

Student Corner

Office Timing and Address for Correspondence

Yashwantrao Chavan Maharashtra Open University

Dnyangotri Near Gangapur Dam, Nashik,
Pin Code-422 222,
Maharashtra(India)

Website : ycmou.digitaluniversity.ac, ycmou.ac.in Location 

Email – ycmousfc@gmail.com

Phone No -For admission Related Queries 0253 2230580

For Examination Related Queries 0253 2230734 0253 2231715

- Working hours of Office : 10.00AM To 5.45PM (1:30 PM to 2.00 PM Lunch Break)
- Weekly off : Sunday, first & third Saturday of every month and all Public Holidays
- University Cash Counter timings
(In Case of Bank Holiday, and on 2nd and 4th Saturday Of each month) : 10.00AM To 04.00PM.

Central Bank of India Address and working hours YCMOU Campus

- Monday to Friday and 1st and 3rd Saturday of the Month

Business Hours : 9.00 AM to 04.00 PM

Banking Hours : 9.00 AM to 03.00 PM

Weekly off - Sunday 2nd and 4th Saturday of every Month and Public Holiday

Student Services



To Avail the E services available on Digital University Portal visit the website.

<https://ycmou.digitaluniversity.ac>

[Student Login](#)

To Fill Online Exam form for repeaters Students

[Click here](#)

To Obtain Exam Time Table

[Click here](#)

To Download Examination Hall tickets

[Click here](#)

To Get Previous exam Question Paper

[Click here for Old /Sample Quation Paper](#)

For Online Results

[Click here for Online Provisional Result](#)

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To Join Official Telegram Chanel of YCMOU



YouTube Channel of YCMOU



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- [Various presentations for students](#)

**Details About Examination Section
Contact details of Examination Units**

Name of Unit	Particular of Work Assign to the Unit	Programmes under this unit Phone No& Email Id for correspondence
Student Facilitation Centre (SFC)	<ol style="list-style-type: none">1. Providing Information regarding Examinations Department.2. Student comes to the SFC department and also quires complaint through E-MAILS and for their Various Inquiry.3. Understand Student quires and guide to the student properly according to their subjects and quires and enter their issues into the support ticket system and send to the concern person and take regularly follow up. and also sent to the student to the specific department by filling up their various forms (E.g.- Complaint forms, migration forms etc.) as per their documents and Queries. After resolving the queries provide required documents.4. Solve the all queries and technical issue related exam form filling/online Exam / Admission and other,5. Marks entry related issue.	ycmousfc@gmail.com 0253 2230734 0253 2231715
Exam Unit - 1	Issue following Certificates 1.Duplicate Statement of marks 2.Duplicate Convocation	exam1ycmou@gmail.com For List of program Click Here

Exam Unit – 2	Certificate 3. Photocopy/Scan copy of Answer Sheets per copy by E-Mail only. 4. Revaluation Of Answer Book per Subject. 5. Transcript Certificate	exam2@ycmou.digitaluniversity.ac exam2ycmou@gmail.com For List of program Click Here
Exam Unit – 3	6. Attestation of Mark sheet 7. Verification of Educational Documents. 8. Copy Case related Cases. 9. RTI related Cases.	unit3@ycmou.digitaluniversity.ac For List of program Click Here
Migration	Issue of Migration Certificate	migrationycmou88@gmail.com

Fees for various Examination Services

Sr No	Type of Services	Charges With Including Postage
1	Migration Certificate	400.00
2	Duplicate Statement of Marks	200.00
3	Duplicate Convocation Certificate	400.00
4	Photocopy /Scancopy of Answer Sheet Per Copy By E-Mail Only	300.00
5	Revaluation of Answer Book per Copy by E-Mail Only	500.00
6	Transcript Certificate	
	i) First Copy (Delivery in India)	1850.00
	ii) For Outside India	2800.00
	iii) For Every Additional Copy	400.00
7	Attestation of Mark sheet	400.00
8	Verification of Educational Documents	400.00
9	Repeater Student Exam Fees (Dip./UG)	130.00 Per Subject
10	Repeater Student Exam Fees (PG/Tech/Professional)	150.00 Per Subject
11	Repeater Student Statement of Marks	100.00 Per Marksheet

How to get various documents related to exam

Type of document	Instructions for getting certificates
Duplicate marksheet	<p style="text-align: center;">How can I get Duplicate Mark Statement?</p> <ul style="list-style-type: none"> ▪ An application signed by student in the name of “The Controller of Examinations” having details of student like Name, Mothers Name, Name of Examination, Month & Year of Passing, Name of College attended, Permanent Registration Number (PRN), Seat No., Class/Grade Obtained, Address for Correspondence, Email ID, Mobile No. etc. ▪ Attested true copies of all mark statement/passing certificate for which applying. ▪ Affidavit in original on stamp paper of Rs. 100/- signed by student before the Executive Magistrate. ▪ The prescribed fees for duplicate mark statement is of Rs. 200 /- (per copy i.e. per Sem/Year) ▪ The fees once paid will not be refundable.

	<ul style="list-style-type: none"> Postage for abroad addressees is as applicable. <p>Hard copy with necessary documents be sent to “The Controller of Examinations” Yashwantrao Chavan Maharashtra Open University Dnyangangotri Near Gangapur Dam, Nashik, Pin Code-422222, Maharashtra(India)</p> <p style="text-align: center;">Click Here To Apply Online</p>
Passing Certificate	<p style="text-align: center;">Duplicate Copy of Passing Certificate</p> <p>How Can I get Duplicate Passing Certificate?</p> <ul style="list-style-type: none"> An application signed by student in the name of “The Controller of Examinations” having details of student like Name, Mothers Name, Name of Examination, Month & Year of Passing, Name of College attended, Permanent Registration Number (PRN), Seat No., Class/Grade Obtained, Address for Correspondence, Email ID, Mobile No. etc. Attested true copies of all mark statement/passing certificate for which applying. Affidavit in original on stamp paper of Rs. 100/- signed by student before the Executive Magistrate. The prescribed fees for duplicate mark statement is of Rs. 200 /- (per copy i.e. per Sem/Year) for non-professional courses and Rs. 200/- (per copy i.e. per Sem/Year) for professional courses. The fees once paid will not be refundable. Postage for abroad addressees is as applicable. <p>Hard copy with necessary documents be sent to “The Controller of Examinations” Yashwantrao Chavan Maharashtra Open University Dnyangangotri Near Gangapur Dam, Nashik, Pin Code-422222, Maharashtra(India)</p> <p style="text-align: center;">Click Here To Apply Online</p>
Migration	<p>How can I get Migration Certificate?</p> <p>There are two General Procedure to Obtain Migration Certificate:-</p> <p>A) BY HAND :- Process in which student comes to the university to take migration certificate. By himself. Pay offline challan and pay into the central bank of India. (located in YCMOU campus).</p> <p>B) BY POST :- The candidate has to fill the prescribed Migration Form and pay the necessary fees along with Xerox copies of the consolidated mark sheet. The Migration Certificate will be sent to the candidate by Registered Post Only. The Migration Certificate fee of Rs.400.00 is to be paid in the form of DD drawn on any Nationalised bank in the name of the “Finance Officer, Y.C.M. Open University” payable at Nashik.</p> <p>Note: The Migration certificate is issued to a candidate who has completed a programme and has no Fee dues pending against his/her name.</p> <p style="text-align: center;">Click Here To Apply Online</p>
Duplicate Migration Certificate	<p style="text-align: center;">Duplicate copy of Migration Certificate</p> <p>How can I get Duplicate Migration Certificate?</p> <ul style="list-style-type: none"> An application signed by student in the name of “The Controller of Examinations” having details of student like Name, Mothers Name, Name of Examination, Month & Year of Passing, Name of College attended, Permanent Registration Number (PRN), Seat No., Class/Grade Obtained, Address for Correspondence, Email ID, Mobile No. etc. Attested true copies of all mark statement/passing certificate for which applying. Affidavit in original on stamp paper of Rs. 100/- signed by student before the Executive Magistrate. The prescribed fees for Duplicate Migration Certificate of Rs. 400 /- (per copy i.e.

- per Sem/Year)
- The fees once paid will not be refundable.
 - Postage for abroad addressees is as applicable.

[Click Here To Apply Online](#)

Transcript

Procedure for Transcript

Documents Required for Transcript for all Programs	<ol style="list-style-type: none"> 1. Filled Application Form. 2. Attested Photocopies fall years Statement of Marks of YCMOU for concern years. (Attestation is Compulsory) 3. DD/Online Payment by RTGS/NEFT with Receipt
Fees Details	<ol style="list-style-type: none"> 1. Transcript First copy (Delivery in India) – Rs. 1850/- 2. For Outside India – Rs. 2800/- 3. For every additional copy – Rs. 400/-
Postal Address for sending application form & Documents for Transcript	To, Controller of Examinations Yashwantrao Chavan Maharashtra Open University, Dnyangangotri, Near Gangapur Dam, Govardhan, Nashik (MS), India-422222

Important Instructions to the Students:

1. Students are required to download & fill the Transcript application form from website.
2. Sign on Transcript application form and send to the above address with required documents and DD.
3. Incomplete form will not be accepted.
4. Fees would be accepted by DD drawn on any Nationalized Bank on the name of **“Finance Officer, YCMOU, Nashik, payable at Nashik.**
5. Student can pay fee by online mode (NEFT/RTGS) to the following Account of University:

Account Holder : Finance Officer,
Account Number : 1323004456
Bank Name : Central Bank of India,
IFSC Code : CBIN0284246
Branch : YCMOU, Nashik-422222
6. **Resolution Time** : 15 days from the date of receipt to application form duly filled along with DD / Receipt of online transaction and necessary documents
7. The Students will receive their transcripts by Indian Speed Post only.
8. The foreign students/non resident Indian students who are applying for Transcript Certificates should pay fees in Indian Currency only. i.e. Indian Rupees.

[Click Here To Apply Online](#)

Verification of Marks

Candidate who wishes to apply for Verification of marks can apply with necessary fees, in the **prescribed format Form-A** ([Click Here](#)) **within 15 days of declaration of the result on the website of the University.**

Scan Copy Of Answer Book

Supply of scanned copy/copies of the Assessed Answer Book/s of the candidates who wish to obtain scanned copy/copies of the assessed Answer books (Not more than Two (2) Answer books) may apply in the **prescribed format Form - B** ([Click Here](#)) with necessary fees **within 15 days of receiving of result of verification.**

Revaluation of Answer Book

Candidates who opt for the Scanned copy/copies of the Answer books and are not satisfied with the marks assigned may apply for the Revaluation of one or both answer books in **prescribed format Form - C** ([Click Here](#)) **within 10 days of receipt of the scanned copy/copies.**

Admission related services

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Any Admission Related Queries Contact

Phone No :- 0253-2230580,0253-2231715

Email id – nondani@ycmou.digitaluniversity.ac