1. About YCMOU

1.1 Mission
■ YCMOU’s mission is to become a mass university to facilitate ‘education for all’
■ To attain this, YCMOU intends to use open and flexi-learning approaches, local language, and information & communciation technology.
■ To fulfill community’s academic aspirations, needs and pursuits in various streams of liberal, technical and professional education.

1.2 Establishment & Recognition
YCMOU was established at Nashik by the Maharashtra Legislative assembly Act no 20/1989 on July 1st, 1989. The university is recognized by UGC under section 12B.

Jurisdiction
YCMOU jurisdiction, once limited to the state of Maharashtra at the inception, is extended in 2003 to suit global operations, as per amendments in the Act by the Maharashtra Legislative Assembly.

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

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

1.5 About Open & Distance Learning (ODL)
Alternative learning systems are essential since the conventional classroom education system alone cannot achieve the goal of education for all. The ODL approach has come a long way from the old model of correspondence courses and distance learning. We now talk of open learning, flexi learning and now the ICT based learning (virtual learning). The ODL is essentially a student-centric approach rather than a teacher-centric one. YCMOU’s motto of Dnyanganga Gharoghari (Taking the Ganga of knowledge to every home) is an apt statement of ODL. Education on demand, learning while working, need based and feasibility-based learning are the essentials of ODL. This enables optimal use of existing educational resources, and saving on costs and time. ODL reduces unit costs of education without compromising quality. Countries such as India will be able to make substantial gains from ODL in their pursuit of ‘education for all’.

Diploma in Printing Technology and Graphic Arts - Prospectus : 1
2. About School

The School of Continuing Education is dedicated to providing open and accessible learning opportunities in conformity with the university’s strategic outreach education and its dedication to providing a superior learning environment through responsive and innovative teaching. The School is mandated to provide continuing education opportunities for socially deprived through the provision of various academic support services. The School of Continuing Education has also provided training to the physically challenged target groups such as visually impaired students and also to rehabilitate the imprisoned groups by interacting with state and local government groups/

Specifically, the School of Continuing Education is responsible for meeting the needs of part-time and distance education students. These needs are met by the production and administration of courses and programmes originating from popular demand, social and industrial needs through certificate and diploma programmes originating in the School of Continuing Education. In addition, the School of Continuing Education serves the continuing education and lifelong learning needs of the general public through courses on entrepreneurship development to business, industry and public sector agencies.

2.1 Objects of the School

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

(a) To provide through instruction, teaching and other educational opportunities, access to larger segment of population, and in particular to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields;

(b) To promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunity of upgrading knowledge, training and skills in the context of innovations, research and discovery in all field of human endeavor by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]

(c) To develop innovative, need based vocational courses and establish industry, institution linkage for developing the society; [1(f)]

(d) To provide through incidental and non-formal means, for continuing and extension of education in various cultural forms, arts, crafts and skills of the country, raising their quality and improving their availability to the people; [1(g)]

(e) To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]

2.2 Mission

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

#### 3.1 Programme Structure

**1st Year**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Course Name</th>
<th>Course Code</th>
<th>Credit Point</th>
<th>Exam</th>
<th>Theory</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Computer Basics</td>
<td>DTP 101</td>
<td>4</td>
<td></td>
<td>100 Marks</td>
<td>-</td>
</tr>
<tr>
<td>02.</td>
<td>Word Processing and Spread Sheet (Word+Excel+Deonagari)</td>
<td>DTP 102</td>
<td>8</td>
<td></td>
<td>100 Marks</td>
<td>50 Marks</td>
</tr>
<tr>
<td>03.</td>
<td>DTP (PageMaker English)</td>
<td>DTP 103</td>
<td>4</td>
<td></td>
<td>100 Marks</td>
<td>50 Marks</td>
</tr>
<tr>
<td>04.</td>
<td><em>Document Design &amp; Essential of Printing Technology (Corel Draw + Photoshop)</em></td>
<td>DTP 104</td>
<td>4</td>
<td></td>
<td>100 Marks</td>
<td>50 Marks</td>
</tr>
<tr>
<td>05.</td>
<td>Adobe Photoshop</td>
<td>DTP 105</td>
<td>2</td>
<td></td>
<td>100 Marks</td>
<td>50 Marks</td>
</tr>
<tr>
<td>06.</td>
<td>Screen Printing</td>
<td>CSP 201</td>
<td>4</td>
<td></td>
<td>100 Marks</td>
<td>50 Marks</td>
</tr>
<tr>
<td>07.</td>
<td>Electronic Colour Seperation</td>
<td>CSP 202</td>
<td>4</td>
<td></td>
<td>100 Marks</td>
<td>-</td>
</tr>
<tr>
<td>08.</td>
<td>Surface Preparation (Plate Making)</td>
<td>CSP 203</td>
<td>4</td>
<td></td>
<td>100 Marks</td>
<td>50 Marks</td>
</tr>
<tr>
<td>09.</td>
<td>Off-Set Printing - I</td>
<td>CSP 204</td>
<td>2</td>
<td></td>
<td>100 Marks</td>
<td>50 Marks</td>
</tr>
</tbody>
</table>

**2nd Year**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Course Name</th>
<th>Course Code</th>
<th>Credit Point</th>
<th>Exam</th>
<th>Theory</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Offset Printing</td>
<td>C 7 C</td>
<td>2</td>
<td></td>
<td>100 Marks</td>
<td>50 Marks</td>
</tr>
<tr>
<td>02.</td>
<td>Printer Science</td>
<td>C 7 C</td>
<td>4</td>
<td></td>
<td>100 Marks</td>
<td>-</td>
</tr>
<tr>
<td>03.</td>
<td>Print Finishing</td>
<td>C 7 C</td>
<td>2</td>
<td></td>
<td>100 Marks</td>
<td>50 Marks</td>
</tr>
<tr>
<td>04.</td>
<td>Press Management</td>
<td>C 7 C</td>
<td>2</td>
<td></td>
<td>100 Marks</td>
<td>-</td>
</tr>
<tr>
<td>05.</td>
<td>Flexible packaging, Theory</td>
<td>CAP 401</td>
<td>4</td>
<td></td>
<td>100 Marks</td>
<td>-</td>
</tr>
<tr>
<td>06.</td>
<td>Flexible packaging, Theory</td>
<td>CAP 402</td>
<td>4</td>
<td></td>
<td>100 Marks</td>
<td>-</td>
</tr>
<tr>
<td>07.</td>
<td>Advanced Offset Printing, Theory</td>
<td>CAP 403</td>
<td>4</td>
<td></td>
<td>100 Marks</td>
<td>-</td>
</tr>
<tr>
<td>08.</td>
<td>New Technology in Printing, Theory</td>
<td>CAP 404</td>
<td>2</td>
<td></td>
<td>100 Marks</td>
<td>-</td>
</tr>
</tbody>
</table>

* Note: The practical of this module is to be conducted at the respective Study Centre.
3.2 General Information

This prospectus is about the following academic programmes:

1. Diploma in Printing Technology & Graphic Arts - (DPTGA) 2 Years

1st Year

This course introduces students to desktop computer techniques for the printing and publishing industries, proper use of popular page layout and scanning software in preparing files for the pre-press production environment. The course will inculcate in students typographical training in font, style and specifications for producing complete documents necessary for imaging.

Written visual and computer skills used to creat and produce original documents are taught in this course. This course prepares student to computerized typesetting with fundamental principles, procedures, techniques, and the application of electronic paste up of “camera-ready copy” for production of negatives for the major printing processes. The students will become fully oriented and proficient in the utilization of tookup for correcting, ruling and electronic page layout. The student will also use transparent acetate overlays as a method of preparing a color-printing job.

Students are exposed to introduction to printing and graphic arts, history of printing, graphic art skills, design, composition, printing and photographic processes.

This is a basic course, which provides information about different offset printing processes from copy preparation through image assembly, proofing and plate making to small press operation.

Traditional and digital methods are discussed supplemented by an overview of the entire printing process and industry. The student will become fully oriented to the different printing processes. Theory, Techniques and problems associated with printing multi-color and full color work. Emphasis is placed on the running of critical error work on sheet-fed offset press equipment.

In this course focus is on how the graphic arts professional can use the Internet and what is involved in creating web pages for customers.

2nd Year

This course is designed to provide the student with the knowledge of Four Color Offset Printing / Screen Printing. The course will demonstrate the various types of screen mesh, stencils, and inks that are used in the industry. Screen-Printing will be done on several substrates to show the students the versatility of screen-printing.

Students will be provided basic knowledge in the handing of printing customer needs. The printing production sequence is examined. Customer jobs are monitored throughout their entire production process. The philosophy of salesmanship is introduced through learning how to sell and resell printing services and products.

In addition to this an introduction to color theory, separation methods and productions techniques using the electronic scanner, desktop technology and photo-manipulation software are also covered.

Student are taught now to estimate for printing including art preparation, photographic procedures, image assembly, press selection and finishing methods. Analysis of printing orders from sales through invoicing, use of trade customs, computers in estimating and sales management for the printing industry. Proper uses of forms, pricing books and estimating standards for the printing industry, Proper uses of forms, pricing books and estimating emphasizing the cost of material such as paper, ink film, and plates as well as labour cost of camera, stripping, plate-making and press. Manual estimates and computer-aided estimating are introduced.

Students are exposed to gravure flexography, Students are taught latest use of electronics and scanning system used for production of faster and economical ways by use of powder less etching in zinc, copper and flexo graphic plates for color separation. Packaging has become a specialized field due to advancement of Industries, thus the same is covered in the course.
3.3 Learning Method

- These academic programmes are designed for working students. With some time management and determination, the student can easily complete these programmes while continuing his/her job, profession or other education.

- **These academic programmes are extremely cost-effective. Programme fees are kept at the minimum possible level due to the non-profit status of this university.**

- Maximum self-study is expected from all students at their convenient place and time.

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

- Activities at the study centres are organised typically on holidays, normally at time convenient to the student. Normally the study centre is situated nearer to student’s place for his convenience.

- Practice Examination for each theory course is conducted at the study centre to provide feedback to students about their study. It also prepares the student for the end examination.

- The End Examination held once in a semester for all courses, are conducted directly by the university.

Effective Learning in Open University

Following few tips can improve effectiveness of study in Open University.

1. Self Study

   - Self study at home with sufficient thinking about possible solutions to difficulties encountered before counselling session, can greatly enhance effectiveness of study in Open University.

2. Use of Difficulty Slips

   - Note down your difficulties on "Difficulty Slips" as and when you came across difficulty during your self study. Hand over all difficulty slips on a book to the counsellor at the beginning of CS, so that classification and grouping of difficulties is possible and thus available time in CS can be effectively used.

3. Good Attendance at CSs

   - Good Attendance at CSs can improve effectiveness of study in Open University as this is the only chance available to students for exploiting all benefits of group learning.

4. Practice Examination

   - Practice examination prepares you for end examination. You also get feedback about your study and thus they provide a chance to improve your performance in the end examination. Hence appearing in practice examination with full seriousness and preparation will greatly improve your performance.

5. Best use of Available Time

   - Always try to complete all the planned activities in the same CS or PS. Try to plan and find your free time and ways to use it for self study. Even travelling time in bus or railway may be used for self-study. This is important, especially for working students, for improvement in their performance.

6. Determination and Motivation

   - Determination to study and enough motivation for sustaining regular study is...
absolutely essential for success in any education programme of Open University.

7. YCMOU Counsellors
If you feel necessary you may contact any expert known to you for extra guidance. Guidance may be provide on mutually agreed terms and conditions. University will not accept any liability for financial expenses incurred in this regard. You are also requested to suggest experts known to you to send their Bio-Date to university.

4. Admission Procedure

4.1 Eligibility
The admission process is completed at the respective study centre only.

01. SSC or equivalent examination passed candidates shall be eligible for admission.

02. A candidate may apply to the Director, School of Continuing Education for getting exemption to a course through a written application supported by necessary documents (attested copy of complete syllabus, which he/she has completed). The decision of the course exemption committee, School of Continuing Education will be final and binding on the student in the student in this respect.

4.2 Programme Fees

Total Programme Fee
"Total Programme Fee" consists of 4 (Four) independent parts:

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

1. University Programme Fee (UPF) :
Each student as to pay UPF, directly to the University, along with Admission form. UPF is Rs. 4050/-

UPF covers following activities of the university

- Curriculum development & study centre identification
- Programme promotion by the university
- Student registration, I-Card and SAMWAD subscription
- Core learning material to each student
- Study centre management for minimum specified academic activities
- Common miscellaneous services
- Disaster Management Nidhi, Vidyarthi Kalyan Nidhi.

2. Study Centre Fee (SCF) : Each student has to pay SCF directly to the respective study centre, during first contact session after the university confirms his or her admission by issuing a PRN

SCF is Rs. 16,000/-

SCF covers following activities and expenses of the study centre.

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

3. Examination Fee (EF) : Each student, whether fresh or repeater, has to pay examination fee, directly to the university, along with an examination form, each time he/she wishes to appear for the end examination. fee is

- Rs. 100/- for each theory course
- Rs. 250/- for each Practical course
- Rs. 30/- for Postal Charges
"Examination Forms" are available at the study centre. Examination Fee covers conduct and result of end examination for which examination fee is paid.

From this year student has to send the examination fees with the university programme fees.

Other Financial Conditions
1. Every enrolled student shall have to pay both "University Programme Fee" and "Study Centre Fee"
2. Student are requested to note following information about maximum "Study Centre Fee"
   - Study centres are not allowed to collect more "Study Centre Fee" than mentioned in prospectus.
   - Students are advised to pay same amount which is mentioned in prospectus, towards the payment of "study Centre Fee"
   - The transaction with regard to the SC Fee is a bilateral affair between the student and the SC. The university may not normally interven in the matter on complaints by either the study centre for having less fee from the student nor to the student for having paid more fee than prescribed in the prospectus.
   - Study centres will collect "Study Centre Fee" against their own receipt and will maintain its records of receipt.

Rules of Refund
1. The university will not refund any part of "University Programme Fee" for any reasons whatsoever, to any student.
2. The study centre are not liable to refund any part of "Study Centre Fee" to any student, for any reasons whatsoever.

Where and How to Pay
All University programme fees and examination fees must be paid only by crossed Demand Draft (DD) of any nationalised bank, in favour of "The Finance Officer, Yashwantrao Chavan Maharashtra Open University, Nashik" payable at Nashik.

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

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

4.3 Duration
The Diploma Programme consists of two years which a student must complete.

Industrial training is included in the programme. Thus a 10th Standard pass candidates may take 24 months to complete the Diploma programme.

However maximum time duration for diploma programme is 4½ years after admission.

Last Dates
Last date for the receipt of filled Admission Forms along with DD and supporting documents at university, from the student, will be 30th August (or the next working day of the university in case 30th August is a university holiday).

30th September will be last date of admission with late fee Rs. 500/-. The admissions to the programmes may also be closed earlier than deadline, depending on the availability of the students.
Revision of Rules
In order to cope up with unforeseen circumstances and to maintain high academic quality of these programmes the university reserves the right to change, revise, update, add or delete any rule about these programmes, at any time. These modifications will be applicable to all, including previously admitted students.

4.4 Medium
The medium of instruction used in study materials, questions papers and other modes of communication is English. However, as per the convenience of the counsellor and students, counselling and discussion could be held in Marathi or English.

5. Registration Procedure
Admission process is simple. Most of the admission process is completed at the respective study centre only.
Following is the procedure for admission:
1. The university will advertise admission notice for these programmes.
2. The university will sell Prospectus and Admission form to the students through Regional Centres / Study Centres/Head Office.
3. Student should confirm his eligibility as per admission eligibility criteria for admission.
4. Student selects the study centre convenient to him. In the admission form, student can give up to 2 preferences for study centres.
5. Student shall submit the duly filled application form alongwith attested photocopies of each supporting document and required DD to his selected study centre. He/she is granted provisional admission at the study centre after a preliminary scrutiny on a first-come-first-served basis.
6. The study centre forwards a list of provisionally admitted students along with their admission forms and attachments to the YCMOU. University will check eligibility and DD for "University Programme Fee" for all admission forms and prepare a list of finally admitted students for respective study centres.

7. Student will be informed about the confirmation of his admission and is assigned a Permanent Registration Number (PRN) and a study centre. Normally, a study centre will not be allotted unless minimum 20 students opt for it. A list of students attached to each study centre will be displayed at the regional centres and concerned study centres.

8. Under any circumstances, no study centre change shall be allowed to any student, during the same certificate.

9. Normally, university will try to allot the study centre opted by the student, during next semester. But if situation demands, university may allot different study centre to the student during next semester. No complaint in this regard, either by student or study centre, will be entertained by the university.

10. Study centre will collect "Study Centre Fee" directly from the students attached to it only after the university has confirmed the registration, during the first contact or further counselling sessions and must give a proper receipt to the student (with revenue stamp where necessary). The student and will be responsible for this transaction and the university will normally not intervene in the matter.

11. During the end examination admission to examination hall may be prohibited and/or examination results may be withheld, if student has not paid Study Centre's fee.

12. Every student must read the prospectus carefully before filling the admission form.
6. Evaluation Procedure

6.1 Examination system for these programmes is designed to maintain quality standards. Each student, whether fresh or repeater, has to pay examination fees along with duly filled examination form, for all those courses in which he/she wishes to appear for end examination. Students may not be allowed to appear in End Examination without Identity Card.

6.2 Industrial Training Course
In order to be eligible for the award of DIPLOMA IN PRINTING TECHNOLOGY & GRAPHIC ARTS a student has to undergo training in an industry/ printing shop duly approved by the university for a period not less than 3 months. The students who are employed in an industry printing establishment and are working on the job of printing maintenance as envisaged in the course content may be exempted by the university if they get a certificate of that effect from their employer.

The Industrial Training course is a course without formal examination, which the candidate has to successfully complete by earning the experience to the satisfaction of the employer or the supervisor. The grade sheet for all semester shall have place for recording completion of this course.

The industrial training center may be the study center itself or the industry center recommended by the study center and approved by the University only. The industrial training center will give the training completion certificate to the student and will send the copy of it to the study center and the University. After receiving the copy of training completion certificate the University will award to the student the Diploma in Printing Technology & Graphic Arts provided that the candidate fulfils other requirement for the same. The study centre co-ordinator will verify the IT certificate and then will send it.

6.3 Techno-Seminar and Project
This is the compulsory part of each semester which has to be completed by the students at the respective study center. Due weightage is given in each semester for completion of Techno-Seminar & Project.

6.4 Award of Diploma
After successful completion of all courses at both years including the IT course, Diploma may be awarded, in person or absentia, during the next convocation for those candidates who fulfill the prescribed procedure of filing the convocation form and payment of the prescribed fees. As part of the procedure, the candidates will have to apply for a combined mark sheet. For instructions regarding this, consult Appendix "B".

6.5 Evaluation Scheme
Type of Courses:
1. Theory Courses
2. Practical Courses

Evaluation Pattern
Theory Pattern: 80 marks end examination + 20 marks internal assessment
End examination: 80 marks
The distribution of 80 marks will be as follows:

**Question No. 1**
Answer any Eight of the following questions in 25 to 30 words each (8 X 2). 16 Marks (12 sub-questions shall be given.)

**Question No. 2**
Answer any Four of the following questions in 40 to 45 words. (4 X 3). 12 Marks (6 sub-questions shall be given)

**Question No. 3**
Answer any Four of the following questions in 40 to 45 words each (4 X 3). 12 Marks (6 sub-questions shall be given)

**Question No. 4**
Answer any Two of the following questions in 80 to 90 words each (2 X 6). 12 Marks (3 sub-questions shall be given)

**Question No. 5**
Answer any Two of the following questions in 80 to 90 words each (2 X 6). 12 Marks (3 sub-questions shall be given)

**Question No. 6**
Answer any Two of the following questions in 100 to 120 words each (2 X 8). 16 Marks (3 sub-questions shall be given.)
**Internal assessment : 20 marks**

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>10</td>
</tr>
<tr>
<td>Unit test - 01</td>
<td>30</td>
</tr>
<tr>
<td>Unit test - 02</td>
<td>30</td>
</tr>
<tr>
<td>Extra Co-Curricular activities</td>
<td>10</td>
</tr>
<tr>
<td>Assignment</td>
<td>10</td>
</tr>
<tr>
<td>Discipline</td>
<td>10</td>
</tr>
</tbody>
</table>

**Note:** This 100 marks finally converted into 20 marks.

**End Examination per Practical course : 100 Marks**

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Performance of the student</td>
<td>60</td>
</tr>
<tr>
<td>Journal</td>
<td>20</td>
</tr>
<tr>
<td>Viva</td>
<td>20</td>
</tr>
</tbody>
</table>

**Note:** Performance of the student should be judged by both External and Internal Examiner.

**Theory Courses**

1. For theory courses, there will be two components
   (a) Internal Assessment
   (b) End Examination

2. The Internal Assessment shall consist of assignment, class test to be set, organized and evaluated by the respective study centre. The marks count of 20 reports in the format given in Appendix must be submitted before the commencement of the End Exams, to the Controller of Examinations.

3. The End Examinations shall be set, organized and evaluated under supervision and control of the Controller of Examination, Y.C.M.O.U.  

4. For successful completion of a theory course, the examinee must secure 40 marks out of combined total of Internal Assessment and End Examination. In case the candidate does not complete a theory course successfully, he/she may take the End Examination as a repeater student by paying requisite fee and by following stipulated procedure. No repeat examination in Continuous Assessment will be taken.

5. The blue print of the End Examination is as given in Appendix.

**Practical Courses**

1. The Practical Examination shall be conducted by Y.C.M.O.U. under supervision and control of C.O.E., Y.C.M.O.U.  
    The format of distribution of marks is as given in Appendix.

2. For successful completion of Practical Courses, a student must secure 40% marks in End Examination.

3. In case a student does not successfully complete a Practical Course, he/she may take the practical examination as a repeater.

**6.6 Examination Dates**

Tentatively third Saturday/Sunday of May every year. The exam dates can be preponed or postponed depending on the circumstances and university reserves the right to alter them.

**6.7 Project Examination**

1. Student shall not be allowed to appear for end examination of Project before completion it. The Project report should be certified by corresponding Project Guide SC Programme Co-ordinator and / or SC Head.

2. For ‘Project Work’ course, there shall be only and End examination at the end of every semester. No continuous assessment component shall be used for any ‘Project Work’ course.

3. The ‘Project Work’ end examination is conducted by ‘Project Evaluation Panel’ appointed by the University. The evaluation shall be on the basis of

   3.1 Project presentation by the students
   3.2 Project Report submitted by the students
   3.3 Viva on the Project
4. ‘Project evaluation panel’ shall consist of a
  4.1 Project Guide and / or Internal Examiner and
  4.2 External Examiner

5. Total marks obtained at the end examination for ‘Project work’ course shall be converted into grades.

6. Duration for the end examination of ‘Project work’ shall be 4 hours.

7. Total marks of the examination of Project shall be 100 which shall be divided further as given in the table below

Examination Pattern for Project Course

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Project Report</td>
<td>20</td>
</tr>
<tr>
<td>02.</td>
<td>Project presentation by the students for 5-10 minutes</td>
<td>40</td>
</tr>
<tr>
<td>03.</td>
<td>Viva based on the Project</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

6.8 Techno-Seminar Assessment

1. Techno-Seminar is included in this Diploma programme. This is a compulsory part of each Semester which has to be completed by the students at the respective study centre. Due weightage is given in each semester for completion of Techno-seminar.

2. Techno seminar weightage shall not be included in percentage of marks

3. Techno-Seminar’s evaluation shall be 100 marks in every semester. It will be full weightage for evaluation.

4. Students obtained marks shall be mentioned in the Mark Sheet.

7. Regional Centres

01. Amravati
    V.M.V. to Walgaon Road, Post V.M.V., Amravati 444 604
    ☎: (Off) 0721-2531444
    ☎: (Fax) 0721-2531445

02. Aurangabad
    Survey No. 41, To the East of Military School Boy’s Hostel, Nandanvan Colony, Camp, Aurangabad 431 002
    ☎: (Off) 0240-2371066
    ☎: (Fax) 0240-2371088

03. Mumbai
    C/o Jagannath Shankar Sheth Municipal School Building, Nana Chowk, Grant Road Mumbai 400 007
    ☎: (Off) 022-23826135
    ☎: (Fax) 022-23813256

04. Nagpur
    Subhedar Hall, Law College Campus Ravinagar Chowk Nagpur 440 001
    ☎: (Off) 0712-2553724
    ☎: (Fax) 0712-2553725

05. Nashik
    Old Municipal Corp. Bldg. New Pandit Colony Nashik 422 002
    ☎: (Off) 0253-2317063
    ☎: (Fax) 0253-2576756

06. Pune
    C/o Shahir Annabhau Sathe Prashala Gruha, Sadashiv Peth, Kumthekar Marg Pune 411 030
    ☎: (Off) 020-24491107
    ☎: (Fax) 020-24457914

07. Kolhapur
    Near Shivaji University Post Office, Vidyanagar Kolhapur 416 004
    ☎: (Off) 0231-2607022
    ☎: (Fax) 0231-2607023

08. Nanded
    C/o. S.R.T. Marathwada University, Sports Building, Nanded - 421 606
    ☎: (Off) 02462-236718
    ☎: (Fax) 02462-236718
8. Study Centres

For the convenience of the DPTGA students, YCMOU has set up a study centre in the state, where they can attend work shops/seminars.

Institute of Printing Technology
51/24, Pankaj Bhavan, Gharkul Society
Vadgaon Sheri, Pune - 411 014
Co-ordinator: Shri. Sanjog Patne
Telephones: (020) 27032986
Mobile: 9371207820, 9890266620
Study Centre Code No.: 62217

9. Student Welfare

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

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

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

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

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

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

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

10. Contacts

1. Policy Matters
   Vice Chancellor,
   YCMOU

2. Academic Matters and Student Services
   Director
   School of Continuing Education
   YCMOU, Nashik
   Ph: (0253) 2231480

3. Examination Related Matters
   Controller of Examination or
   Deputy Registrar, Examination Unit-3,
   YCMOU, Nashik
   Ph: (0253) 2230013

4. Admission Related Matter
   Deputy Registrar
   Registration Section
   YCMOU, Nashik
   Ph: (0253) 2231118
5. **Difficulties in any course, at the study Centre**  
Counsellor, at the study centre

6. **Other general difficulties & planning of academic activities, at the study centre**  
Programme Coordinator at the study centre

7. **Serious Difficulties, at the study centre**  
Study Centre Head, at a study centre  
School of Continuing Education  
Phone No. : (0253) 2231480

- **Registration and Student Services Matters**  
  Dr. N. R. Shinde  
  Director, Students Services Division  
  Phone No. : (0253) 2231478

- **Examination Matters**  
  Dr. Prakash Atkare  
  Controller of Examination  
  Phone No. : (0253) 2231479
Subject: Recognition of Degrees awarded by Open Universities.

Sir/Madam,

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

A circular was earlier issued vide UGC letter N.F.1-8/92(CPP) dated February, 1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No.1-52/97(CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Web site: www.ugc.ac.in

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

Yours faithfully

(Dr. Mrs. Pankaj Mittal)
Joint Secretary

(Encl.: As Above)

2. The Secretary, All Indian Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110002.
3. The Secretary, Association of Indian Universities (AIU), 16, Comrade Inderjit Gupta Marg, New Delhi-110002.
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110006.
6. The Vice-Chancellor, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110006.
7. The Vice-Chancellor, Dr. B. R. Ambedkar Open University, Road, No. 46, Jubilee Hills, Hyderabad (AP)
8. The Vice-Chancellor, Nalanda Open University, West Gandhi Maidan, Patna-800001 (Bihar)
9. The Vice-Chancellor, Dr. Babasaheb Ambedkar Open University, Shahigarga, Ahmedabad-380003 (Gujarat)
10. The Vice-Chancellor, Karnataka State Open University, Manasagangotri, Mysore-570006 (Karnataka)
11. The Vice-Chancellor, Yashwantrao Chavan Maharashtra Open University, Nashik-422222 (Maharashtra)
12. The Vice-Chancellor, Kota Open University, Vardhaman Mahaveer Open University, Kota-324010 (Rajasthan)
13. The Vice-Chancellor, Netaji Subhas Open University, Kolkata-700020 (West Bengal)
14. The Vice-Chancellor, Madhya Pradesh Bhoj (Open) University, Bhopal-462016 (M.P.)
11.2 : Programmes Offered

**Certificate Programmes**
- Preparatory (Marathi Medium)
- Preparatory (English Medium)
- Human Rights
- Fire Safety Engineering Management
- Early Childhood Care and Education
- Content Cum Methodology
- Self Help Group Facilitators
- Information & Communication Technology for Teachers
- Gardening
- Foundation in Agricultural Science
- Information Technology
- Engg. Vocations: Mobile Repairing
- Engg. Vocations: Tailoring
- Beauty Parlour Management
- Beautician (under SJRY)
- German Language
- Spanish Language
- French Language
- English Language
- Chinese Language
- Japanese Language
- Information Technology for School Students: Primary (5th to 7th Std)
- Information Technology for School Students: Secondary (8th to 10th Std)
- Building Web Portals through Asp.Net
- Computer Financial Accounting (New)
- Data Communication and Networking
- E-Commerce
- Enterprise Resource Planning
- Enterprise Solutions Using J2EE
- Oracle
- Programming Excellence Through C#
- Statistical Techniques
- Systems Analysis and Design
- Programming Expertise in C
- OOps and C++
- Program. Excellence Through VB.NET
- Visual Programming
- Computer Fundamentals
- Office Tools
- Linux
- JAVA
- Visual Basic
- Principles of Data Base Management System
- Business Information Systems
- Communication Skills and Technical Writing
- Professional Development
- Computer Organization
- Study Skills
- Operating Systems
- Data Structure using C
- Office Computing
- Computerized Financial Accounting
- Web Development
- DTP
- CAD
- Computer Operations for the Blind
- Computer Operations
- Computer Preparatory Skills
- Patient Assistant
- Trained Birth Attendant (Dai Prashikshan)
- Arogyamitra

**Diploma Programmes**
- Gandhi Vichar Darshan
- Mass Communication & Journalism
- Co-operative Management
- Co-operative Management (Dairy)
- Co-operative Management (Agro-based Cooperatives)
- Co-operative Management (Banking)
- Fire Safety Engg. Management
- Total Quality Management
- School Management
- Post Graduate Diploma in Advanced Padagogy
- Agri Business Management
- Fruit Production
- Vegetable Production
- Floriculture & Landscape Gardening
- Agro Journalism
- Communication Engineering
- Computer Technology
- Industrial Electronics
- Instrumentation Engineering
- Mechanical Engineering
- Production Engineering
- Automobile Engineering
- Thermal Engineering
- Architectural Assistantship
- Building Engineering
- German Language
- Spanish Language
- French Language
- English Language
- Chinese Language
- Japanese Language
- Printing Technology and Graphic Arts
- Fashion Design
- Interior Designing and Decoration
- Beauty Therapy & Cosmetology
- Electrician & Domestic Appliances Maint.
- Automobile Techniques
- Cyber Security
- Fabrication
- Electronic Equipment Maintenance & Repairs
- Air Conditioning & Refrigeration.
- In-Flight Cabin Crew Training & Air Travel Mngt.
- Customer Care & Air Travel Management

*Diploma in Printing Technology and Graphic Arts - Prospectus : 15*
 Degree Programmes

- Bachelor of Arts
- Bachelor of Arts in Mass Communication & Journalism
- Bachelor of Library & Information Science
- Bachelor of Commerce (English Medium)
- Bachelor of Commerce (Marathi Medium)
- Bachelor of Business Administration (Hotel & Tourism Management)
- Bachelor of Business Administration (Insurance and Banking)
- Bachelor of Business Administration (Airline Management)
- Bachelor of Business Administration (Air Travel Management)
- Bachelor in Co-operative Management
- Bachelor of Education
- Bachelor of Science (Horticulture)
- Bachelor of Science (Agriculture)
- Bachelor of Architecture (General)
- Bachelor of Technology (Electronics Engg.)
- Bachelor of Technology (Mechanical Engg.)
- Bachelor of Technology (Marine Engg.)
- Bachelor of Science (Bio-Technology)
- Bachelor of Science (Bio-Informatics)
- Bachelor of Science (Genetics)
- Bachelor of Science (Actuarial Science)
- Bachelor of Science (Hotel and Tourism Mngt.)
- Bachelor of Science (Hotel Management and Catering Operations)
- Bachelor of Science (Hotel and Tourism Mngt.)
- Bachelor of Science (Media Graphics & Animation)
- Bachelor of Science (Business Information Systems)
- Bachelor of Computer Applications
- Bachelor of Science (Medical Laboratory Tech.)
- Bachelor of Science (Optometry)

 Post Graduate Programmes

- Master of Library & Information Science
- Master of Business Administration (Hospitality Management)
- Master of Business Administration (Insurance and Banking)
- Master of Business Administration (General : HRD, Finance & Marketing)
- Master of Business Administration (Air Travel Management)
- Master of Business Administration (Aviation Management)
- Master of Business Administration (Airline Management)
- Master of Business Administration (Airport Management)
- Master of Business Administration (Aviation Management)
- M. Com.
- Master of Education
- Master of Arts (Education)
- Master of Education for Class Improvement
- Master of Arts (Distance Education)
- Master of Arts (Subject Communication)
- Master of Arts (Educational Communication)
- Master of Commerce (Subject Communication)
- Master of Science (Subject Communication)
- Master of Science (Agriculture Communication / Agriculture Extension / Agriculture Devp.)
- Master of Architecture (General)
- Master of Architecture (Construction Mngt.)
- Master of Architecture (Environmental Arch.)
- Master of Architecture (Urban & Regional Planning)
- Master of Science (Biotechnology)
- Master of Science (Bioinformatics)
- Master of Science (Genetics)
- Master of Science (Actuarial Science)
- Master of Science (Urban & Regional Planning)
- Master of Science (Hotel and Tourism Mngt.)
- Master of Science (Food Processing & Preserv.)

 Research Programmes

- Master of Philosophy (Marathi)
- Master of Philosophy (Hindi)
- Master of Philosophy (English)
- Master of Philosophy (Sanskrit)
- Master of Philosophy (History)
- Master of Philosophy (Political Science)
- Master of Philosophy (Economics)
- Master of Philosophy (Home Economics)
- Master of Philosophy (Sociology)
- Master of Philosophy (Psychology)
- Master of Philosophy (Lib. & Infor. Science)
- Master of Philosophy (Public Administration)
- Master of Philosophy (Commerce)
- Master of Philosophy (Management)
- Doctor of Philosophy (Commerce)
- Doctor of Philosophy (Management)
- Master of Philosophy (Education)
- Master of Philosophy (Physical Education)
- Master of Philosophy (Distance Education)
- Master of Philosophy (Subject Communication)
- Master of Philosophy (Educ. Communication)
- Doctor of Philosophy (Distance Education)
- Doctor of Philosophy (Subject Communication)
- Doctor of Philosophy (Educ. Communication)
- Doctor of Philosophy (Agriculture Communication / Agriculture Extension / Agriculture Development)
- Master of Philosophy (Environmental Science)
- Master of Philosophy (Computer Science)
- Master of Philosophy (Information Technology)
11.3 Some Definitions

In this document unless the context otherwise requires:

1. "Academic Programme" means — a collection of correlated courses, which one must complete successfully in order to earn a certification by the university. Certification may be by certificate, diploma, graduate degree, postgraduate degree or doctoral degree.

2. "Courses" means — An individual component of an academic programme (sometimes loosely called as subjects) which one has to successfully complete, in order to complete the programme. Courses may be of different types like theory, practical or project work. Each course is given a course code.

3. "Credit Point (CP)" means — number of study hours, in multiples of 30-35 clock hours, that an average learner has to devote for effective learning. For 1 CP, a learner has to devote 30-35 clock hours to complete the study of the course. Study includes several activities like reading the book, taking notes, solving problems, undergoing tests, performing experiments in laboratories, thinking, etc.

4. "Self Instructional Material" means — The print material, which is specially designed for the Open University students. These books are written in a manner so that the students should be able to understand the subject matter even in the absence of a teacher.

5. "Session" means — a time slot for a particular activity. Duration of counselling session is 2 or 3 clock hours, while for end examination, it is of 3 clock hours.

6. "Counselling Sessions (CS)" means — sessions conducted at study centre, during which a qualified person gives explanations to help clear doubts/difficulties of the student. During counselling session, student also performs practical activities like experiments or project work in study centre laboratory.

7. "First Contact Session" means — session on the first starting day of a programme.

8. "Counsellor" means — a qualified person at SC, who conducts counselling sessions and helps the students in their doubts / difficulties. He/she also helps student to perform practical activities like experiments in a study centre laboratory.

9. "Study Centre" means — a place where the students attend the counselling sessions and get other relevant services like delivery of self-instructional books, admission, examination and communication with university head office.

10. "Programme Co-ordinator" means — a person in charge of the administrative and academic affairs at the study centre. He/she plans the availability of counsellors, looks after the distribution of self-instructional materials, arranges and co-ordinates counselling sessions, etc.

11. "Study Centre Head" means — the head of the study centre who is normally the principal of the institution, where study centre is located. He/She may not participate in the day to day activities of the study centre, but will take active role in case of any serious problem at the study centre.

12. "Practice Examination" means — an examination conducted by the study centre for each theory course, to provide feedback to the students about their study. It also provides practice to the students for end examination.

13. "End Examination (EE)" means — examination conducted at the end of the each semester for all courses by the University.

14. "Grades" means — a letter indicating the percentage range of the marks obtained by the students. The marks obtained by the students are converted into grades and corresponding grade points in the following way.

Diploma in Printing Technology and Graphic Arts - Prospectus : 17
11.4 Content of the Course

First Year

1. Computer Basics

   Computer Fundamentals

   Capabilities of Computer and its use in various fields

   Evolution of computers

   Parts of the Microcomputer

   Hardware
   - CPU (PC, PC-XT, PC-AT. 8088, 80286, 80386, 80486, Pentium, MMX)
   - Input Devices (Keyboard, Mouse in detail, Scanner, microphone, joystick, Touch screen)
   - Output Devices (Monitor, DMP and Inkjet printers in detail, plotters, speakers )
   - Storage Devices (Hard Disk, Floppy Drive, CD ROM in detail, ZIP drive, CDs, Tape Drives, )
   - Memory (RAM, ROM, Cache, BIOS)
   - Connectors and Slots
   - Multimedia equipped Computer

   Software
   - System Software and Application Software
   - Programming languages
   - Share wares and Free wares

   Computer Organization
   - Number system
   - Binary system
   - ASCII code
   - Units of memory (bits, bytes, KB, MB, GB, TB)

   Communications and Networking
   - Media
   - Topologies
   - Functioning of the network
   - Internet and the World Wide Web

   Viruses and Antivirus Software

Windows 98
- Operating System concept
- Overview of various operation systems
- GUI and windows operating system
- Development in Windows operating system
- Key features of Windows 98
- Understanding the following concepts
  - Icons and cursors
  - Taskbar and Start button
  - Files and Folders
  - Rules regarding naming Files/ Folders
- Clipboard
- Windows
- Toolbars
- Recycle bin
- Shortcut menus
- Scrolling
- Internet
- HTML Browser based packages

Mouse handling skills
- Clicking, right clicking, double clicking
- Moving objects using Drag and Drop method
- Resizing objects

Skills in operating windows 98
- Starting Windows 98 and proper shut down
- Setting Taskbar properties (Start Menu, System Clock, size and place)
- Arranging icons on the desktop, Creating desktop folder
- Starting an application from Start Menu
- Changing the positions, resizing, restoring, cascading the windows
- Using Accessories (Calculator, Paint, Notepad, WordPad)
- Using Help
- Running basic DOS commands from DOS shell and toolbar
- Switching between the programs
- Creating, moving and deleting shortcuts
- Customizing the settings using control panel (Wall paper, Screen Saver, Start Menu, Default folders, Background color and design, Screen size and resolution, Regional Settings-Currency, Date and Time format)
- Adding new printer, setting default printer, and printer options
- Formatting floppy
- Creating an emergency startup disk
- Handling files and folders with Windows explorer and My Computer (Create, copy, move, delete, recover, rename, etc on the same hard disk/ floppy)
- Finding Files and folders
- Installing new software
- Removing the program/software
- Installing new hardware
- Playing Audio/Video clips
- Backing up files/ folders and restoring them
- De-fragmenting the disk
- System Monitor, System Cleanup utility
- Virus Scanning and cleaning
- Using WinZip (7 and above versions)
- Using Internet Explorer 5.xx
Software:
Windows 98

2. Computer Operating Skills

Concept of Data Processing
- Types of Processing
- Different Types of Data Files
- Importance of Data Validation
- Input Forms
- Report Formats

Essentials of Word Processing (Word 2000)
- Concept of Word Processing
- Overview of Word Processing Packages
- Overview of Word 2000
- Opening New/Existing Documents
- Saving the Document
- Checking the Spelling
- Printing
- Studying Title Bars, Tool Bars, Scroll Bars, Menu Bar, Status Bar, Ruler, Insertion Point
- Understanding the concept of Template
- Creating a document from a Templates
- Customizing a Template

Text Editing
- Moving around in a Document
- Navigating with the mouse
- Adding, Inserting, Deleting text
- Insert and Overtype Modes
- Using Undo and Redo options
- Selecting text using mouse / shortcut menu
- Moving and Copying the Text
- Understanding the concept of Clipboard

Text Formatting
- Character Formatting
  Using Bold, Italic, Underlining, Highlighting, Animating and other effects
  Changing Font and Font Size
  Uppercase/Lowercase/ Sentence Case conversion
- Paragraph Formatting
  Understanding the concept of Paragraph
  Displaying Paragraph Marks
  Indenting Paragraph
  Aligning Paragraphs
  Changing line Spacing
  Adding Space Before and After the Paragraph
  Keeping Lines together
  Setting and removing Tabs
- Page and Section Formatting
  Setting the Paper Size and Orientation
  Inserting Page Brakes / Section Brakes
  Setting Page Margins
  Creating / Deleting Headers and Footers

Using Utilities
- Find and Replace
- Checking Grammar and Spelling
- Adding words to the Personal Dictionary
- Using the Thesaurus

Working with Tables
- Understanding the concept of a Table
- Creating Table and Entering Text in it
- Adding / Deleting / Inserting Rows and Columns
- Changing Columns Widths (AutoFit, Gridlines)
- Distributing Columns Widths Evenly
- Merging Cells, Columns, Rows
- Formatting Cells, Columns, Rows

Working with Column Format
- Using Newspaper Column Format
- Changing the Column Width
- Balancing the Columns
- Removing the Column Format

Working with Graphics and Text
- Inserting text boxes
  Changing size, margin, line style of the box
- Inserting objects from Clip Art Gallery
- Using WordArt
- Resizing and repositioning the object
- Wrapping the text around object

Using Mail Merge

Printing the Document
- Selecting a Printer
- Previewing the document before printing
- Setting various options in Print Dialog Box
- Printing the whole Document / Current Page
- Printing more than one Copy
- Making Print File

Essentials of Spread Sheets (Excel 2000)
- Concept of Spread Sheets
- Overview of Spread Sheet Packages
- Overview of Excel 2000
- Opening New/Existing Work Book
- Saving the Workbook
- Checking the Spelling
- Printing Data
- Studying Title Bars, Tool Bars, Scroll Bars, Menu Bar, Status Bar, Formula Bar
- Understanding the concept of Template

Entering and Formatting Data in the Spread Sheet
- Entering Numbers, Number Series
- Entering Labels, Text
- Editing and Manipulating Text
- Formatting Numerical and Text Data
- Importing Text / Data from other Package

Working with Formulas and Functions
- Concept of Formula and Function
- Using Basic Formulas
- Using Basic Function

Formatting the Spread Sheet
- Studying various types of Formatting
- Using Auto Format
Diploma in Printing Technology and Graphic Arts - Prospectus : 20

Printing
- Using Borders, Colors and Patterns
- Selecting the Paper Size and Orientation
- Setting Margins
- Setting Headers and Footers
- Selecting a Printer
- Printing the whole Workbook / Current Sheet / Selected Range
- Previewing the Pages before printing
- Setting various options in Print Dialog Box
- Printing more than one Copy
- Making the Print File

Creating and Formatting Charts
- Studying various types of Charts available in Excel
- Studying Charts Components
- Creating Charts using Char Wizard
- Placing and Resizing the Charts
- Formatting Charts
- Using appropriate font for Title, Axis Labels, Legends, etc
- Using appropriate patterns and colors
- Exporting Charts

3. Image Processing (Corel Draw)
[Practice on A2 size sheets: Two sheets on each topic]

Customizing the Desk Top
- Rulers, Grids, Guidelines, Color Palettes, Floating Toolbox

Drawing rectangles, squares, ellipses, circles, curves

Manipulating Objects
- Moving, Reshaping, Rotating, Skewing and Mirroring the Objects
- Undo, Redo, Delete, Duplicate and Clone
- Previewing the Objects
- Filling and Outlining Objects

Shaping objects
- Lines, Rectangles, Ellipses, Curves

Setting Up Page Layouts

Arranging Objects
- Aligning Objects, Changing Position of Objects
- Converting Objects to Curves
- Layers

Draw and edit Freehand Curves

Using Text
- Creating Artistic Text
- Editing Text
- Flow of Text between Frames
- Changing Character Attributes
- Fitting text to a Path Characters rotated to Path Baselines
- Text and Path Distance
- Kerning, Proof reading, Find and Replace
- Tiling Symbols

Using Bezier Curves

Using Bitmap Images

Creating Special effects
- Adding and Copying Perspectives
- Applying Envelopes
- Blending Objects
- Applying Extrusion and Contours
- Power Lines, Power Clips and Lenses

Managing Layers and Pages

Importing and Exporting Objects

Using PHOTO-PAINT
- Using Drawing and Painting Tools
- Eyedropper and Clone Tools
- Retouching Tools
- Special Effects Filters

Managing Files
- Creating new file, opening existing file, saving file
- Setting up multiple page file
- Importing files
- Setting Print Options and Printing files

Software:
- Corel Draw 9

4. DTP (PageMaker English and Deonagari)

- Concept of Desk Top Publishing
- Use of DTP and various DTP Packages available
- Overview of PageMaker 6.5

Skills in PageMaker 6.5
- Creating new Publication
- Adding text / Importing text of other editors
- Saving the Publication

Text Formatting
- Character Formatting
- Paragraph Formatting
  - Creating, Modifying, Joining Text Blocks
  - Leading, Paragraph Spacing, Indenting, Tabs
- Using Ruling lines
- Working in Story Editor

Page Layouts
- Defining page sizes, margins, orientations
- Setting Rules, Guide lines, Zero lock
- Handling multiple pages
- Adding Header, footers & page numbering
- Inserting & Removing Pages, Adding Running Text
- Setting of Master Page
- Creating Multiple Columns Page

Working with Table Editor
- Creating and Modifying table
- Inserting table in a publication

Working with Graphics
• Drawing lines and different shapes
  ➢ Rectangle, Square, Ellipse, Circle
• Importing Graphics/Images
• Modifying Graphics/Images
  ➢ Cutting, Pasting, Copying, Applying line styles, Filling patterns, Rotating, Mirroring, Skewing, Cropping, Text Wrapping
• Using Color Palettes

Working with Utilities, Plug ins and Plug in Palettes
• Spell check, Find, Replace
• Creating Contents, Table of Contents
• Drop cap, Seek Line, Balancing columns, Building Booklets, etc

Working with Styles
• Applying readymade styles
• Creating new styles
• Modifying styles

Working with templates
• Using pre-made templates
• Creating & modifying templates

Printing Publications
• Printing a file
• Creating a Print file
• Printing Multiple Files

Using Deonagari Fonts
• ShreeLipi,
• Akruti

Preparing Publications
  ➢ Vouchers, Letter Heads, Invitation cards, Advertisements (single/double column), Pamphlets (1/8 size), Leaflets, Running Pages of Magazines Brochures, Booklets

Software:
  PageMaker 6.5

5. Essentials of Printing Technology

Concepts/Terminologies in Printing Technology
• Halftone Dots, Color Separation, Post Script, Negative, Typography, Type and Type Faces, Type Measurement, Type Formats, Copy Fitting, Plate Making, Negative, Positive, Tracing Output, etc.

Typographic Technology
• Hand Composition
• Linotype, Monotype
• Ludlow
• Photo-Optical Systems, Photo-Scanning Systems
• Phototypesetting System
  ➢ Digital Typesetting
  ➢ Scanning and Laser Systems
• Classification of Typefaces
  ➢ Old, Italic, Transitional, Modern, Egyptian, Sans Serif
• Typographic Measurement
• Metal Type Measurement
• Spatial Measurement

Composing the Type
• Hot Type Composition Method
  ➢ Setting Foundry Type
  ➢ Setting Hot Types using Machines
  ➢ Preparing Reproduction Proof (repro)
• Cold Type Composition Method
  ➢ Hand Lettering with Pen and Ink
  ➢ Setting Dry-Transfer Type
  ➢ Setting Pressure Sensitive Type
  ➢ Setting Type using Typewriter

Phototypesetting
• Overview of Strip Printer / Headliner
• Text Phototypesetting Machines

Postscript Language
• Concept
• Advantages and Limitations of Post Script

Proof Reading Marks and Their Importance

Including Photographs in the Printed Product
• Process Camera (Vertical / Horizontal)
• Photographing Colored Copy
• Steps to Process Line and Halftone Negatives
• Advantages of using Machine Processing
• Adjusting Gutters

Scanning
• Preparation before scanning
• Adjusting Resolution and Sharpness
• White / Black Point Adjustment
• Color Adjustment
• Adjusting Gradation

Color Separation
• Concept
• Need for Color Separation
• RGB (Red, Green, Blue) Values
• CMYK (Cyan, Magenta, Yellow, Black) Values
• Grey Component Replacement (GCR)
• Under Color Removal (UCR)
• Color Separation Production
• Proofing and Plate Making
• Production Runs

Offset Plate Making
• Common Types of Offset Plates
• Process
• Plate Making Exposure Factors
• Automatic Plate Processors

Offset Process
• Concept
• Advantages and Limitations
• Lithography Offset
• Standard Specifications for Offset Publications
• Machinery in Offset Press
• Working of Offset Press
• Concept of Web Offset
• Multicolor Printing

Financing Technology Acquisition
SYLLABUS OF DIPLOMA IN PRINTING TECHNOLOGY

(1) Screen Printing

(2) Colour Separation
Pre-Press Processes, Camera, type of Camera, Scanning Electronic colour separation. Principles, Black generation, under colour removed (UCR), Grey component replacement (GCR), Grey balance, more than four colour separation, colour correction.

(3) Surface Preparation (Plate making)
Plate & making Grunting, an adzing, coating, prepare a presented plate disentitled, Lacquer, wash. Develop, squeeze. Finish Print or gun the plate processes, plate making exposure factors, common types offset plates. Types of offset plates, prepare wipe-on plates, step & repeat plate marks, Plate making procedures.

(4) Offset Press - 1
Sheet feeder, sheet separator. Printing units, Plate cylinders, inspect and measure the plates blanket cylinders impression cylinders linking system, Damping system no covering, bruch damping cotton caress paper damper. Stock knitter sleeves, 3 M papers, sleeves. Dampening solutions all colour Damping unit. Hydro colour system, condensation damping unit, Dahlgren Units, Metic damping unit, feeding & registering system, heat steam and web fed presses, Delivery system. Two colour & multi colour sheet fed process, cylinder arrangement. Mabeg Feeder - setting instructions, pile loading, pile rasing. Sheet separator unit, Pick-up suckers, rear Air blast Nozzles rear. Flip Brushes, setting Transport Rollers, Adjustment of transport Rollers, Adjusting the hold down rollers, setting plastic transport Rollers, adjustment of Rotary Brushes, adjusting the sheet hold down belle, setting flat brushes, adjusting the double-sheet control. Re-check of double-sheet control, Front & side lays swing-arm, Grippers, sheet detection, sheet transport, the delivery system, panel control.

Second Year
SYLLABUS OF DIPLOMA IN PRINTING TECHNOLOGY AND GRAPHIC ARTS

(1) Offset II

(2) Press management
Marketing, promotion, Types of work, pricing. Cost-based pricing, market based pricing, competitive pricing. Distribution, over all market direction, Market research, Market areas and specialization , sales, damnation, responsibilisitse, personality. Attitude, technical knowledge, Experiences, commerical knowledge, Human element and sales. Price problems motivation and renumeration of sales person, Renumeration based on profit salary only. Salary and commision, sales profitability checks, sales organization.

Financial Aspects
Finance control duties, assets, Fixed assets, current assets. Financial records, required by law, Capital, working Capital. Pricing, Ledgers, Bank Accounts Accounting, record, petty cash, wages, record, sources of cost, costs of printed job, cost centers, labour costs, Direct labour costs, indirect Labour costs material costs, Direct materials. Indirect material. Overheads, Wages and Salarise, Profit centers, Costs\Benefit Analysis, Costing Methods, Break even point. Added value Budgets, Ratio analysis, Estimating.

(3) Printer Science

(4) Print Finishing
Binding & finishing, application & sizes (all details), binding methods.

Syllabus of Diploma in Printing Technology and Graphic Arts

(1) Flexible Packaging
Concept of packaging & machinery, packaging functions, waste management & technology, flexing muscles.

(2) Flexography
Moulded rubber plates, basis of rubber plate-making, photopolymer plates, basic of photopolymer plate making, types of engraving, types of metal, hard durometer - photopolymer master, water-washable photopolymer master for molds, molding press equipment, sign rolls, rubber selection, polymer application, vulcanizing, grading & polishing, design factors, engraving the cylinder, proofing & inspection, photopolymer plate making, platemaking from sheet photopolymer, advantages with photopolmer plates, steps in liquid photopolymer plates, plates for corrugated printing & image assembly, mechanics of flexo press (all details), electronic imaging & computer graphics, computer graphics workstation, flexographic printing press (all details), narrow web presses, flexography printing & bar code symbols, UPC & flexographic printing, future trends in flexography & packaging, markets for flexography, KBA flexo-courier

(3) Advanced Offset Printing

(4) New Technology in Printing
Innovation in offset technology, web offset leading process in international market, developments and future trends in offset platemaking, digital plate making.
### 11.5 Year-wise Infrastructure

#### First Year

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Equipment</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hardware Configuration</td>
<td>10</td>
</tr>
<tr>
<td>1. Pentium III, 64 MB RAM, 1.44 MB Floppy Disk Drive</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2. Printers</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>* Laser Printer</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>* Ink Jet Printer</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3. Flat Bed Scanner</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4. CD ROM &amp; Multimedia Kit</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5. Modems</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6. IP Sharer</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>7. Offset Printing - I : Opex - 11&quot; X 17&quot;, Opex - 16&quot; X 21&quot;</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>8. Screen Printing Set-up : 8-10 Frames, Chemicals, Dyes and inks, Color Mixing</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9. Charts Squeezes, G &amp; C Types Clamps, Printing Board, Polyster Plate</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>10. Process Camera : Vertical</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>11. Plate Making Unit, Exposing Unit, Whirler (40 X 40)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>12. Reproduction Photography : Horizontal Camera</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>13. HTML &amp; Web page Designing : Computer Lab - PC : 25 Nos.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Laser Printer - 1, Flat Bed Scanner - 1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

#### Second Year

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Equipment</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Offset Printing Press : 10 X 15, 18 X 23</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>Binding : Demo to arranged for the students</td>
<td>1</td>
</tr>
<tr>
<td>3.</td>
<td>Offset Printing - II : Opex - 11&quot; X 17&quot;, Opex - 16&quot; X 21&quot;, Graphica - 18&quot; X 25&quot;</td>
<td>1</td>
</tr>
<tr>
<td>4.</td>
<td>Print Finishing : Cutting Machine</td>
<td>1</td>
</tr>
<tr>
<td>5.</td>
<td>Colour Seperation &amp; Correction : Industrial Visits</td>
<td>1</td>
</tr>
<tr>
<td>6.</td>
<td>Screen Printing : Manual</td>
<td>1</td>
</tr>
<tr>
<td>7.</td>
<td>Flexo Grapy : Demo to arranged for the students</td>
<td>1</td>
</tr>
<tr>
<td>8.</td>
<td>Gravure Printing : Demo to arranged for the students</td>
<td>1</td>
</tr>
<tr>
<td>9.</td>
<td>Theory Counselling Room</td>
<td>1</td>
</tr>
<tr>
<td>10.</td>
<td>Practical Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>11.</td>
<td>Printer Science</td>
<td>1</td>
</tr>
</tbody>
</table>

All these practicals will be carried out on the basis of Industrial Visits at various places such as:

Gravure Printing Unit, Flexography Unit, Ink Manufacturing, Paper Manufacturing, Gravure Cylinder Making, Flexography Plate Making Unit, Corrugated Packaging, Other Packaging related units in the surrounding Pune City.

Basically 4 months Industrial Training in various presses & Packaging Companies will be organised by the Study Centre.

Note: The information in this prospectus may vary from time to time
11.6 Learning Instruments

Learning Instruments
All the students applying for admission to diploma programme are advised to procure, on their own cost and initiatives, the following learning instruments:
1. Apron
2. Printer lense
3. T Scale & Drafter
4. Drawing Board, Pins & Stencils
5. Pencils
11.7 Combined Grade Sheet Application Form

Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam, Nashik - 422 222

Application Requesting for the combined Grade Sheet of
Diploma in Printing Technology and Graphic Arts

Application No. : _______________ Certificate Number : _______________

Please tick as ✓ whichever is applicable to the student

To,
Controller, Exam Unit,
Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam
Nashik - 422 222

Sir/Madam,

I have successfully completed the Diploma in Printing Technology and Graphic Arts. Hence, I request you to issue me the combined grade sheet so that I could request to get the certificate in forthcoming convocation. My personal and the examination details are provided as follows in my own handwriting.

01. Full Name of the Student :

Surname  First Name  Middle Name

02. Full name in Marathi :

(The above name will be written on the combined grade sheet as it is hence write in a neat and orthographically correct manner)

03. Postal Address (in full) :

04. Date of Birth : _____ _____ _____

05. Male ☐  Female ☐

Diploma in Printing Technology and Graphic Arts - Prospectus : 26
06. Details of examination: I have successfully completed all certificates and the industrial training which are required in the DPTGA programme. The details are as follows:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Certificates</th>
<th>Grade</th>
<th>Seat No</th>
<th>PRN</th>
<th>End Exam year and month of passing</th>
<th>Study Centre Name</th>
<th>Study Centre Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>First year DPTGA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02.</td>
<td>Second year DPTGA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

07. Industrial Training Completed: Yes [ ] No [ ]

In case you have been exempted from any one or more of the certificate programme, mark it as "exempted" and give details of examination which exempts you from the respective course. Also attach proof for the same. I have attached all the attested copies of grade sheets and the industrial training completion certificate in the prescribed format.

Signature of the Student

Diploma in Printing Technology and Graphic Arts - Prospectus: 27
11.8 Proforma for Industrial Training

Proforma of the Certificate to be given by the Industry [on its Letterhead] to the student of Diploma in Printing Technology and Graphic Arts (DPTGA) regarding the industrial training

To,
The Director
School of Continuing Education
Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam
Nashik - 422 222

Subject : Industrial Training for the Student

Shri./Smt./Ku. ___________________________________________________________________________
Surname First Name Middle Name

Dear Sir,

As per the requirement of the DPTGA programme Shri./Smt./Ku. ____________________________________________
has completed his/her industrial training at our unit situated at _________________________________ for three months.

During the period [from ___________________________ to ___________________________ ] of industrial training his/her performance was found to be excellent/good/satisfactory. We have found him/her to execute necessary skills and attitudes for effective working at any industrial environment. We wish his/her success in future carrier.

Signature
[To be signed by an Officer In-Charge of Training/human resource development/specifically designated for the purpose]
### 11.9 Yearly Schedule of the programme for Diploma in Printing Technology and Graphic Arts (DPTGA)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>01. Admission Starts on</strong></td>
<td><strong>1st of June every year</strong></td>
</tr>
</tbody>
</table>
| **02. Last date for the Admission** | **30th August every year**  
**30th September with late fee**  
**Rs.500/- every year** |
| **03. Period of Counseling sessions** | **1st Step to 10th May in academic year** |
| **04. Exam Form submission date for the repeaters** | **31st March every year** |
| **05. Final Examination** | **Third week of May** |
| **06. Result** | **After 45 days of the last day of examination (including practicals) for each first and second batch.** |

The existing as well as revised provision in the University Act, Statutes, Ordinances, rules as well as other instruction provided time, shall be binding to all the students.

**Website:** [http://ycmou.digitaluniversity.ac/](http://ycmou.digitaluniversity.ac/)
### 11.10 Practical Examination Mark Statement Proforma

- **Date**: ____________________________
- **Day**: ____________________________
- **Year**: ____________________________
- **Programme Code**: ____________________
- **Subject Code**: _______________________
- **Programme Name**: ____________________
- **Subjects Name**: ______________________
- **Study Centre Code**: ____________________
- **Study Centre Name & Address**: ____________________

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>P R No.</th>
<th>Name of the student</th>
<th>Practical Performance of the Student Marks out of 60</th>
<th>Journal Marks out of 20</th>
<th>Viva Voce Marks out of 20</th>
<th>Total Marks out of 100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note**: Distribution of Name & Practical Exam. Marks are as follows:

- Practical Performance: 60 Marks
- Journal: 20 Marks
- Vice-voce: 20 Marks

**Name & Signature of Internal Examiner**

**Name & Signature of External Examiner**

**Signature of Study Centre Coordinator with Stamp**
### 11.11 Course-wise statement of Internal Assessment Marks (For theory courses only)

- **Date**: ________________________________
- **Day**: ________________________________
- **Year**: ________________________________
- **Programme Code**: ________________________________
- **Course Code**: ________________________________
- **Programme Name**: ________________________________
- **Course Name**: ________________________________
- **Study Centre Code**: ________________________________
- **Study Centre Name & Address**: ________________________________

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Name of the student</th>
<th>Attendance Marks out of 10</th>
<th>Unit Test 1 Marks out of 30</th>
<th>Unit Test 2 Marks out of 30</th>
<th>Extra Co-curricular activities Marks out of 10</th>
<th>Assignment Marks out of 10</th>
<th>Discipline Marks out of 10</th>
<th>Total Marks out of 100</th>
<th>Conversion of all marks out of 20</th>
</tr>
</thead>
</table>

### Name & Signature of
Subject Teacher

**Signature of Study Centre Coordinator with stamp**

The Industrial training certificates in proper format verified by the study centre coordinators should be attached with statement. For each test separate record shall be prepared and maintained at the study centre for the each theory course.
11.12 Question Paper Pattern

Q. No. 1  Answer any Eight of the following questions in 25 to 30 words each.
(8 X 2). 16 Marks.
(12 sub-questions shall be given)

Q. No. 2  Answer any Four of the following questions in 40 to 45 words each.
(4 X 3). 12 Marks.
(6 sub-questions shall be given)

Q. No. 3  Answer any Four of the following questions in 40 to 45 words each.
(4 X 3). 12 Marks.
(6 sub-questions shall be given)

Q. No. 4  Answer any Two of the following questions in 80 to 90 words each.
(2 X 6). 12 Marks.
(3 sub-questions shall be given)

Q. No. 5  Answer any Two of the following questions in 80 to 90 words each.
(2 X 6). 12 Marks.
(3 sub-questions shall be given)

Q. No. 6  Answer any Two of the following questions in 100 to 120 words each.
(2 X 8). 16 Marks.
(3 sub-questions shall be given)
Index

1. About YCMOU ................................................................. 1
   1.1 Mission
   1.2 Establishment and Recognition
   1.3 Objectives
   1.4 Salient Features
   1.5 About Open and Distance Learning (ODL)

2. About School ................................................................. 2
   2.1 Objects of the School
   2.2 Mission

3. About Programme .......................................................... 3
   3.1 Programme Structure
   3.2 General Information
   3.3 Learning Method

4. Admission Procedure ...................................................... 6
   4.1 Eligibility
   4.2 Programme Fees
   4.3 Duration
   4.4 Medium

5. Registration Procedure .................................................... 8

6. Evaluation Procedure ...................................................... 9

7. Regional Centres ........................................................... 11

8. Study Centres ............................................................... 12

9. Student Welfare ............................................................ 12

10. Contacts ........................................................................... 12

11. Appendix ......................................................................... 14
   11.2 Programmes Offered
   11.3 Some Definitions
   11.4 Content of the Course
   11.5 Year-wise Infrastructure
   11.6 Learning Instruments
   11.7 Combined Grade Sheet Application Form
   11.8 Proforma for Industrial Training
   11.9 Yearly Schedule of the programme for Dip. in Printing Technology and Graphic Arts (DPTGA)
   11.10 Practical Examination Mark Statement Proforma
   11.11 Course-wise statement of Internal Assessment Marks (For theory courses only)
   11.12 Question Paper Pattern
## SCHEDULE

**Diploma in Printing Technology and Graphic Arts (DPTGA)**

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**Note**: The existing as well as revised provisions in the University Act, Statutes, Ordinances, Rules as well as other instructions provided time to time, shall be binding to all the students.
मुक्त विद्यापीठाच्या पदव्यांना समक्षक्ता व शासन मान्यता

(१) अन्य विद्यापीठाच्या पदवीशी समक्षक्ता
माशिक्षण संचालक (उच्च शिक्षण) महाराष्ट्र राज्य बांध्य पत्र क्र. १९३६ (१९३६/३२६/३२) विभ. २ ऑक्टोबर १९९५, च्या पत्रात निकाल हेतु शिक्षण विभागाच्या अधिनियमावरून भारतीय विद्यापीठांना दिलेली पदवी/पदविका आणि संबंधी अधिनियमावरून इतर वैधता प्रस्तावात केलेल्या आहेत किवा विद्यापीठ अनुदान आणि अधिनियम (१९९६) मुखी कलम क्र. ३ अन्ये मानवी विद्यापीठ चोरित केल्या आहेत अर्थात विद्यापीठाची मान्यता देशायात समाजाची आदेश विद्यापीठांने कान्हाची आकाशक्त नाहीत.

वर्षादिवस चढणानुसार महाराष्ट्र मुक्त विद्यापीठ हे महाराष्ट्र राज्याच्या विभिन्न विभागांमध्ये अधिनियमावरून अनुदान आणि अधिनियमावरून आयोगाची मान्यता आहेत. त्यापासून विद्यापीठाची पदवी इतर विद्यापीठांच्या पदवीशी समक्षक्ता आहे.

(२) विद्यापीठाच्या अनुदान आणण्यासाठी मान्यता
विद्यापीठ अनुदान आणण्यात, नवी दिल्याची नवी तयाचे पत्र क्र. F/S-15/89 (CPP-1) विभ. २ डिसेंबर १९९२ मुंबई विद्यापीठ अनुदान आणण्याचा कायदा क्र. २०/१९९९/१९९४ स्थापन केलेला विद्यापीठ अनुदान आणण्याची मान्यता दिली आहे.

(३) महाराष्ट्र लोकसेवा आयोगाची मान्यता
उपस्थित असे वर्षांतरंग, महाराष्ट्र लोकसेवा आयोग, मुंबई वांच्या पत्र क्र. ५३८७ (१९९४/१९९५/२) दिव. २७ जुलाई १९९४ व्यवस्थापन मान्यतेचे संबंधित बनकर - 'वर्षादिवस चढणानुसार महाराष्ट्र मुक्त विद्यापीठ सर्वसंधिक्षण (Statutory) असतरुपासून आपल्या विद्यापीठाच्या पदविक्षू विद्यापीठाच्या पदवीदिक्षण आवंटन अर्ज देतील इतर मानवाधिकार विद्यापीठाच्या पदवीदिक्षण उद्देशांकडून आलेल्या अर्थात्मक आयोगांकडून विद्यापीठात पेलेलेले जाताली.'

महाराष्ट्र शासनाचे विद्यापीठ अनुदान आयोगाची मान्यता विद्यापीठ अनुदान आयोगांना मान्यता दिली आहे.

(२) सत्ता आदेशातील विद्यापीठ अनुदान आयोगाची मान्यता देशायात समज्यात आहे.

विद्यापीठाचे मुंबई वांच्या आयोगांना दिल्याची नवी पत्र क्र. १४८३/२०१२/२०१२ विभ. २ डिसेंबर १९९२ मुंबई विद्यापीठ अनुदान आणण्याचा कायदा क्र. २०/१९९९/१९९४ स्थापन केलेला विद्यापीठ अनुदान आणण्याची मान्यता दिली आहे.

(३) महाराष्ट्र लोकसेवा आयोगाची मान्यता
उपस्थित असे वर्षांतरंग, महाराष्ट्र लोकसेवा आयोग, मुंबई वांच्या पत्र क्र. ५३८७ (१९९४/१९९५/२) दिव. २७ जुलाई १९९४ व्यवस्थापन मान्यतेचे संबंधित बनकर - 'वर्षादिवस चढणानुसार महाराष्ट्र मुक्त विद्यापीठ सर्वसंधिक्षण (Statutory) असतरुपासून आपल्या विद्यापीठाच्या पदविक्षू विद्यापीठाच्या पदवीदिक्षण आवंटन अर्ज देतील इतर मानवाधिकार विद्यापीठाच्या पदवीदिक्षण उद्देशांकडून आलेल्या अर्थात्मक आयोगांकडून विद्यापीठात पेलेलेले जाताली.'

महाराष्ट्र शासनाचे विद्यापीठ अनुदान आयोगांना मान्यता दिली आहे.

(१) विद्यापीठाचा विभागातील वाहन
(२) विद्यापीठाच्या अनुदान आणण्यासाठी मान्यता देशायात समज्यात आहे.