School of Continuing Education

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P R O S P E C T U S

Certificate Program

In

German, French and English Language

S C H O O L O F C O N T I N U I N G E D U C A T I O N

For

Academic session January - 2026

Yashwantrao Chavan Maharashtra Open University, Nashik

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GLOSSARY (MEANING) OF IMPORTANT TECHNICAL TERMS

Terms Related to Academic Program design

1. "Academic Programme" means — A collection of correlated courses (subject), which one must complete successfully in order to earn a certification by the university. Certification may be by certificate, diploma, graduate degree, postgraduate degree or doctoral degree.
2. "Batch" means — A group of students undergoing similar training as specified in the given context.
3. "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.
4. "Choice Based Credit System" means a system of implementation of academic programin which the student is expected to register for courses as per his/her choice for the courses as per the rules mentioned in the prospectus for the programs. The students are expected to register for courses other than the core areas of the programs.

Types of Courses

5. "Core Courses" means the courses which are mandatory to be registered for a program.
6. "Elective Courses" means the courses which a student is expected to choose a course from among the list of courses.
7. "General Courses" means the courses which are designed to empower the student through learning the skill-sets or information or inculcate the attitudes which are general in nature and may not be directly or indirectly associated with the subject domain of the academic program to which the student is registered.
8. "Credit" means — Number of study hours, in multiples of 30-35 clock hours that an average learner has to devote for effective learning. For 1 credit, a learner has to devote 30-35 clock hours to complete the study of the course. Study includes several activities like reading the books, taking notes, solving problems, undergoing tests, performing experiments in laboratories, thinking, etc.

Terms Related to Admission and Learning Processes

1. "Student Registration" means — Confirmation of the admission of the student to the academic programme after submission of a completed admission form with necessary supporting documents and payment of the required fees. Student registration remains valid for a stipulated period of (which is three times minimum period of completion of the program or 8 years from the date of programme registration whichever is earlier). At the time of admission to any particular year of these programmes, students are automatically registered for all courses of that year. The university assigns **P**ermanent **R**egistration **N**umbers (**PRN**) to its students. The PRN for a student does not change even if takes admission to new program at a new study centre. A PRN is assigned to a student when he is registered for any of the University programme for the first time and assigns his PRN to a new Program, if and when he registers for subsequent programs.

2. "Direct Admission" means admission to a higher program part in comparison to the entry level to a candidate who has completed such of a program or a program-part under another university or board (other than YCMOU) which has been specified by the University in its prospectus as a valid qualification for Direct Admission to a given program or program part.

3. "Self-Instructional Material" means — a message on a device which when the student interacts with is designed to enhance the chances of the students performing better in the evaluation and in the real life situation for the context of a course of study under an academic program. The example of SIM is a printed textbook or a lecture available in video or audio format or a companion book which is to be used in addition to a reference book or information available on devices like tablet computing devices or mobile smart phones or similar other media. This software is prepared in a manner sothat the students should be able to understand the subject matter even in the absence of a teacher.

4. "Session" means — A time slot for a particular activity. Duration of counseling session is normally 2 or 4 clock hours, while for end examination; it is of 3 clock hours.

5. "Counseling Sessions (CS)" means — Sessions conducted at study centre, during which a qualified person gives explanations to help clear doubts/difficulties of the

student also delivering instructions to the student about study material. During counseling session, student also performs practical activities like experiments or project work in study centre laboratory.

6. "First Contact Session" means – Session on the first starting day of a programme.

7. "Study Centre" (SC) means — A place where the students attend the counseling sessions and gets other relevant services like delivery of counseling sessions and practical sessions, admission, examination and communication with university head office.

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

9. "Programme Co-coordinator" (PC) means — A person in charge of the administrative and academic affairs at the study centre. He plans the availability of counselors, looks after the distribution of self-instructional materials, arranges and co-ordinates counseling sessions, etc.

10. "Study Centre Head" (SCH) means — the head of the study centre who is the head of organization to which the study centre is allotted of the institution, where study centre islocated. He may not participate in the day-to-day activities of the study centre, but will take active role in case of any serious problem at the study centre.

Terms Related to Examinations

1. "Continuous Assessment "(CA) means –the assessment of the performance of the student during the learning phase of the academic schedule. CA is normally conducted by the SC through evaluation strategies (i.e. papers) designed either by the YCMOU or the SC. The specific rules regarding the reporting of marks/grade in CA and their effect on the successful completion of the courses are mentioned in the prospectus for the various programs.

2. "End Examination (EE)" means an examination conducted by the University under its supervision and control (i.e., through the question papers prepared under its supervision and examination conducted under its supervision and control). The specific

rules regarding the reporting of marks/grade in EE and their effect on the successful completion of the courses are mentioned in the prospectus for the various programs.

3. **"Letter Grade"** is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F

4. "Grade Point" is an numerical value assigned to a grade point (for example 0 for F, 4 for D, etc). The UGC recommends a 10-point grading system with the following letter grades and points as given below:

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

5. "Successful Completion of the Course" means —either course is exempted as the student may have been given Direct Admission to a higher program part **or** student secures prescribed level of performance in terms of the marks or grade in the examination head as specified in the prospectus for the given program and for the given course. In other words, if you have been given Direct Admission to the SY of BSc (MGA) program, it means that you have successfully completed all the courses in the FY BSc (MGA) program. Alternatively, if you have secured enough marks (say 55% in aggregate and 60% in EE) in a course, says MGA101 of BSc (MGA), which marks are enough to declare you passed in the said course, then you have successfully completed MGA101course.

6. Semester Grade Point Average(SGPA) is a number which is the weighted average of the grade points (with Credits serving as the weights) for a semester

$$SGPA = \frac{\sum G_i \times C_i}{N_s}$$

$$\frac{i=1}{N_s}$$
$$\sum G_i$$
$$i=1$$

(Here, Gi stands for Grade Point for course with label i, Ci stands for Credit Point for course with label i, Nsis the number of courses in Semester s.)

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

$$CGPA = \frac{\sum G_i \times C_i}{\frac{i=1}{N_s}}$$
$$\sum G_i$$
$$i=1$$

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

8. "Credit Transfer" means — The University grants Credit Transfer to certain courses of these programmes, to the students who have already successfully completed certain other programmes offered by the YCMOU as per the rules and processes mentioned in the prospectus. If credit transfer is granted, then student need not appear in any examination for that course, as it is treated as a successfully completed. Previous grades and equivalent marks are used as it is, for reporting in Grade Sheet.

Terms related to Fees

1. "University Program Fee (UPF)" means the fees collected by the University from the candidate for offering the services including registration, tuition, examination, subscription to various schemes of the government like Inter- university sports festival, and towards contribution to a development fund. The UPF is collected at the time of admission to a program or program-part.

2. "Study Centre Fee" means the fees charged by the Study Centers towards the various services to be given to the students including instructions and conduct of practical sessions and counseling sessions, continuous assessment, etc.

3. "Late Fee" is the fees collected by the University from the student for having crossed the prescribed last date of a service (without late fee).

4. "Direct Admission Fee" is the fee chargeable by the University from the students for having granted direct admission to a higher program part than the entry level and thus saving the time for completion of the academic program. The amount of such fees is available on the portal at the time of admission for the programs for which such direct admission is available.

PROSPECTUS IN THE FORM OF ANSWERS TO FREQUESNTLY ASKED QUESTIONS

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

1. KNOW YOUR UNIVERSITY (ABOUT YCMOU)

When was it established? What are its aims, objectives and mission? YCMOU came into being on 1st July, 1989 by Act XX of the Maharashtra State Legislature. The University is recognized under section 12 (B) of the UGC Act. (See Appendix 1(A)) The Mission statement of the YCMOU can be summarized in the following manner**:**

"The Yashwantrao Chavan Maharashtra Open University (YCMOU) through its technical, vocational, professional and liberal education programmes, application of modern communication technologies and adoption of the distance education methodology strives towards developing an innovative, flexible and open system of education with the ultimate goal of becoming a 'Mass Varsity'."

Objectives

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

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

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

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

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

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

The B.Sc. (Media Graphics and Animation) and B.Sc.(Hospitality Studies) have been approved by UGC.

Regarding the other programs the following may be noted:

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

The university being an autonomous body has liberty to design, implement and award qualifications which may not be similar to the design, methodologies and content of other traditional universities or statutory Boards or Councils at national or state levels. The programs designed by the university are as per the guidelines issued by the University Grants Commission from time to time. The qualifications awarded by the university in respect of such programs are not designed to be equivalent to the diplomas awarded by

other universities or Boards in **formal** sense. The university will not be issuing any certificate or letter to that effect to any students or candidates. The candidates are advice to take informed decisions in this regard.

Tell me about the various Schools of Studies under YCMOU?

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

a. School of Humanities and Social Sciences,
b. School of Commerce and Management,
c. School of Education,
d. School of Agriculture Sciences,
e. School of Architecture, Science and Technology,
f. School of Computer Science,
g. School of Continuing Education and
h. School of Health Science.
i. Academic Services Division

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

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

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

Another way of classification of courses is by its nature.

A course may be **theoretical** in nature and is evaluated through the written examination.

Another type of courses is that of **practical courses**, where students learn the content through practical or experimental or activities which develop the skill level of the students. Such courses are evaluated by Practical Examinations which involve performance in the presence of appointed evaluation panel, evaluation of the examinee's performance during the learning phase through evaluation of work-

books and further evaluation of examinee's expression and understanding through Viva Voce.

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

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

The end examinations may have the following component:

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

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

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

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

Some courses are **Theory-cum-practical courses** which involve theoretical understanding of concepts as well as practical session based on the theoretical concepts. The evaluation of such courses has both theory as well as practical components.

Yet another kind of courses are **Project courses** in which the learner is expected to undertake a task which involves a fairly large number of connected practical activities leading to fulfillment of a well-defined objective of practical significance.

The entire exercise in such cases is so big that student cannot perform the practical activity in the limited time period of the examination schedule. Hence the evaluation of the performance is judged though the Project Report and Presentation/Viva Voce conducted by the expert panel.

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

SIMULTANEOUS REGISTRATION

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

RE-REGISTRATION

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

RE-ADMISSION

If a student fails to complete the program in stipulated duration as mentioned in the Section

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

RESERVATION

For those programs in which there are limited seats, some of the candidates are to be denied admission. The reservation policy of the State of Maharashtra is used to allocate the seats to the candidates. A merit list based on the criteria as mentioned in the additional information of the specific program is prepared.

Fifty per cent seats are earmarked to unreserved (UR) candidates. This means that allocation to these seats is done on the basis of high score in the merit list without consideration to the cast or category of reservation.

The remaining fifty percent seats arefilled according to the following table.

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

Please tell me details about the EVALUATION PATTERN.

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

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

General:

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

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

(A.1) Marks system:

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

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

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

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

5. For successful completion of a Theory Course, the examinee must secure at least 40 % marks in the EE AND at least 40% in combined total of CA and EE. In case the candidate does not complete a theory course successfully, (s) he may take the EE as a

repeater student by paying requisite fee and by following stipulated procedure. No repeat examination in CA will be taken. (**Explanation**: A person has, (for a 4-credit course of 100 total marks), secured20 marks out of 20 in CA and has secured 20 marks out of 80 in EE, thus has secured aggregate 40 marks out of

100. She shall not be treated as "passed" because she has not secured 40 % marks in EE. On the other hand, a person who has obtained 5 marks out of 20 in CA (less than 40%) and 35 marks out of 80 in EE (more than 40%) thus securing 40 marks out of 100 in aggregate is treated as successful as she has secured more than 40% in EE and more than 40% in aggregate.)

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

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

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

9. The **Theory-plus-practical** courses shall comprise of the following components, namely,

(i) CA based on Theory part (ii) EE based on Theory part and

(iii) Practical Examination based on Practical Activities (Practical part).

10. The CA for a **Theory-plus-practical** Course shall consist of activities including

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

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

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

13. A student will need to secure at least 40% marks in EE and at least 40% marks in (CA+EE) of the Theory component of Theory-plus-practical Course and 40% marks in Practical component. **For example**, a Theory-plus-Practical course is of total 150 marks and has 100 marks for Theory part (20 marks for CA, 80 for EE) and 50 marks for Practical part. A person who secures more than 40 % marks in Total 150 Marks but fails in Theory Component will be treated as having failed in the given Theory-plus-practical course. Such a student must appear in the theory component EE and secure such marks that his aggregate in the theory component is better than 40%. Similarly a student not securing more than or equal to 40% Marks in practical shall be declared unsuccessful and will have to reappear as a repeater in the practical component as per the rule. In case a student does not successfully complete a Theory-plus- practical Course, (s)he may take the following examination as a repeater: End Examination, if he had failed in Combined End Examination plus Continuous assessment part. (b) Practical Examination, if he has failed in Practical Examination.

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

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

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

17. The Industrial Training component has been elaborated in details in the program specific part. The Study Centre shall coordinate the activities of the Industrial Training and shall submit a report of individual student having completed the Industrial Training to the Examination Section in prescribed format and by following stipulated procedure.

Students Evaluation with Grade system:

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

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

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

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

FAQ:

What will be the time table for the academic activities?

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

The Academic Calendar will be separately notified due to the various issues related to the COVID outbreak.

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

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

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

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

iv) The International Students shall pay fees equal to five time that for the regular student. Presently international students are not allowed for programs admissions under school of continuing education

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

vi) The rules of refund of fees shall be as per the guidelines issued by the UGC adopted by the YCMOU which are separately notified.

vii) The students who are required to take examinations to courses as repeater (due to failure to successful completion to the course in their regular attempt) are required to pay a repeater examination fee which is separately notified.

REFUND OF FEES:

As per the policy of the university. This may be notified at the time of online admission portal.

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

The student/candidate has to agree to the Candidate/Student Agreement which isavailable online at the time of admission.

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

Responsibilities of YCMOU

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

a) Generation of Permanent Registration Number

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

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

d) Conduct of the examination

e) Declaration of result of the examination

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

Responsibilities of Study Centres

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

a) Counseling sessions for addressing academic difficulties after the student has gone

through the theory self-instructional material prescribed by and/or issued by the YCMOU either as hard copy or as soft copy though its website. The prescribed contact hours for such counseling sessions are minimum 3 hours per credit for theory component.

b) Practical sessions for the prescribed practical activities or laboratory sessions;

c) Assessing the student for Internal Examinations for the theory or practical components as per the evaluation pattern of the program and communicating the marks in such performances within the prescribed time limit to the YCMOU Examination Section;

d) Conducting the examinations as per the directions of the YCMOU for Theory and Practical Courses/Components of the courses

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

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

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

WHERE AND HOW TO FIND THE STUDY CENTRES FOR GIVEN PROGRAM? The Candidate can register and obtain a User Id which will enable him to attempt to register (take admission) for a program. In this process, the candidate is guided through the process which includes listing of Study Centres for given program. This enables the candidate to find whether SC exists at the location of her choice.

It is possible that Study Centres may not be recognized for a program which has been designed by the university. It is also possible that Study Centre(s) may be closed for certain programs due to various reasons and thus it may be possible that the study centre is not available for a certain program. The program specific information on this document supplies information on the programs on offer. It is possible that no study centres are available for a program for which other information is supplied in this document. Merely finding information on a certain academic program does not ensure that study centres would also be available. In case no study centres exist for a program admission cannot be granted to any student for such academic program

Methods and Media used in Self Instructional Material (SIM) Delivery Depending on the nature of the programs the Study material are delivered in various media. The printed copies of learning resources in self instructional format for many programs are made available to the students through recognized study centres. The electronic version of the learning resources including the lectures, instructional material, lectures in mobile-ready formats for most of the programs are available freely on the website (http://ycmou.digitaluniversity.ac).

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

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

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

CAN THE ELECTIVE COURSES BE CHANGED?

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

WHOM TO CONTACT FOR WHAT?

Sr. No.	Type of query	Whom to contact?
1.	Academic Matters	Director Concerned School/Division
2.	Programme Operation Study Centre Management	Registrar, Y.C.M.O.U.
3.	Examination and Result Related Matters	Director, Evaluation Division and Controller of Examination, Y.C.M.O.U.,Nashik
4	Admissions Related Matter	Regional Director, Respected RC Registration Section, Y.C.M.O.U., Nashik nondni@ycmou.digitaluniversity.ac
5.	Difficulties in any course, at the study	Counsellor, at the Study Centre
6.	Other general difficultiesand Planning of academic activities,at the Study Centre	Programme Coordinator, at the Study Centre
7.	Serious Difficulties atthe Study Centre	Study Centre Head at A Study centre, If Further Not Resolved: The Registrar, Ycmou, and Director Of Concerned School/Division

HOW TO GET HELP IN SORTING MINOR ADMINISTRATIVE DIIFICUTIES?

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

WHERE ARE THE REGIOANL CENTRES LOCATED?

Sr. No.	RegionalCenter	Address	Tel. Fax No.
01.	Amravati	Yashwantrao Chavan Maharashtra Open University, Amravati Regional Centre, V.M.V. Road to Valgaon Road,Post. V.M.V., Amaravati- 444604	Tel No.0721-2531445 Fax. No. 0721-2531444
02.	Aurangabad	Yashwantrao Chavan Maharashtra Open University, Aurangabad Regional Centre, S.No 41, Eastern to Military Hostel, Nandanwan Coloney,Chhavani,Aurangabad-431002	Tel No. 0240-2371066 / 2371077 Fax No. 0240-2371088
03.	Mumbai	Yashwantrao Chavan Maharashtra Open University, Mumbai Regional Centre, C/o. Jagannath Shankarsheth Primary Muncipal School, 2nd Floor, Frear Breech (South), Nana Chouk, Grant Road(West), Mumbai- 400007.	Tel No. 022-23874180/23874183 /23874177 Fax No. 022-23874187
04.	Nagpur	Yashwantrao Chavan Maharashtra Open University, Nagpur Regional Centre, Raobahadur D Laxman Bungalow,University Sports Complex, Law College Campus,Amravati Road, Ravinagar Chouk,Nagpur-440001	Tel No. 0712-2553724 / 25 Fax No. 0712-2553725
05.	Nashik	Yashwantrao Chavan Maharashtra Open University, Nashik Regional Centre, Old Corporation Building, 2nd Floor, New Pandit Colony, Nashik-422002	Tel. No. 0253-2317063 Fax No. 0253-2576756
06.	Pune	Yashwantrao Chavan Maharashtra Open University, Pune Regional Centre,ShahirAnnabhau Sathe Prashalagr uha ,Corporation School No. 5 (Boys),654, Opp. Sadashiv Peth Haud,KumdhekarMarg,Pune-11030	Tel No. 020-24457914 Fax No. 020-24491107
07.	Kolhapur	Yashwantrao Chavan Maharashtra Open University, Kolhapur Regional Centre, Shivaji University Campus, Near Post Office, Vidyanagar, Kolhapur-416004	l No.0231-2607022 Fax No. 0231-2607023
08.	Nanded	Yashwantrao Chavan Maharashtra Open University, Nanded Regional Centre, C/o, SMRTU, Nanak Kaman, , Vishnupuri, Nanded-421606	Tel No. 02462-229940/283038 Fax 02462-259950

INFORMATION IN BREIF ABOUT ALL PROGRAMS ON OFFER

Where can I find information about withdrawn programs?

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

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

How can I take admission? The admission process is as follows:

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

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

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

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

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

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

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

2. You are required to get these documents scanned (with a resolution of at least 72 dot

per inch) to get scanned images which are readable and have decent quality. You may take help from your friends or professionals at shops or our study centres.

3. You are required to have a mobile number and an email identity (email id). The email id can be easily generated using gmail.com, yahoo.co.in, hotmail.com, rediffmail.com or any other service provider. These are required as you will be getting the information of your password, status of admission etc on these.

4. You are expected to pay the University Fees online through a payment gateway which may use electronic money transfer facilities like Debit Card or Credit Card or Internet Banking or Mobile Money Identifier (MMID). You would find the specific instructions at the time of admission at the portal. The banks charges will apply extra depending on the channel of fund transfer and bank. It is advised that you use your own bank account for making electronic payment. In case the fees need to be refunded (for example due to multiple payment issue) the refunded amount will be credited back to the same account (from which the fees transaction initially was made). Hence, if you use your own account you will get the benefit of such service.

5. If you do not have Savings Bank account, you may open such account with debit card or net banking facilities with any of the banks with zero balance facility (that is, it will not be compulsory for you to keep a minimum balance as per the rules) and a debit card and net banking facilities.

6. You also need to have an access to a computer with internet connection. If you do not have such connection, you may go to a cyber cafe, a study centre, a friend or any other similar location.

7. Once you have done the initial preparation as mentioned above, you may proceed with the online admission. You will click on the Home page of the official websites of the university (ycmou.digitaluniversity.ac or www.ycmou.ac.in).

8. The details of the online admission process with detailed screen images are given in a separate document. A video clip to help you in the online process is also available.

9. You will be guided through a series of web pages which will be generated for you as per your response.

10. If you already have a 16 digit PRN, you will select the channel of admission by clicking on ycmou.digitaluniversity.ac on the appropriate link. Please do not select the link “If you do not have 16 digit PRN click here” if you have 16 digit PRN even if you

are taking admission to the first year of another program.

11. Similarly if you do not have a 16 digit PRN select appropriate link at the opening page of the ycmou.digitaluniversity.ac. You will need to "register" for the website application procedure by typing in the email id, date of birth, mobile number and name. You will receive a user id and one time password.

12. After completing the typing of all the details asked by the system, you will be prompted to upload scanned documents to the system as per the details submitted by you.

13. After you have uploaded all the documents you make payment using either electronic payment (debit card or credit card or MMID or internet banking). Please see our booklet on how to make payment online available on the website.

14. You are advised to note the transaction identification number for the payment. You may be required to use this number in cases of failed transactions due to networking errors at electronic servers.

15. The documents submitted by you would be verified either through direct method by University or Study Centre staff on the basis of original or through electronically. The admission will be confirmed only after your admission records are verified by the university or study centre staff.

3. EXAMINATIONS

HOW CAN I GET PHOTOCOPY OF MY EXAMINATION ANSWERSHEETS?

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

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

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

HOW CAN I OBTAIN THE OFFICIAL TRANSCRIPTS?

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

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

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

HOW TO OBTAIN MIGRATION CERTIFICATE

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

HOW DO I GET DUPLICATE MARKSHEET?

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

HOW CAN I GET DUPLICATE DIPLOMA/CERTIFICATE/DEGREE ?

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

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

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

WHAT IS THE MECHANISM TO GET MY GREIVANCES REDRESSED?

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

FROM THE DIRECTOR'S DESK



Welcome to the YCMOU family of learners!

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

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

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

It is possible that Study centres may not be recognized for a program which has been designed by the university. It is also possible that Study Centre(s) may be closed for certain programs due to various reasons and thus it may be possible that the study centre is not available for a certain program. The program specific information on this document supplies information on the programs on offer. It is possible that no study centres are available for a program for which other information is supplied in this document. Merely finding information on a certain academic program does not ensure that study centres would also be available. In case no study centres exist for a program admission cannot be granted to any student for such academic program

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

(Prof. Jaydeep Nikam)

CERTIFICATE PROGRAMS

SLM-https://drive.google.com/drive/folders/0B8zaQSqekwSaWnFQOU5mYWk4WWc?resourcekey=0_-PPK4u4PuLCkekwq-0X-5jQ

The School offers the following certificate programs:

1. Certificate in German (C3A)
2. Certificate in French (C3F)
3. Certificate in English (C3E)

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

Study centers may not be recognized for a program which has been designed by the university. It is also possible that Study Centre(s) may be closed for certain programs due to various reasons and thus it may be possible that the study centre is not available for a certain program. The program specific information on this document supplies information on the programs on offer. It is possible that no study centers are available for a program for which other information is supplied in this document. Merely finding information on a certain academic program does not ensure that study centres would also be available. In case no study centres exist for a program admission cannot be granted to any student for such academic program

Need and Importance of the various Certificate Programs
The certificate programs are short duration programs which enable quick assimilation of knowledge, skills and attitude for a trade. This enables the target group to get quickly employed or self-employed in the profession.

The language programs in foreign languages (English, French, and German) aim at giving you a brief introduction to these modern languages. These programs will help you in your daily chores if and when you visit foreign countries. We teach not only the language but also their customs and culture.
We have designed the certificate in beauty parlour management to help ladies especially those of disadvantaged classes (e.g., below poverty line, divorcees, etc) to start the practice of beautician at the elementary level. The practices of beautician are introduced with

rudimentary knowledge of science of anatomy and physiology of related systems particularly of nail, hair and skin.

We have been running two certificate programs in information technology for school going children at elementary (standard 5^{th} to 7^{th}) and secondary levels (standard 8^{th} to 10^{th}). These are in line with the policy of Government of Maharashtra to inculcate IT skills in children.

The University is in process of starting a program on optical fiber professionals particularly in telecom sector. The technical practices of this profession would be taught in this program.

The university has also recently started program for learning skills of digital photography. It is expected to build professional photographers at the rural and urban settings.

A certificate program in video production is expected to fill the much required need for the trade, with the advent of various channels to distribute the video content. The aspect of shooting, editing and distribution are covered in this program.

The certificate in script writing (patkatha lekhan) is designed for training of the youth in script writing in Marathi. Due to boost in new avenues of distribution of video content, the requirement of script writers has seen a boost in the recent years. This program is expected to cater to the need of script writers.

The Course Structure

Certificate Programs in German, French, English

C3A: Certificate Program in German Language,

C3E: Certificate Program in English Language,

C3F: Certificate Program in French Language,

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

Program Fee Structure:

Sr. No.	Progmme code	Prog Part/ Dur.	Name of the Programme	Eligibility Qualification	Study Centre Fee	UPF	Final Total Fee
1	C3A	6 Month	Certificate in German Language	10th Passed	800	1920	2720
2	C3E	6 Month	Certificate in English Language	10th Passed	800	1920	2720
3	C3F	6 Month	Certificate in French Language	10th Passed	800	1920	2720

इतर महत्त्वाच्या सूचना

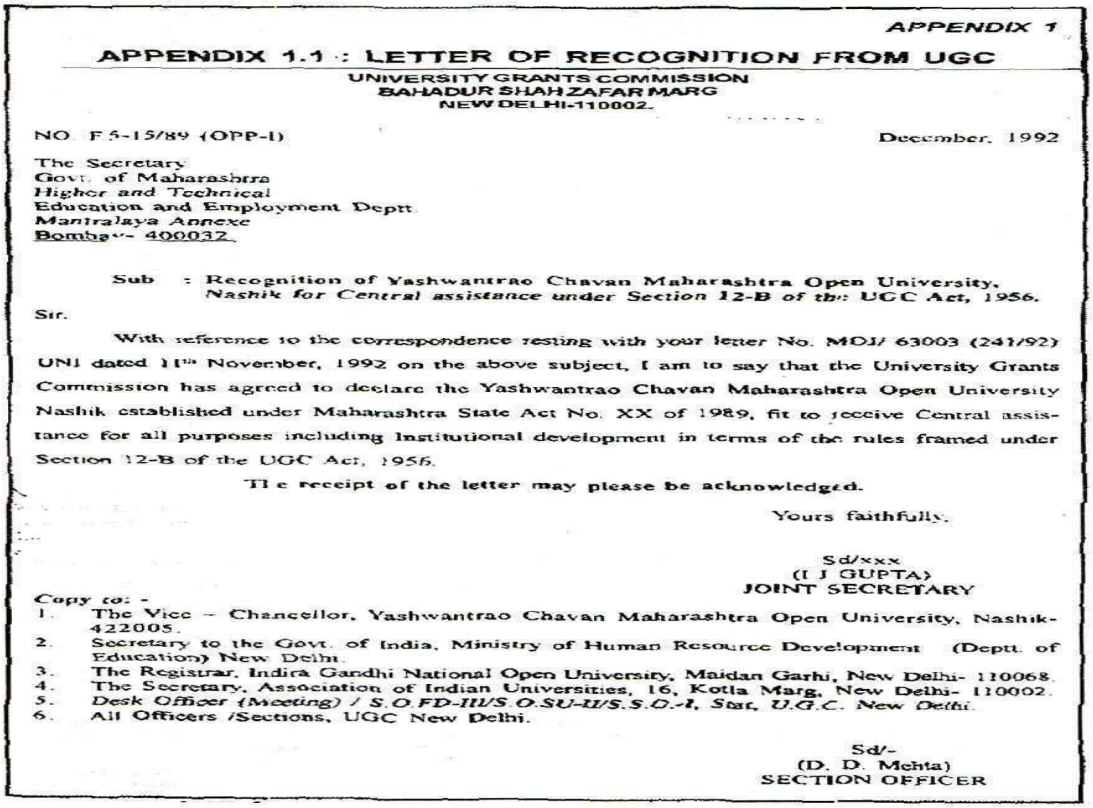
1. विद्यार्थ्यांनी शिक्षणक्रमासाठी प्रवेश शुल्क भरताना संपूर्ण रक्कम एकाच वेळी भरावी. शुल्क दोन टप्प्यांत स्वीकारले जाणार नाही.
2. विद्यार्थ्यांना प्रवेश रद्द करून शुल्क परत हवे असल्यास, त्यांनी प्रवेशाच्या अंतिम दिनांकापर्यंतच प्रवेश रद्द करून शुल्क परत मिळण्याबाबतचा अर्ज करावा.
3. शुल्क परत मिळविण्यासाठी विद्यार्थ्यांनी विनंती अर्ज, स्वतःच्या बँक पासबुकाची प्रत, शुल्क भरल्याची पावती, तसेच प्रवेश अर्जाची प्रत अर्जासोबत सादर करावी.प्रवेश प्रक्रिया पूर्ण झाल्यानंतर अर्ज केल्यास, शुल्क परतावा संदर्भात विद्यापीठ अनुदान आयोगाच्या (UGC) नियमावलीनुसार निर्णय घेण्यात येईल.
4. एकदा प्रवेश घेतल्यानंतर विद्यार्थ्यांना अभ्यासकेंद्र बदलून देता येणार नाही ..
5. विद्यापीठ अनुदान आयोगाच्या (UGC) मार्गदर्शक सूचनांनुसार, प्रवेशाच्या अंतिम दिनांका नंतर कोणतेही प्रवेश स्वीकारले जाणार नाहीत.

Other Important Instructions

1. Students must pay the entire admission fee in a single installment while taking admission to any programme. Payment of fees in two installments will not be accepted.
2. If a student wishes to cancel admission and claim a refund of fees, the admission must be cancelled and a refund application submitted on or before the last date of admission.
3. For processing the refund of fees, students are required to submit the following documents along with the application:
   i. A written request application
   ii. Copy of the student's bank passbook
   iii. Fee payment receipt
   iv. Copy of the admission application
   v. Applications submitted after completion of the admission process will be considered for fee refund as per the University Grants Commission (UGC) rules and guidelines.
4. Once admission is confirmed, change of study centre will not be permitted under any circumstances.
5. As per the University Grants Commission (UGC) guidelines, no admissions will be accepted after the last date of admission.

APPENDIXES

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



APPENDIX 1

APPENDIX 1.1 :: LETTER OF RECOGNITION FROM UGC

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

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

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

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

Sir,

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

The receipt of the letter may please be acknowledged.

Yours faithfully,

Sd/xxx
(I J GUPTA)
JOINT SECRETARY

Copy to: -

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

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

APPENDIX 1(B)

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

मुक्त विद्यापीठाच्या पदव्यांना समकक्षता व शासनमान्यता

(१) अन्य विद्यापीठांच्या पदवीशी समकक्षता

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

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

(२) विद्यापीठ अनुदान आयोगाची मान्यता

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

(३) महाराष्ट्र लोकसेवा आयोगाची मान्यता

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

मुक्त विद्यापीठाच्या पदवी/पदविकांना महाराष्ट्र शासन मान्यता

विद्यापीठ अनुदान आयोगाने मान्यता दिलेली विद्यापीठे

राज्य सेवेतील पदासांठी पदवी/पदविकास मान्यता

महाराष्ट्र शासन

सामान्य प्रशासन विभाग

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

वाचा : (१) सामान्य प्रशासन विभाग, शासन निर्णय क्रमांक आरजीडी-१०६१/१८९६७/ ९१४ - जे दिनांक २१ ऑगस्ट १९६९

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

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

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने

दा. र. राणे
अवर सचिव, महाराष्ट्र शासन

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

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

APPENDIX 1(C)
G.R. of equivalency to 10th and 12

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

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

वाचा

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

शासन निर्णय :

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

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

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

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

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

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

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

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

UGC's LETTER DATED 14/10/2013 REGARDING THE DEGREES, DIPLOMA OF THE OPEN UNIVERSITIES TO BE AT PAR WITH THOSE OF TRADITIONAL UNIVERSITIES APPENDIX 1(D)

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

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

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

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

Sir/ Madam,

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

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

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

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

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

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

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

Encl: As above

Copy to:

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

APPENDIX 3

DISTANCE EDUCATION COUNCIL
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

15983–16229

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

NOTIFICATION

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

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

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

This is for information and adherence by all concerned.

(DIRECTOR)

To

VCs of all SOUs/ Heads of DEIs

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