickly, Right-Click the Start Button, Save Location Favorites in File Explorer, Uninstall Unwanted Applications, Prevent Programs from Loading at Startup	

LEARNING RESOURCE DETAILS

LR Code	Title Author	Edition Year	ISBN Publisher
Books			
DES024-T01	IT Skills-02	2020	YCMOU
DES024-R01			

DES025: ON-JOB-TRAINING – 02

PROGRAMME INFORMATION

SN	Description	Details
1	University	Yashwantrao Chavan Maharashtra Open University Nashik-422222,Maharashtra,India Websites: http://www.ycmou.ac.in/ and http://ycmou.digitaluniversity.ac
2	School	School of Architecture, Science and Technology
3	Discipline	Science : General Skill
4	Level	Diploma
5	Course Used in	T101:Diploma in Essential Skills (DES)

COURSE INFORMATION

Sem	Code	Course Name	Credits	CA	EE	TM	Type
01	DES025	On-Job-Training-02	8	40	160	200	A

PRESUMED KNOWLEDGE AND LEARNING OBJECTIVES

Presumed Knowledge	Learning Objectives
For successful completion of this course, student should have successfully completed: ❖ SSC(10th)or equivalent from a recognized Board. OR ❖ YCMOU Preparatory Programme	After successful completion of this course, student should be able to: • Develop various skills required at workplace and in day to day life • Demonstrate various skills he/ she acquired during OJT

DETAILS ABOUT ON-JOB-TRAINING (OJT)

1. "LearnandEarnScheme"seamlesslyintegrateLearningwiththeworldofwork.
2. Student is placed in relevant industry or business unit as an "Apprentice" and work for fulltime for "On Job Training (OJT)".
3. Respective Study Center is responsible for arranging "On-Job Training (OJT)" at allotted industry or business unit.
4. Activity component of teaching-learning (that is, On-Job Training) is offered in full-time face-to-face mode under guidance and supervision of qualified and experienced Mentor at allotted industry or business unit.
5. Total Study Hours for each 8 credit s of activity type of course: Total 240 Hours
    a. On-Job-Training@8hoursduringeachof26 days in a month: 208Hours
    b. Any where any time a synchronous Interaction on Discussion Forum for Posting Activity Report for 01 Mini Projects of Continuous Improvement at allotted industry or business unit: 28Hours

6. Hence, total 208 Hours of On-Job-Training (@08Hours during typically 26Days in each Month) and total 28+04 Hours on a Mini-Project, that is, total 240Hours of total study efforts (including Self-Study) are required during each semester.
7. Minimum 75 % attendance is required only for "On-Job Training" of 08 Credits at each semester.
8. End Exam for Activity Type of "Course05: On Job Training "shall be conducted by each respective study center during July or Jan of each year.
9. Separate and independent "Report of Total Marks" for "All Theory type of courses at each semester" and "On-Job Training course at each semester"

APPENDIX 1: GR COPIES FOR LEARN & EARN SCHEME

यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ आणि अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी अँड मॅनेजमेन्ट, ठाणे यांच्या संयुक्त विद्यमानाने चालविण्यात येणा-या "शिका व कमवा" या योजनेसाठी शासनाची मान्यता प्रदान करण्याबाबत..

महाराष्ट्र शासन
उच्च व तंत्र शिक्षण विभाग
शासन निर्णय क्र. मान्यता-२०१७/(१८८/१७) /विशि-३
मादाम कामा रोड, हुतात्मा राजगुरु चौक,
मंत्रालय विस्तार भवन, मुंबई ४०० ०३२.
दिनांक :- १३ मार्च, २०१८.

वाचा- १. शासन निर्णय उच्च व तंत्र शिक्षण विभाग क्र, टिईडी २०१०/(१४४/१०)/तांशि-५, दि. २६ जुलै, २०१०.

२. संचालक, तंत्रशिक्षण महाराष्ट्र राज्य मुंबई यांचे पत्र क्र.१०/एनजीपी/शिका व कमवा/२०१५/२७१, दि. १.४.२०१५ व क्र.१०/एनजीपी/शिका व कमवा/२०१५/४४६, दि. १९.५.२०१५.

३. शासन निर्णय उच्च व तंत्र शिक्षण विभाग क्र, मान्यता-२०१४/(१४७/१४)/तांशि-५, दि. २९ मे,२०१५.

४. कुलगुरु, यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ, नाशिक यांचे इरादा पत्र, दि. ३० मार्च, २०१७.

प्रस्तावना :-

कुलगुरु, यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ,नाशिक यांनी दि. ३१ मार्च, २०१७ रोजी च्या पत्रान्वये अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी अँड मॅनेजमेन्ट,ठाणे यांना काही अभ्यासक्रम सुरु करण्याचे इरादापत्र प्रदान केले आहे. सदर इरादा पत्रातील तरतूदीनुसार राज्यामध्ये यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठामार्फत चालविण्यात येणा-या पदविका स्तरावरील १. डिप्लोमा इन इशेन्शियल स्कील्स (Diploma in Essential Skills), २. डिप्लोमा इन बीझनेस स्कील्स (Diploma in Business Skills), आणि ३. डिप्लोमा इन इंडेस्ट्रीयल स्कील्स (Diploma in industrial Skills) हे तीन अभ्यासक्रम, अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी अँड मॅनेजमेन्ट,ठाणे यांच्या संयुक्त विद्यमाने "शिका व कमवा" या उपक्रमांतर्गत राबविण्यात येणार आहेत.

केंद्र शासनाच्या स्किल इंडिया या अभियानांतर्गत अधिकाधिक कुशल कामगारांची निर्मिती करणे त्यासाठी नवनवीन कौशल्य प्रशिक्षण अभ्यासक्रम सुरु करण्यात येत आहेत. यापूर्वीच व्यवसायिक, रिटेल, औद्योगिक इ. क्षेत्रामध्ये काम करीत असलेल्या विद्यार्थ्यांना किंवा औद्योगिक क्षेत्रामध्ये सामावून घेणा-या प्रशिक्षणार्थ्यांना स्किल डेव्हलपमेंट या कार्यक्रमात सहभाग करुन घेणे

क्रमप्राप्त ठरणार आहे. याकरीता सार्वजनिक क्षेत्र व खाजगी क्षेत्र यांनी आपापसात भागीदारी तत्वावर काम करणे आवश्यक आहे. ही बाब विचारात घेऊन यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ आणि अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी अँड मॅनेजमेन्ट,ठाणे यांच्या संयुक्त विद्यमाने "शिका व कमवा" ही योजना अंमलात येणार आहे. या योजनेअंतर्गत अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी अँड मॅनेजमेन्ट,ठाणे या संस्थेकडून काही नामवंत उद्योगांबरोबर सामंजस्य करार (MOU) केले जाणार आहेत. या माध्यमातून पदविका स्तरावरील अभ्यासक्रम राज्यभरात गरीब विद्यार्थ्यांना शिकत असताना on the job प्रशिक्षण देऊन त्यांना उद्योगधंदे व व्यवसायांमध्ये सामावून घेण्यात येणार आहे. या कालावधीत त्यांना विद्यावेतन देखील देण्यात येणार आहे. त्यामुळे गरीब विद्यार्थ्यांना मोफत पायाभुत स्वरुपाचे (Basic) उपयोजित तंत्र शिक्षण, कौशल्य शिक्षण, लेखा विषयक शिक्षण इत्यादि कौशल्यांची प्राप्ती होणार असून विद्यार्थ्यांना विद्यावेतन देखील प्राप्त होणार आहे. या उपक्रमांतर्गत येणारा संपूर्ण खर्च उपभोक्ता म्हणून उद्योजकांकडून सोसण्यात येणार आहे. त्यामुळे प्रत्यक्षात शासनावर कोणत्याही प्रकारचा आर्थिक भार पडणार नाही.

त्याच धर्तीवर यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ, नाशिक आणि अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी अँड मॅनेजमेन्ट,ठाणे यांच्या संयुक्त विद्यमाने चालविण्यात येणा-या "शिका व कमवा" या योजनेला शासनाचे सहकार्य देण्याबाबतचा प्रस्ताव शासनाच्या विचाराधीन होता. सदर प्रस्ताबाचा सर्वांगीण विचार करुन शासन खालीलप्रमाणे निर्णय घेत आहे.

शासन निर्णय :-

यशवंतराव चव्हाण मुक्त विद्यापीठ आणि अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी अँड मॅनेजमेन्ट, ठाणे यांच्या वरम्यान "शिका व कमवा" या उपक्रमांतर्गत पदविका स्तरावरील प्रशिक्षणाकरिता १. डिप्लोमा इन इसेन्शियल स्कील्स (Diploma in Essential Skills), २. डिप्लोमा इन बीझनेस स्कील्स (Diploma in Business Skills), आणि ३. डिप्लोमा इन इंडस्ट्रीयल स्कील्स (Diploma in Industrial Skills) हे तीन अभ्यासक्रम राबविण्यासाठी विद्यापीठाने सदर संस्थेस दिलेल्या इरादापत्रास शासनाची मान्यता प्रदान करण्यात येत आहे.

२. ही शासन मान्यता खालील अटी व शर्तींच्या अधिन राहून देण्यात येत आहे :-

१) "शिका व कमवा" या उपक्रमांतर्गत सहभाग असलेल्या सर्व विद्यार्थ्यांना on the job training (कामावर असतानाचे प्रशिक्षण) उद्योग व व्यवसाय मध्ये देण्यात येते. सदर शिक्षण पूर्ण झाल्यानंतर त्यांना पदविका प्रमाणपत्र यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठामार्फत देण्यात येणार आहे. ही बाब विचारात घेऊन, प्रशिक्षणार्थींना "Apprenticeship Act, १९६१" मधील तरतूदीचे तंतोतंत पालन करण्याच्या अटीच्या अधीन राहून अभ्यासक्रमाच्या कालावधीत Apprentice म्हणून संबोधण्यात यावे.

पृष्ठ ४ पैकी २

२) उक्त प्रशिक्षणार्थींचा प्रशिक्षणाचा कालावधी २ वर्षांपलिकडे जाणार नाही याची काळजी विद्यापीठाने घ्यावी. तसेच विद्यार्थ्यांना "Apprenticeship Act, १९६१" मधील तरतूदीनुसार अनुज्ञेय ठरविलेले किमान विद्यावेतन किंवा उद्योजक यापेक्षा जास्त विद्यावेतन देऊ इच्छित असेल तर ते विद्यावेतन संबंधित उद्योजक यांजकडून देण्यात यावे.

३) विद्यार्थ्यांसाठी साधन सामग्री, पाठ्यपुस्तके व साहित्य इत्यादी आणि प्रशिक्षणावरील इतर सर्व खर्चाचा भार ज्या उद्योगांच्या कारखान्यामध्ये विद्यार्थी प्रशिक्षण घेत असतील त्या उद्योजक आस्थापना किंवा अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी ॲंड मॅनेजमेन्ट,ठाणे हे सोसतील.

४) सर्व सहभागी विद्यार्थ्यांचा विमा उतरविण्यात यावा तसेच त्यांच्या सुरक्षितता व वैद्यकीय देखभाली संदर्भात आवश्यक त्या उपाययोजना कराव्यात.

५) उपलब्ध सुविधांचा विचार करुन वा योजनेमध्ये सहभागी होण्याचा निर्णय विद्यापीठाच्या सहमतीने घेण्याची मुभा अन्य संस्थांना राहील. यासाठी संस्थांनी आवश्यकतेनुसार अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी ॲंड मॅनेजमेन्ट,ठाणे या संस्थेशी स्वतंत्र करारनामा करावा.

६) या अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी ॲंड मॅनेजमेन्ट,ठाणे संस्थेच्या पदाधिका-यांकडून मागितल्या वर्तणूकीची हमी घेण्यात यावी. तसेच सदर अभ्यासक्रमांचा दर्जा व गुणवत्ता ही अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी ॲंड मॅनेजमेन्ट,ठाणे यांच्यामार्फत उत्तम राखली जाईल याची खात्री विद्यापीठाने करावी व तिचे सनियंत्रण करावे. गैरव्यवहार, चर्चा न राखणे या व अशा अन्य स्वरुपाच्या योग्य (Valid) कारणांसाठी हे अभ्यासक्रम राबविण्यास दिलेली मान्यता रद्द करण्याचे अधिकार शासनास राहतील.

७) या सुविधा यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ, नाशिक यांच्यामार्फत अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी ॲंड मॅनेजमेन्ट, ठाणे या संस्थेस अभ्यासक्रम चालविण्यासाठी दिलेल्या मान्यतेच्या कालावधीपुरत्या मर्यादित राहतील.

८) या अभ्यासक्रमांच्या मान्यतेच्या/कार्यपध्दतीच्या अनुषंगाने भविष्यात काही गुंतागुंत झाल्यास/ न्यायालयीन प्रकरण उद्भवल्यास त्याची संपूर्ण जबाबदारी यशवंतराव चव्हाण मुक्त विद्यापीठची राहील.

९) शासनास आवश्यक असेल त्यावेळी शासनकडून नवीन अटी व शर्ती घालण्यात येतील.

१०) वरील सर्व अटी व शर्ती मान्य असल्याचे बंधनपत्र संस्थेने विद्यापीठास तसेच शासनास सादर करणे आवश्यक राहील.

पृष्ठ ४ पैकी ३

३. सदर शासन निर्णय, महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक क्रमांक २०१८०३१३१७५११९७००८ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

Sanjay A. Dharurkar

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प्रति,

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२. संचालक, उच्च शिक्षण, पुणे.
३. संचालक, तंत्र शिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई.
४. संचालक, व्यवसाय शिक्षण व प्रशिक्षण, मुंबई.
५. संचालक, महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, वांद्रे(पू) मुंबई.
६. मा. मंत्री (उ.व. तं. शि.) यांचे विशेष कार्यकारी अधिकारी, मंत्रालय, मुंबई.
७. मा. अप्पर मुख्य सचिव, उच्च व तंत्र शिक्षण विभाग यांचे स्वीय सहाय्यक.
८. श्री. सुधीर विक्रीत, अध्यक्ष, अभिनव इन्स्टिट्यूट ऑफ टेक्नॉलॉजी अँड मॅनेजमेन्ट,६०१, पॅराडाईज टॉवर ,ठाणे (पश्चिम) ४०० ६०१.
९. निवड नस्ती..

पृष्ठ ४ पैकी ४