YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY
INDUCTION PROGRAM

Date: 30 & 31 Jan 2020   **Venue: Yash Inn, Auditorium**

SCHEDULE
Two days induction program

Registration: 10.15 to 10.30
Inauguration: 10.30 to 11.30

Welcome	10.30 to 10.40	Dr. Hemant Rajguru
Background	10.40 to 11.00	Hon. Registrar
Views and Expectations	11.00 to 11.25	Hon. Vice Chancellor
Vote of Thanks	11.25 to 11.30	Shri Ram Thakar
Introduction of Participants	11.30 to 11.45	
Tea Break	11.45 to 12.00	
YCMOU: An Overview	12.00 to 12.30	Dr. Umesh Rajderkar
Skill-based Education through OL	12.30 to 10.00	Prof .R. V. Vadnere
History of Indian Education	01.00 to 01.30	Dr. Kavita Salunke
Lunch Break	01.30 to 02.00	
L.M.S	02.00 to 02.30	Dr. Sunanda More
Use of ICT in OL	02.30 to 03.00	Dr. Pramod Khandare
S.S.D & S.C.M	03.00 to 03.30	Dr. Prakash Deshmukh
Library and Information Centre	03.30 to 04.00	Dr. Prakash Barve
Examination & System	04.00 to 04.30	Dr.Dinesh Bonde
Collaboration & Tie Wps	04.30 to 05.00	Dr. Jaydeep Nikam

2 nd DAY

Program Evaluation	10.30 – 11.00	Dr. Soyjan Thwol
SIM Development	11.00 – 11.30	Shri.Nagarjun Wadekar
Tea break	11.30 – 11.45	
Communication Strategies	11.45 – 12.15	Dr. Surendra Patole
For Effective Administration		
University Grievance Cell	12.45 -01.30	Dr. Madhuri Sonawane
LUNCH	01.30 – 2.00	

Role of AVC M ODL	02.00 – 02.30	Shir. Abhay Kulkarni
D:/Induction Program – Schedule February 2020	02.30 – 03.30	Dr. Surya Gunjal
Need for New NAAC Collaboration	03.30 -04.00	Dr.Atkare prakash
Role of PPC	04.30 – 05.00	Shir. Anand yadav

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY
INDUCTION PROGRAM

Date(s): 06th and 07th February, 2020   Venue: Auditorium, Academic Building

SCHEDULE
Day-I: 6th February, 2020 (Thursday)

Registration: 10.15 to 10.30

Inauguration: 10.30 to 11.30

Welcome	10.30 to 10.40	Dr. Hemant Rajguru
Background	10.40 to 11.00	Hon. Registrar
Views and Expectations	11.00 to 11.25	Hon. Vice Chancellor
Vote of Thanks	11.25 to 11.30	Shri Ram Thakar

Introduction of Participants	11.30 to 11.45	
Tea Break	11.45 to 12.00	

ODL: An Overview	12.00 to 12.30	Dr. Umesh Rajderkar
Skill-based Education through OL	12.30 to 01.00	Prof. R. V. Vadnere
NEP and OL System	01.00 to 01.30	Dr. Kavita Salunke

Lunch Break	01.30 to 02.00	

O. E. R.	02.00 to 02.30	Dr. Sunanda More
Use of ICT in OL	02.30 to 03.00	Dr. Pramod Khandare
S.S.D. & S.C.M	03.00 to 03.30	Dr. Prakash Deshmukh

Tea Break	03.30 to 03.45	

Library and Information Centre	03.45 to 04.00	Dr. Madhukar Shewale
OL: Examination System	04.15 to 04.45	Dr. Dinesh Bhonde
Research Opportunities	04.45 to 05.15	Dr. Jaydeep Nikam

SCHEDULE
Day-II: 7th February, 2020 (Friday)

Evaluation and QB Development	10.30 to 11.00	Dr. Suresh Patil
SIM Development	11.00 to 11.30	Shri. Nagarjun Wadekar
Communication Strategies For Effective Administration	11.30 to 12.00	Dr. Surendra Patole
Tea Break	12.00 to 12.15	
MOOCs: An Overview	12.15 to 01.00	Dr. Madhuri Sonawane
Use of Library Databases	01.00 to 01.30	Dr. Prakash Barve
LUNCH	01.30 to 2.00	
Role of AVC in OL	02.00 to 02.30	Shri. Abhay Kulkarni
Student Welfare	02.30 to 03.00	Dr. Vijaya Patil
Extension Activities of YCMOU	03.00 to 03.30	Dr. Prakash Atkare
Tea Break	03.30 to 03.45	
Role of PPC	03.45 to 04.15	Shri. Anand Yadav
Open Discussions and Feedback	04.15 to 05.00	
Vote of Thanks	05.00 to 05.05	Shri Ram Thakar

Workshop on Development, Adoption and Implementation of Institutional Open Educational Resources (OER) Policy

at
Yashwantrao Chavan Maharashtra Open University (YCMOU), Nashik

Supported by
Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi

Date: 24 -26 February 2020

Programme Schedule

DAY 1: 24 February 2020	
Time	**Activity**
09:00 -9:30am	• Registration
09:30 -10:00am	• Inauguration
10:00 -11: 45am	• Workshop Overview • Pre-workshop diagnostic form (online) • What are common challenges we face while developing SLMs or any academic resource? Use of online resources for better learning **[Discussion 1: What do we do while developing the academic materials for the learners? Do we use resources from internet? How do we attribute?]** • What is copyright? Its History • Fundamentals of copyrights - What's copyrightable? • Purpose of copyright • How copyright works? • Exclusive rights for a creator of a work • Rights of public on a copyrighted works • Public domain, ways a resource enters public domain • Exemptions and limitations of Copyright [Discussion 2: What do we know about our copyright law? What about the legal provisions of DAM resources? Why restricted, why not? What are the merits behind restricting the access to resources?] **Exercise 1: Attend the Copyright Quiz**
11.45 -12.00am	Tea Break
12: 00 -01:00pm	• Defining the concept *openness* • How openness can benefit YCMOU?

	• Defining OER: Openness, Educational Resources
	• OER, open education and Technology-enabled learning
	• Overview on open licenses - design and terminology
	• License scope, License types, License enforceability
01:00 – 02:00pm	Lunch
02:00 -3:30pm	• Principles of using, reusing, remixing, redistributing the resources licensed under creative commons and else. **Exercise 2: Remix game** **Discussion 3: Bridging the gaps**
3:30 -3:45pm	Tea Break
3:45 – 5:00pm	• Choosing and applying a CC License • Things to consider after CC Licenses • Finding and reusing CC licensed works- Searching OER repositories **Exercise 3: How to find OER? Where they reside?** **Attending COL MOOC on** **Understanding Open Educational Resources; Link:** https://learnoer.col.org/
DAY 2: 25 February 2020	
Time	**Activity**
09:30- 11:00am	• Recap of Day 1 • Using OERs in creating study resources • Converting a resource to OER and redistributing • Planning a OER Based course [Group works] presentations [Participants] – Use Google Doc • Mapping the OERs • Using OERs for content development for the planned course Using QA Checklist
11: 00 -11:20am	Tea Break
11:20 -01:00pm	**Individual Works** • Creating a lesson by using OERs • Creating OER on OER Commons
01.00 – 02.00pm	Lunch
02:00 -3.30pm	**Presentations: OER-based Contents**
3:30 – 3:45pm	Tea Break
3: 45-5:00pm	**OER Policy** • OER Policy - Why? What? • Presenting the Policy Template • Presenting Core components of OER Policy

Time	Activity
	• Drafting the OER Policy for YCMOU: Group works [Google doc]
DAY 3: 26 February 2020	
Time	**Activity**
09:30- 11:00am	• Trends of OER in South Asian Region • COL's initiatives for mainstreaming OER • OER Policy drafting – continues…
11: 00 -11:20am	Tea Break
11:20 -01:00pm	• Group presentations on Policy Sections [Participants] • General Feedback on the draft policy
01.00 – 02.00pm	Lunch
02:00 -3:30pm	**Drafting the OER implementation strategy**
3:30 – 3:45pm	Tea Break
3:45 – 5:00 pm	Presentation of OER strategy and action plan: • Development of YCMOU OER repository [consultant] • OER mainstreaming **Post workshop feedback (Online)** ## Closing

	Yashwantrao Chavan Maharashtra Open University Nashik
	ज्ञानगंगा घरोघरी

One day Training Program on

Improve Your Quality Life

Date: 6th March 2020

Time	Schedule
10.00 -10.30 AM	Registration
10.30 - 10.40 AM	Welcome of Guest by Dr. Vijaya Patil
10.40 - 11.45 AM	Motivational Speech by Pof. E. Vayunandan and Dr. Dinesh Bhonde
11.45 - 12.00 Noon	Tea Break
12.00 – 02.30 Noon	Musical Training by Dr. Santosh Borade
02.30 – 03.30 Noon	Lunch Break
03.30 - 05.00 Noon	Musical Training by Dr. Santosh Borade
05.00 - 05.10 Noon	Vote of Thanks: Mrs. Anjali Shinde

Online Capacity Building of Teaching and Academic Staff
on
Development of MOOCs for ODL Learners

Commonwealth Educational Media Centre for Asia (CEMCA)
And
Yashwantrao Chavan Maharashtra Open University, Nashik

(11ᵗʰ-13ᵗʰ May 2020)

Programme Schedule

Online Sessions: via Zoom . Link of the schedule sessions will be sent through mail to all the participants and resource persons.

Day 1: 11.05.2020 (Monday)				
S. No	**Time**	**Activity Session**	**Experts**	**Outcome**
1	10.30am-10.40am	**Inauguration** Introduction: Goals of the workshop and its outcomes Address by Vice-Chancellor, YCMOU Workshop Overview	VC, YCMOU Director, CEMCA Dr. Manas Panigrahi	
2	10.40am-11.30am	Designing MOOC through Moodle (SWAYAM Quadrant 1)	Dr. Nisha Singh and Dr. G. Mythili	Learn about MOODLE Learn to Upload the textual Content
3	11.30am-12.00Noon	Uploading Content (SWAYAM Quadrant 1)	Dr. Nisha Singh	Learn e Content Development

**Day 2: 12.05.2020 (Tuesday)**

4	3.00pm-3.45pm	Video Content Development (SWAYAM Quadrant 2)	Dr. Nisha Singh	Develop Videos
5	3.45 pm - 4.30 pm	Video Content Development (Swayam Quadrant 2)	Dr. Nisha Singh	Multimedia Development
**Day 3: 13.05.2020 (Wednesday)**
6	10.30am-11.00am	Discussion Forum (SWAYAM Quadrant 3)	Dr. G. Mythili	
7	11am-11.55am	Assessment (SWAYAM Quadrant 4)	Dr. G Mythili	
8	11.55am-12 Noon	Closing	Prof. E. Vayunandan, VC, YCMOU Prof. Madhu Parhar Dr. Hemant Rajguru	Learn Formative and Summative Evaluation

Center for Internal Quality Assurance (CIQA)
Yashwantrao Chavan Maharashtra Open University, Nashik - 422 222.
Phone: 0253-2231474, E-mail:directorciqa@ycmou.digitaluniversity.ac, suryagun@hotmail.com

To,

All Teachers, Senior Administrative officers & Regional Directors, YCMOU, Nashik

Dear All,

Yashwantrao Chavan Maharashtra Open University, Nashik in collaboration with Rashtriya Uchchatar Shiksha Abhiyan (RUSA), State Coordination Unit, Mumbai has organized **Web Based Training Program on ZOOM Platform on 13.08.2020 from 10.00 am to 14.00 pm.**

You are requested to participate in the Online training program from your home or your office and try to clear your doubts regarding the Criterion assigned to you and your group in NAAC Assessment & Accreditation of our university.

If you have not downloaded the ZOOM APPLICATION on your Cell Phone / Laptop / PC, Please do it at least one hour before the program.

The Webinar Link & the pass word for this Webinar are as follows:

LINK: https://us02web.zoom.us/j/87339654904?pwd=REkxb0RlclZ1SWVCbmVmWjFsaEhQQT09
Meeting ID: 873 3965 4904, …..Pass Word: ycmou

The Program of Training is attached herewith for your information. You are requested to Write down your questions on the paper well in advance and post them in the CHAT BOX on your screen while you are viewing & listening to the program.

SD/-
Dr. Surya Gunjal
Director-CIQA-YCMOU, Nashik

CC for information to:

1. Hon. Vice Chancellor, YCMOU, Nashik.
2. The Registrar, YCMOU, Nashik.
3. The Finance Officer, YCMOU, Nashik.
4. The Controller of Examination, YCMOU, Nashik
5. All Criterion wise Group Leaders, NAAC A & A, YCMOU, Nashik.

6. All Teachers, Academic Consultants & Coordinators, YCMOU, Nashik.
7. All YCMOU Regional Directors, Nashik / Mumbai / Pune / Kolhapur / Aurangabad / Nanded / Amravati / Nagpur.
8. All Resource Persons: Dr. Vijay Joshi & Dr. Pramod Pabrekar,RUSA, Mumbai, Dr. Vani Laturkar, SRTMNU, Nanded, Dr. C.N.Rawal, BMCC. Pune & Dr. B.D. Bhole, IQAC Cluster India.

Time Table of Program for NAAC Workshop at Yashwantrao Chavan Maharashtra Open University, Nashik in Collaboration with Rashtriya Uchchatar Shiksha Abhiyan (RUSA), Mumbai on 13.08.2020 at 10.00 am. (Web-Training Program on ZOOM: Link & Pass Word is provided)

Timing	Activity	Resource Person	Remarks/ Suggestions
10.00 am	General Welcome	Dr. Ram Thakar Coordinator CIQA-YCMOU, Nashik	General Welcome to Guests & Participants
…………….NATIONAL ANTHEM…………..			
10.05 am	Introduction about the university & the Workshop	Dr. Surya Gunjal, Director CIQA-YCMOU, Nashik	Brief about the University & the Workshop
10.10 am	Introduction of Resource Persons	Dr. Surya Gunjal, Director CIQA-YCMOU, Nashik	Brief Introduction of Resource Persons
10.15 am	Opening Remarks	Dr. Dinesh Bhonde, Registrar, YCMOU, Nashik	YCMOU Quality Initiative Strategies
10.20 am	Concept Note	Dr Vijay Joshi Chief Consultant, RUSA, Mumbai	Supporting the Assessment & Accreditation
10.25 am	Inaugural Address	Professor E. Vayunandan Hon. Vice Chancellor, YCMOU, Nashik	Guidance & Motivation
10.30 am	**Session I** Preparation for the NAAC	**Resource Person I** Dr. Vani Laturkar, SRTMU Nanded	PPT to be shared
11.30am	**Session II** Documentation for NAAC	**Resource Person II** Dr. C.N.Rawal, Principal, BMCC, Pune	PPT to be shared
12.30 pm	**Session III** Role of CIQA/IQAC in A & A Process	**Resource Person III** Dr B D Bhole, IQAC Cluster India	PPT to be shared
13.30 pm	Question Answer Session	All Resource Persons	Questions posted on Chat box ONLY
13.40pm	Summing Up	Dr. Surya Gunjal, Director CIQA-YCMOU, Nashik	Highlights to be Covered
13.50pm	Vote of Thanks	Dr. Hemant Rajguru Coordinator CIQA, YCMOU, Nashik	Vote of Thanks to RUSA, VC, Registrar, Directors, Resource Persons & Participants…

Contact details of Resource Persons

Sr. No	Resource Persons	Institute	Mobile	Email Id
1	Dr. Vijay Joshi	Chief Consultant,	99301 79920	vijay.joshi.rusa@gmail.com

		RUSA, Mumbai		
2	Dr. P. N. Pabrekar	Senior Consultant RUSA, Mumbai	98211 18299	tsgrusamah4@gmail.com
3	Dr. B. D. Bhole	IQAC Cluster, Pune	99703 02467	bdbhole@gmail.com
4	Dr. Vani Laturkar	SRTMNU, Nanded	94200 71644	vanilaturkar@gmail.com
5	Dr. C. N. Rawal	BMCC, Pune	98901 32166	cnr812@gmail.com

Yashwantrao Chavan Maharashtra Open University

Webinar on "National Education Policy (NEP) 2020"

(Platform: ZOOM)

Date: 26th September 2020 (Saturday)

Session-I: 11.00 AM to 12.30 Noon

Sr. No.	Time	Particulars
01	11.00 AM	Welcome and Background: Dr. Hemant Rajguru
02	11.05 AM	Introductory Remarks: Prof. E. Vayunandan, Vice Chancellor, YCMOU
03	11.10 to 12.10 Noon	**National Education Policy (NEP) 2020: An Insight** Prof. Santosh Panda, IGNOU, New Delhi
04	12.10 to 12.30 Noon	Discussions and Questions and Answers
05	12.30 Noon	Vote of Thanks Dr. Hemant Rajguru

Session-II: 02.30 AM to 04.00 Noon

Sr. No.	Time	Particulars
01	02.30 Noon	Welcome and Background: Dr. Hemant Rajguru
02	02.35 Noon	Introductory Remarks: Prof. E. Vayunandan, Vice Chancellor, YCMOU
03	02.40 to 03.40 Noon	**National Education Policy (NEP) 2020 Vis-à-vis ODL** Dr. Shakila Shamsu, IGNOU / MHRD, New Delhi
04	03.40 to 04.40 Noon	Discussions and Questions and Answers
05	04.00 Noon	Vote of Thanks

		Dr. Hemant Rajguru

	Yashwantrao Chavan Maharashtra Open University Nashik

Six-day Research Methodology Online Workshop
Schedule

Date: 29th September - 4th October 2020

Day 1 -29th September 2020
Topic- Different types of research
Resource person- Prof Dr. Sanjeev Sonawane

Day 2 -30th September 2020
Topic- Basic concepts of research
Resource person- Dr. Kavita Salunkhe

Day 3 -1st October 2020
Topic- Research design
Resource person- Prof Dr. Shefali Pandya

Day 4 -2nd October 2020
Topic- Data collection tools and techniques
Resource person- Prof Dr. Jyoti Bawne

Day 5 -3rd October 2020
Topic- 1) Data Analysis- Quantitative
              Resource person- Prof Dr. Megha Uplane

       2) Data analysis- Qualitative
        Resource person- Dr. Vaibhav Jadhav

Day 6 -4th October 2020
Topic- Report writing
Resource person- Prof Dr. M.S. Padmini

Yashwantrao Chavan Maharashtra Open University Nashik (M.S.) India

"National Seminar on Intellectual Property Rights"

(Platform: ZOOM)

Date: 7th December 2020 (Monday)

Session-I: 2.00 PM to 4.00 PM

Sr. No.	Time	Particulars
01	2.00 PM	Welcome and Background: Dr. Surya Gunjal (Director CIQA)
02	2.15 PM	Introductory Remarks: Prof. E. Vayunandan, Vice Chancellor, YCMOU
03	2.30 to 3.30 PM	**Overview of Intellectual Property Rights** Dr. Suhas Kulkarni, Asst. Controller of Patents, Indian Patent Office, Mumbai.
04	3.30 PM to 3.45 PM	Discussions and Questions and Answers
05	3.45 PM to 4.00 PM	Concluding Remarks: Prof. Dr. D.V.Mane

Session-II: 4.00 PM to 05.30 PM

Sr. No.	Time	Particulars
01	04.00 PM	Welcome and Background: Dr. Hemant Rajguru
02	04.15 PM to 05.20 PM	**Process of Filing Patents** Dr. M.M.Betkar (Principal KSK College Ausa)

03	05.20 PM to 05.30 PM	Discussions and Questions and Answers
04	05.30 PM	Vote of Thanks: Ram Thakar

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK

Webinar On

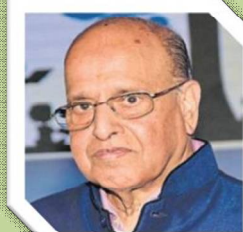## NATIONAL EDUCATION POLICY 2020: OPPORTUNITIES FOR ODL

Date: 24th December 2020

Time: 11.00 AM

Format: ZOOM Meeting

Schedule

Dr. K. Kasturirangan

Prof. Nageshwar Rao

Prof. E Vayunandan

Dr. Srikant Mohapatra

Sr. No.	Time	Particulars	
01.	11.00 to 11.10 AM	Welcome	Prof. E. Vayunandan Vice Chancellor YCMOU, Nashik
02.	11.10 to 11.30 AM	Background and Need	Prof. Nageshwar Rao Vice Chancellor IGNOU, New Delhi
03.	11.30 to 12.00 PM	NEP 2020: Opportunities for ODL	Dr. K. Kasturirangan Chairman NEP 2020 Committee
04.	12.00 to 12.45 PM	Interactions / Questions-Answers	
05.	12.45 to 01.00 PM	Concluding Remarks	Dr. Srikant Mohapatra Vice Chancellor OSOU, Sambalpur

School of Humanities & Social Sciences

Programme Project Report - PPR

B.A.

	Name of Program:	B.A.
a	**Programmes mission & objectives:**	a) To provide educational opportunities to those who could not complete their graduation in the conventional educational system. b) To provide opportunity to complete graduation through distance mode of education without disturbing professional & family responsibilities. c) To support and enhance learners interest to get the knowledge in the area of language & social sciences. d) To raise awareness about the glorious history of India economic & political history, Indian culture tradition & the society. e) To provide opportunity to improve one's personality by developing certain skills like communication skills, learning skills, interpersonal skills & adoptive skills . f) To enable learners make use of knowledge they have gained in their day to day life so as to improve social atmosphere & interpersonal relations. g) To increase employability of the Human Resource through the education of languages & Social Sciences and their implementation in every walk of the life. h) To create a Knowledge society, a Cultivated society, free from any ignorance, exploitations & superstitions. i) To improve individual and societal life by providing a string foundation of knowledge.
b	**Relevance of program with HEI's Mission & Goals:**	1. The University aims at providing educational opportunities in the remote part of state of Maharashtra & bring those into the main stream of education who could not complete their education in the formal system of educational because of their professional & family responsibilities. 2. This program offers the opportunity to gain knowledge in the area of languages & Social Sciences which is very important for the smooth & friction free societal life. This knowledge is essential for knowing the history & tradition of the country and follow the path suggested by the social reformer and great

		historical personality.
		3. The university offer these program in a very responsible fees along with the study material prepared in the self instructional style in a very small & responsible fees as per the HEI's mission & goal.
		4. These program is offer through distance mode in remote areas of the state through varies study centre who have all the required academic & infrastructural facilities.
c	Nature of prospective target group of learners :	This program offers opportunities to get in to the educational stream & complete higher education to the target group consisting of the following people.
		1. Workers, farmers, persons involved in government & private sectors, girls & women who could not complete their education because of geographical, personal, economical & professional responsibilities.
		2. Those who want to develop study skill in order to complete their higher education through distance mode of educational strategies & philosophy.
		3. Those who want to understand the glorious history, rich traditions, freedom movement of India, as well as the thoughts of social reformers to improve individual and societal life.
		4. To create such abilities in learners which would help them to be a responsible individual in his family, workplace and citizen of India.
d	Appropriateness of program to be conducted in open & distance learning mode to acquire specific skills & competence :	1 The program is offered through distance mode as-
		a. The prospective learners are situated in remote areas who could not complete their education in the conventional mode of education.
		b. The learners are engaged in their family & professional responsibilities & cannot devote time for education.
		c. The learners need to be supported by the appropriate mode of education which will not disturb their family & professional responsibilities.
		d. The learners need to be provided access to higher education at a very moderate & responsible fees which they can afford in their income.

e	**Instructional Design :**	1) **This program is offered with the required study material so as to help the learners to get academic & content wise assistance of the required courses. The books supplied to the learners are written in the self instructional format in a very simple & communicative language.** 2) **The learners are supported with the counselling facilities at their study centre to clear their doubt & get further clarification about the content in the course which they feel difficult. The learners have also access through multimedia especially prepared on the content of the courses. This multimedia has been developed by the experts of the respective subject.**
f	**Procedure for admissions, curriculum transaction and evaluation:**	**The University has defined the minimum criterions for getting admission to this program. It has also been made very clear to the student about the fees they have to pay per year in the prospectus. The students are also eligible for scholarship and other financial assistance offered by the government under various scheme.** **The admission to this program are made through the modern online admission system the learners have the freedom to select a nearby study centre in his/her area. The learners are intimated about their admissions and they can contact their respective study centre. At the study centre they are supplied with the study material of the program and timetable of the counselling session. They are also informed about the availability of multimedia support and also their continuous evaluation and end examination. They are also given idea about the evaluation pattern of each course.**
g	**Requirement of the laboratory support and library recourses:**	**These study centres of this program have been allotted by physical visit to every centre to ensure that they have physical and academic infrastructure they have library facility and multimedia and internet facilities. If has also been seen that these study centre have the required facilities to enable students to complete their field activity in the given area.**
h	**Cost estimate of the program and the provisions:**	**We have consider following aspects involved in the development of the program.** **a) Initialization of the program and its objectives in the appropriate and requisite committee of the University. It is the School Council Committee in which the idea of the program is put before in the School Council. The cost of organizing a meeting of the school council is 75,000 − 1 lac Rs. Once the proposal is approved by school council it is**

		further put for the approval of academic & other bodies of the University. b) formulation of state level expert committee to prepare the syllabus of every course. Each meeting cost is Rs.1-1.5 lac per course. c) Selection of writers and assigning them book for writing. d) Training of writers to write in self instructional manners. e) Meeting of writers and editor's. f) Remunerations for writing and editing the books. g) Self instructional editing process on the book. h) Printing of the book. i) Storing the book and making them available at the study centre. j) Training of councillors for the provision of effective counselling facility.
i	Quality assurance mechanism and expected program outcomes	The University through following measures, to ensures quality in the delivery of the program and its outcomes. 1) Actual visit to the study centres to ensure that counselling is provided to students at the scheduled time. 2) By collecting feedback from students about the effective communication of the content through <u>Self Instructional Material.(SIM)</u> 3) By organizing class tests and assignments to know the students understanding of a course and difficulty they are facing. 4) By inviting students feedback and responses through letters, mails.

		Programme Project Report (PPR) –G02- Bachelor of Commerce (B.Com)	
		ODL guidelines	Information from YCMOU
	Name of Program	Bachelor of Commerce (B.Com) (G02)	Bachelor of Commerce (B.Com)-G02
a	Programme's mission & objectives :	The Higher Educational Institution (HEI) shall define the mission statement and objectives for the programme to be launched, which shall reflect the strategic direction and the academic goals of the Higher Educational Institution. Those shall be aligned with industrial or learners' demand, and shall be defined in such a manner that they are appropriate to be achieved.	**Mission:** To respond to the developmental needs of the society by offering need based professional courses to larger segment of population. **Objectives:** 1. To educate and train a person to a skilled level of expertise in Commerce 2. To develop manpower useful in the field of commerce.
b	Relevance of the program with HEI's Mission and Goals :	The Higher Educational Institution shall plan for such a programme to be offered through the Open and Distance Learning mode that is relevant to the Higher Educational Institution's mission and goals. Therefore, it is very much important that the programme to be offered through	Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program (a) To provide through instruction, teaching and training and other educational opportunities, access 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; [1(a)] (b) To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human

		Open and Distance Learning should be aligned with Higher Educational Institution's mission and goal and will prove as major contributing factor in its achievement	resources; [1(b)] (c) 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 endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)] (d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)] (e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)] (f) To develop innovative, need based vocational courses and establish industry, institution linkage for developing the society; [1(f)] (g) 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)] (h) To provide for the counselling and guidance to its students; [1(j)] (i) To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]
c	Nature of prospective target group of learners:	The Higher Educational Institution shall identify the target group of learners. It is required to understand their learning needs and on its basis the curriculum should	Students of who have passed HSC or Preparatory programme of YCMOU With a focus on developing their future career in the area of commerce

		be aimed. The Higher Educational Institution should also consider diverse class of learners including a class having of low level of disposable income, rural dwellers, women, unskilled men, minorities etc.	
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :	The Higher Educational Institution shall clearly identify the learning outcomes for the programme which shall cover the specific skills and competence to be acquired by the learner. The programme should be aimed appropriately to those learning outcomes. The learning outcomes shall include the development of knowledge and understanding appropriate to the area of study and these should also reflect academic, professional and occupational standards of that field. The learning outcomes should incorporate generic transferable skills and competencies.	The students will be involved in the whole product design lifecycle from the initial concept through to delivery and the outcome of the program will be to make them employable in one of three main areas: a. Acquire necessary knowledge in the area commerce. b. To develop skills and competencies through illustrations to understand actual work environment and concepts in commerce. c. To inculcate attitudes and behavior necessary to work as teams through involving students in various activities.
e	Instructional Design:	Instructional Design includes Curriculum design,	Uploaded on university portal (Annexure -I)

		detailed syllabi, duration of the programme, faculty and support staff requirement, instructional delivery mechanisms, identification of media – print, audio or video, online, computer aided, and student support service systems. The Higher Educational Institution shall define the instructional design for each of the academic programmes to be offered through the Open and Distance Learning mode and shall map the credit hours for each course or module of the programme.	
f	Procedure for admissions, curriculum transaction and evaluation :	The Higher Educational Institution shalldefine the admission policy for the programme with minimum eligibility and fee structure. The information related to financial assistance, if any, should be included in the policy. The Higher Educational Institution shall notify the policy of programme delivery along with the details of	**Admission procedure:** The process of admission to this program shall be as per the prospectus and other documents, training videos, etc published from time to time at the university's authorised web sites. The admission process may be conducted through online payment using a portal duly dedicated for the purpose. **Eligibility criteria for the admission:** The admission to this programme is based on fulfilling any one of the following criteria - (1) Preparatory programme of YCMOU with minimum 40% marks. Certificate Programme for Self Help Group facilitators of YCMOU with minimum 40% marks. (2) H.S.C. or equivalent examination of Maharashtra or other state HSC Board. (3) 11th standard passed (Before 1975). (4) Government recognised certificate / diploma of minimum two years after SSC. **Total fee** :Rs.5,900/-

		methods and web-based tools to be adopted. The Higher Educational Institution shall notify the activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session. Further, the Higher Educational Institution shall also notify policy for evaluation of learner progress along with methods and tools.	First Year: Rs.1,500/- Second Year: Rs.2,100/- Third Year: Rs.2,300/-
g	Requirement of the laboratory support and Library Resources:	There may be programmes having practical component in syllabus. The Higher Educational Institution shall give clear guidelines about the laboratory support to the learners to perform the practicals prescribed in the programme. There shall be provision of a practicals book for the learners. In case of online learning, the practical should be conducted and performed by applying virtual reality methods.	List of Infrastructure attached Section no.15 of. Part B of Annexure-I
h	Cost estimate of the	: The cost estimate should indicate the	Rs.14,40,000/- Development Rs 3,00,000/- Delivery and Maintenance

		programme and the provisions:	amount assigned for programme development, delivery and maintenance.	
i		Quality assurance mechanism and expected programme outcomes :	The Higher Educational Institution shall define the review mechanism for programme and continuously enhance the standards of curriculum, instructional design relevant to professional requirements of the area of study. There should be course benchmark statements. The Higher Educational Institution shall also devise the mechanism for monitoring effectiveness of the programme.	The following key result areas will be closely monitored. i. Enrolment of student(Access equity) ii. Examination Results iii. Placements/satisfaction of passing out students iv. Administrative feedback

School of Humanities & Social Sciences

Programme Project Report – PPR

B.A. in Mass Communication and Journalism

	Name of Program:	B.A. in Mass Communication and Journalism
a	Programmes mission & objectives:	1. To provide foundation of Indian Social Cultural background and knowledge to the students aspiring degree in Mass Communication & Journalism. 2. To provide communication skills, writing skills in Marathi, Hindi & English for effective reporting to the student of Mass Communication & Journalism. 3. To provide knowledge in the various social sciences like economics, sociology political science, psychology with the purpose of understanding the background and the causes of individual and societal problems being reported.
b	Relevance of program with HEI's Mission & Goals:	1. The University aims at providing educational opportunities in the remote part of state of Maharashtra & bring those into the main stream of education who could not complete their education in the formal system of education because of their professional & family responsibilities. 2. This program offers the opportunity to gain knowledge in the area of languages & Social Sciences which is very important for the smooth & friction free societal life. This knowledge is essential for knowing the history & tradition of the country and follow the path suggested by the social reformer and great historical personalities. 3. The university offer this program in a very reasonable fees along with the study material prepared in the Self Instructional Style in a small & reasonable fees as the HEI's mission & goal. 4. This program is offered through distance mode in remote areas of the state through various study centers who have all the required academic & infrastructural facilities.
c	Nature of prospective target group of learners :	This program offer opportunities to get into the educational stream & complete higher education to the target group consisting of the following people. 1. Workers, farmers, persons involved in government

		& private sectors, girls & women who could not complete their education because of geographical, personal, economic & professional responsibilities. 2. Those who want to develop study skills in order to complete their higher education through distance mode of education strategies & philosophy. 3. Those who want to understand the glorious history, rich traditions, freedom movement of India, as well as the thoughts of social reformers to improve individual and societal life. 4. To create such abilities in learners which would help them to be a responsible individual in his family, workplace and as a citizen of India.
d	Appropriateness of program to be conducted in open & distance learning mode to acquire specific skills & competence :	1 The program is offered through distance mode as- a. The prospective learners are situated in remote areas who could not complete their education in the conventional mode of education. b. The learners are engaged in their family & professional responsibilities & can not devote time for education. c. The learners need to be supported by the appropriate mode of education which will not disturb their family & professional responsibilities. d. The learners need to be provided access to higher education at a very moderate & responsible fees which they can afford in their income.
e	Instructional Design :	1) This program is offered with the required study material so as to help the learners to get academic & content wise assistance of the required courses. The books supplied to the learners are written in the Self Instructional Format in a very simple & communicative language. 2) The learners are supported with the counselling facilities at their study centre to clear their doubt & get further clarification about the content in the course which they feel difficult. The learners have also access through multimedia especially prepared on the content of the courses. This multimedia has been developed by the experts of the respective subject.
f	Procedure for admissions,	The University has defined the minimum criterion for getting admission to this program. It has also been made

	curriculum transaction and evaluation:	very clear to the student about the fees they have to pay per year in the prospectus. The students are also eligible for scholarship and other financial assistance offered by the government under various scheme. The admission to this program are made through the modern online admission system the learners have the freedom to select a nearby study centre in his/her area. The learners are intimated about their admissions and they can contact their respective study centre. At the study centre they are supplied with the study material of the program and time-table of the counselling sessions. They are also informed about the availability of multimedia support and also their continuous evaluation and end examination. They are also given idea about the evaluation pattern of each course.
g	**Requirement of the laboratory support and library recourses:**	These study centres of this program have been allotted by physical visit to every centre to ensure that they have physical and academic infrastructure they have library facility and multimedia and internet facilities. If has also been seen that these study centre have the required facilities to enable students to complete their field activity in the given area.
h	**Cost estimate of the program and the provisions:**	We have considered following aspects involved in the development of the program. a) Initialization of the program and its objectives in the appropriate and requisite committee of the University. It is the School Council Committee in which the idea of the program is put before in the School Council. The cost of organizing a meeting of the school council is 75,000 – 1 lac Rs. Once the proposal is approved by school council it is further put for the approval of academic & other bodies of the University. b) formulation of state level expert committee to prepare the syllabus of every course. Each meeting cost is Rs.1-1.5 lac per course. c) Selection of writers and assigning them book for writing. d) Training of writers to write in self instructional manners. e) Meeting of writers and editors. f) Remuneration for writing and editing the books. g) Self instructional editing process on the book. h) Printing of the book. i) Storing the book and making them available at the study centre. j) Training of councillors for the provision of effective counselling facility.

i	**Quality assurance mechanism and expected program outcomes**	**The University through following measures, ensures, quality in the delivery of the program and its outcomes.**
		  1) Actual visit to the study centres to ensure that counselling is provided to students at the scheduled time.
		  2) By collecting feedback from students about the effective communication of the content through <u>Self Instructional Material.</u>
		  3) By organizing class tests and assignments to know the students understanding of a course and difficulty they are facing.
		  4) By inviting students feedback and responses through letters, mails.

	Programme Project Report (PPR) – Bachelor of Commerce (Co-operative Management) G40		
	Name of Program	Bachelor of Commerce (Co-operative Management)	Bachelor of Commerce (Co-operative Management)
a	Programme's mission & objectives :	The Higher Educational Institution (HEI) shall define the mission statement and objectives for the programme to be launched, which shall reflect the strategic direction and the academic goals of the Higher Educational Institution. Those shall be aligned with industrial or learners' demand, and shall be defined in such a manner that they are appropriate to be achieved.	**Mission:** To respond to the developmental needs of the society by offering need based vocational courses to larger segment of population. **Objectives:** 1. To educate and train a person to a skilled level of expertise in the domain area of co-operative sector. 2. To enable the students to acquire knowledge of Co-operative management in various sectors like dairy, banking, agro based and self employment co-operation.
b	Relevance of the program with HEI's Mission and Goals :	The Higher Educational Institution shall plan for such a programme to be offered through the Open and Distance Learning mode that is relevant	Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program (a) To provide through instruction, teaching and training and other educational opportunities, access 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; [1(a)] (b) To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals,

		to the Higher Educational Institution's mission and goals. Therefore, it is very much important that the programme to be offered through Open and Distance Learning should be aligned with Higher Educational Institution's mission and goal and will prove as major contributing factor in its achievement	institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)] (c) 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 endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)] (d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)] (e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)] (f) To develop innovative, need based vocational courses and establish industry, institution linkage for developing the society; [1(f)] (g) 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)] (h) To provide for the counselling and guidance to its students; [1(j)] (i) To provide major part of its resources and direct efforts in designing, developing and offering need based and relevant vocational courses.
c	Nature of prospective target group of learners:	The Higher Educational Institution shall identify the target group of learners. It is required to understand their learning needs and on its basis the curriculum should be aimed. The Higher Educational	Students of who have passed HSC or Preparatory programme of YCMOU With a focus on developing their future career in the area of commerce

		Institution should also consider diverse class of learners including a class having of low level of disposable income, rural dwellers, women, unskilled men, minorities etc.	
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :	The Higher Educational Institution shall clearly identify the learning outcomes for the programme which shall cover the specific skills and competence to be acquired by the learner. The programme should be aimed appropriately to those learning outcomes. The learning outcomes shall include the development of knowledge and understanding appropriate to the area of study and these should also reflect academic,	1. The students will be involved in the co-operative management organisations the outcome of the program will be to make them employable in one of four sectors of co-operative management like, dairy, banking, agro based and self employment co-operation. a. Acquire necessary knowledge in the area of Co-operative Management. b. To develop skills and competencies in students to work in a member-owned enterprise, such as co-operatives and social enterprises. c. To inculcate attitudes and behavior necessary to manage and lead co-operatives, and social enterprises

		professional and occupational standards of that field. The learning outcomes should incorporate generic transferable skills and competencies.	
e	Instructional Design:	Instructional Design includes Curriculum design, detailed syllabi, duration of the programme, faculty and support staff requirement, instructional delivery mechanisms, identification of media – print, audio or video, online, computer aided, and student support service systems. The Higher Educational Institution shall define the instructional design for each of the academic programmes to be offered through the	Uploaded on university portal (Annexure -I)

		Open and Distance Learning mode and shall map the credit hours for each course or module of the programme.	
f	Procedure for admissions, curriculum transaction and evaluation :	The Higher Educational Institution shalldefine the admission policy for the programme with minimum eligibility and fee structure. The information related to financial assistance, if any, should be included in the policy. The Higher Educational Institution shall notify the policy of programme delivery alongwith the details of methods and web-based tools to be adopted. The Higher Educational Institution shall notify the activity planner including all the academic activities to be carried out by	**Admission procedure:** The process of admission to these programs shall be as per the prospectus and other documents, training videos, etc published from time to time at the university's authorized web sites. The admission process may be conducted through online payment using a portal duly dedicated for the purpose. **Eligibility Criteria:** The admission to this programme is based on fulfilling any one of the following criteria - (1) Preparatory programme of YCMOU with minimum 40% marks. Certificate Programme for Self Help Group facilitators of YCMOU with minimum 40% marks. (2) H.S.C. or equivalent examination of Maharashtra or other state HSC Board. (3) 11th standard passed (Before 1975). (4) Government recognized certificate / diploma of minimum two years after SSC. (5) Passed 2 years of government approved diploma or certificate programme after SCC for e.g. D.C.E, D.M.E., D.E.E, D.Pharm, Dairy tech, A.T.D., T.D., N.C.T.V.T., ITI, and MCVC. (6)If student has passed any one Diploma in co-operative management of YCMOU he/she can get admission for second year of degree programme. 1. Diploma In Co-Operative Management 2. Diploma In Co-Operative Management(Banking) 3. Diploma In Co-Operative Management(Dairy) 4. Diploma In Co-Operative Management(Agro-based) 5. Diploma In Co-Operative Management (Self employment co-opreation) First Year: Rs.2,300/- Second Year: Rs.2,300/- Third Year: Rs.2,300/- **Total fee** :Rs.6,900/-per Year

		the Higher Educational Institution during the academic session. Further, the Higher Educational Institution shall also notify policy for evaluation of learner progress along with methods and tools.	
g	Requirement of the laboratory support and Library Resources:	There may be programmes having practical component in syllabus. The Higher Educational Institution shall give clear guidelines about the laboratory support to the learners to perform the practicals prescribed in the programme. There shall be provision of a practicals book for the learners. In case of online learning, the practical should be conducted and performed by applying virtual reality methods.	List of Infrastructure attached Section no.15 of. Part B of Annexure-I

h	Cost estimate of the programme and the provisions:	: The cost estimate should indicate the amount assigned for programme development, delivery and maintenance.	Rs.15,00,000/- Development(Approx) Rs 3,00,000/- Delivery and Maintenance

i	Quality assurance mechanism and expected programme outcomes :	The Higher Educational Institution shall define the review mechanism for programme and continuously enhance the standards of curriculum, instructional design relevant to professional requirements of the area of study. There should be course benchmark statements. The Higher Educational Institution shall also devise the mechanism for monitoring effectiveness of the programme.	The following key result areas will be closely monitored.
			   i. Enrolment of student(Equited Access)
			   ii. Examination Results
			   iii. Placements/satisfaction of passing out students
			   iv. Administrative feedback

School of Commerce and Management

Master of Commerce (M.Com-M17)

Details of the programme Proposes to Be Offered Through Open and Distance Learning Mode

Important Note :- All the information from point no 1 to 22 as per the format given below is required to be furnished for each and every programme proposed to be offered through Open and Distance Learning Mode from July 2018

Name of Programme :	Master of Commerce (M.Com.) [M17]
Name of Department:	School of Commerce and Management
Whether complete SLM prepared for full programme:	Yes
Whether Program Project Report (PPR) prepared for the programme and approved as per clause 10(3) of part III of Regulation :	Yes
Upload Document:	**Yes**
In case of professional programme approval of concerned statutory body obtained:	No
Whether SLM approved by statutory bodies of HEI:	Yes
Whether SLM provided in Print:	Yes
No. of permanent faculty available exclusively for proposed programme through ODL Mode (No. of Associate Professor)	No
No. of permanent faculty available exclusively for proposed programme through ODL Mode (No. of Assistant Professor)	01
whether nomenclature of proposes programme is as per UGC norms	Yes
whether duration of proposes programme is as per UGC norms	Yes
Whether minimum eligibility criteria for admission in the proposes programme is as per UGC norms	Yes
Whether credit system will be followed for distance mode:	Yes
Whether approval obtained from concerned Regulatory Authority such as AICTE, NCTE etc. For offering the proposed programme through distance mode. If yes, specify authority and given details:	No
Total fees to be charged (Mention all components) for a semester and for complete programme	**Fees for the Programme is as follows:** **First Year:** **Details of the University Fees:**

		Sr.No.	Particulars	I Year	II Year

		1.	University fee	2,000	3,000
		2.	Study Centre fee	1,500	2,000
			Total	**3,500**	**5,000**
Whether personal contact programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.	Yes Total Contact Sessions 360 Hours (72*5) 1 Credit= 5 Hours; 4 Hours Contact Sessions and 1 Hour Practical/ Tutorial				
Whether any component of the programme is offered as MOOCs	No				

School of Commerce and Management

Master of Commerce (M.Com-M17)

Programme details

Note: - Name of programme shall in elaborate form (i.e. for Bachelor of Arts, Master of Science (Information Technology etc.). If Not Application then Enter NA or 0.

Name of Programme proposed to be offered from July, 2018 onwards:	**Master of Commerce**
Whether degree as per UGC Notification regarding Specification of Degrees, 2014 (Y/N):	**Yes**
Minimum Duration of programmes (Years)	**Two Years**
Type of Programme	**Post Graduate**
Whether SLM prepared for complete programme:	**Yes**
Whether offered under Regular mode:	**No**

Details of Programme under Regular mode for last 3 years

Year	Level	Mode of education	Intake capacity	Students admitted	Students passed
2017-18	Post Graduate	**ODL mode**			
2016-17	Post Graduate	**ODL mode**			
2015-16	Post Graduate	**ODL mode**			

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	**Yes**	**20%**
Practicals	**No**	**0%**
Project	**Yes**	**3%**
Term End Exam	**Yes**	**80%**

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
Yes	**Yes**	**Yes**	-

Academic Year Planner [Semester wise]

Sr.No	Name of the Activity	July		January	
		From	**To**	**From**	**To**
1	Admission	July	September		
2	Distribution of SLM	June	September	January	January

3	Contact Programmes	September	December	January	May
4	Assignments Submission (if any)	November	November	April	May
5	Examination	December	December	June	June
6	Declaration of Result	January	January	July	July

Programme Project Report (PPR): M.A. (Subject Communication)

Sr. No.	Name of Program:	• **Master of Arts (Subject Communication)**
a	Programme's mission & objectives:	• **Mission:** To develop an academic program pertaining to Communication Research for the Graduates from Humanities and Social Sciences and acquaint them novel area of Communication of content. • **Objectives:** To offer opportunities of higher studies to deserving persons, both employed or unemployed. • To orient the students about research methodology pertaining to Communication Research.
b	Relevance of the program with HEI's Mission and Goals:	• The PG program is developed in consistent with the Mission and Goal of the university to update learners about recent developments in the communication and mass media.
c	Nature of prospective target group of learners:	• Target Group: Any Graduate person. • Persons working in educational institutes, print or electronic media, NGOs, Industries etc.
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:	• Duration: 2 Years. • Theory Component: 2040 hours learning activities including face to face learning, home assignments, library work, peer interactions at study centre. • Research Component: 360 hours of research related activities of the Research project. It includes research presentation seminar, development of synopsis, collection of references & review of literature, development of tools for data collection, Data Collection, Compilation, Tabulation, Data Analysis & Interpretation, Writing of Draft Report, Final Dissertation.

e	Instructional Design:	• Duration of Program: 2 Years
		• Total Courses: Courses: 15
		Year 1 : Semester I
		EVS201 : पर्यावरण अभ्यास
		   १. पर्यावरण अभ्यास
		
		EDU503 : अनुदेशन प्रणाली अभिकल्प
		   १. अनुदेशन प्रणाली अभिकल्प
		
		EDU018 :शैक्षणिक आणि समाजशास्त्रीय संशोधन पद्धती
		   १. शैक्षणिक आणि समाजशास्त्रीय संशोधन परिचय
		   २. संशोधन पद्धती
		   ३. संशोधनाची साधने आणि नमुना निवड
		   ४. सामग्री विश्लेषण, अन्वयार्थ, संशोधन आराखडा आणि अहवाल लेखन
		
		Year 1 : Semester II
		
		EDU513 : शैक्षणिक व्यवस्थापन व प्रशासन
		   १. शैक्षणिक व्यवस्थापन व प्रशासन
		
		EDU514 : शैक्षणिक नियोजन: भाग १

Sr. No.	Name of Program:	• **Master of Arts (Subject Communication)**
		१. शैक्षणिक नियोजन - भाग १ २. शैक्षणिक नियोजन - भाग २ EDU511 : मूल्यनिर्धारण व मूल्यमापन १. मूल्यनिर्धारण व मूल्यमापन वैकल्पिक विषय १. GEN121: Cyber Security २. GEN101 : English ३. GEN103 : French ४. GEN104 : Arabic ५. GEN105 : German ६. GEN204 : Communications Skills ७. GEN122 : Office Tools **Year 2 : Semester III** **EDU512 :** शिक्षणातील संज्ञापन प्रकार EDU515 : प्रौढ व निरंतर शिक्षण EDU516 : अनौपचारिक शिक्षण वैकल्पिक विषय १. GEN203 : Value Education २. GEN401 :Yoga Education **Year 2 : Semester IV** OPN236 : मानवी हक्कांचे संप्रेषण HRC001 : मानवी हक्क : मुलभूत संकल्पना आणि ऐतिहासिक वाटचाल १. मानवी हक्कातील मुलभूत संकल्पना २. मानवी हक्कांची ऐतिहासिक वाटचाल HRC002 : मानवी हक्क आणि भारत १. मानवी हक्क आणि भारतीय राज्यघटना २. मानवी हक्कांच्या अंमलबजावणी यंत्रणा OPN265 : परिसंवाद M31PRJ : संशोधन प्रकल्प/साधन निर्मिती अहवाल M31VIV : मौखिक परीक्षा
f	Procedure for admissions, curriculum transaction and evaluation:	• Admission Period: June to September every year. • Total Admission: 120 Admissions at each study center. • Tuition Fees: • First Year: Rs. 4000/- & Second Year: Rs. 4000/-

Sr. No.	Name of Program:	• **Master of Arts (Subject Communication)**
		• Admission Process: Through Online admission process implemented by YCMOU.
		• Contact Sessions: All Contact Sessions are conducted as per the timetable designed for M. A. (Subject Communication) program on Sundays at the Study centres located across the state of Maharashtra State.
		• Total Contact Sessions: 05 face to face Contact sessions for theory component are conducted at the study centre for each Semester. Thus 10 contact sessions during entire academic year.
		• Duration of Contact Session: 5 hours theory in one contact session of full day duration.
		• Student Evaluation: Continuous Assessment through Home Assignments for 20 marks and Term end evaluation for 80 marks per course (subject) is done independently for theory component. Home assignments are evaluated by the counsellors at study centre while end examination is conducted by the University.
		• Passing Criteria: Student must obtain minimum 40 % marks in End Examination conducted by the University in each course as well as in all courses for being eligible to pass.
		• Passing Criteria: Student must obtain minimum 40 % marks in each course.
g	Requirement of the laboratory support and Library Resources:	• Practical Component: This is non laboratory type of academic program which involves lot of field data collection and analysis and student has to visit the operational areas of his/her research. for 360 - 400 hours in the second year.
		• Each PG Student may avail guidance for research work by the counsellor at study centre during the entire period of his/her Research investigation.
		• The supplementary learning material (books) is available at study centre for reference purposes.
		• The Central Library at University campus is also open to students.
h	Cost estimate of the programme and the provisions:	• The program has been in operation from the last 24 years which was developed from the grant in aid received from the former Distance Education Council (DEC).
		• Total estimated development cost for all 15 courses under FY, SY and TY is Rs. 18.75 lakh as per the approved University budget for respective financial year. (@ Rs. 1.25 lakh per course)
i	Quality assurance mechanism and expected programme outcomes:	• The quality and usefulness of the program is evaluated regularly through the annual feedback taken from the learners and the study centres and efforts will be taken to improve it during the time of course revision.
		• Feed back is also taken through the absorption of our pass out students in public and private job market.

Programme Project Report (PPR): M.A. (Educational Communication)

Sr. No.	Name of Program:	• **Master of Arts (Educational Communication)**
a	Programme's mission & objectives:	• **Mission:** To develop an academic program pertaining to Educational Communication Research for the Graduates from Education, Humanities and Social Sciences and acquaint them novel area of Communication of content. • **Objectives:** To offer opportunities of higher studies to deserving persons, both employed or unemployed. • To orient the students about research methodology pertaining to Communication Research.
b	Relevance of the program with HEI's Mission and Goals:	• The PG program is developed in consistent with the Mission and Goal of the university to update learners about recent developments in the communication and mass media.
c	Nature of prospective target group of learners:	• Target Group: Any Graduate person. • Persons working in educational institutes, print or electronic media, NGOs, Industries etc.
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:	• Duration: 2 Years. • Theory Component: 2040 hours learning activities including face to face learning, home assignments, library work, peer interactions at study centre. • Research Component: 360 hours of research related activities of the Research project. It includes research presentation seminar, development of synopsis, collection of references & review of literature, development of tools for data collection, Data Collection, Compilation, Tabulation, Data Analysis & Interpretation, Writing of Draft Report, Final Dissertation.

e	Instructional Design:	• Duration of Program: 2 Years
		• Total Courses: Courses: 15
		Year 1 : Semester I
		EVS201 : पर्यावरण अभ्यास
		  १. पर्यावरण अभ्यास
		
		EDU503 : अनुदेशन प्रणाली अभिकल्प
		  १. अनुदेशन प्रणाली अभिकल्प
		
		EDU018 :शैक्षणिक आणि समाजशास्त्रीय संशोधन पद्धती
		  १. शैक्षणिक आणि समाजशास्त्रीय संशोधन परिचय
		  २. संशोधन पद्धती
		  ३. संशोधनाची साधने आणि नमुना निवड
		  ४. सामग्री विश्लेषण, अन्वयार्थ, संशोधन आराखडा आणि अहवाल लेखन
		
		Year 1 : Semester II
		
		EDU513 : शैक्षणिक व्यवस्थापन व प्रशासन
		  १. शैक्षणिक व्यवस्थापन व प्रशासन
		
		EDU514 : शैक्षणिक नियोजन: भाग १

Sr. No.	Name of Program:	• **Master of Arts (Educational Communication)**
		१. शैक्षणिक नियोजन - भाग १
		२. शैक्षणिक नियोजन - भाग २
		EDU511 : मूल्यनिर्धारण व मूल्यमापन
		१. मूल्यनिर्धारण व मूल्यमापन
		वैकल्पिक विषय
		१. GEN121: Cyber Security २. GEN101 : English ३. GEN103 : French ४. GEN104 : Arabic ५. GEN105 : German ६. GEN204 : Communications Skills ७. GEN122 : Office Tools
		Year 2 : Semester III **EDU512 :** शिक्षणातील संज्ञापन प्रकार EDU515 : प्रौढ व निरंतर शिक्षण EDU516 : अनौपचारिक शिक्षण
		वैकल्पिक विषय
		१. GEN203 : Value Education २. GEN401 :Yoga Education
		Year 2 : Semester IV OPN236 : मानवी हक्कांचे संप्रेषण HRC001 : मानवी हक्क : मुलभूत संकल्पना आणि ऐतिहासिक वाटचाल
		१. मानवी हक्कातील मुलभूत संकल्पना २. मानवी हक्कांची ऐतिहासिक वाटचाल HRC002 : मानवी हक्क आणि भारत
		१. मानवी हक्क आणि भारतीय राज्यघटना २. मानवी हक्कांच्या अंमलबजावणी यंत्रणा
		OPN265 : परिसंवाद M32PRJ : संशोधन प्रकल्प/साधन निर्मिती अहवाल M32VIV : मौखिक परीक्षा
f	Procedure for admissions, curriculum transaction and evaluation:	• Admission Period: June to September every year. • Total Admission: 120 Admissions at each study center. • Tuition Fees: • First Year: Rs. 4000/- & Second Year: Rs. 4000/-

Sr. No.	Name of Program:	• **Master of Arts (Educational Communication)**
		• Admission Process: Through Online admission process implemented by YCMOU.
		• Contact Sessions: All Contact Sessions are conducted as per the timetable designed for M. A. (Subject Communication) program on Sundays at the Study centres located across the state of Maharashtra State.
		• Total Contact Sessions: 05 face to face Contact sessions for theory component are conducted at the study centre for each Semester. Thus 10 contact sessions during entire academic year.
		• Duration of Contact Session: 5 hours theory in one contact session of full day duration.
		• Student Evaluation: Continuous Assessment through Home Assignments for 20 marks and Term end evaluation for 80 marks per course (subject) is done independently for theory component. Home assignments are evaluated by the counsellors at study centre while end examination is conducted by the University.
		• Passing Criteria: Student must obtain minimum 40 % marks in End Examination conducted by the University in each course as well as in all courses for being eligible to pass.
		• Passing Criteria: Student must obtain minimum 40 % marks in each course.
g	Requirement of the laboratory support and Library Resources:	• Practical Component: This is non laboratory type of academic program which involves lot of field data collection and analysis and student has to visit the operational areas of his/her research. for 360 - 400 hours in the second year.
		• Each PG Student may avail guidance for research work by the counsellor at study centre during the entire period of his/her Research investigation.
		• The supplementary learning material (books) is available at study centre for reference purposes.
		• The Central Library at University campus is also open to students.
h	Cost estimate of the programme and the provisions:	• The program has been in operation from the last 24 years which was developed from the grant in aid received from the former Distance Education Council (DEC).
		• Total estimated development cost for all 15 courses under FY, SY and TY is Rs. 18.75 lakh as per the approved University budget for respective financial year. (@ Rs. 1.25 lakh per course)
i	Quality assurance mechanism and expected programme outcomes:	• The quality and usefulness of the program is evaluated regularly through the annual feedback taken from the learners and the study centres and efforts will be taken to improve it during the time of course revision.
		• Feed back is also taken through the absorption of our pass out students in public and private job market.

Programme Project Report (PPR): M.Sc. (Subject Communication)

Sr. No.	Name of Program:	• **Master of Science (Subject Communication)**
a	Programme's mission & objectives:	• **Mission:** To develop an academic program pertaining to Communication Research for the Graduates from Science faculty and acquaint them novel area of Communication of content. • **Objectives:** To offer opportunities of higher studies to deserving persons, both employed or unemployed. • To orient the students about research methodology pertaining to Communication Research.
b	Relevance of the program with HEI's Mission and Goals:	• The PG program is developed in consistent with the Mission and Goal of the university to update learners about recent developments in the communication and mass media.
c	Nature of prospective target group of learners:	• Target Group: Any Science Graduate person. • Persons working in educational institutes, print or electronic media, NGOs, Industries etc.
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:	• Duration: 2 Years. • Theory Component: 2040 hours learning activities including face to face learning, home assignments, library work, peer interactions at study centre. • Research Component: 360 hours of research related activities of the Research project. It includes research presentation seminar, development of synopsis, collection of references & review of literature, development of tools for data collection, Data Collection, Compilation, Tabulation, Data Analysis & Interpretation, Writing of Draft Report, Final Dissertation.

e	Instructional Design:	• Duration of Program: 2 Years
		• Total Courses: Courses: 15
		Year 1 : Semester I
		EVS201 : पर्यावरण अभ्यास
		  १. पर्यावरण अभ्यास
		
		EDU503 : अनुदेशन प्रणाली अभिकल्प
		  १. अनुदेशन प्रणाली अभिकल्प
		
		EDU018 : शैक्षणिक आणि समाजशास्त्रीय संशोधन पद्धती
		  १. शैक्षणिक आणि समाजशास्त्रीय संशोधन परिचय
		  २. संशोधन पद्धती
		  ३. संशोधनाची साधने आणि नमुना निवड
		  ४. सामग्री विश्लेषण, अन्वयार्थ, संशोधन आराखडा आणि अहवाल लेखन
		
		Year 1 : Semester II
		
		EDU513 : शैक्षणिक व्यवस्थापन व प्रशासन
		  १. शैक्षणिक व्यवस्थापन व प्रशासन
		
		EDU514 : शैक्षणिक नियोजन: भाग १
		  १. शैक्षणिक नियोजन - भाग १

Sr. No.	Name of Program:	• **Master of Science (Subject Communication)**

		२. शैक्षणिक नियोजन - भाग २
		
		EDU511 : मूल्यनिर्धारण व मूल्यमापन
		
		   १. मूल्यनिर्धारण व मूल्यमापन
		
		वैकल्पिक विषय
		
		   १. GEN121: Cyber Security
		   २. GEN101 : English
		   ३. GEN103 : French
		   ४. GEN104 : Arabic
		   ५. GEN105 : German
		   ६. GEN204 : Communications Skills
		   ७. GEN122 : Office Tools
		
		Year 2 : Semester III
		EDU512 : शिक्षणातील संज्ञापन प्रकार
		
		EDU515 : प्रौढ व निरंतर शिक्षण
		
		EDU516 : अनौपचारिक शिक्षण
		
		वैकल्पिक विषय
		
		   १. GEN203 : Value Education
		   २. GEN401 :Yoga Education
		
		Year 2 : Semester IV
		OPN236 : मानवी हक्कांचे संप्रेषण
		
		  HRC001 : मानवी हक्क : मुलभूत संकल्पना आणि ऐतिहासिक वाटचाल
		
		   १. मानवी हक्कातील मुलभूत संकल्पना
		
		   २. मानवी हक्कांची ऐतिहासिक वाटचाल
		
		  HRC002 : मानवीं हक्क आणि भारत
		
		   १. मानवी हक्क आणि भारतीय राज्यघटना
		
		   २. मानवी हक्कांच्या अंमलबजावणी यंत्रणा
		
		OPN265 : परिसंवाद
		
		M35PRJ : संशोधन प्रकल्प/साधन निर्मिती अहवाल
		
		M35VIV : मौखिक परीक्षा

f	Procedure for admissions, curriculum transaction and evaluation:	• Admission Period: June to September every year. • Total Admission: 120 Admissions at each study center. • Tuition Fees: • First Year: Rs. 4000/- & Second Year: Rs. 4000/- • Admission Process: Through Online admission process

Sr. No.	Name of Program:	• **Master of Science (Subject Communication)**
		implemented by YCMOU. • Contact Sessions: All Contact Sessions are conducted as per the timetable designed for M. A. (Subject Communication) program on Sundays at the Study centres located across the state of Maharashtra State. • Total Contact Sessions: 05 face to face Contact sessions for theory component are conducted at the study centre for each Semester. Thus 10 contact sessions during entire academic year. • Duration of Contact Session: 5 hours theory in one contact session of full day duration. • Student Evaluation: Continuous Assessment through Home Assignments for 20 marks and Term end evaluation for 80 marks per course (subject) is done independently for theory component. Home assignments are evaluated by the counsellors at study centre while end examination is conducted by the University. • Passing Criteria: Student must obtain minimum 40 % marks in End Examination conducted by the University in each course as well as in all courses for being eligible to pass. • Passing Criteria: Student must obtain minimum 40 % marks in each course.
g	Requirement of the laboratory support and Library Resources:	• Practical Component: This is non laboratory type of academic program which involves lot of field data collection and analysis and student has to visit the operational areas of his/her research. for 360 - 400 hours in the second year. • Each PG Student may avail guidance for research work by the counsellor at study centre during the entire period of his/her Research investigation. • The supplementary learning material (books) is available at study centre for reference purposes. • The Central Library at University campus is also open to students.
h	Cost estimate of the programme and the provisions:	• The program has been in operation from the last 24 years which was developed from the grant in aid received from the former Distance Education Council (DEC). • Total estimated development cost for all 15 courses under FY, SY and TY is Rs. 18.75 lakh as per the approved University budget for respective financial year. (@ Rs. 1.25 lakh per course)
i	Quality assurance mechanism and expected programme outcomes:	• The quality and usefulness of the program is evaluated regularly through the annual feedback taken from the learners and the study centres and efforts will be taken to improve it during the time of course revision. • Feed back is also taken through the absorption of our pass out students in public and private job market.

School of Humanities & Social Sciences

Programme Project Report – PPR

M.A. Marathi

	Name of Program:	M. A. Marathi
a	**Programmes mission & objectives:**	1. To provide opportunity to learners who have completed their bachelor's degree in Marathi to complete their post graduate studies. 2. To enable learners complete their Post Graduation in the subject Marathi without disturbing their family and professional responsibilities. 3. To provide opportunity to learners to studying theory and latest development in the subject Marathi. 4. To enable learners obtain expertise by advancing the study in the subject Marathi. 5. To increase overall awareness and sense of responsibility to tackle individual & social problems having direct or indirect relation with the present problem being faced.
b	**Relevance of program with HEI's Mission & Goals:**	1. The University aims at providing educational opportunities in the remote part of state of Maharashtra & bring those into the main stream of education who could not complete their education in the formal system of education because of their professional & family responsibilities. 2. This program offers the opportunity to gain knowledge in the area of languages & Social Sciences which is very important for the smooth & friction free societal life. This knowledge is essential for knowing the history & tradition of the country and follow the path suggested by the social reformer and great historical personality. 3. The university offers those program in a very responsible fees along with the study material prepared in the Self Instructional style in a very small & reasonable fees as per the HEI's mission & goal. 4. This program is offered through distance mode in remote areas of the state through various study centre who have all the required academic & infrastructural facilities.
c	**Nature of**	This program offer opportunities to get in to the educational

	prospective target group of learners :	stream & complete higher education to the target group consisting of the following people. 1. Workers, farmers, persons involved in government & private sectors, girls & women who could not complete their education because of geographical, personal, economic & professional responsibilities. 2. Those who want to develop study skills in order to complete their higher education through distance mode of educational strategies & philosophy. 3. Those who want to understand the glorious history, rich traditions, freedom movement of India, as well as the thoughts of social reformers to improve individual and societal life. 4. To create such abilities in learners which would help them to be a responsible individual in his family, workplace and as a citizen of India.
d	Appropriateness of program to be conducted in open & distance learning mode to acquire specific skills & competence :	1 The program is offered through distance mode as- a. The prospective learners are situated in remote areas who could not complete their education in the conventional mode of education. b. The learners are engaged in their family & professional responsibilities & can not devote time for education. c. The learners need to be supported by the appropriate mode of education which will not disturb their family & professional responsibilities. d. The learners need to be provided access to higher education at a very moderate & responsible fees which they can afford in their income.
e	Instructional Design :	1) This program is offered with the required study material so as to help the learners to get academic & content wise assistance of the required courses. The books supplied to the learners are written in the Self Instructional Format in a very simple & communicative language. 2) The learners are supported with the counselling facilities at their study centre to clear their doubts & get further clarification about the content in the course which they feel difficult. The learners have also access through multimedia especially prepared on the content of the courses. This multimedia has been developed by the experts of the respective subject.

f	Procedure for admissions, curriculum transaction and evaluation:	The University has defined the minimum criterion for getting admission to this program. It has also been made very clear to the student about the fees they have to pay per year in the prospectus. The students are also eligible for scholarship and other financial assistance offered by the government under various scheme.
		The admission to this program are made through the modern online admission system the learners have the freedom to select a nearby study centre in his/her area. The learners are intimated about their admissions and they can contact their respective study centre. At the study centre they are supplied with the study material of the program and timetable of the counselling session. They are also informed about the availability of multimedia support and also their continuous evaluation and end examination. They are also given idea about the evaluation pattern of each course.
g	Requirement of the laboratory support and library recourses:	These study centres of this program have been allotted by physical visit to every centre to ensure that they have physical and academic infrastructure they have library facility and multimedia and internet facilities. If has also been seen that these study centres have the required facilities to enable students to complete their field activities in the given area.
h	Cost estimate of the program and the provisions:	We have considered following aspects involved in the development of the program. a) Initialization of the program and its objectives in the appropriate and requisite committes of the University. It is the School Council Committee in which the idea of the program is put before in the School Council. The cost of organizing a meeting of the school council is 75,000 – 1 lac Rs. Once the proposal is approved by school council it is further put for the approval of academic & other bodies of the University. b) formulation of state level expert committee to prepare the syllabus of every course. Each meeting cost is Rs.1-1.5 lac per course. c) Selection of writers and assigning them book for writing. d) Training of writers to write in self instructional manners. e) Meeting of writers and editor's. f) Remunerations for writing and editing the books. g) Self instructional editing process on the book. h) Printing of the book. i) Storing the book and making them available at the study centre. j) Training of councillors for the provision of effective counselling facility.

i	Quality assurance mechanism and expected program outcomes	The University through following measures, to ensures, quality in the delivery of the program and its outcomes. 1) Actual visit to the study centers to ensure that counselling is provided to students at the scheduled time. 2) By collecting feedback from students about the effective communication of the content through <u>Self Instructional Material.</u> 3) By organizing class tests and assignments to know the students understanding of a course and difficulty they are facing. 4) By inviting students feedback and responses through letters, mails.

School of Humanities & Social Sciences

Programme Project Report – PPR

M.A. Hindi

	Name of Program:	M. A. Hindi
a	**Programmes mission & objectives:**	1. To provide opportunity to learners who have completed their bachelor's degree in Hindi to complete their post graduate studies. 2. To enable learners complete their Post Graduation in the subject Hindi without disturbing their family and professional responsibilities. 3. To provide opportunity to learners to studying theory and latest development in the subject Hindi. 4. To enable learners obtain expertise by advancing the study in the subject Hindi. 5. To increase overall awareness and sense of responsibility to tackle individual & social problems having direct or indirect relation with the present problem being faced.
b	**Relevance of program with HEI's Mission & Goals:**	1. The University aims at providing educational opportunities in the remote part of state of Maharashtra & bring those into the main stream of education who could not complete their education in the formal system of education because of their professional & family responsibilities. 2. This program offers the opportunity to gain knowledge in the area of languages & Social Sciences which is very important for the smooth & friction free societal life. This knowledge is essential for knowing the history & tradition of the country and follow the path suggested by the social reformer and great historical personality. 3. The university offers those program in a very responsible fees along with the study material prepared in the Self Instructional style in a very small & reasonable fees as per the HEI's mission & goal. 4. This program is offered through distance mode in remote areas of the state through various study centre who have all the required academic & infrastructural facilities.
c	**Nature of**	This program offer opportunities to get in to the educational

	prospective target group of learners :	stream & complete higher education to the target group consisting of the following people. 1. Workers, farmers, persons involved in government & private sectors, girls & women who could not complete their education because of geographical, personal, economic & professional responsibilities. 2. Those who want to develop study skills in order to complete their higher education through distance mode of educational strategies & philosophy. 3. Those who want to understand the glorious history, rich traditions, freedom movement of India, as well as the thoughts of social reformers to improve individual and societal life. 4. To create such abilities in learners which would help them to be a responsible individual in his family, workplace and as a citizen of India.

d	Appropriateness of program to be conducted in open & distance learning mode to acquire specific skills & competence :	1 The program is offered through distance mode as-
		   a. The prospective learners are situated in remote areas who could not complete their education in the conventional mode of education.
		   b. The learners are engaged in their family & professional responsibilities & can not devote time for education.
		   c. The learners need to be supported by the appropriate mode of education which will not disturb their family & professional responsibilities.
		   d. The learners need to be provided access to higher education at a very moderate & responsible fees which they can afford in their income.

e	Instructional Design :	1) This program is offered with the required study material so as to help the learners to get academic & content wise assistance of the required courses. The books supplied to the learners are written in the Self Instructional Format in a very simple & communicative language. 2) The learners are supported with the counselling facilities at their study centre to clear their doubts & get further clarification about the content in the course which they feel difficult. The learners have also access through multimedia especially prepared on the content of the courses. This multimedia has been developed by the experts of the respective subject.

f	Procedure for admissions, curriculum transaction and evaluation:	The University has defined the minimum criterion for getting admission to this program. It has also been made very clear to the student about the fees they have to pay per year in the prospectus. The students are also eligible for scholarship and other financial assistance offered by the government under various scheme. The admission to this program are made through the modern online admission system the learners have the freedom to select a nearby study centre in his/her area. The learners are intimated about their admissions and they can contact their respective study centre. At the study centre they are supplied with the study material of the program and timetable of the counselling session. They are also informed about the availability of multimedia support and also their continuous evaluation and end examination. They are also given idea about the evaluation pattern of each course.
g	Requirement of the laboratory support and library recourses:	These study centres of this program have been allotted by physical visit to every centre to ensure that they have physical and academic infrastructure they have library facility and multimedia and internet facilities. If has also been seen that these study centres have the required facilities to enable students to complete their field activities in the given area.
h	Cost estimate of the program and the provisions:	We have considered following aspects involved in the development of the program. a) Initialization of the program and its objectives in the appropriate and requisite committes of the University. It is the School Council Committee in which the idea of the program is put before in the School Council. The cost of organizing a meeting of the school council is 75,000 – 1 lac Rs. Once the proposal is approved by school council it is further put for the approval of academic & other bodies of the University. b) formulation of state level expert committee to prepare the syllabus of every course. Each meeting cost is Rs.1-1.5 lac per course. c) Selection of writers and assigning them book for writing. d) Training of writers to write in self instructional manners. e) Meeting of writers and editor's. f) Remunerations for writing and editing the books. g) Self instructional editing process on the book. h) Printing of the book. i) Storing the book and making them available at the study centre. j) Training of councillors for the provision of effective counselling facility.

i	Quality assurance mechanism and expected program outcomes	The University through following measures, to ensures, quality in the delivery of the program and its outcomes. 1) Actual visit to the study centers to ensure that counselling is provided to students at the scheduled time. 2) By collecting feedback from students about the effective communication of the content through <u>Self Instructional Material.</u> 3) By organizing class tests and assignments to know the students understanding of a course and difficulty they are facing. 4) By inviting students feedback and responses through letters, mails.

Programme Project report (PPR)

	Name of Program:	M.A (Education)
a	Programme's mission & objectives :	**Mission –** To Empowered Human Resources for In Service Training ,Policy Development, Criticize. Evaluation of educational System . **Objectives-** 1) To Explain the Participation of Western and Indian Philosophy in Education. 2) To described the Effect of social change o education Involvement. 3) To enhance the knowledge of various discipline of Psychology in Education 4) To help upgrade ion of knowledge in Educational Psychology, Educational Philosophy ,Sociology of Education , Evaluation. 5) To Develop Essential Knowledge , Attitude, Skills for Educational Research . 6) To produce Human Resources for Educational Planning . Administration, Continuous and Non- Formal Education, Educational Technology, Adult Education.
b	Relevance of the program with HEI's Mission and Goals :	1)To provide through instructions, teaching and training and other Educational opportunities ,access to larger and larger segment of population, and in particular in-service group, adults who wish to upgrade or acquire knowledge. 2)To contribute to the improvement of Educational system in the states by providing a non formal channel complementary to the formal system
c	Nature of prospective target group of learners:	1) B.A (education) or At list at the second year of graduation should be Education subject . Or B.Ed (Regnised University) Or B,A B.Ed ((Integrated)Or B.Sc. B.Ed (Integrated) .Or B.ed (Special Education) Or B.PEd or B.Ed (Phi. Edu).
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specificskills and competence :	A) Acquire necessary knowledge in the area of teaching and learning B) Skills of Presentations in educational field . Action research C) Competence s of research work and Being as a practitioners.

e	Instructional Design:	It is same for all courses Uploaded on university portal (Annexure 1)
		 Duration – two years
		 Total credit points – 78 (64 credit for theory + 06 credit for Research + 08 Credits for Choice Based Credit System))
		 Duration of contact session - 30Days
		 Medium of instructions – Marathi
		 Target group - as per C
		 Total Evaluation – 1900 marks
		      I st year – 900marks
		      II nd year – 1000 marks (Theory 900+ Research Project 100)
		 Theory courses- 1st year–Courses
		 (A) Compulsory Courses – (Semester –I)
		      EDU-521 Philosophical Perspectives in Education -100 MARKS
		      EDU-522 Social Culture Perspectives in Education -100 MARKS
		      EDU-523 Research Methods -100 MARKS
		      EDU-524 Use Of Statistics in Research -100 MARKS
		
		 (B) Compulsory Courses – (Semester –II)
		 EDU-525 Psychological Perspectives of Education-100 MARKS
		 EDU-526 Psychological Perspectives in personality-100 MARKS
		 EDU-527 Instructional System Design-100 MARKS
		 EDU-528 Instructional Designs in Distance Education-100 MARKS
		
		 Choice Base Credit System (Any One)
		 GEN-121 Cyber Security-100 MARKS
		 GEN-101 English-100 MARKS
		 GEN-103 French-100 MARKS
		 GEN-104 Arabic-100 MARKS
		 GEN-105 German-100 MARKS
		 GEN-204 Communication Skills-100 MARKS
		 GEN-122 Office Automation-100 MARKS
		
		 (SY) Sem-3 Name of The Course

		EDU-531 Assessment in Education-100 MARKS EDU-532 Evaluation in Education-100 MARKS EDU-533 Communication Modes in Education-100 MARKS EDU-534 Communication Modes in Distance Education-100 MARKS **(SY) Sem-4 Name of The Course (Any Two)** EDU-535 Educational Management-100 MARKS EDU-536 Educational Administration-100 MARKS EDU-537 Educational Planning Part-I-100 MARKS EDU-538 Educational Planning Part-II-100 MARKS **OR** EDU-539 Adult Education-100 MARKS EDU 540 Continuing Education-100 MARKS EDU 541 Non-Formal Education-100 MARKS EDU 542 Role of Non-Formal Education-100 MARKS **Choice Base Credit System (Any One)** GEN 203 Value Education-100 MARKS GEN 401 Yoga Education-100 MARKS Research Project +VIVA-100 MARK
f	Procedure for admissions, curriculum transaction and evaluation :	**Online admission process**- : Advertisement **Curriculum Transaction** – Through Blended mode :Self instruction material, Contact session, Audio Video support ,Web based lectures, Tutorials, Seminar, Workshops at study centre, Academic counselling, **Evaluation : 1)** Evaluation system is used for this programme: Continues and End Exam .. 80.20 weightage **2)** End Exam : a) Written Exam. Short Research Thesis b) Viva Voce **3)** Internal Assement : Assignments on theory Courses . (17 Courses) Each Assignment has 20 Marks .
g	Requirement of the laboratory support and Library Resources:	**Educational books and Research references in library**- **National journal in library** **Online journal in library** databases **International journal in library** –
h	Cost estimate of the programme and the provisions:	Rs. 170875X675=115340625/-
i	Quality assurance mechanism and expected programme outcomes :	**Quality Assurance Mechanism** **1) Presentation of r Research Proposal** : Praposals are presented by students in seminar before panel . There are discussion and feedback for improvement of Proposals by evaluation scale . **2) Review of Research Thesis :** There is a review process to maintain the quality of research work . In University campus thesis has been checked by review committee. **3) Continuous Assessment :** According to this assessment there are assignments on theory courses. **4) Viva- voce :** End of the final year viva voce has been conducted at the study on research work and internal work . At this there is first quality check point of research . **5) Trainings of Counsellors** : To maintain the quality of counselling . School has been conducted rigorous training prog for counsellors . **6) Feedback of Study Canter's Director and Co-Ordinators :** Meetngs are conducted for study centres. As per their feedback changes are to be made . **7)** Feedback from students and stakeholders . **8) Visits and observations** -For Study Centre's monitoring **Expected programme outcomes** – To enhance the Capacities in In Service Training ,Policy Development, Criticize. Evaluation of educational System . To Develop the capacities of excellent work in routin teaching and research activities.

Dr. Vijaya Patil
School Of Education
Y.CM.Open University Nashik

School of Humanities & Social Sciences

Programme Project Report – PPR

M.A. English

	Name of Program:	M. A. English
a	Programmes mission & objectives:	1. To provide opportunity to learners who have completed their bachelor's degree in English to complete their post graduate studies. 2. To enable learners complete their Post Graduation in the subject English without disturbing their family and professional responsibilities. 3. To provide opportunity to learners to studying theory and latest development in the subject English. 4. To enable learners obtain expertise by advancing the study in the subject English. 5. To increase overall awareness and sense of responsibility to tackle individual & social problems having direct or indirect relation with the present problem being faced.
b	Relevance of program with HEI's Mission & Goals:	1. The University aims at providing educational opportunities in the remote part of state of Maharashtra & bring those into the main stream of education who could not complete their education in the formal system of education because of their professional & family responsibilities. 2. This program offers the opportunity to gain knowledge in the area of languages & Social Sciences which is very important for the smooth & friction free societal life. This knowledge is essential for knowing the history & tradition of the country and follow the path suggested by the social reformer and great historical personality. 3. The university offers those program in a very responsible fees along with the study material prepared in the Self Instructional style in a very small & reasonable fees as per the HEI's mission & goal. 4. This program is offered through distance mode in remote areas of the state through various study centre who have all the required academic & infrastructural facilities.
c	Nature of	This program offer opportunities to get in to the educational

	prospective target group of learners :	stream & complete higher education to the target group consisting of the following people. 1. Workers, farmers, persons involved in government & private sectors, girls & women who could not complete their education because of geographical, personal, economic & professional responsibilities. 2. Those who want to develop study skills in order to complete their higher education through distance mode of educational strategies & philosophy. 3. Those who want to understand the glorious history, rich traditions, freedom movement of India, as well as the thoughts of social reformers to improve individual and societal life. 4. To create such abilities in learners which would help them to be a responsible individual in his family, workplace and as a citizen of India.
d	Appropriateness of program to be conducted in open & distance learning mode to acquire specific skills & competence :	1 The program is offered through distance mode as- a. The prospective learners are situated in remote areas who could not complete their education in the conventional mode of education. b. The learners are engaged in their family & professional responsibilities & can not devote time for education. c. The learners need to be supported by the appropriate mode of education which will not disturb their family & professional responsibilities. d. The learners need to be provided access to higher education at a very moderate & responsible fees which they can afford in their income.
e	Instructional Design :	1) This program is offered with the required study material so as to help the learners to get academic & content wise assistance of the required courses. The books supplied to the learners are written in the Self Instructional Format in a very simple & communicative language. 2) The learners are supported with the counselling facilities at their study centre to clear their doubts & get further clarification about the content in the course which they feel difficult. The learners have also access through multimedia especially prepared on the content of the courses. This multimedia has been developed by the experts of the respective subject.

f	Procedure for admissions, curriculum transaction and evaluation:	The University has defined the minimum criterion for getting admission to this program. It has also been made very clear to the student about the fees they have to pay per year in the prospectus. The students are also eligible for scholarship and other financial assistance offered by the government under various scheme. The admission to this program are made through the modern online admission system the learners have the freedom to select a nearby study centre in his/her area. The learners are intimated about their admissions and they can contact their respective study centre. At the study centre they are supplied with the study material of the program and timetable of the counselling session. They are also informed about the availability of multimedia support and also their continuous evaluation and end examination. They are also given idea about the evaluation pattern of each course.
g	Requirement of the laboratory support and library recourses:	These study centres of this program have been allotted by physical visit to every centre to ensure that they have physical and academic infrastructure they have library facility and multimedia and internet facilities. If has also been seen that these study centres have the required facilities to enable students to complete their field activities in the given area.
h	Cost estimate of the program and the provisions:	We have considered following aspects involved in the development of the program. a) Initialization of the program and its objectives in the appropriate and requisite committes of the University. It is the School Council Committee in which the idea of the program is put before in the School Council. The cost of organizing a meeting of the school council is 75,000 – 1 lac Rs. Once the proposal is approved by school council it is further put for the approval of academic & other bodies of the University. b) formulation of state level expert committee to prepare the syllabus of every course. Each meeting cost is Rs.1-1.5 lac per course. c) Selection of writers and assigning them book for writing. d) Training of writers to write in self instructional manners. e) Meeting of writers and editor's. f) Remunerations for writing and editing the books. g) Self instructional editing process on the book. h) Printing of the book. i) Storing the book and making them available at the study centre. j) Training of councillors for the provision of effective counselling facility.

i	Quality assurance mechanism and expected program outcomes	The University through following measures, to ensures, quality in the delivery of the program and its outcomes. 1) Actual visit to the study centers to ensure that counselling is provided to students at the scheduled time. 2) By collecting feedback from students about the effective communication of the content through <u>Self Instructional Material.</u> 3) By organizing class tests and assignments to know the students understanding of a course and difficulty they are facing. 4) By inviting students feedback and responses through letters, mails.

School of Humanities & Social Sciences

Programme Project Report PPR

Master in Library & Information Science

	Name of Program:	Master in Library & Information Science
a	Programmes mission & objectives:	1. To provide opportunity to complete Post Graduate study in the Library and Information Science. 2. To provide the existing librarian knowledge of latest development and trends in the library science along with the use of multimedia. 3. To create trained manpower for the effective administration and management of the library. 4. To develop a skills in learners to select appropriate techniques to select a book and categories the books 5. To develop appropriates skills in learners to assist a reader, select appropriate books. 6. To provide effective library services. 7. To attract the members of the society to reading books, magazines & other publications.
b	Relevance of program with HEI's Mission & Goals:	1. In a college library services are very important to support and motivate study and further reading to the teachers and the students. The performance of both of them depend on their updated knowledge in the respective field. This knowledge can be increased with the help of effective library facility which can be provided by a trained library. The university wants to create, such a manpower in the libraries. 2. The University wants to create trend manpower for the maintenance of the public & college libraries. 3. The University wants to ensure management of public and college library in such manner that it would cultivate reading habits. 4. The University wants to develop management of library as a carrier to students. 5. To create well managed libraries to caters to the needs of the students and the society. 6. Point one from preparatory. 7. The programme aims at developing skills, managerial and administrative in the field of library science.

c	Nature of prospective target group of learners :	The prospective target group of this programme: 1. Any student who has obtained B. Lib. or equivalent degree from a recognized University can apply for the programme. 2. Librarians working in the Public Libraries who have working experience of 3 to 8 years can also apply for the programme, full time assistant librarian who have working experience of one to four years can also apply. 3. those students who wants to pursue librarian as a career in their life. 4. Those who wants to improve condition and management of the public library in the state.
d	Appropriateness of program to be conducted in open & distance learning mode to acquire specific skills & competence :	1. The program is offered to fulfill the long standing requirement of post graduate studies in the library science by the students and working manpower in village and remote area of Maharashtra. 2. The university has identified those study centers to run this program who have the required academic and infrastructural facilities. 3. The students can with full academic input and support, complete the practical work as well as the scheduled academic task like counseling sessions, activities, visits etc.
e	Instructional Design :	1. The University has produced study material of all the courses in the self instructional format and it is to students. The University has also prepared acuity book and Project guide for the students, which help them to complete their practices. At the identified study centres, students are provided counselling facilities of their respective study centres their vivo-voce on practical & project work is also conducted of respective study centre.
f	Procedure for admissions, curriculum transaction and evaluation:	The University has limited the number for admission to this program to go for every study centre. The University has defined the minimum criterions for getting admission to this program. It has also been made very clear to the student about the fees they have to pay per year in the prospectus. The students are also eligible for scholarship and other financial assistance offered by the government under various scheme. The admission to this program are made through the modern online admission system the learners have the freedom to select a nearby study centre in his/her area. The learners are intimated about their admissions and

		they can contact their respective study centre. At the study centre they are supplied with the study material of the program and timetable of the counseling session. They are also informed about the availability of multimedia support and also their continuous evaluation and end examination. They are also given idea about the evaluation pattern of each course.
g	**Requirement of the laboratory support and library recourses:**	These study centers of this program have been allotted by physical visit to every centre to ensure that they have physical and academic infrastructure they have library facility and multimedia and internet facilities. If has also been seen that these study centre have the required facilities to enable students to complete their field activity in the given area.
h	**Cost estimate of the program and the provisions:**	We have consider following aspects involved in the development of the program. a) Initialization of the program and its objectives in the appropriate and requisite committee of the University. It is the School Council Committee in which the idea of the program is put before in the School Council. The cost of organizing a meeting of the school council is 75,000 – 1 lac Rs. Once the proposal is approved by school council it is further put for the approval of academic & other bodies of the University. b) formulation of state level expert committee to prepare the syllabus of every course. Each meeting cost is Rs.1-1.5 lac per course. c) Selection of writers and assigning them book for writing. d) Training of writers to write in self instructional manners. e) Meeting of writers and editors. f) Remunerations for writing and editing the books. g) Self instructional editing process on the book. h) Printing of the book. i) Storing the book and making them available at the study centre. j) Training of councilors for the provision of effective counseling facility. k) The university has made the sufficient and financial provision at the study center for conducting practices of the student and viva - voce on their practical projects
i	**Quality assurance mechanism and expected program outcomes**	The University through following measures, to ensures quality in the delivery of the program and its outcomes. 1) Actual visit to the study centers to ensure that counseling is provided to students at the scheduled time.

		2) By collecting feedback from students about the effective communication of the content through <u>Self Instructional Material.(SIM)</u> 3) By organizing class tests and assignments to know the students understanding of a course and difficulty they are facing. 4) By inviting students feedback and responses through letters, mails.

		ODL guidelines	To be filled
	Name of Program	BBA	BBA (Aviation Hospitality and Travel & Tourism Management P90)
a	Programme's mission & objectives :	The Higher Educational Institution (HEI) shall define the mission statement and objectives for the programme to be launched, which shall reflect the strategic direction and the Academic goals of the Higher Educational Institution. Those shall be aligned with industrial or learners' demand, and shall be defined in such a manner that they are appropriate to be achieved.	**Mission:** To respond to the developmental needs of the society by offering need based vocational courses to larger segments of population. **Objectives:** (1) To develop study skills among the learners so as to help them cope with courses in Aviation, Business and Management Science, etc. (2) To provide the necessary practical exposure to self-study methods so as to equip the learner with knowledge acquiring skills. (3) To develop personality development skills. (4) To meet the demand of technically trained professionals at Airport, Airlines, Hotel Industry and Travel and Tourism Sector.
b	Relevance of the program with HEI's Mission and Goals :	The Higher Educational Institution shall plan for such a	Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program (a) To provide through instruction, teaching and training and other educational opportunities, access to larger and larger segment of population, and in particular to the disadvantaged groups such as those

		programme to be offered through the Open and Distance Learning mode that is relevant to the Higher Educational Institution's mission and goals. Therefore, it is very much important that the programme to be offered through Open and Distance Learning should be aligned with Higher Educational Institution's mission and goal and will prove as major contributing factor in its achievement	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; [1(a)] (b) To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)] (c) 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 endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)] (d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)] (e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)] (f) To develop innovative, need based vocational courses and establish industry, institution linkage for developing the society; [1(f)] (g) 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)] (h) To provide for the counselling and guidance to its students; [1(j)] (i) To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]
c	Nature of prospective target group of learners:	The Higher Educational Institution shall identify the target group of learners. It is required to understand their learning needs and on its basis the curriculum should be aimed. The Higher Educational Institution should also consider	Students of HSC or any 10+2 passed With a focus on developing their future career in the study of Aviation and allied sectors.

		diverse class of learners including a class having of low level of disposable income, rural dwellers, women, unskilled men, minorities etc.	
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :	The Higher Educational Institution shall clearly identify the learning outcomes for the programme which shall cover the specific skills and competence to be acquired by the learner. The programme should be aimed appropriately to those learning outcomes. The learning outcomes shall include the development of knowledge and understanding appropriate to the area of study and these should also reflect academic, professional and occupational standards of	The students will be involved in acquiring the knowledge required to serve the hospitality and service sectors industries. a. Acquire necessary knowledge in the area of aviation, hospitality and work for the betterment of service sector, hospitality and for the personal growth. b. To develop skills and competencies through practical knowledge by offering them with on the job training at renowned Aviation clubs. c. To inculcate attitudes and behavior necessary to work as teams through involving students in service and hospitality management.

		that field. The learning outcomes should incorporate generic transferable skills and competencies.	
e	Instructional Design:	Instructional Design includes Curriculum design, detailed syllabi, duration of the programme, faculty and support staff requirement, instructional delivery mechanisms, identification of media – print, audio or video, online, computer aided, and student support service systems. The Higher Educational Institution shall define the instructional design for each of the academic programmes to be offered through the Open and Distance Learning mode and shall map the credit hours for each course or	Uploaded on university portal (Annexure -I)

		module of the programme.	
'	Procedure for admissions, curriculum transaction and evaluation :	The Higher Educational Institution shalldefine the admission policy for the programme with minimum eligibility and fee structure. The information related to financial assistance, if any, should be included in the policy. The Higher Educational Institution shall notify the policy of programme delivery alongwith the details of methods and web-based tools to be adopted. The Higher Educational Institution shall notify the activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic	**Admission procedure:** The process of admission to these programs shall be as per the prospectus and other documents, training videos, etc published from time to time at the university's authorised web sites. The admission process may be conducted through online payment using a portal duly dedicated for the purpose. **Eligibility criteria for the admission:** (1)H.S.C. passed or equivalent examination of Maharashtra or other state HSC Board. (2) 12th level examination passed from any statutory board of any State. (3) A student who has completed Diploma in Aviation, Hospitality and Travel & Tourism of Yashwantrao Chavan Maharashtra Open University will get direct admission to the second year (IIIrd Semester) of B.B.A. - Aviation, Hospitality and Travel & Tourism. In this case student will have to pay Second Year Credit Transfer Fees. **Total fee** :Rs.40000/-per Year

		session. Further, the Higher Educational Institution shall also notify policy for evaluation of learner progress along with methods and tools.	
g	Requirement of the laboratory support and Library Resources:	There may be programmes having practical component in syllabus. The Higher Educational Institution shall give clear guidelines about the laboratory support to the learners to perform the practicals prescribed in the programme. There shall be provision of a practicals book for the learners. In case of online learning, the practical should be conducted and performed by applying virtual reality methods.	List of Infrastructure attached Section no.15 of. Part B of Annexure-I
h	Cost estimate of the programme and the provisions:	: The cost estimate should indicate the amount assigned	Rs.15,00,000/- Development(Approx) Rs 3,00,000/- Delivery and Maintenance

		for programme development, delivery and maintenance.	
¹	Quality assurance mechanism and expected programme outcomes :	The Higher Educational Institution shall define the review mechanism for programme and continuously enhance the standards of curriculum, instructional design relevant to professional requirements of the area of study. There should be course benchmark statements. The Higher Educational Institution shall also devise the mechanism for monitoring effectiveness of the programme.	The following key result areas will be closely monitored. i. Enrolment of student(Equited Access) ii. Examination Results iii. Placements/satisfaction of passing out students iv. Administrative feedback

		Name of Program : B.C. A.	
a	Programme's mission & objectives :	The Higher Educational Institution (HEI) shall define the mission statement and objectives for the programme to be launched, which shall reflect the strategic direction and the academic goals of the Higher Educational Institution. Those shall be aligned with industrial or learners' demand, and shall be defined in such a manner that they are appropriate to be achieved.	**Mission:** To respond to the developmental needs of the society by offering Information Technology need based courses to larger segment of population. For high productivity and better quality, many business houses, Government departments and industries are making extensive use of computers. Extensive manpower is required to handle and operate these computers. Thus, there is pressing demand of computer professionals to work at various levels in Information Technology (IT) industries. **Objectives:** 1. To educate and train a person to a skilled level of expertise in the domain area of Information Technology. 2. To enable the students to acquire knowledge of software development and its subsystems. 3. To fulfill the demand of the industry for manpower skilled in software development. 4. To Increase potential of learners for high-tech employment 5. These programmes are intended for those students who plan careers in computer science, in fields that make use of computing and for those who plan postgraduate study in computer science.
b	Relevance of the program with HEI's Mission and Goals :	The Higher Educational Institution shall plan for such a programme to be offered through the Open and Distance Learning mode that is relevant to the Higher Educational Institution's mission and goals. Therefore, it is very much important that the programme to be offered through Open and Distance Learning should be	Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program (a) To provide through instruction, teaching and training and other educational opportunities, access 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; [1(a)] (b) To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)]

		aligned with Higher Educational Institution's mission and goal and will prove as major contributing factor in its achievement	(c) 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 endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]
			(d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]
			(e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)]
			(f) To develop innovative, need based vocational courses and establish industry, institution linkage for developing the society; [1(f)]
			(g) 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)]
			(h) To provide for the counselling and guidance to its students; [1(j)]
			(i) To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]
c	Nature of prospective target group of learners:	The Higher Educational Institution shall identify the target group of learners. It is required to understand their learning needs and on its basis the curriculum should be aimed. The Higher Educational Institution should also consider diverse class of learners including a class having of low level of disposable income, rural dwellers, women, unskilled men, minorities etc.	Student having technical education at 10+2 level or work experience in the industry is most suitable for this programme. MCVC at 10+2 level OR HSC vocational OR 2-year ITI of any trade whose eligibility is 10th pass OR 2-year course of Maharashtra State Board of Vocational Education whose eligibility is 10th pass
d	Appropriateness of	The Higher Educational	The students will be involved in the various skills required to work in the

	programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :	Institution shall clearly identify the learning outcomes for the programme which shall cover the specific skills and competence to be acquired by the learner. The programme should be aimed appropriately to those learning outcomes. The learning outcomes shall include the development of knowledge and understanding appropriate to the area of study and these should also reflect academic, professional and occupational standards of that field. The learning outcomes should incorporate generic transferable skills and competencies.	Information technology industry . a. Acquire necessary knowledge in the area of information technology to work in software development Industry at various level. b. To develop skills and competencies through lab components to understand computing skills. To inculcate attitudes and behaviour necessary to work as teams in a learners through involving them in 6 months project work.
e	Instructional Design:	Instructional Design includes Curriculum design, detailed syllabi, duration of the programme, faculty and support staff requirement, instructional delivery mechanisms, identification of media – print, audio or video, online, computer aided, and student support service systems. The Higher Educational Institution shall define the instructional design for each of the academic programmes to be offered through the Open and Distance Learning mode and shall map the credit	<mark>Uploaded on university portal (Annexure -I)</mark>

		hours for each course or module of the programme.	
f	Procedure for admissions, curriculum transaction and evaluation :	The Higher Educational Institution shalldefine the admission policy for the programme with minimum eligibility and fee structure. The information related to financial assistance, if any, should be included in the policy. The Higher Educational Institution shall notify the policy of programme delivery alongwith the details of methods and web-based tools to be adopted. The Higher Educational Institution shall notify the activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session. Further, the Higher Educational Institution shall also notify policy for evaluation of learner progress along with methods and tools.	**Admission procedure:** The process of admission to these programs shall be as per the prospectus and other documents, training videos, etc published from time to time at the university's authorised web sites. The admission process may be conducted through online payment using a portal duly dedicated for the purpose. **Eligibility criteria for the admission:** • 12th standard of HSC Board of Maharashtra, OR equivalent [including MCVC] OR • 3-year Diploma of Board of Technical Examination or equivalent OR • 2-year ITI Programme of any trade after 10th standard-passed OR • 2-year course of Maharashtra State Board of Vocational Education after 10th. OR • YCMOU Preparatory passed **Total fee** : | BCA - First Year	Rs. 19000/-
BCA - Second Year	Rs. 22000/-
BCA – Third Year	Rs. 16000/-	
g	Requirement of the laboratory support and Library Resources:	There may be programmes having practical component in syllabus. The Higher Educational Institution shall give clear guidelines about the laboratory support to the learners to perform the practicals prescribed in the programme.	List of Infrastructure attached Section no.15 of. Part B of Annexure-I

		There shall be provision of a practicals book for the learners. In case of online learning, the practical should be conducted and performed by applying virtual reality methods.	
h	Cost estimate of the programme and the provisions:	: The cost estimate should indicate the amount assigned for programme development, delivery and maintenance.	Rs.2885000/-
i	Quality assurance mechanism and expected programme outcomes :	The Higher Educational Institution shall define the review mechanism for programme and continuously enhance the standards of curriculum, instructional design relevant to professional requirements of the area of study. There should be course benchmark statements. The Higher Educational Institution shall also devise the mechanism for monitoring effectiveness of the programme.	The following key result areas will be closely monitored. i. Enrolment of student(Equited Access) ii. Examination Results iii. Placements/satisfaction of passing out students iv. Administrative feedback

School of Humanities & Social Sciences

Programme Project Report – PPR

	Name of the Program	Bachelor in Library & Information Science
a	**Programmes mission & objectives**	1) **To create trained manpower for the effective administration and management of the library.** 2) **To develop a skills in learners to select appropriate techniques to select a book and categories the books** 3) **To develop appropriates skills in learners to assist a reader, select appropriate books.** 4) **To provide effective library services.** 5) **To attract the members of the society to reading books, magazines & other publications.**
b	**Relevance of program with HEI's Mission & Goals:**	1) **The university wants to create trend manpower for the maintenance of the public & college libraries.** 2) **The university wants to ensure management of public and college library in such manner that it would cultivate reading habits.** 3) **The university wants to develop management of library as a carrier to students.** 4) **To create well managed libraries to caters to the needs of the students and the society.** 5) **Point one from preparatory.** 6) **The programme aims at developing skills, managerial and administrative in the field of library science.**
c	**Nature of prospective target group of learners :**	1) **The prospective target group of this programme is those students who wants to learns the techniques of effective library management .** 2) **those students who wants to pursue librarian as a career in their life.** 3) **Those who wants to cultivate reading habit and culture in the society by systematic knowledge in the field.** 4) **Those who wants to improve condition and management of the public library in the state.**
d	**Appropriateness of program to be conducted in open & distance learning mode to acquire specific skills &**	1) **The programme is offered in the selective areas having all the required facilities to run the professional programme like bachelor of library and information sciences.** 2) **Only those study centers have been identifying who run the B. Lib. programmes of the conventional universities.**

	competence :	
e	Instructional Design :	1) This program is offered with the required study material so as to help the learners to get academic & content wise assistance of the required courses. The books supplied to the learners are written in the self instructional format in a very simple & communicative language. 2) The learners are supported with the counseling facilities at their study centre to clear their doubt & get further clarification about the content in the course which they feel difficult. The learners have also access through multimedia especially prepared on the content of the courses. This multimedia has been developed by the experts of the respective subject. 3) To do the practical work , the university has prepared an exhaustive list of practicles which are to be carried out by students under the guidance of the guide.
f	Procedure for admissions, curriculum transaction and evaluation:	The University has defined the minimum criterions for getting admission to this program. It has also been made very clear to the student about the fees they have to pay per year in the prospectus. The students are also eligible for scholarship and other financial assistance offered by the government under various scheme. The admission to this program are made through the modern online admission system the learners have the freedom to select a nearby study centre in his/her area. The learners are intimated about their admissions and they can contact their respective study centre. At the study centre they are supplied with the study material of the program and timetable of the counseling session. They are also informed about the availability of multimedia support and also their continuous evaluation and end examination. They are also given idea about the evaluation pattern of each course.
g	Requirement of the laboratory support and library recourses:	These study centers of this program have been allotted by physical visit to every centre to ensure that they have physical and academic infrastructure they have library facility and multimedia and internet facilities. If has also been seen that these study centre have the required facilities to enable students to complete their field activity in the given area.
h	Cost estimate of the program and the provisions:	We have consider following aspects involved in the development of the program. a) Initialization of the program and its objectives in the appropriate and requisite committee of the University. It is the School Council

		Committee in which the idea of the program is put before in the School Council. The cost of organizing a meeting of the school council is 75,000 – 1 lac Rs. Once the proposal is approved by school council it is further put for the approval of academic & other bodies of the University.
		b) formulation of state level expert committee to prepare the syllabus of every course. Each meeting cost is Rs.1-1.5 lac per course.
		c) Selection of writers and assigning them book for writing.
		d) Training of writers to write in self instructional manners.
		e) Meeting of writers and editors.
		f) Remunerations for writing and editing the books.
		g) Self instructional editing process on the book.
		h) Printing of the book.
		i) Storing the book and making them available at the study centre.
		j) Training of councilors for the provision of effective counseling facility.
		k) The university has made the sufficient and financial provision at the study center for conducting practices of the student and viva - voce on their practical projects
i	Quality assurance mechanism and expected program outcomes	The University through following measures, to ensures quality in the delivery of the program and its outcomes.
		1) Actual visit to the study centers to ensure that counseling is provided to students at the scheduled time.
		2) By collecting feedback from students about the effective communication of the content through <u>Self Instructional Material.(SIM)</u>
		3) By organizing class tests and assignments to know the students understanding of a course and difficulty they are facing.
		4) By inviting students feedback and responses through letters, mails.

Programme Project Report (PPR)

	Name of Program:	B.Ed.Spl.Ed.(P21)
a	Programme's mission & objectives :	1. Acquire knowledge & skills about human development, contemporary Indian education, and pedagogy of various school subjects and assessment for learning. 2. Acquire knowledge & skills about nature and educational needs of children with disabilities as well as of few select specific disabilities. 3. Develop conceptual understanding of education provisions and skills for working with children with various disabilities in Special and inclusive settings. 4. Enhance knowledge and skills for professional development.
b	Relevance of the program with HEI's Mission and Goals :	Inclusion is at the educational centre stage today and hence the role of special and general teachers need to be operationalized systematically. To give the program more pragmatic relevance, issues related to projected needs, employability, career and higher education options and entry level eligibility are given serious consideration so the opportunities for a special educator are at par with teachers in general education. It is expected that so far separated general and special education would initiate more bilateral collaborations with each other to fulfil the global objective of 'Education For All'.
c	Nature of prospective target group of learners:	Any Graduate with Minimum 50% marks
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :	There are established study centres in Maharashtra. University is organizing seventy days contact session for students on their study centres. Counselling for theory courses is being organizing on that centres. Practicum part and internal assessment is being completing by study centres. A separate monitoring system has been developed by the university for contact sessions practicum part and internal assessment.
e	Instructional Design:	
f	Procedure for admissions, curriculum transaction and evaluation :	As per YCMOU, RCI and Maharashtra State Government Norms

g	Requirement of the laboratory support and Library Resources:	laboratory support and Library Resources would be provided at study centres as per the disability needs
h	Cost estimate of the programme and the provisions:	Rs. 35,000 x 500 students = 1,75,00,000 10% of the total fees : RCI share 40% of the total fees : Study centre share 50% of the total fees : YCMOU share
i	Quality assurance mechanism and expected programme outcomes :	A separate system and visiting team is being made for quality assurance mechanism in YCMOU.

School of Commerce and Management

Master of Business Administration (MBA-P79)

Details of the programme Proposes to Be Offered Through Open and Distance Learning Mode

Important Note: - All the information from point no 1 to 22 as per the format given below is required to be furnished for each and every programme proposed to be offered through Open and Distance Learning Mode from July 2018

Name of Programme :	Master of Business Administration (M.B.A.) - P79
Name of Department:	School of Commerce and Management
Whether complete SLM prepared for full programme:	Yes
Whether Program Project Report (PPR) prepared for the programme and approved as per clause 10(3) of part III of Regulation :	Yes
Upload Document:	**Yes**
In case of professional programme approval of concerned statutory body obtained:	Yes
Whether SLM approved by statutory bodies of HEI:	Yes
Whether SLM provided in Print:	Yes
No. of permanent faculty available exclusively for proposed programme through ODL Mode (No. of Associate Professor)	No
No. of permanent faculty available exclusively for proposed programme through ODL Mode (No. of Assistant Professor)	01
whether nomenclature of proposes programme is as per UGC norms	Yes
whether duration of proposes programme is as per UGC norms	Yes
Whether minimum eligibility criteria for admission in the proposes programme is as per UGC norms	Yes
Whether credit system will be followed for distance mode:	Yes
Whether approval obtained from concerned Regulatory Authority such as AICTE, NCTE etc. For offering the proposed programme through distance mode. If yes, specify authority and given details:	No

Total fees to be charged (Mention all components) for a semester and for complete programme	Fees for the Programme is as follows:		
	Particulars	**I Year**	**II Year**
	University Share	12,000	13,000

	Study Centre Share	3,000	4,500
	Total	**15,000**	**17,500**
Whether personal contact programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.	Yes Total Contact Sessions 480 Hours (96*5) 1 Credit = 5 Hours; 4 Hours Contact Sessions and 1 Hour Practical/ Tutorial		
Whether any component of the programme is offered as MOOCs	No		

School of Commerce and Management

Master of Business Administration (MBA-P79)

Programme details

Note: - Name of programme shall in elaborate form (i.e. for Bachelor of Arts, Master of Science (Information Technology etc.). If Not Application then Enter NA or 0.

Name of Programme proposed to be offered from July, 2018 onwards:	**Master of Business Administration**
Whether degree as per UGC Notification regarding Specification of Degrees, 2014 (Y/N):	**Yes**
Minimum Duration of programmes (Years)	**Two Years**
Type of Programme	**Post Graduate**
Whether SLM prepared for complete programme:	**Yes**
Whether offered under Regular mode:	**No**

Details of Programme under Regular mode for last 3 years

Year	Level	Mode of education	Intake capacity	Students admitted	Students passed
2017-18	Post Graduate	**ODL mode**			
2016-17	Post Graduate	**ODL mode**			
2015-16	Post Graduate	**ODL mode**			

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	**Yes**	**20%**
Practicals	**No**	**0%**
Project	**Yes**	**8%**
Term End Exam	**Yes**	**80%**

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
Yes	**Yes**	**Yes**	-

Academic Year Planner [Semester wise]

Sr.No	Name of the Activity	July		January	
		From	**To**	**From**	**To**
1	Admission	July	September		
2	Distribution of SLM	August	September	January	January
3	Contact Programmes	September	December	January	May
4	Assignments	November	November	April	May

	Submission (if any)				
5	Examination	December	December	June	June
6	Declaration of Result	January	January	July	July

Programme Project report (PPR)

	Name of Program:	B.ED.
a	Programme's mission & objectives :	**Mission –** To Create Quality System for all teachers for all there functions and enhances their capacities. **Objectives-** 1.Understand the developmental Processes and needs of children and adolescents and role of in facilitating development 2) Understands the current issues and challenges of Indian Education 3) Familiarizes with Psychological Principals underlying 'curriculum transactions, Psychological testing, Management and guidance and counseling 4) Understanding various disciplines Subjects. 5) Acquires adequate Knowledge of the pedagogy of school subjects. 6) Understands basic assumptions of ICT, its scope in the area of Teaching and learning. 7) Understands education in sociocultural context 8) Acquire new skills for Assessment and Evaluation in Schools. 9) To be a professional and humane teacher 10) To acquaint with professionalization of teacher education
b	Relevance of the program with HEI's Mission and Goals :	To provide through instructions, teaching and training and other Educational opportunities ,access to larger and larger segment of population, and in particular in-service group, adults who wish to upgrade or acquire knowledge. To contribute to the improvement of Educational system in the states by providing a nonformal channel complementary to the formal system
c	Nature of prospective target group of learners:	In-service primary teacher who had completed a NCTE recognized Teacher Education programme through F to F mode and having minimum two year's experience
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :	After the completion of the programme Student will be able to A) Acquire necessary knowledge in the area of teaching learning B) To develop skill and competence through various hands on experiences and study center, home based and field based practicum C) To inculcate attitudes and behavior necessary to work as team through involving students in whole teacher training activities.

e	Instructional Design:	It is same for all courses Uploaded on university portal (Annexure 1)
		Duration – two years
		Total credit points – 54 (34 credit for theory + 20 credit for practicum)
		Duration of contact session - 54 Days
		Medium of instructions – Marathi
		Target group - as per C
		Total Evaluation – 1300 marks (Theory -850 + practicum -450 marks)
		I st year – 650 marks
		II nd year – 650 marks (proportion for each course is 70:30)
		Theory courses - 1st year - Courses and Practical's
		(A) Compulsory Courses –
		1) EDU 401 Childhood and Growing up - 100 MARKS
		2) EDU 402 Learning and Teaching -100 MARKS
		3) EDU 403 Learning across the Curriculum–Understanding and Subject.- 100 MARKS
		4) EDU 421 Assessment and Evaluation -100 MARKS
		School Subjects
		5) EDU 404 Pedagogy of school Subject (Any Courses 2) -100 MARKS (7A50 + 7B50 MARKS)
		  ▪ EDU 405 Pedagogy of School Subject: Marathi
		  ▪ EDU 406 Pedagogy of School Subject: Hindi
		  ▪ EDU 407 Pedagogy of School Subject: English
		  ▪ EDU 408 Pedagogy of School Subject: Sanskrit
		  ▪ EDU 409 Pedagogy of School Subject: History
		  ▪ EDU 410 Pedagogy of School Subject: Geography
		  ▪ EDU 411 Pedagogy of School Subject: Mathematics
		  ▪ EDU 412 Pedagogy of School Subject: Science
		  ▪ EDU 413 Pedagogy of School Subject: Economics
		  ▪ EDU 414 Pedagogy of School Subject: Accountancy
		6) **Practical-**
		  ▪ Understanding the self
		  ▪ Art & Craft

		▪ Reading and Reflection
		
		2nd Year – Courses and Practical's
		Compulsory Courses –
		   6) EDU 422 Contemporary India and Education -100 MARKS
		   7) **EDU 423 Gender, School and Society 50 MARKS**
		   8) **EDU 424 Knowledge and Curriculum - 100 MARKS**
		   9) **EDU 425 An Inclusive School.- 50 MARKS**
		   10) **Optional Courses- (Any One) - 50 MARKS**
		   ▪ EDU 426 Educational Technology
		   ▪ C8EDU 427 Early childhood Education
		   ▪ EDU 428 Teacher and self Help Group
		   ▪ EDU 429 Value Education
		   ▪ EDU 430 English for primary Teacher
		   ▪ EDU 433 Communication Modes in Education
		   ▪ EDU 434 Teacher at Primary Level & their functions
		   ▪ EDU 435 Teacher at Secondary Level & their functions
		   ▪ EDU 436 Action Research
		  11) Credit Course: Environment Education.
		  12) Practical-
		   ▪ Practicum related practice lesion
		   ▪ Co-curriculum activities
		   ▪ Reflection on school Practices
		      (Format used for each Course SLM is – Introduction- objectives- content with in text activities – summary – keywords – Field work - Reference materiel)

f	Procedure for admissions, curriculum transaction and evaluation :	**Online admission process** - Advertisement – District wise merit list declaration – interviews – finalization of admission. **Curriculum Transaction** – Through Blended mode :Self instruction material, Contact session, Audio Video support ,Web based lectures, Tutorials, Seminar, Workshops at study centre, Academic counselling, School based activities, practice teaching **Evaluation :Two** tier evaluation system is used for this programme: Continues and compressive evolution ,and term end examination. 70:30 weightage for continues and comprehensive evaluation also include participation and performance in the workshop as allotted in the curriculum. Assignments/ project/reports submitted by the learner shall be evaluated by the counsellor in given time and return to the student along with constructive comments The term end examination will be designed and conducted by the examination body and weightage ratio is 70:30
g	Requirement of the laboratory support and Library Resources:	**Total number of books in library**- 49,886 **Total number of National journal in library** – 56 **Total number of online journal in library** –02 databases **Total number of International journal in library** – 03
h	Cost estimate of the programme and the provisions:	6,45,00,000/Rs

i	Quality assurance mechanism and expected programme outcomes :	**Quality Assurance Mechanism**
		They are broadly classified in to six categories
		   1.Rating scales ,Tests and Inventories – they are either use by External observer or teacher trainees himself for self evaluation .The rating scales, tests and Inventories are used at different stages of teaching practice for various purposes
		   2. Questionnaires and opinionnaires – used for feedback for Eg. Feedback on admission procedure, Evaluation of SIM, problem faced by learners in using web based facilities, feedback and suggestions on counseling, A/V, Web radio etc.
		   3. Documents and reports – Format for writing reports for various activities are developed by school for Eg. Microteaching Report, Simulated teaching, Coaching lesson ,Co-curricular activities, projects report, theory related practicum, Psychological principals, Checking in class, co-curriculum activities etc.
		Study center reports, teacher educator evaluation Report ets.
		   4.Diary – It is most importance and qualitative tool. The teacher training are expected to maintained a diary of every thing they do, think and feel during this period of two year of the programme. the diary revels not only the activities done bye them ,but also their feelings, likes dislikes , experiment, success, failures ,personal belief ,reflection on new solution and new things learnt
		   5. Visits and observations -For field work, practice lesson
		   6. Viva voce – At the end of the programme viva- Voce is conducted on study center which is part of the end

		evaluation. External experts are invited for the purpose they verify whether the practicum part is the done by the teacher trainee or not
		Expected programme outcomes ▬ The programme produce the quality resources such as evaluators, teachers, counselors, facilitators, trainers, And Educators to enhance their capacities at their work place through the use of ICT and new knowledge and to maintained continuous improvement in their day to day work

PROGRAM PROJECT REPORT (INFORMATION ON ACADEMIC PROGRAM)

(SEE SECTION 11 PART III OF THE UNIVERSITY GRANTS COMMISSION

(OPEN AND DISTANCE LEARNING) REGUALTION, 2017)

B.Sc. in Media Graphics and Animation

ज्ञानगंगा घरोघरी

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

Dnyangangotri, Near Gangapur Dam, Nashik 422 222, Maharshtra

1. Program's mission & objectives

(See clause (i) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

This document shall begin with definition of the mission statement and objectives for the program to be launched. It shall reflect the strategic direction and the academic goals of the YCMOU. Those shall be aligned with industrial or learners' demand, and shall be defined in such a manner that they are appropriate to be achieved.

1.1 Mission Statement:

To respond to the developmental needs of the society by offering need based professional courses to larger segment of population.

1.2 Objectives:

To educate and train a person to a skill level of expertise in the domain of media, graphics and animation.

To develop skilled human resources by involving learners in the whole product design lifecycle from the initial concept to the delivery of projects, specifically work in one of three main areas: of (a)Graphic design including page-setting, photo-editing (b) Animation (c) web site design (d)

To inculcate combination of technical and commercial skills in order to deliver projects within budget for working as:

1.   Animation Artist including 3D application using 3DS Max and Maya

2.   Graphic Artist including page setting, photo-editing, online publishing

3.   Web-site designing using Java, HTML, dreamweaver etc

4.   Other creative work like script-writing, creative writing, etc

2. Relevance of the program with YCMOU's Mission and Goals :

(See clause (ii) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

The YCMOU shall plan for such a program to be offered through the Open and Distance Learning mode that is relevant to the YCMOU's mission and goals. Therefore, it is very much important that the program to be offered through Open and Distance Learning should be aligned with YCMOU's mission and goal and will prove as major contributing factor in its achievement.

Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program

(a)   To provide through instruction, teaching and training and other educational opportunities, access 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; [1(a)]

(b)   To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)]

(c)   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 endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]

(d)   To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]

(e)   To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)]

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

(g)   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)]

(h)   To provide for the counselling and guidance to its students; [1(j)]

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

3. Nature of prospective target group of learners:

(See clause (iii) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

The YCMOU shall identify the target group of learners. It is required to understand their learning needs and on its basis the curriculum should be aimed. The YCMOU should also consider diverse class of learners including a class having of low level of disposable income, rural dwellers, women, unskilled men, minorities etc.

The target group for the program consists of the persons who have successfully completed 12 years of schooling (that is, 12th passed or equivalent). However, considering the mission of YCMOU to provide education with equity and access to disadvantaged classes of the society, there will be a provision to give admission to persons who have passed 10th and have completed the Preparative Program with an age of 21 years as per the UGC Notification for Distance Education 1984. The target group is keen to study the domain area. There is a provision of laboratory component which is tailor-made as per the industry requirements. They may be willing to work at the industry.

4. Appropriateness of program to be conducted in Open and Distance Learning mode to acquire specific skills and competence

(See clause (iv) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

The YCMOU shall clearly identify the learning outcomes for the program which shall cover the specific skills and competence to be acquired by the learner. The program should be aimed appropriately to those learning outcomes. The learning outcomes shall include the development of knowledge and understanding appropriate to the area of study and these should also reflect academic, professional and occupational standards of that field. The learning outcomes should incorporate generic transferable skills and competencies.

Background of the industrial need to be used in deciding Specific Learning Outcomes

The service sector (or tertiary sector) of economy contributes to 56.9% to the gross national product of India as in 2016 on nominal basis and 55.2% on PPP basis, as per CIA World Factbook quoted by Wikipedia.

Animation is the process of making the illusion of motion and the illusion of change by means of the rapid succession of sequential images that minimally differ from each other. Animators are artists who specialize in the creation of animation. Animation can be recorded with either analogue media, a flip book, motion picture film, video tape, digital media, including formats with animated GIF, Flash animation, and digital video. To display animation, a digital camera, computer, or projector are used along with new technologies that are produced.

Computer animation encompasses a variety of techniques, the unifying factor being that the animation is created digitally on a computer. 2D animation techniques tend to focus on image manipulation while 3D techniques usually build virtual worlds in which characters and objects move and interact. 3D animation can create images that seem real to the viewer.

Computer Graphics and animation are the upcoming areas with a lot of employment potential. Most advertisements, movies use animation and computer graphics technique. Keeping this trend in mind, a graduate program on media, graphics and animation assumes greater importance.

The learners are involved in the whole product design lifecycle from the initial concept to the delivery of projects, but generally will be able to work in one of four main areas: (a)Graphic design including page-setting, photo-editing (b) Animation (c) web site design (d)other allied areas like scriptwriting, creative writing etc

They need to have a combination of technical and commercial skills in order to deliver projects within budget.

They can work as:

1.   Animation Artist including 3D application using 3DS Max and Maya

2.   Graphic Artist including page setting, photo-editing, online publishing

3.   Web-site designing using Java, HTML, dreamweaver etc

4.   Other creative work like script-writing, creative writing, etc

SPECIFIC LEARNING OUTCOME

Job	Cognitive Outcomes	Psychomotor outcomes	Affective outcome
Animation Artist including 3D application using 3DS Max and Maya 2. Graphic Artist including page setting, photo-editing, online publishing 3. Web-site designing using Java, HTML, dreamweaver etc 4. Other creative work like script-writing, creative writing, etc	Learner would be able to: Have basic knowledge and skill about functioning of Computers & Internet Explain the concepts and techniques of Drawing and Sketching Elaborate and apply the fundamental concepts of Color Theory, Typography, Technical and Creative Writing, Design Principles Discuss the various concepts and methods related to to Multimedia and its Application, Developing Presentations, Web Development, HTML, Describe and apply the concepts and techniques related to Computer Animation using Flash, Content Digitization, Developing Dynamic Web Pages using Java and VB Scripts, Elaborate on the various concepts, analyse various scenarios and apply the methods of Video-Production Basics, Story Boarding, Visual Communication, Advance Video Effects. Explain in details and make	Leaner will be able to: Apply the science of Computer Graphics using Adobe Photoshop to create artworks Devise various artistic products using Adobe Illustrator, Coral Draw, Quark Express Create Content Authoring outputs on Web using Macromedia Dreamweaver Apply the concepts of Audio-Editing with Sound Forge to generate artistic audio products Perform Video-Editing using Adobe Premier Apply the concepts of software like Maya and 3DS Max	Due to undertaking the various courses in designing, creation of art forms and other aesthetic application, Learner is expected to inculcate such attitudes, values and traits as: Eye for details Meticulousness Punctuality Descipline Patience Appreciation of artistic work by analysis of color scheme, design principles, story-telling techniques applied, etc

	extensive application of the various Animation Principles including Character Set up and Animation in Maya, Character Animations and Computer Graphics (CG) Film making (Th)	to prepare 3D models and animation clippings with texturing, creation of primitives, editing of vertices, rendering and compositing.	Initiative, Enthusiasm, Cooperation Punctuality, Adherence to Schedules, Quality consciousness

5. Instructional Design

(See clause (i) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

Instructional Design includes Curriculum design, detailed syllabi, duration of the program, faculty and support staff requirement, instructional delivery mechanisms, identification of media – print, audio or video, online, computer aided, and student support service systems. The YCMOU shall define the instructional design for each of the academic programs to be offered through the Open and Distance Learning mode and shall map the credit hours for each course or module of the program.

5.1 Detailed Syllabi:

It is provided in the Appendix I

5.2 Duration of the program:

Three years. However, keeping in mind the philosophy of ODL system to offer assistance to the deprived section of the society, the learners are permitted to complete the program beyond the prescribed minimum time limit. The registration to the program shall be valid for eight years.

5.3 Faculty and Support Staff Required:

The YCMOU provides the qualification of the faculty for each of the courses under the program.

Sr No	Course Code	Course Name	Qualification of course-instructor or counselor
		1st Year	
1	BMG 101	Introduction to Computers & Internet (Th)	MSc (ComputerSc)or BE(IT)
2	BMG 102	Drawing and Sketching (Th)	GD Arts or ATD
3	BMG 103	Color Theory (Th)	GD Arts or ATD
4	BMG 104	Typography (Th)	GD Arts or ATD
5	BMG 105	Computer Graphics Part1: Adobe Photoshop (Th + Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
6	BMG 106	Computer Graphics Part2 : Adobe Illustrator (Th + Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
7	BMG 107	Technical and Creative Writing (Th)	MA(MCJ)
8	BMG 108	Introduction to Multimedia and its Application (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
9	BMG 109	Developing Presentations (Th)	MSc (ComputerSc)or BE(IT)
10	BMG 110	Design Principles (Th)	GD Arts or ATD
11	BMG 111	Print Media Part1 : Coral Draw (Th + Pr)	GD Arts or ATD
12	BMG 112	Print Media Part2 : Quark Express (Th+ Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
		2nd Year	
1	BMG 201	Introduction to Web Development (Th)	MSc (ComputerSc)or BE(IT)
2	BMG 202	HTML (Th)	MSc (ComputerSc)or BE(IT)
3	BMG 203	Computer Animation : Introduction to Flash (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
4	BMG 204	Content Digitization (Th)	MSc (ComputerSc)or BE(IT)
5	BMG 205	Content Authoring on Web using Macromedia Dreamweaver (Th + Pr)	GD Arts or ATD
6	BMG 206	Developing Dynamic Web Pages using Java and VB Scripts (Th)	MSc (ComputerSc)or BE(IT)

7	BMG 207	Video-Production Basics (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
8	BMG 208	Story Boarding (Th)	MA(MCJ)
9	BMG 209	Visual Communication (Th)	GD Arts or ATD
10	BMG 210	Audio-Editing: Sound Forge (Th + Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
11	BMG 211	Video-Editing: Adobe Premier (Th + Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
12	BMG 212	Advance Video Effects (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
		3rd Year	
1	BMG 301	Animation Principles (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
2	BMG 302	Introduction to Maya (Th+Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
3	BMG 303	Character Set up and Animation in Maya (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
4	BMG 304	Advanced Maya (Th+Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
5	BMG 305	Introduction to 3DS max (Th+Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
6	BMG 306	Advanced 3ds max (Th+Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
7	BMG 307	Character Animations (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
8	BMG 308	CG Film making (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be

			submitted

There must be at least nine faculties at each Learning Support Centre.

Supporting Staff:

      Assistants

      Clerical Staff

      Accountants

5.4 Instructional delivery mechanisms

Identification of media – print, audio or video, online, computer aided

(a) TEXT:

The learning for the program shall be mainly through Self Instructional Material in textual format, which will be available as printed form as well as on the YCMOU's portal.

(b) LABORATORY:

The program has Specific Learning Objects which need hands on practice at the laboratory.

(c) TUTORIAL:

There is a provision of tutorial which are essential part of some of the courses. The students are expected to learn some cognitive skills through these tutorial in accordance with the methodology prescribed in Choice Based Credit System by the UGC.

(d) Video

The students may be learning the various skills through some video clips and recorded and live video lectures.

(e) Audio

The YCMOU has a web radio service. The learners may learn through phone-in programs using our web radio service.

(f) Computer based learning

There are a number of computer applications which allow learners to undertake simulation exercises. There will be a component of such simulation exercises for learning.

5.6 student support service systems

The university may attempt to set up discussion forum and online grievance settlement platform through the portal.

6. Procedure for admissions, curriculum transaction and evaluation

(See clause (vi) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

The YCMOU shall define the admission policy for the program with minimum eligibility and fee structure. The information related to financial assistance, if any, should be included in the policy. The YCMOU shall notify the policy of program delivery along with the details of methods and web-based tools to be adopted. The YCMOU shall notify the activity planner including all the academic activities to be carried out by the YCMOU during the academic session. Further, the YCMOU shall also notify policy for evaluation of learner progress along with methods and tools.

6.1 Admission Policy

TYPE OF PROGRAMS:

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 courses is that of **Term-Work 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 Term-Work Examination which involves 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.

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 fulfilment of a well-defined objective of practical significance. The entire exercise in such cases is so big that student can not 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.

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 for which the registration is valid, 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 to which you seek admission.

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 are filled 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	VimuktaJati (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%

SCHOOLARSHIPS, FREESHIPS, EARN AND LEARN SCHEMES

The candidates belonging to the backward classes are required to follow the procedure adopted by the Government of Maharashtra (GoM) or Government of India (GoI) to secure the Scholarship and Freeship as per the rules framed by GoM or GoI.

The University offers programs in which the employing institutions offer a unique advantage of earning while learning. The programs in pharma sectors are sponsored by Wockhard, Cipla in which students earn stipend while learning YCMOU program. Similarly, Naphate foundation also sponsors students in Arogyamitra (Patient assistant) program.

6.2 Academic Planner

Sr. No.	Processes	Date
1	Online Admission process begins	1 June
2	Last date for payment of fee without late fee	31 August
3	Last date for payment of fee with late fee (Rs. 100/-)	15 September
4	Last date for payment of fee with super late fee (Rs. 500/-)	30 September
5	Publication of Admission List at Study centres	15 Oct
6	Delivery of Learning material ends on: First Lot	30 Sept
7	Delivery of Learning material ends on: Second Lot	30 Oct
8	Counseling Sessions Starts	1 Sept
9	First date of submitting Exam Form for Jan. Exam.	01 Oct

10	Date of Continuous Assessment	15 Oct
11	Date of Continuous Assessment	30 Dec
12	Last Date of submitting Exam Form for Jan. Exam.	30 Oct
14	Date of Continuous Assessment	31 Jan
15	January Examination begins (Repeater Exam., if applicable)	07 Jan
16	End Examination ends (Repeater Exam., if applicable)	20 Jan
17	Date of Continuous Assessment	25 Feb
	Last date of submitting Exam Form for repeaters (July Exam)	01 Apr
19	Last date of submitting Exam Form for repeaters (July Exam)	30 Apr
25	Counseling sessions end on	30 Apr
26	Last of for submission of CA Marks to the University	15 May
27	Publication of CA Mark list on university website	17 May
28	End Examination Starts (Even Sem)	17 May
29	End Examination Ends	30 May
30	Results Declared (Even Sem)	30 June

The dates are tentative and may differ every year based on specific circumstances prevailing.

6.3 Evaluation Policy

A. 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

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 5 sub-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), secured 20 marks out of 20 in CA and has secured 20 marks out of 80 in EE, thus has secured aggregate 40 marks out of 100. She shall not be treated as "passed" because she has not secured 40 % marks in EE. On the other hand, a 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 Industrial Training shall be for a duration of 1 Month (for Diploma Programs or programs of duration less than or equal to one year) and 3 Months (for UG/PG degree programs or programs of duration more than one year). 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. There shall be no marks allotted for Industrial Training. The student must complete the training and submit the report to that effect through the SC as per the online process of the YCMOU.

Students Evaluation with Grade system:

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

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

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

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

7. Requirement of the laboratory support and Library Resources:

(See clause (vii) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

There may be programs having practical component in syllabus. The YCMOU shall give clear guidelines about the laboratory support to the learners to perform the practical prescribed in the program. There shall be provision of a practicals book for the learners. In case of online learning, the practical should be conducted and performed by applying virtual reality methods.

Equipment	Required as per Norms
Computers with configurations as per Hardware Compatibility List of Maya 6 and 3DS Max 6	10 or more
Licensed software of Photoshop	10 or more
Licensed software of Maya 6	10 or more
Licensed software of 3DS Max 6	10 or more
Licensed software of PageMaker 7.5	10 or more
Licensed software of Adobe Premier 6	10 or more
Licensed software of Adobe Corel Draw 10	10 or more
Lights of professional standards	4
Internet Connection (Broadband)	2
3CCD video Camera (PD 150)	4
Digital still Camera 7 Mega pixels	3
DLP or LCD projector	2
Tracing Board	10
Line testing devices	02
System Port Mixer (2 Ports or more)	01
Microphone (maple)	02
64 byte video grabbing cards	02
Fire wire cable	03

8. Cost estimate of the program and the provisions

(See clause (viii) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

The cost estimate which indicates the amount assigned for program development, delivery and maintenance will be given in this section.

Sr No	EXPENDITURE HEAD	Rate	Unit	Quantity	Amount	TOTAL	Explanation
	DEVELOPMENT						
1	Honorarium for Authors	5000	Unit	400	20,00,000		No of Units =100credit*4unit per credit. 1 Grad prog= 100 credit
2	Honorarium for Editor	2500	Unit	400	10,00,000		(Rates as per DEB-UGC 01 Jan 15)
3	Language Editror	1500	Unit	400	6,00,000		
4	Word Processing	20	Page	600	12,000		No of pages= 200p/course*30 courses
5	Video lecture	3000	lecture	450	13,50,000		No of lectures= 15 per course* 30 courses
6	QB Development	10	per item	500	5,000		No of item= 50 per credit*100 credit
7	TOTAL					49,67,000	
	MAINTENACE						
1	Question paper setting	700	paper	30	21,000		No of papers=30 courses
2	Question paper editing	100	paper	30	3,000		No of papers=30 courses
3	Expnditure of conduct of exam	4300	per student	600	25,80,000		yr-stud=3yr*200 stud per yr
4	Other Exp	1	Lump sum	1	3,00,000		Hon of Coordinator= 25K/mnth*12
	TOTAL					29,04,000	
	DELIVERY						

1	Production cost of SIM	200	Copy	6000	12,00,000		No of copies =200 stud per prog-part*10 volumes pre prog-part*3prgram parts
2	Honorarium of Faculty	250	per Lecture	3150	7,87,500		No of lect=7 LSCs (30 stud each)*30 course*15 lect per course
3	Honorarium of Support Staff	1400000	Per LSC	7	98,00,000		Per LSC Clerk=4L+ Peon=2L+ Head=8L,
	TOTAL					1,17,87,500	
	GRAND TOTAL					1,96,58,500	

No of students for break even (Rs 29,000 per year fee)				678	Students

9. Quality assurance mechanism and expected program outcomes

(See clause (ix) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

The YCMOU shall define the review mechanism for program and continuously enhance the standards of curriculum, instructional design relevant to professional requirements of the area of study. There should be course benchmark statements. The YCMOU shall also devise the mechanism for monitoring effectiveness of the program.

The University will review the program based on four Key Result Areas (KRAs):

i.   Enrolment of student(to assess the achievement of program based on access and equity objects of the YCMOU)

ii.   Examination Results

iii.   Placements/satisfaction of passing out students

iv.   Academic and Administrative feedback from the stakeholders to evaluate the program based on process and result criteria

APPENDIX I

SYLLABI FOR THE VARIOUS COURSES UNDER THE PROGRAM

<p style="text-align:center">SYLLABI FOR THE COURSES UNDER</p>

<p style="text-align:center">B.Sc. (Media Graphics and Animation)</p>

<p style="text-align:center">FIRST YEAR</p>

BMG101: Introduction to Computers & Internet

Unit 1
Introduction to Computers: What is a Computer? Some Beginning Terms, What Makes a Computer Powerful, Speed, Reliability, Storage, Diligence, Versatility, Power of Remembering, No IQ, No Feeling, History of Computer, Calculating Machines, Napier's Bones, Slide Rule, Pascal's Adding and Subtractory Machine; Leibniz's Multiplication and Dividing Machine, Babbage's Analytical Engine, Mechanical and Electrical Calculator, Modern Electronic Calculator, Computer Generations, First Generation Computers, Second Generation Computers, Third Generation Computers, Fourth Generation Computers, Fifth Generation Computer, Types of Computers, Personal or Micro, Descriptions of Personal Computers, Main Frame, Supercomputers Server, Minicomputer.

Unit 2
Computer Organisation: Introduction, Basic Computer Operations, Input, Storage, Processing, Output, Control, Functional Units, Arithmetic Logical Unit (Alu), Control Unit (Cu), Central Processing Unit (CPU), Memory System in a Computer, Capacity of Primary Memory, Random Access Memory (Ram), Read Only Memory (Rom), Prom, Eprom, Cache Memory, Registers, Secondary Storage, Magnetic Tape, Magnetic Disk, Optical Disk.

Unit 3
Software Application: Word processing, Create, Format, Print, Desktop publishing, Levels of Software, Spreadsheet, Database, Types of databases, Relational Database, Queries, Graphics Programs, Paint, Drawing Programs, Animation and Video Programs, Presentation, Programs, Communication Programs, FTP (File-Transfer Protocol). Chat, Instant, Messaging, HTML Editor, Project Management Program Integrated Software.

Unit 4
Input to Computers: Types of Input, Keyboard, Mouse, Trackball, Glide-pad, Game Devices, Pen, Touch-screen, Digitizers and Graphic Table, Point-of-sale Terminal (POS), Multimedia, Sound Input, Voice Input, Video Input, Data Automation, General Devices, OCR Software, Checking for Accuracy.

Unit 5
Data Processing: Processing is the Thinking, Processing, Digital Data, Digital Codes, Unicode, Parity, Machine Cycle, Speed, Memory Addresses, Update, Processor Speed, Physical Components, Microprocessor, ROM (Read Only Memory), Memory Devices, Memory Speed, Motherboard, ISA Slots, PCI Slots, Connectors, Memory Slots, Keyboard Plug, Power Connections, Processor Socket.

Unit 6
Output Devices: Types of Output, Categories of Output, Printer Features, how last?, what Print quality?, what Printer will Print?, Cable Connection, Serial Cable, Parallel Cable,USB Cable, Types of Printers, Impact Printers, Types of Impact Printers, Non-Impact Printers, Types of Non-Impact Printers, Screen, LCD screen, Screen Features, Type of Screens.

Unit 7
Data Storage: Data Storage, Magnetic Disk, Types of Magnetic Disks, Disk Format, Tracks, Sectors, Clusters, Cylinders, Disk Capacity, Accessing Data, Magnetic Tape, Types of Tape, Tape Formats, Optical Disks, Advantages of Optical Disks, Disadvantages of Optical Disks, Care of Optical Disks (CDs, DVDs), Recording.

Unit 8
Internet Basks: What is the Internet?, Interoperable, Packet Switched, Data, Network, TCP/IP, e-mail, FTP, www, Gopher, Internet History, IP Address, Domain Name, Gateway, Repeater, Bridge, Router, Packet, Firewall Ethernet, WWW, Search Engine, URL, Home Page, Portal.
Unit 9
Internet Study: Introduction, Web Directories, Comprehensive Directories, Yahoo, Argus Clearinghouse Infoseek/Go Guide, Topical Directories, Search Engines, Crawlers, and Spiders, Alta Vista, Excite, HotBot, Lycos, Web Crawler, Meta-search Engines, Profusion. Search, Go2Net/MetaCrawie'r SavvySearch, Portals, My Yahoo!, Sbap.com, Search Strategies, AND, OR , NOT, Using the Wild Card, Beyond the, Basics: Thinking Critically About Web Sites, Decoding Web Site Addresses, Evaluation of Information-Sources, How to Be Net Savvy.
Unit 10
Microsoft Word Xp 2003 Or 2002: Microsoft Word 2003/2002 for Windows, The Title Bar, The Menu Bar, The Ruler, Document View, Word 2002, Text Area, Exiting Word, Things You Need to Know, Click, Options, Word 2002. Nonprinting Characters, Recently Used File List, Setting Options, Highlighting Text, Highlighting Menu Items, Placing the Cursor Microsoft Word Basic Features, Typing and Using the Backspace Key, Inserting Text, Overtype, Bold, Underline, and Italicize, Save File, More Basic Features, Open File, Cut and Paste, AutoText, Spell Check, Find and Replace, Font Size, Fonts, Save File, Working with Paragraphs, Sample Paragraphs, Space Before and Space, After, Line Spacing, Alignment, Hanging Indent Tab Key, Buikting, Numbering, Undo, Redo, and Printing, The Tab Key, Bullets and Numbering, Undo, & Redo, Selecting Accounting Software, Tables, Creating a Table, Moving; Around a Table, Selecting a Row and Bolding the Text, Right Aligning Text, Adding a New Row to the End of the Table, Adding a Row Within the Table, Resizing the Columns, Adding a New Column to a Table, Sorting a Table, The Sum Function, Deleting a Column, Merge Cell, Table Headings Converting Text to a Table, Splitting a Table, Table AutoFormat

BMG 102: Drawing and Sketching

UNIT 1: Introduction to Drawing
How to Draw, How to Choose a Pencil, How to Improve Your, Drawing Skills, How to Ink a Drawing, How to Sketch.
UNIT 2: Drawing Shapes and Forms
Draw a Box, Draw a Circle, Draw a cylinder, Draw a Hexagon, Draw a Perfect Pentagram, Draw a Octagonal Based Pyramid, Draw a Cartoon Car, Draw a Simple House
Unit 3: Drawing Text and Lettering
How to Draw 3D Block Letters, How to Draw Bubble Letters, How to Make an Ambigram, How to Have Beautiful Writing , How to Improve Your Calligraphy Writing, How to Design a Logo
Unit 4: Drawing Realistic and Cartoon Characters
How to Draw Basic Human Figures, Hoe to Draw a Body , How to Draw People, How to Draw Realistic People, How to Draw Human Faces, How to Draw a Cartoon Man, How to Draw a Funny Looking Face, How to Draw a Simpsons Character
Unit 5: Drawing Animals
How to Draw Realistic Animals with Depth, How to Draw an Elephant, Draw a Horse, How to Draw a Bird, Hoe to Draw a Cat, How to Draw a Dog, How to Draw a Pig, How to Draw a Dog Face, How to Draw a Frog
Unit 6: Cartoon and Comic Drawing
How to Draw a Cartoon like Face, How to Draw Bobble Men ,

How to Draw a Cartoon Cat, How to Draw a Cute Cartoon Person,
How to Draw a Cartoon Monkey, How to Draw a Stick Figure,
How to Draw Monsters, How to Draw a Sea Creature
Unit 7: Perspective Drawing
One Point Perspective, Two Point Perspective

BMG 103: Colour Theory
Unit-1
Color Theory: Overview: Color Balance, Color Balance and
Chromatic Colors, A Color Scheme, Traditional Color Theory,
Historical Background, Color Harmony and Color Meaning,
Emotional Response to Color, Physiological Principles for
the Effective Use of Color, Lens, Retina, Brain, Color Blindness,
Guidelines
Unit-2
Color Basics: Color Basics, Color Systems Working with
Systems, Color Wheel, Color Relationships, Complementary
Colors, Perceptual Opposites, Color Combinations, Color and
Contrast, Itten's Color Contrasts, Proportion and Intensity,
Contrast and Dominance, Color Shade and Tints, Color Studies
Colors of a Complementary Relationship
Unit-3
Color Harmony: Some Formulas for Color Harmony, A Color
Scheme Based on Analogous Colors, A Color Scheme Based
on Complementary Colors, A Color Scheme Based on Nature,
Color Context, Different Readings of the Same Color, Classic
Color Schemes, Monochromatic Color Scheme, Analogous
Color Scheme, Complementary Color Scheme, Split
Complementary Color Scheme, Triadic Color Scheme, Tetradic
(Double Complementary) Color Scheme
Unit-4
Color Meanings: Color Meanings and Colors that go Together,
Cool Colors, The Colors of Excitement, Mixed Warm and Cool
Colors, Neutral Colors, More about Color
Unit-5
Color Model: Light, CIE Chromaticity Diagram, RGB Color
Model, CMY Color Model, Hue, Saturation, and Value Color
Model, Intuitive Color Concepts
Unit-6
Psychology of Color: Introductions, Utilizing Psychological
Effects in Painting, How to Judge Your Color Selection,
Characteristic Color Combinations, Color in Photography
Versus Color in Painting, Colors in Painting Versus Colors in a
Room

BMG 104: Typography

Type Technology: History and Emergence
Type Technology-The Four Revolutions, Type Forms Through
the Centuries, Decorative & Display Type, Synthesis.
Typography
Introduction to Typography, Design, Basic Type Anatomy,
Major Typeface Classifications, Letter spacing, Type
Measurement, Font-Type Definitions, Typographic Terms,
When Choosing Typefaces do.
Typographic Design Consideration
Measure the Measure, Hanging Punctuation, Ligatures,

Typographic Hierarchy – Size, Typographic Hierarchy - Weight.
In-Design Tutorial for Typographic Designs
Tutorial #1: Simple Type Exercise, Tutorial #2: Simple
Formatting, Tutorial #3: Simple Table, Tutorial #4: Complex
Formatting, Tutorial #5: Graphic Creation.
Copy Preparation, Design and Layout
Copy Preparation, The Printers' Point System, Principles of
Design, Margins, Layouts for DTP & Printing, Type Faces,
Classification of Types, Type Setting, Proof Reading.
File and Font Formats
File Formats, File Format Extensions, Font Formats, Font
Format Extensions.

BMG 105: Computer Graphics – Part I: Adobe Photoshop

Introduction: What is Photoshop?, The RGB Color
Space, Digital Image Types: Vectors and Bitmaps,
Internet Image Standards.
Photoshop Workplace: The Workplace, The
Photoshop Workspace, Preferences, ImageReady.
Creating Images: Creating New Images, Contents,
Image Window, Scanning Images into Photoshop,
Importing Existing Images into Photoshop, Magnification/
Navigation Controls, The History Palette, The Snapshot.
Creating and Using Selections: Selections and
Channels, Multiple Selections, Modifying Selections, The
Info Palette, Moving Selections, Selection Tool Options,
Creating Selections in Quick Mask Mode.
Photoshop's Layer: Layers, Using Layers, Creating
New Layers, Text and Layers, Layer Styles, Managing
Layers.
Editing Images: Using the Painting and Drawing Tools,
Pattern Stamp Tool, Gradient Tool, Using the Type Tool,
The Character Palette, The Paragraph Palette, Fine-
Tuning Filters with Fade, Curves, Adjustment and Fill
Layers.
Editing Vector Shapes: Working with Vector Content,
Creating a Selection from a Path, The Shape Tools,
Combination Options, Generic Shape Tool Options, Layer
Style.
Creating Static Image: Creating a Logo in Photoshop,
Preparing the Logo for the Internet, Save for Web,
Creating a Custom Logo.

BMG 106: Computer Graphics Part-II: Adobe Illustrator-
Unit 1
Understanding Illustrator: Understand Illustrator's Role in the World of
Digital Graphics, Get Your Hands Around Illustrator's Curves, Understand
Paths, Anchor Points, and Fills, Use Illustrator with Other Programs, Get
Around in Illustrator, Open a File, Use the Window Menu to Organize Views,
Work with Palettes, Use Illustrator's Toolbox, Tools in Illustrator, Default
Displayed Tools, Tearoffs, Pan Tools, Line Segment Tools, Rotate Tools,

Warp Tools, Sprayer Tools, Eyedropper Tools, Hand Tools, Direct Selection Tools, Type Tools, Shape Tools, Scale Tools, Pencil Tools,' Graph Tools, Blend Tools, Scissors Tools, Fills and Views

Unit 2
Creating Documents: Set Up a New Document, Customize Preferences, Set Default File & Clipboard Settings, Navigate Your Page

Unit 3
Draw with the Pencil and Brush Tools: Draw with the Pencil Tool, Edit Anchor Points with the Direct Selection Tool, Define Caps and Joins, Assign Stroke or Fill Colors with the Eyedropper or Paint Bucket Tool

Unit 4
Draw with the Pen Tool: Pen Tool, Create and Edit Smooth Anchor Points, Draw Wave Forms, Manipulate Control Points, Edit with the Pen Tool, Manage Paths.

Unit 5
Work with Shapes: Shapes, Draw Ellipses and Circles, Draw Polygons and Stars, Flare Tool, Pathfinder Tools, Use Shape Modes

Unit 6
Scale, Skew, and Rotate: Scale, Skew, and Rotate, View a Bounding Box, Resize and Reshape with a Bounding Box, Rotate and Flip with a Bounding Box, Use More Transform Tools

Unit 7
Text Formatting: Format Characters, Define Stroke and Fill for Type, Format Paragraphs, Align Paragraphs, Display Hidden Characters, Set Tabs, Define Type Styles, Convert Text to Outlines

Unit 8
Import Artwork: Import Art, Choose Between Importing and Linking, Trace Imported Bitmaps, Organize Bitmaps with the Links Palette

Unit 9
Filters and Effects: Applying Effects, Two Types of Effects, Path-Bending Effects, Convert To Shape Effects, Path Effects, Pathfinder Effects, Rasterize Effects, SVG Filter Effects, Warp Effects, Exploring Fill Effects, Applying Filters, Applying a Gradient Mesh

BMG 107: Technical and Creative Writing-

Essential Grammar: Basic Sentence Patterns, Basic Parts of the Sentence, Parts of Speech, Phrases and Clauses
Business Correspondence and Application Letters: Common Types of Application Letters, Common Sections in Application Letters, Background Details in the Application Letter, Checklist of Common Problems in Application Letters, Complaint and Adjustment Letters, Inquiry Letters: Types and Contexts
Book Design: Introduction, Front and Back Covers, Title Page, Edition Notice, Disclaimers, Trademarks, Warranties, Safety Notices, Communication Statements, Table of Contents—List of Figures, Preface, Body Chapters, Appendixes, Glossary, Index, Reader-Response Form, Book Design and Layout, Page Design, Headings, Lists, Notices, Tables, Highlighting, Margins, Indentation & Alignment, Fonts & Colour, Graphics and Tables, Graphics an Overview, Drawings, Diagrams, Photos, Uses of Illustrations and Photos, Formatting Requirements, Producing Illustrations, Photographs, Tables, Uses for Tables, Table Format, Producing Tables, Charts and Graphs, Producing Charts and Graphs, Documenting Graphics Indicating Sources, General Guidelines for Graphics—a Review

Technical Writing: About the Technical Report—Types of Technical Reports, Audience and Situation in Technical Reports, Topics for Technical Reports, General Characteristics of Technical Reports, Checklist for the Technical Report, More Technical Report, Technical Background Reports, Primary Research Reports, Business Plans, Technical Specifications
Creative Writing: Choose the Right Story Structure, Types of Structures, Narrative Structures, Structural Devices, Structural Issues, Choose the Right Way to Tell Your Story, Consider Multi-Media
Creative Writing Process: Introduction, Idea Collection Sheets, Categorizing Ideas, Converting to Mind Map Form, Conversion to Linear Form

BMG 108: Introduction to Multimedia and Its Applications-

Unit-1
Introduction to Multimedia Systems: History of Multimedia Systems, What is Multimedia? Challenges for Multimedia Systems, Desirable Features for a Multimedia System, Components of a Multimedia System, Applications, Trends in Multimedia.
Unit-2
Multimedia Systems and Applications: Categorization of Multimedia, Major Characteristics of Multimedia, Terminology, Usage, Structuring Information in a Multimedia Form.
Unit-3
Computer Graphics: Computer Graphics, Bitmap Images, Vector Graphics, Graphics Software, Graphics File Format.
Unit-4
Computer Animation: Introduction, Early Animation Techniques, Innovations of Animators at Disney, Types of Animation, Software for Animation, Difference Between Traditional Animation and Computer Animation, Pixar and Disney Studio.
Unit-5
Interactive Media: Introduction, Terminology, World Wide Web, Internet Forums, Computer Games, Mobile Telephony, Interactive Television, Hypermedia.
Unit-6
Multimedia Hardware: Multimedia Computers, Input Devices, Output Devices, End User Hardware Issues, Storage, Buses.
Unit-7
Multimedia in Education: Introduction, Terminology, Education Online, The Problem is the Solution, A Vision for the Future, Conclusion.
Unit-8
Multimedia and Virtual Reality: Introduction to Multimedia and Virtual Reality, Technological Issues, Computer Science Aspects, User Interface, Interaction with Geographic Information, Applications, Potential.
Unit-9
Multimedia: Application and Future: Multimedia, Applications For Multimedia, Multimedia in the Future.

BMG 109: Developing Presentations

Unit 1
Delivering Presentation: Analyzing an Audience, Avoiding Common Pitfalls Made by Presenters, Bad Delivery Habits, Don't Go Blank During Your Presentation, Eliminating Filler Words and Actions, Giving Your First Public Presentation, Integrating Movement in Presentations, Making Eye Contact with Your Audience, Overcoming Your Fear of Presenting,, Planning Breaks During Presentations, Presenting to Different Types of Audiences, Tips for Keeping Your Presentation Interesting
Unit 2
Visual Presentation: The Basics of File Compression, Capturing Bitmaps at the Correct Resolution for Projection, Choosing the Right Colors for Your Next Presentation, Fonts and PowerPoint: True Type vs. PostScript, Graphic Types and Electronic Presentations, Quick Tips for Effective Visuals, Using Different Backgrounds within a Single Presentation, Tips for Converting Multimedia Presentations to HTML, Using Different Backgrounds within a Single Presentation, Using Flipcharts Well
Unit 3
Knowing Projectors: Connecting Laptops to Projectors, Connecting PowerBooks to Projectors, Projector Cables 101, Connecting Projectors to Public Address Systems or External Speakers, Connecting Projectors to Video Devices, Setting Up Projectors and Determining Correct Image Size
Unit 4
Introduction: Introduction: PowerPoint, Capabilities of PowerPoint
Unit 5
PowerPoint Image Basics: PowerPoint Image Basics Formats Inserting Pictures Onto Slides Changing the Image's Properties, Adding labels to your slide pictures Image's effect on PowerPoint file size
Unit 6
Making PowerPoint Slides: Making PowerPoint Slides and Navigating them. Using the "Outline View in PowerPoint", Changing Slide Properties in PowerPoint, Changing the Order of your PowerPoint Slides
Unit 7
Entering Text On A PowerPoint Slide: Entering Text on a PowerPoint Slide, Changing Text and Font Properties, Copying and Pasting into PowerPoint, Format Paragraphs in PowerPoint, Bullets and Numbers on your Slides, Spell-Checking your PowerPoint show, Adding Notes to your PowerPoint Slides
Unit 8
Viewing Your PowerPoint Show: Show Options and "Doodling" Onscreen, Printing PowerPoint Notes and Handouts

BMG 110: Design Principles-

Unit-1
The Principles of Universal Design: Universal design, principle one: Equitable use, principle two: flexibility in use, principle three: simple and intuitive use, principle four: perceptible information, principle five: tolerance for error, principle six: low physical effort, principle seven: size and space for approach and use.
Unit-2
Principles of Good GUI Design: Give users control, GUI successes, understand people, designs for clarity, designs for consistency, watch the presentation model, control design, applying design principles, implementing effective standards.
Unit-3

Composition and Design: Visual elements (art elements), some design principles, visual effects, principles of art and composition.
Unit-4
Creative Thinking Techniques: Basic guidelines for brainstorming, practical methodology, variations, idea generating questions, the journalistic six, historical examination, block busting techniques, checklists.
Unit-5
Teaching Creativity: Impact of freedom on creativity, imitation in creative process, imitation and skills, ways to generate creative ideas, skills for a prerequisite to thinking and creativity, creativity drawing, and talent, drawing and creativity, self assessment as creative teaching.
Unit-6
Design Methods: Background of design methods, formalization of design methods, design management, proliferation of information technologies, significance of proliferation of information technologies, design planning.

BMG 111: Print Media–I: CorelDraw

Object Overview: Object Overview, Pick Tool Overview, Shape Tool Overview, Zoom Tool Overview, Freehand Tool Overview, Rectangle Tool Overview, Ellipse Tool Overview, Spiral Tool Overview, Polygon Tool Overview, Graph Paper Tool Overview.
Tools: Selecting Objects, Align Objects, Distribute Object Sets, Group and Ungroup Objects, Modify Multiple Objects, Copy Object Properties, Using Guidelines, Undo/Redo/Revert Commands, Changing Object Order, Cut or Copy an Object.
Pattern Fill: Pattern Fill Overview, Using Preset Full Color Fills, Loading Full Color Fills, Using Bitmap Pattern Fills, Load External Bitmap Fills, Using Pattern Fill Options.
Fill Tool: Fill Tool Overview, Creating Solid Fills, Fountain Fill Overview, Creating Linear Fountain Fills, Creating Radial Fountain Fills, Creating Conical Fountain Fills, Creating Square Fountain Fills, Creating Custom Fountain Fills.
Text Tool: Text Tool Overview, Create Artistic Text, Create Paragraph Text, Change Font, Set Default Font and Size, Align Artistic Text, Align Paragraph Text.
Vectors and Bitmaps: Vectors and Bitmaps, Set View, Work in Wire frame View, Hints for Learning CorelDraw, Menu Overview: Part 1, Menu Overview: Part 2, Dockers Overview.
Import/Export Overview: Import/Export Overview, Import a File, Edit Vector Import, Edit Bitmap Import, Export a File, Export GIF File, Export JPG File, Export AI File, Export CDR File

BMG 112: Print Media Part-II: QuarkXPress

Unit-1
Introduction: Introduction, Basic Objects - Boxes and Lines, Object Shape, Outline and Colour Properties, Tools and References
Unit-2
Setting Up Quarkxpress References: Part One: Setting up Application Preferences; Edit > References > Application.
Unit-3
Setting Up Quarkxpress References: Part Two: Edit > Preferences > Document, "General" tab, Paragraph tab, Character tab, Total tab and Trapping tab, Creating Setting Up QuarkXPress™ Tool Defaults - Part One, Creating Setting Up QuarkXPress™ Tool Defaults - Part Two, Setting up the Colour Palette.
Unit-4
Images with Embedded Clipping Paths in Quarkxpress: Clipping Paths.
Unit-5
Working with Master Pages in Quarkxpress: Master Pages, Changing Master Page Objects to Document Page Objects, How to Change the Margins.
Unit-6
Recovering from and Preventing Data Loss In Quark: Enable Auto Backups, Save Often, Make Laser Printouts, Data Recovery - Step by Step, Corrupted Image, Corrupted QuarkXpress Document File, Test Your Backups.
Unit-7
Appending H & JS in Quarkxpress: Hyphenation and Justification, Tips for Fast Working.
Unit-8
Creating Stroked Text in Quarkxpress: Introduction, Using Abode Illustrator to Create the Effect, Using Quarkxpress to Create and Effect.
Unit-9
Working with EPS Files in Quarkxpress and Photoshop© - Part One: Introduction, Working with EPS Files.

SECOND YEAR

BMG 201: Introduction to Web Development

Web Development Process: Software to Create Your Website, What Makes a Good Website?, How to Plan Your Website, Design and Layout, Create Your Web Pages, How to Put Your Site on the Net
Site Design: Organizing Information, Site Structure, Site Design Themes
Images: Introduction, Use Images Purposefully, Do Not Use Graphic Text, Avoid Animated Images, Provide Alt-Text for All Relevant Images, Provide Blank Alt-Text for Irrelevant or Redundant Images, Maintain a Catalog of Image Content, Keep Image Dimensions As Small As Possible, Use Thumbnails for Large Images
Web Design Issues: Introduction, Web Site Design, Issues,

Accessible Web Design, Website Planning
The Basics Of Navigation: Introduction, Site Navigation, Types
of Navigation, Styles of Navigation, Net Objects, Web site
Navigation Tips
Web Type: Type Matters, Type on the Web, Free Fonts for the
Screen, Facing Fonts, Graphic Text, Sending Fonts with Your Page,
Line Lengths, "Special" Characters, Installing and Using Web Fonts
Client Server Architecture: Characteristics, Comparison to
Peer-to-Peer Architecture, Comparison to Client-Queue-Client
Architecture, Advantages, Disadvantages
Introduction To E-Commerce: Business Strategy Introduction,
Online Business, Types of Business Web, E-Commerce
Infrastructure, The Future of the Business Web Future
Web Services: A Short Introduction to Web Services, Advantages
and Disadvantages of Web Services, A Typical Web Service
Invocation, Web Services Architecture, A Typical Web Service
Invocation (Redux)
Web Advertising: Introduction, Successful Web Design
Guidelines and Components, Web Advertising Strategies, Web
Advertising vs. Traditional Advertising, Advantages and
Disadvantages of Web Advertising, Effectiveness of Web
Advertising

BMG 202: HTML

Unit 1
Introduction To HTML: HTMLIntroduction, Linear Media, Hypermedia, What is HTML Markup?,
Document Structure, A Basic Document

Unit 2
Overview: Choosing a Text Editor, Starting Note Pad,' Creating a Basic Starting Document, Setting
Document Properties, Color Codes, The BODY Element, Text Color, LINK, VLINK and ALINK,
Using Image Backgrounds, Previewing Your Work/Save & View Cycle

Unit 3
Content Formatting: Headings, Paragraphs, Breaks and Horizontal Rules, Paragraph, <P> </P> Break,

, Horizontal Rule, <HR
Unit 4
Character Formatting: Character Formatting, Bold, Italic and other Character Formatting Elements ,
Alignment, Special Characters & .Symbols, Special Characters, Additional Character Formatting
Elements
Unit 5
Lists: List Elements. UL: Unordered List., OL: Ordered-List, DL: Definition List, Nesting Lists

Unit 6
Images: Supported Image Formats, Limited Support or Non-Supported Image Formats, Inserting
Images, Additional Image Attributes

Unit 7
Links: Link Elements, Link Types, URLs - Uniform Resource Locators, HTTP
-Hyper Text Transport Protocol, FTP - File Transfer Protocol,, News - News Groups, Gopher, E-mail
- Electronic Mail, Telnet - Remote Terminal Emulation, internal-Links, 'Image Maps, Server-side
Image Maps, Client-side Image Maps

Unit 8
Table: Introduction, Table Attributes, Table Caption, Table Header, Table Data and Table Header
Attributes

Unit 9
Frames: Frames, Frame Page Architecture, Creating a Frames Page, Other Key Attributes of the
FRAMESET Element, Compound FRAMESET Divisions, Targets, Special Targets

Unit 10
Forms: Forms, Form Elements, The Elements Used In Forms,. Common Gateway Interface (CGI),
Intranet Application Development Architectures

Unit 11
Java: JAVA , <APPLET> , <PARAM>, JAVA Script

Unit 12
ActiveX Support: ActiveX Support, ID, Code Base, VBScript

Unit 13
Animated Pages: Uses of the Meta Element, Client Pull & Page Animation, Description, Keywords,
Adding Sound to an HTML Page, Embed; BG Sound, Animation Elements, Marquee, Blink

Unit 14
Page Layout: Technical Design Considerations, Document Size vs. Download Time, Page Loading:
HTTP 1.0 Differences with HTTP 1.1, Browser
Compatibility & Quirks, Page Layout Guidelines, Site Design 'Factors and Criteria, Site Layout and
Navigation

Unit 15
Cascading Style Sheets: Introduction to Cascading Style Sheets, Inline Styles, Embedded Style
Sheets, Linked Style Sheets, Classes, IDs,-DIV and SPAN ,. Cascading, and ' Inheritance

BMG 203: Computer Animation: Introduction to Flash

Unit-1

Introduction To Flash: What is Macromedia Flash MX 2004?, What's New in Flash MX 2004?, Using
the Flash Interface, Creating a New Document, Changing Movie Properties, Flash Panels, Using the
Movie Explorer.

Unit-2

Creating Graphics In Flash: Creating Graphics, Using Color Effectively, Layering Flash Elements,
Masking Content, Organizing Content in Flash, Reusing Graphics as Symbols.

Unit-3

Using Text Effectively In Flash: Using Text Effectively, Using the Text Tool, Font Properties, Embedded versus Device Fonts, Anti-Aliasing Text, Creating Static, Input or Dynamic Text Fields, Using Components in Flash, Building Forms in Flash.

Unit-4

Flash Animation: Introduction to Flash Animation, Creating Motion Tweens, Creating Frame-by-Frame Animations, Using Motion Guide Layers, Creating Shape Tweens, Adding Timeline Effects.

Unit-5

Understanding Movie Clips: Using Nested Symbols, Using Movie Clip Events.

Unit-6

Adding Sound And Video: Importing Sounds, Using Behaviors to Load Sounds, Adding Videos, Using the Flash Media Components.

Unit-7

Publishing Your Movie: Publishing Flash for Web Use, Evaluating Download Performance, Flash and HTML, Publishing Flash Movies for CD-ROMs.

Unit-8

Navigating A Movie: Creating Buttons, Adding Behaviors to Buttons, Creating Movie Clips, Dividing Files into Multiple SWFs.

BMG 204: Content Digitization

Unit-1
The Digitization Process: Introduction, What is Digitizing? Fit for Purpose, Compression, Pathways, Digital Objects, Data Models, Choosing Software.
Unit-2
Capturing Video in Movie Maker: Which Format to Choose? Improving Capture Performance in Movie Maker. The Correct Way to save Movie Maker Project Files, Editing within Movie Maker 2
Unit-3
Digital Sound: Introduction, Measuring Sound, Analog Audio, Digital Audio, Advantages of Digital Audio, File Size and Bandwidth, Compression.
Unit-4
Digital Video Capturing: Digital Video Recording, Digital Video Recorder (DVR), Process to Capture Analog Video to a PC Using a Video Capture Device, High Definition (HD) Options for Digital Video Recording (DVR), Sony's HD DVRS, High Definition TV and Video Capture Cards, TV Tuner/Video Capture Cards.
Unit-5
Digitization File Formats: Introduction, File Format Glossary, TIFF, JPEG, DJYU, PDF, WAV, MP3, Real Audio Ram, MPEG 21, Digitization File Formats, Images, Text, Dataset, Audio, Video.
Unit-6
Digitization – Scanning, OCR, and Re-Keying: Introduction, The Digitization Chain, Scanning and Image Capture, Image Capture and Oriented Character Recognition (OCR), Re-Keying.
Unit-7
Microform: History, Uses, Advantages, Disadvantages, Readers and Printers, Media Image Creation, Storage and Preservation, Duplication, Format Conversion, Digital Conversion.
Unit-8
Recommendations for the Digitization of Microfilm: Picture Qualities, Storage Form, Format, Compression, Software Requirements for Image Viewing, Hardware Requirements for Image Viewing, Long-Term Preservation of the Digital Conversion Form (Migration), Financial Visibility, Digitization and Optical Character Recognition.

Unit-9
GIS and Scanning Technology: Introduction, Working of a Scanner, Types of Scanners, General Feature of a Scanner, Types of Scanning, Processing of Scanned Document, Choice of Scanning or Digitization, Accuracy of Scanned Images, Scanning Products.
Unit-10
Digitization Projects Management: Introduction, Project Planning, Copyright Issues Associated with Digitizing Images, Determining the Costs of a Digitization Project, Standards and Guidelines to Consider, Selecting Equipment and Software for the Project, Workflow Process, Maintenance/Management, Quality Control, Migration of Data to New Formats, Storage, Backup and Preservation.

BMG 205: Content Authoring on Web Using Macromedia (Now Adobe) Dreamweaver

The Dreamweaver Workspace:
Overview of the Dreamweaver Workspce, Using the Insert Toolbar, Show or Hide Window and Panels, Customize the Document Toolbar
Creating Web Pages:
Create a New Web Page, Opening and Saving Web Pages, Closing Web Pages. Previewing Web Pages
Using Text:
Add Paragraphs and Headings, Align Paragraphs and Headings, Formatting Text, Insert Special Characters in Dreamweaver
Hyperlink:
Introduction, Creating Hyperlinks, Using a Named Anchor to Link within a Document, Create an Email Link, Refersh the Page and Redirecting Users
Using Graphics:
Insert an Image, Cropping and Resizing Images, Adjusting Image Contrast and Brightness, Setting Image Properties, Adjust the Image's Size
Using HTML Tables:
Introduction, Inserting Tables, Selecting Table Elements, Formatting Tables and Cells, Importing Tabular Data, Using a Design Scheme to Format a Table, Setting Table Colors
Using Frames:
Introduction, Creating Frames, Selection Frames, Saving Frames, Setting up Frames, Frame Content, Step by Step Exercise: Creating and Configuring Frames
Interactive Forms:
Introduction, The Structure of an Interactive Form, Creating Interactive Forms, Validating Interactive Forms, Step By Step Exercise Inserting Elements in an Interactive Form
Behaviors:
Introduction, Inserting a Behavior, Show and Hide Layer Behavior, Using JavaScript Code. Step By Step: Inserting Behaviors
HTML and Dreamweaver:
Tags, Code Inspector, The Tag Hint List, Code Error, Find and Replace, Step By Step Exercise: Finding and Replacing

BMG 206: Developing Dynamic Web Pages Using Java and VB Scripts

Javascript Syntax: Origin of Syntax, Variables, Basic Data Types, Operators, Control Structures, Functions, Objects, Exceptions, Miscellaneous.,

Javascript and HTML: JavaScript and HTML, The Basics,- Dialogs, Variables, Arrays, Operators.

Control Flow: If Condition, Switch Case, For Loop, While Loop, Function, Object Oriented JavaScipt Programming.

Java Script Methods: Getting Information, String Manipulation.

Form: Form Handling, Button, Text, Text area, Other Input elements, Checkbox, Radio, Select, Form Validation.

Introduction to VB Script: What' is VBScript, Using VBScript with Internet Explorer, Using VBScript with Internet Information Services, Using VBScript with Windows Script Host, Using Visual Basic with Microsoft Access.

Variant Data Type, Subtypes, and Literals: "Variant"- Data Type and Subtypes, Data Literals, Data Literal Examples, String Data Literals, Date and Time Data Literals.

Arithmetic Operations: Introduction of Arithmetic Operations, "+" - Arithmetic Addition Operation, "–" - Arithmetic Subtraction Operation,'"*" – Arithmetic Multiplication Operation, "/" - Arithmetic Division Operation, "\" - Arithmetic Integer Division Operation, "Mod" - Arithmetic Modulus Operation, "A" - Arithmetic Exponentiation Operation, Introduction to Numeric Comparison Operations, Introduction to Logical Operations.

Variable Declaration and Assignment-Statement: Variable Declaration and "Dim" Statement, Assigning Values to Variables - "=" Statement, Empty - The Default Value of a Variable.

Array Data Type and Related Statements: Array, "Dim x()" - Declaring Array Variables, "x(i)" - Accessing Array - Elements with Indexes, "Dim x(n)" - Fixed-Size Array Example, "Dim xQ" - Dynamic-Size Array Example, "For Each" Statement Example, "Erase" Statement - Removing All Elements in an Array, Data Type "VariantO" - Array of Variant Values.

Conditional and Loop Statements: Conditional Statements, "If Statements, "If1 Statement Example's, "Select - Cjis^State^sn^ "For- ... Next" Statements, "For ... Next" Statement Example Examples, ."While" Statements, "While" "Statement Examples, "Do ... Loop" Statements.

"Function" and "Sub Procedures: What Is a Procedure?, "Function" Statement and Function Call, Function Procedure Example, "Sub" Statement and Subroutine Call, Sub (Subroutine) Procedure Example, Passing Arguments to Procedures, - Passing Arrays as Arguments, Variable Scope in Procedures.

BMG 207: Video Production Basics-

Unit-1
Handling Video Camera: Introduction, Terminology, Planning, Camera Functions, Framing, Basic Camera Moves, Shooting Technique.
Unit-2
Video Camera Functions: Video Camera Focus, Video Camera Iris, Video Camera White Balance, Video Camera Viewfinder, Video Camera Shuter
Unit-3
Video Camera Tripods: Tripods, Choosing a tripod, Setting up a Camera Tripod, How to Use a . Tripod, Monopods
Unit-4
CCU (Camera Control Unit) Operations: CCU (Camera Control Unit), How to Prepare a Tape for Editing, Making a Video Master Tape, Slow Motion Replays, Shooting a Fireworks Video
Unit-5
Video Chroma—Green Screen: Introduction, Planning the studio setting, Green screen material, Lighting the green screen, Using Green Screen Footage
Unit-6
Shooting Interviews: Shooting Interviews - Introduction, Interview Shots, Studio Interview Settings, Mobile Interviewing Techniques, Remote Interviews, Recording Sound for Interviews, Lighting Interviews, Editing Interviews, General Tips for Shooting Interviews
Unit-7
Streaming Video: Creating Streaming Video, Streaming Video Servers, Conversion Utilities, Exporting a File, Streaming formats
Unit-8
Introduction to Video Editing: Introduction to Video Editing, Editing Methods, Video Editing Terminology, Linear Editing (Tape-to-Tape), Assemble Editing, Non Linear (Digital) Editing, Editing Software, Video Transitions
Unit-9
Embedding Streaming Video in a Web Page: Introduction, Code for embedding a video file, Streaming Video Files with Quick time Streaming MPEG-4 Video Files, Streaming Video Using Flash,. Streaming Video with Flash Media Server, Flash Video; Progressive Download.
Unit-10
Video Formats: 8mm video format, The Beta/Betamax Format, DV Video Format,. HDTV-Format, The Flash Video Format, The MPEG Format, QuickTime, The VHS Format, Other Formats.

BMG 208: Storyboarding

Introduction to Storyboard
Introduction, Origins, Usage, Film, Business, Interactive media, Benefits, Creation.
Creating and Using Storyboards for CBT
Creating and Using Storyboards, What is a Storyboard?, Storyboards as Documentation, Basic Form, Question and Feedback Form, How to Create Storyboards?, Automated Storyboard Tools.
Storyboarding for Multimedia

Introduction, What is a Storyboard?, Advantages of
Storyboarding, Interactive Storyboarding, Using Interactive
Storyboarding to Speed-up the Content-writing Phase,
Using Interactive Storyboarding to Speed-up Report
Document Production, From Interactive Storyboard to
Prototype: A Practical Example.
Interactive Storyboards
Key elements of a storyboard, Rationale, Learning
outcomes, Assumed pre-knowledge, Screen layout,
Additional resources, Useful user-interface techniques,
Text, Graphics, Video, Pen & paper, Adding user
interactivity, Experiments, Graph-plotting, Drag and drop,
Equations and derivations, Self-assessment exercises,
Common user-interface controls.

BMG 209: Visual Communication
Unit 1
Basic Visual Elements
Dot, Line, Shape, Direction, Understanding Texture, Hue,
Saturation, Value, The Basic of Scale, Dimension, Motion.
Unit 2
Oral and Visual Culture: A Dominant Form of Communication
Introduction, Power of Orality, Visual Communication, Visual
and Oral Means of Communication.
Unit 3
Classical Philosophical Theories of Perception
Introduction, Directness and Indirectness, Realism and Idealism,
Direct Realism, Indirect Realism, Direct Realism Revisited,
Idealism.
Unit 4
Photographic Composition
Introduction, Photographic Composition, The Subject, The
Frame, Angles, Balance.
Unit 5
Types of Photography
Aerial Photography, Astrophotography, Black & White
Photography, Commercial Photography, Digiscoping, Event
Photography, Forensic Photography, Large Format
Photography, Kirlian Photography, Macro Photography, Up
Close and Personal, Nature Photography, Wildlife Photography,
Night Photography, Panoramic Photography, Pinhole
Photography, Satellite Photography, Sports Photography,
Travel Photography, Ultraviolet Photography, Reflected
Ultraviolet Photography, UV Fluorescence Photography,
Underwater Photography.

BMG 210: Audio Editing: Sound Forge

Unit I
Digital Audio: What is Sound?, Measuring Sound, Analog Audio,
Digital Audio, Advantages of Digital Audio, File Size and Bandwidth,
Compression
Unit II
Digital Audio Formats: Digital Audio Files, Streaming Audio,
MPEG Audio, Non-MPEG Proprietary Formats
Unit III

Creating MP3 Files: Encoding, Bit-Rates, Constant Bit-rate Encoding, Variable Bit-rate Encoding, Selecting the Best Bit-rate, Verifying the Results
Unit IV
Editing Sound Files: Sound Editing Software, Normalization, Transitions Between Songs, Sound Editing Utilities
Unit V
Sound Editing With Audacity: Introduction to Editing, Cut, Copy and Paste, Silence, Duplicate and Split, Splitting and Sub Mixes
Unit VI
Audacity Menu: File Menu, Edit Menu, View Menu, Project Menu, Generate Menu, Internal Effects
Unit VII
Toolbar and Tracks: Main Toolbar, Slider Bar, Edit Toolbar, Audio tracks, Pop-Down Menu, Gain and Panning Controls
Unit VIII
Working On Sound Forge: Getting Started, The Toolbars, Saving a File, The Data Window (Sound File Window), Editing Your Sound, Playing a Sound, Basic Editing Operations, Effects and Processing, The Effects Menu, Applying Effect, The Process Menu, Applying a Process

BMG 211: Video-Editing Adobe Premiere-

Unit-1
Overview of Adobe Premier Pro: Introduction, Capabilities of Premier, Limitations of Premier, Cost, The adobe Premier Workspace, The Project Panel, The Monitor Panel, The timeline Panel, The Current Time Indicator, Other Common Panels in Premier.
Unit-2
Adobe Premier Tools: Adobe Premiere Tools Panel (toolbox), Adobe Premiere Selection Tool, Adobe Premiere Track Select Tool, Adobe Premiere Ripple Edit, Adobe Premiere Rolling Edit, Adobe Premiere Rate Stretch Tools, Adobe Premiere Razor Tool, Adobe Premiere Slip Edit, Adobe Premiere Slide Edit, Adobe Premiere Hand Tool, Adobe Premiere Zoom Tool.
Unit-3
Adobe Premiere Import and Export: Import Audio Files into Adobe Premiere, Import PSD Files into Adobe Premiere, Import Audio Files into Adobe Premiere, Importing MPEG files with AC3 Audio into Adobe Premiere, Exporting Video from Adobe Premiere Pro.
Unit-4
Audio: Synchronizing sound and Video in Adobe Premiere, Premiere Audio Mixer, Premiere—Master Meters Only, Audio Effects, Adobe Premiere Balance Effect, Adobe Premiere DeNoiser Effect, Adobe Premiere Dynamics Effect, Adobe Premiere Fill Left/Right Effects, Adobe Premiere Swap Channels Effect.
Unit-5
Titles in Adobe Premier Pro: Making Titles in Adobe Premiere Pro, Using the Premiere Title Designer, Importing Titles from Other Applications, Adding Titles to the Timeline, Premiere Title Templates.
Unit-6
Transitions in Adobe Premier: Transitions in Adobe Premiere, Transitions and handles, Adjusting the Transition Settings, Show Actual Sources, Using the Default Transitions in Adobe Premiere.
Unit-7
Key Frames and Effects: Key frames in Adobe Premiere, The Timeline, The

Effects Control Window, Adjusting Speed and Duration in Adobe Premiere, Slow Motion in Adobe Premiere, Fast-Motion Video in Adobe Premiere, Time Remapping in Adobe Premiere, Opacity in Adobe Premiere Pro, Adobe Premiere Effects, Adobe Premiere Trim Monitor.

Unit-8
Special Effect-Star Trek Transporter Effect: This unit shows you how to create the Star Trek Transporter Effect.

BMG 212: Advance Video Effects
Unit I
FCP Interface: Introduction, Saving a Project File, The Project Icon, Interface Windows, Importing Clips into Browser Window, Viewer Controls, The Timeline Window, The Canvas Window, Renaming a Sequence

Unit II
Organising Media: Introduction, Using Markers to Create Sub Clips, Labeling and Removing Markers, Changing Markers into Sub-clips, Creating Bins and Organising Clips, Column Headings

Unit III
Timeline: Introduction, Basic Navigation, Trace Labels, Thumbnail Displays in the Timeline, Storyboard Editing, Displaying Audio Waveforms, Timeline Editing Symbols, Timeline Navigation (Arrow Keys), Removing a Gap

Unit IV
Capturing Audio Video: Type of Input Supported, Storage Requirements for DV, Log and Capture Window, Capture Settings, Clip Settings Tab, Logging Tab, Specifying a Tape Reel, Clip Duration Box, Capture Buttons, Using Tunes to convert Audit samples Rates

THIRD YEAR

BMG 301: Animation Principles
Unit-1
What is an animator's job? (The passion and love of animation, your own studio, selling your talent, job of animator - small shop/midsize subcontractor/major studio, The workflow- pitching project/contracts/storyboard/objects/scene/ character/motions/testing/rendering/billing, issue of schooling, employability in animation)

Unit-2
The tasks of animation: (Conceptualization - storyboard/client presentation/timing the board/ breakdown the board/time allowance for rendering/rendering farm, Execution - dividing the work/script writing and approval/element breakdown/ milestones/design exterior scenes/design interior. Design characters/aquiring music sound effects voice talents/ choreography/building render farm/lip-sync/test pass rendering/ recording and mixing the track,/HD conformation to D.-5, recording the results/internet distribution)

Unit-3
What equipments will be necessary? (Equipment obsolence, Cost and ROI, burn rate, basic animation computer, choosing a computer, choosing hardware, audio creation, cabling, role of video in animation studio)

Unit-4

How do leading animation programs like Maya and 3ds Max work? (Common elements: views, navigation, layers and histories, timeline, 3ds max: description, program and view navigation/object manipulation/object creation and editing/ object editing/layers/trackbar, Maya: description, program and view navigation/object creation and editing/object editing/ layers/timeslider)

BMG 302: Introduction to Maya

1. User interface: (Title bar, menu bar, status line, the shelf, Toolbox, Workspace, Channel Box, Layer editor, time slider, range slider, command line, script editor button, Help line, Toolbox, Navigating a scene, setting up a project, Camera, Creating and placing a geometry, Focus and shade in view editor, transforming objects, Creating hierarchy, animating objects, shading an object, adding light, rendering animation).

2. Polygonal Modeling: (Polygon anatomy, selecting and editing polygon component, advantages in polygon modeling, Heads up display, custom polygon display, Tutorial for building a polygon model).

3. Organic Modeling: (Creating a custom shelf for polygon model, assigning hotkey, using polygonal marking menu, model structure, planning topology, Tutorial of modeling human head or equivalent structure, subdivision proxy, hierarchical subdivision surfaces, subdividing at render time, converting model to a subdivision proxy sculpt the geometry tool, finalize the geometry).

4. Basic NURB Modeling: (Components of NURB curves, component of NURB surface, surface or curve degree, curve direction, parameterization of curve and surface, surface direction, advantage and disadvantage of NURB modeling, Level of continuity, tools for achieving continuity, creating curves using curve tools, curves on surfaces, attaching and detaching curves, cutting and filleting curves, Tutorial for modeling with NURB, Revolving/extruding/ lofting/ birailing surfaces).

5. Advanced NURB Modeling: (Modeling with trimmed surface, Tutorial, modeling NURB patches, Tutorial).

6. Preparing Models for Animation: (Generating poly surfaces from NURB curves, Converting NURB surfaces to poly, hierarchical subdivision surfaces, Tutorial on modeling with subdivision surfaces).

7. Deformers: (Non linear deformers, applying and Using nonlinear deformers, Lattice deformers, cluster deformer, wire deformer, soft modification tool, blend shape deformer, wrap deformer).

8. Joints and Skeletons: (Creating skeletons, selecting and inserting joints, Joint tool options, orienting joints, world object and local transformation, Tutorial of creating biped skeleton).

BMG 303: Character Setup and Animation in Maya
Unit–1
Skinning and Advanced Deformers: (Rigid bind process, edit membership, fexors, smooth bind process, weight normalization, Tutorial on smooth skinning a character)
Unit–2

Connecting Attributes: (Direct connections, expressions, keyed relationships, types of constraints, using constraints)

Unit–3

Character Controls: (Forward kinematics, Inverse Kinematics, Tutorial on building a control rig)

Unit–4

Animation Basics: (Keyframe animation, in between and interpolation, setting keys, viewing and editing keyfrmaes, playback controls, Tutorial on key frame animation, basic animation principles: squash and stretch, anticipation follow through, secondary action, case studies)

Unit–5

Character Animation: (Tutorial like walking and pushing a box)

Unit–6

Animation Tools: (File referencing; Creating references, managing references, Tutorial on creating non-linear animation, creat character set, use trax editor, retargeting workflow, Tutorial on retargeting, object interaction, constraints, using parent constraints)

BMG 304: Advanced Maya

Unit 1

Texture Basics: (Hypershade selections,Working with hypershades,using attribute editors for editing materials, rendering nodes and their attributes,material nodes, texture nides, placement nodes)

Unit 2

Texturing in practice: (Tutorial on building shading networks texture the stone wall material Create bronze material,create specular,diffuse and reflectivity maps,create a reflection map, use IPR to fine tune material attributes,tutorial on UV texture mapping,creating UVs in the UV texture editor)

Unit 3

Lights and camera: Light Nodes,types of lights,light attributes ,spot light attributes,light Effects shadows, Camera nides,Tutorial on indoor lighting,Tutorial on outdoor environment Lighting,setting scene,creating dome light)

Unit 4

Rendering: (Rendering preparation ,render stetting window,select a render engine, Anti-aliasing quality setting ,anti-aliasing in material ray, How ray tracing works ,tutorial using Ray tracing,tutorial on using masks,Motion blur,environment fog mental ray,tutorial on rendering With global illumination,tutorial on rendering caustics ,tutorial on final gather,HDR image with final gather,rendering with displacement maps,displacement shading network,the approximation editor)

Unit 5

Particles and fields: (Creating particles,particle tool,emitter,particle attributes,lifespan,render Attributes,per particle attributes,Applying fields,types of fields,common field attributes,tutorial On particles and fields)

Unit 6

Maya Hair: (Using hair,Maya hair presets,Tutorial on creating hair from scratch)

Unit 7

Maya Cloth: (Loading Maya cloth,important concepts on cloth,tutorial on making a dress)

Unit 8

Rendering For Post Production: (Camera Mapping,Tutorial on camera mapping, creating a reflection map,environment ball,Tutorial on rendering,render layer,hard color pass,

ambient color pass ,soft reflection pass,soft reflection pass,hard specular pass,soft specular pass, case studies on each of these passes)

Unit 9
Compositing For Post Production:(setting up after effects, composition diffuse surface, compositing Reflaction. Composition specular highlight, creat thrusters effects,
masking the edge, case studies covering all of thise effects, make aninitial color contrast adjustment,
add a shadow, create heat ripple, create pools of lights
Feather the edge, color correction, case studies on each of these)

BMG305: Introduction to 3Ds Max
UNIT 1
INTRODUCTION: The views, The tools, Manipulating views,
Tutorial: manipulating the views, The main toolbar, The command
panel, Quad menus, Rollouts: inputs, spiners, and flyout menus,
Summary
UNIT 2
THE 3DS MAX PRODUCTION PIPELINE: Project planning,
Assessing the problem, Bidding and billing, Bidding fixed price, Time
and materials, Determining the billing process, Signing copyright,
Non-disclosure, and Non-compete agreements, Getting approvals,
Creating storyboards, Model sheets, Creating mock-ups and animatics,
Starting full-scale production, Delivering preliminary contents,
Delivering final content, Billing the client, Ending the contract, Giving
recognition, The production pipeline, Summary
UNIT 3
STARTING SIMPLE; CREATING SHAPES AND PRIMITIVES:
Creating shapes, Tutorial: creating basic shapes, Building a line, Tutorial:
building a line, creating primitives, Tutorial: creating a sphere, Tutorial
review, Tutorial: creating a box,
Tutorial review: Building cylinders, cones and tubes, Tutorial: creating
a cylinder, cone and tube, Segments and sides, Tutorial: editing the
segments and size parameters, Editing primitives and shapes
parameters, The modify panel, Summary
UNIT 4
MANAGING AND MANIPULATING 3D SPACE: Transform axis,
Transformation tools, The pivot point, Transform gizmos, Positional
transforms, Tutorial: transforming with the select and move tool,
Transform type-in dialog box, Tutorial: using the transform type-in
dialog box, Using the quad menu, Tutorial: using the transform typein
dialog box, Rotational transforms, Using the rotate transform gizmo,
Scale transforms, Coordinate systems overview, Summary
UNIT 5
BUILDING WITH SUB-OBJECTS: Sub-objects, Tutorial: adding
an editmesh modifier, Tutorial: transforming sub-objects, Building the
mailbox body, Tutorial: building the mailbox body, Tutorial: creating
the door using an editable poly object, Summary
UNIT 6
BUILDING THE WATER TOWER: Tutorial: building the tower cap,
Tutorial: building the tower body, Tutorial: creating the cross beams,
Tutorial: creating the vertical support beams, Tutorial: creating the
tank floor, Building bottom cross beams, Accessories, Summary
UNIT 7
**BUILDING THE ELASTIC-POWERED ATMOSPHERIC
TRANSPORTER:** Overview, Tutorial: building the fuselage, Tutorial:
building the wing, Tutorial: creating the stabilizer, Tutorial: creating
the rudder, Tutorial: creating the propeller, Tutorial: the linkage and

power band, Summary
UNIT 8
COMPLEX MODELING: CREATING A SKULL: Get to know your subject, Where to start, Tutorial: the virtual studio, Applying a material, Tutorial: modeling within the virtual studio, Tutorial: refining the skull,Tutorial: refining the nasal cavity, Tutorial: creating more skull detail, Tutorial: creating an eye socket, Tutorial: adding the nasal bridge, Further refinement, Tutorial: refining the eye socket, Tutorial: building the horn, Tutorial: the final revision …almost, Summary

Advanced 3D MAX-BMG 306
Unit-1
Building a Character: Building from a Box- Again, Tutorial: Creating the Side of the Fish, Tutorial: Building the Fish Head, Tutorial: Adding the Tail, Tutorial: Adding the Cheeks and Nose, Tutorial: Creating the Eye Socket, Tutorial: Adding Fins, Tutorial: Creating a Pectoral Fin, Tutorial: Building the Mouth
.
Unit-2
Basic Hierarchies and Parametric Animation: Basic Animation, Creating Key Frames, Auto Key versus Set Key Mode, Tutorial: Animating Parameters, Tutorial: Wiring Parameters Creating a Hierarchy, Tutorial: Using a Dummy Object .
Unit-3
Rigging and Animating: Setting up the Character for Animating, Tutorial: Creating the Eyes and Eyelids Creating the Eyelids, Tutorial: Finishing the Eyelids, Tutorial: Controlling the Eyes with Look At, Tutorial: Rigging the Body, Tutorial: Creating a Hierarchy, Tutorial: Creating a Working Tail Tutorial: Skinning a Fish Tutorial: Animating the Rig .
Unit-4
Material Basics: The Material Editor-the Key to Creation, Material Editor Overview, Tutorial: Selecting a Shader Specular Controls Maps Mapping, Mapping Problems and Solutions, Bump Maps and Other Material Attributes, General Map Options .
Unit-5
Materials Unwrapped: Tutorial: Creating and Applying the Materials for the Mailbox Tutorial: Mapping with unwrap UVW Tutorial: Aging the Mailbox Tutorial: Aging the Flag .
Unit-6
Lighting and Atmospherics: Before the Lighting Begins Interior Lighting (Inside the Puddle), Tutorial: Adding Lights to a Scene, Tutorial: Customized Lighting Projection Maps and Advanced Effects, Tutorial: Additional Light Sources, Tutorial: Adding Depth to Water, Tutorial: Creating Streaks of Light through the Water .
:
Creating a Camera Tutorial: Rendering Output to Frames Tutorial: Setting Up a Render Farm, Tutorial: Using Network Rendering the Queue Monitor Editing Job Output Controlling Rendering Servers The Split Scanline Option .
Unit-8
Particle Flow for Modeling and Effects: What is Particle Flow? Tutorial: The PF Source, Tutorial: Applying Materials to Particles, Tutorial: Events, Tests, and Branching .

BMG 307: Character Animation

Unit-1
Basics: (Workflow in 3d animation, principles of animation related to action/overall animation, human anatomy, 3ds max features including bones constraints, modifiers, expression controllers, maxscript, IK solver).
Unit-2
Character Modeling: (Modeling methods, Creating torso, arms, legs, neck, body, face).
Unit-3
Preparation for Modeling: (Creating skeleton with two/four legs, skinning a model, assigning weights to vertices, skinning two legged model).
Unit-4
Animation of Biped (Two-legs) Character: (Two leg walk, animating two leg walk-various poses/cycles).
Unit-5
Animation of Quadruped (Four-legged) Character: (Four leg walk, animation of walk-toot node/legs/spine/tail/ears, Complete walk cycle).
Unit-6
Animation of Expressions: (Body/face expressions, morphing face expressions, animating eyes, lip sync).
Unit-7
Preparing Biped with Character Studio: (Character Studio basics, creating biped, skinning - assigning Physique modifier/editing envelop/creating bulges, applying tendons, using Physique flies).
Unit-8
Animating Using Character Studio: (Methods of animating a Biped, animating a Biped, libraries of biped animation).

BMG 308: CG Film–Making

Story Ideas: Two types of Story Concepts: Type 1: Your Stories/Type 2: Someone Else's Stories; Filtering: Is the Idea Ripe to Be Animated? Why Are You Making This Film? Avoiding Pitfalls and Perils: Cliches/Not Having a Story/Gratuitous Photo realism/Biting Off More Than You Can Chew, Feasibility: Your Experience Level/ Time Resources/Scope/Two Final Filters, The Example Film's Story.
Production: 3DS Max and the Animation Pipeline: Wearing the Producer's Hat, Preparing to Prepare, Scope of Work, R&D and Learning Feasibility Revisited, Planning, Defining the Max Animation Pipeline, Identifying granular Tasks, Organizational Methods, Scheduling: Putting a Gun to the Head of invention, Production Documents, Factors That Affect Scheduling, Planning the Example Film, Top-level Considerations, Scope of Work, Example Film's Toolset, Feasibility, What Got Cut, Key Methodology Decisions.
Scriptwriting: Story and Character through Dialogue: Studying a Little Eugene O'Neill, Preparation, Background Reference, Outlining the plot, Creating a Back Story, Knowing What Your Character Would Do, Sample biography, Scriptwriting: What Does a Given

Phrase Make You Animate?, Character Acting Starts With the Script, Writing Dialogue, Internal Dialogue: Writing Action, Revisions, Writing the Example Film's Script, Fine-Tuning the Dialogue.

Art Direction: Designing the Animation: Art Direction: Establishing and Aesthetic, Reference Creating Concept Art: Approach: Communicating an Idea. Character Design. * Facial Design, Male Facial design Female Body/Costume Design, Male Body/Costume Design, Character's Design drawings, Set Design, Tying Your Aesthetic Elements Together, The Visual Identity.

Storyboarding: Cinematic Planning: The Cinematographer's job Storyboarding: Blocking and Story Progression Character Choreography and Placement Action Dram and Expressions Camera composition and Camera Moves Animators Edit at the Beginning Storyboards Are the Ultimate Planning Tool Drawing eyond storyboards

Animatic Color Script Previsualization Animations Balancing Good planning Without Sacrificing Serendipity Example Storyboards.

Sound: Your Film's Sonic Identity: General Notes on Sound: Sound as a Storytelling Tool General Equipment and process Audio Advice From Industry Expert Alan Stuart Character Dialogue: Voice Casting Directing a Dialogue-Recording Session Characters' Recording Session Alan Stuart on Dialogue Recording, Sound Effects: Basic Sound Effect Techniques Sound Effects for "The Game to Save the World" Music: Working with a Composer or Songwriter, Setting the Tone. Alan Stuart on Sound Effects: Using Existing Music Audio Workflow for Your Animation.

Layout: Preparing the Scene: (Back to the Producer's Job: Scene Breakdown and File Creation Organizing with selection Sets and Filters Blocking Movement Pre yisualization Revisited.

Facial Animation: Keyframing Expressions: Rigging the Face with Morph Targets: Defining a Set of Morph Targets Modeling Setting Up the Morpher Modifier Facial Animation: Animating the Eyes Animating Facial Expressions Lip-synching Another Approach to Morphing: Muscles)

Bringing the Background to Life: Secondary animation: 3-D Effects Animation Scatter Compound Objects, Orbiting particle Systems Secondary Animation with the Flex Modifier Final Linking, aming, and Merging Effect: Orbiting Light Trails: Creating Random Oscillations The Appearance of Light Effect: A Flame Made of Bubbling Glass.

Lighting and Rendering: Crafting an Atmosphere: Choosing a Renderer. The Importance of Lighting in CG: Character Lighting: Three-Point Setup. Character Lighting Within a Scene: Integrating Character and environmental Lighting. Adding Global Illumination and High Dynamic Range Images. How the HDRI Image

for Cloud 10 Was Created, Rendering: Environment and Video effects. Effects in the Example Film. Final Rendering Letting Your Computer Work for You.
Compositing and Video Editing: Finishing Touches: Compositing with Combustion 3: Creating a Videogame Interface Video Editing: simple Editing with Adobe Premiere Video Compression Codecs Getting Your Films Out to the World.

	Name of Program:	**M.Sc. (Mathematics)**
		Prog Code: V57
a	Programme's mission & objectives :	This programme aims to develop understanding about basic facts, concepts, principles and procedures of various mathematics subjects as a tool to analyze and explore solutions to everyday real life problems by pursuing further research
b	Relevance of the program with HEI's Mission and Goals :	Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program
		(a) To provide through instruction, teaching and training and other educational opportunities, access 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; [1(a)]
		(b) To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)]
		(c) 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 endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]
		(d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]
		(e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)]
		(f) To develop innovative, need based Vocational courses and establish industry, institution linkage for developing the society; [1(f)]
		(g) 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)]
		(h) To provide for the counselling and guidance to its students; [1(j)]
		(i) To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]
c	Nature of prospective target group of learners:	B.Sc. or B.A. or eq Pass with Mathematics

AST PPR UGC Approval 2018-19

d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :	Mathematical problem solving skill
e	Instructional Design:	Uploaded on university portal in the Programme Syllabus Blended Mode of Education- face to face counselling, Online materials/ resources in ebook format, continuous assessment
f	Procedure for admissions, curriculum transaction and evaluation :	**Admissions**: A customized "Online Annual Admission system" available at DU portal http://ycmou.digitaluniveristy.ac . Online payment facility is made available using a credit card or debit card or internet banking. **Total programme Fee**: ₹ 12,000 for each year, which is duly approved by the university authorities. **Curriculum Transaction**: • Total Semester : 4 • Total Credits: 80 • Total Courses: 20 • Personal contact programme of total 11 Hours (9 hours for Regular + 1 hour for Tutorial + 1 hour for CA Feedback) is provided during 16 week semester for each credit of each course. • Minimum 80% attendance • Reporting Semesters: Semester 03 & 04 • Valid Registration Period: Consecutive 5 semesters • Curriculum updation after every 3 years **Evaluation**: <table><tr><td></td><td>Yes or No</td><td>Weightage in overall assessment</td></tr><tr><td>Assignments</td><td>Yes</td><td>20 %</td></tr><tr><td>Practicals</td><td>Yes</td><td>0 %</td></tr><tr><td>Term End Exam</td><td>Yes</td><td>80 %</td></tr></table>
g	Requirement of the laboratory support and Library Resources:	No Laboratory requirement Library Resources – Yes Required Library Resources will be provided by recognized study centers of this university for this programme. Study centers shall be recognized only at recognized UG/ PG colleges which are affiliated to other conventional universities and offering similar programmes at UG/ PG level. Thus, requirement of Library Resources will be automatically ensured.
h	Cost estimate of the programme and the provisions:	Total ₹ 25/ - Lacs for all 20 Courses at 04 Semesters. As per the approved University Budget for resp financial years.

i	Quality assurance mechanism and expected programme outcomes :	The following key result areas will be closely monitored.
		  i. Enrolment of student(Equited Access)
		  ii. Examination Results
		  iii. Placements/satisfaction of passing out students
		  iv. Administrative/stakeholder feedback
		
		Internal and External Examiners have **equal 50%** weightage in student evaluation.
		
		Equal weightage for **each** credit in student evaluation.

	Name of Program:	**M.Sc. (Environmental Science)**
		Prog Code: V58
a	Programme's mission & objectives :	This programme aims to develop understanding about basic facts, concepts, principles and procedures of environmental issues and explore solutions to everyday real life problems by pursuing further research
b	Relevance of the program with HEI's Mission and Goals :	Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program
		(a) To provide through instruction, teaching and training and other educational opportunities, access 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; [1(a)]
		(b) To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)]
		(c) 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 endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]
		(d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]
		(e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)]
		(f) To develop innovative, need based Vocational courses and establish industry, institution linkage for developing the society; [1(f)]
		(g) 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)]
		(h) To provide for the counselling and guidance to its students; [1(j)]
		(i) To provide major part of its resources and direct efforts in

		designing, developing and offering need-based and relevant vocational courses. [1(l)]
c	Nature of prospective target group of learners:	B.Sc., B.Pharm. or eq Pass
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :	M.Sc. (Environmental Science) programme use the Blended Mode of Education, that is, where theory component of teaching-learning is offered in online / distance mode and practical activity component of teaching-learning is offered in full face-to-face mode under guidance and supervision of qualified and experienced teacher at study center. Hence, this programme is appropriate to conduct in Open and Distance Learning mode to acquire specified skills and competence. The students will be involved in the whole product design lifecycle from the initial concept through to delivery and the outcome of the program will be to make them employable in one of three main areas , education, service sector and research & development.
e	Instructional Design:	Uploaded on university portal in the Programme Syllabus Blended Mode of Education- face to face counselling, Online materials/ resources in ebook format, continuous assessment
f	Procedure for admissions, curriculum transaction and evaluation :	**Admissions**: A customized "Online Annual Admission system" available at DU portal http://ycmou.digitaluniveristy.ac . Online payment facility is made available using a credit card or debit card or internet banking. Total Programme Fee per Year: **Total programme Fee**: ₹ 18,000 for each year, which is duly approved by the university authorities. **Curriculum Transaction**: • Total Semester : 4 • Total Credits: 64 • Total Courses: 16 • Personal contact programme of total 11 Hours (9 hours for Regular + 1 hour for Tutorial + 1 hour for CA Feedback) is provided during 16 week semester for each credit of each course. • Minimum 80% attendance • Reporting Semesters: Semester 03 & 04 • Valid Registration Period: Consecutive 5 semesters • Curriculum updatation after every 3 years **Evaluation**: <table><tr><td></td><td>Yes or No</td><td>Weightage in overall assessment</td></tr><tr><td>Assignments</td><td>Yes</td><td>20 %</td></tr><tr><td>Practicals</td><td>Yes</td><td>25 %</td></tr><tr><td>Term End Exam</td><td>Yes</td><td>80 %</td></tr></table>
g	Requirement of the laboratory support and Library Resources:	Laboratory requirement - Yes Library Resources – Yes

		Required Laboratory and Library Resources will be provided by recognized study centers of this university for this programme. Study centers shall be recognized only at recognized UG/ PG colleges which are affiliated to other conventional universities and offering similar programmes at UG/ PG level. Thus, requirement of Laboratory and Library Resources will be automatically ensured.
h	Cost estimate of the programme and the provisions:	Total ₹ 15/ - Lacs for all 12 Courses at 04 Semesters. As per the approved University Budget for resp financial years.

i	Quality assurance mechanism and expected programme outcomes :	The following key result areas will be closely monitored.
		   i. Enrolment of student(Equited Access)
		   ii. Examination Results
		   iii. Placements/satisfaction of passing out students
		   iv. Administrative/stakeholder feedback
		
		Internal and External Examiners have **equal 50%** weightage in student evaluation.
		
		Equal weightage for **each** credit in student evaluation.

<p style="text-align:center">School of Architecture, Science and Technology, YCMOU Nashik</p>

<p style="text-align:center">Programme Project Report (PPR)</p>

1.	Name of Program:	**Bachelor of Science in Physics, Chemistry and Mathematics** **Prog Code: V92**
a	Programme's mission & objectives :	**Mission**: The "Bachelor of Science" is an innovative program based on a number of core courses in Physics, Chemistry and Mathematics. Upon graduation, the students will be able to understand and appreciate the impact of "Physics, Chemistry and Mathematics" in day to day life. Further, the students will be exposed to the current trends in research about "Physics, Chemistry and Mathematics". **Objectives**: This "Bachelor of Science" programme will ❖ Prepare students with clear understanding of important basic concepts of "Physics, Chemistry and Mathematics" and their relevance in day to day life ❖ Expose students to current trends in research about "Physics, Chemistry and Mathematics" ❖ Impart important skills which are essential for success in world of work

b	Relevance of the program with HEI's Mission and Goals :	This "**Bachelor of Science**" programme is relevant with following objects of this university:
		Object (a), (b), (c) and (d) mentioned in the First Schedule of the YCMOU Act, 1989 on page 16, which are as follows:
		❖ To provide through instruction, teaching and training and other educational opportunities, access 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; [1(a)]
		❖ To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(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 endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]
		❖ To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]
c	Nature of prospective target group of learners:	Prospective students include In-Service Science Teachers from Schools and all others, who have successfully completed HSC (12th) or Equivalent

d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :	The "**Bachelor of Science**" programme use the Blended Mode of Education, that is, where theory component of teaching-learning is offered in online / distance mode and practical activity component of teaching-learning is offered in full face-to-face mode under guidance and supervision of qualified and experienced teacher at study center. Hence, this programme is appropriate to conduct in Open and Distance Learning mode to acquire specified skills and competence.
e	Instructional Design:	Uploaded on university portal in the Programme Syllabus 1. **Semester pattern**: There are 6 semesters in this programme. Total 16 weeks/Semester for Teaching-Learning are planned during each semester. 2. **Minimum programme duration**: 3 years after HSC (12th) or Equivalent. 3. **Required study efforts**: Total 378 Hours of Teaching-Learning support from the University and total 282 Hours of Self-Study, that is, total 660 Hours of total study efforts (including Self-Study) during each semester 4. **Medium of Instruction**: English 5. **Attendance**: Minimum 75 % attendance only for all Activity type of courses (Course 05, 06 and 07 at each semester)

f	Procedure for admissions, curriculum transaction and evaluation :	**Admission procedure:** The process of admission to these programs shall be as per the prospectus and other documents, training videos, etc published from time to time at the university's authorised web sites. The admission process may be conducted through online payment using a portal duly dedicated for the purpose.
		Common online admission system is followed by the University for this Programme.
		Admission Eligibility: HSC (12th) or Equivalent
		Total programme Fee: ₹ 6000 for each year, which is duly approved by the university authorities.
		1. 01 SLM EBook will be developed for **each** skill and core course.
		2. Total 08 Face-To-Face counseling sessions, **each** of 60 Minutes duration, will be provided at respective study center, for **each** Skill and Core course.
		3. Total 12 Face-To-Face counseling sessions, **each** of 120 Minutes duration, will be provided at respective study center, for **each** practical course.
		Evaluation Pattern:
		• Formative Evaluation or Continuous Assessment: **20%** Weightage
		• Summative Evaluation or End Examination: **80%** Weightage
		• Separate and independent passing @ **40%** in EE and (CAT+EE)
		• Only **best of past performance shall be reported** in transcript or mark statement.
g	Requirement of the laboratory support and Library Resources:	Required laboratory support and Library Resources will be provided by recognized study centers of this university for this programme. Study centers shall be recognized only at recognized UG colleges which are affiliated to other conventional universities and offering "**Physics, Chemistry and Mathematics**" at UG level. Thus, requirement of laboratory support and Library Resources will be automatically ensured.
h	Cost estimate of the programme and the provisions:	Total estimated development cost for total 24 Courses at 06 Semesters about ₹ **30 Lacs**.
		As per the approved University Budget for resp financial years.

i	Quality assurance mechanism and expected programme outcomes :	The following key result areas will be closely monitored. i. Enrolment of student (Equited Access) ii. Examination Results iii. Placements/satisfaction of passing out students iv. Administrative feedback Internal and External Examiners have **equal 50%** weightage in student evaluation. **Equal** weightage for **each** credit in student evaluation.

PROGRAM PROJECT REPORT (PPR)

To be annexed with Program Development Form for the Approval of the School Council&

Academic Council

Name of the School: School of Computer Science

Name of the Program: B.Sc. Computer System Administration (CSA)

Sr.No.	Parameters	Details
a.	Program's Mission & Objectives:: (*its alignment with industrial/ learner demands*)	1. World today is IT enabled. From homes, schools, colleges, universities, to corporates and communities, there is continuous and growing need of young professionals who can manage IT infrastructure that comprises of computers, laptops, gadgets, networking, servers, softwares and many such things, and also give support for its maintenance, management and troubleshooting. 2. Students of this degree program are expected to work in real life work environment of a service sector company for three years. 3. It gives an intensive exposure, expertise and experience to the students in real life work environments of industries. In this program Students are expected to study Practical Skills in a Work Lab which is provided by the industry in form of real workplace and study Theory through eLearning.
b.	Relevance of program with Mission & Goals of the University:	This would enable a Learner to work in actual IT infrastructure and support industry for three years as a Desktop Technician/IT Support Engineer/ System Administrator/ Security or Database Administrator etc. and simultaneously get a meaningful and relevant degree in Computer System Administration MKCL Finishing School in Computer System Administration is committed to offer an enjoyable, engaging and enriching 'Learning through working' experience to

Sr.No.	Parameters	Details
		its Learners.
c.	Nature of Prospective Target Group of Learners: 1. Specify the TargetGroup: 2. Needs of the TargetGroup: (*Annex Need Assessment Studies Report*)	1. Learners from rural area with lower income group 2. Seeking degree, livelihood and experience at the same time
d.	Appropriateness of program to be conducted in Open & Distance Learning mode to acquire specific skills & competence : Specify the expected learning outcomes in terms of: 1. KnowledgeAttainment: 2. Skills andCompetencies: 3. Compliances of academic, professional & occupationalstandards:	1. Learners based on his/her performance in the Practicals at the Work Lab (at SC@WP) and eLearning assignments at SC@WP shall earn Work and Knowledge Credits respectively. 2. Learner shall get the following at SC@WP: • Work Lab in form of Real-life work environment (every day, normally for 8 hours) • eLearning environment (every day) • Mentoring (interactions with mentor)
e.	Instructional Design : 1. Curriculum Design (*Outcome of Expert Committee meeting; Program Structure: specify the theory, practical, fieldwork,project, etccomponents*): 2. Total Credit Points (*including coursewise*): 3. DetailedSyllabi: 4. **Duration of the program** (*Minimum & Maximum*): 5. Medium ofInstruction: 6. **Type of Program** (*General/Technical/ Professional*): 7. Faculty and SupportStaff: 8. Instructional Design & Delivery Mechanism (*Media to be used -print, audio, video, online, computer aided, web based,etc. (coursewise)*): 9. Student Support Service System (*Specify the provisions to be made at Head Quarter, Regional Centers, Learner Support Centers andWeb based, etc*):	**REFER TO THE OLD PROSPECTUS FOR ALL THE REQUIRED INFORMATION**
f.	Procedure for Admissions, Curriculum Transaction & Evaluation: 1. Define the Admission Policy (*including web based tools to be adopted*: 2. EligibilityCriteria: 3. FeeStructure: 4. Financial Assistance to Learners (ifany): 5. Activity planner of all academic activities of the academicsession: 6. Policy for Evaluation of learner progress along with methods andtools:	**REFER TO THE OLD PROSPECTUS FOR ALL THE REQUIRED INFORMATION**
g.	Requirement of the Laboratory Support and Library Resources: 1. Laboratory Support to the learners	Workplace is the laboratory

Sr.No.	Parameters	Details
	(if any): 2. Provision of Practical book for learners *(if any)*: 3. Provision of Virtual Reality Methods for Practical in case of Online learning *(if any)*:	
h.	Cost Estimate of the Program and the Provisions: 1. Indicate the Budgetary Requirement for: 1.ProgrammeDevelopment 2.Program Delivery 3.Program Maintenance	1.ProgrammeDevelopment – Rs. 10 lakhs 2. Program Delivery - -- 3. Program Maintenance – 5 lakhs
i.	Quality Assurance Mechanism and expected Program Outcomes*: 1. Define the Review Mechanism of the Program for enhancing the standards of curriculum, instructional design relevant to professionalrequirements: 2. Define Program Benchmark Statements: 3. Mechanism for Monitoring the effectiveness of theprogram: ***(Minimum standards must adhere to UGC (ODL) Regulations,2017 & directions of the Statutory Bodies of the University)**	The University through the following measures ensures quality in the delivery of the program and its outcomes. 1. Monitoring of study centers to ensure that counseling is provided to students as per the schedule. 2. Students' feedback for effective dissemination of the content through SLMs, and online resource materials. 3. Continuous Assessment for students progression 4. Inviting students' feedback, responses through letters/ mails. 5. Examination and Results within the stipulated time. The following key result areas will be closely monitored. i. Enrolment of student (Equated Access) ii. Equal Weightage for each credit in student evaluation iii. Demonstrate in-depth knowledge of the subject, both in theory and application. iv. Placements/satisfaction of passing out students v. Administrative/stakeholder feedback **Expected Outcomes:** 1. The learners would be equipped with clear understanding of basic concepts and applications of various computer science theories in the modeling and design of computer-based systems and their relevance in the life; 2. They would possess an ability to identify, formulate, and to provide a systematic solutions to complex Engineering/Technology problems. 3. students will be able to pursue respectable career through Self- Employment, Executive Employment, Entrepreneurship, Professional Career in the field of service sectors

Name & Signature of Program Coordinator

Name & Signature of the Director of the School with Seal

Enclosure:
1. Report of Exploratory Expert CommitteeMeeting& Or
2. Need Assessment Report