

**PROSPECTUS**

**SCHOOL OF CONTINUING EDUCATION**

**2021-2022**

**YASHWANTRAO CHAVAN  
MAHARASHTRA OPEN  
UNIVERSITY NASHIK**

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## **GLOSSARY (MEANING) OF IMPORTANT TECHNICAL TERMS**

### **Terms Related to Academic Program design**

1. “Academic Programme” means — A collection of correlated courses (subject), which one must complete successfully in order to earn a certification by the university. Certification may be by certificate, diploma, graduate degree, postgraduate degree or doctoral degree.
2. “Program Part” means a part of the academic program which is taken as a sub-unit for administration of the said academic program for declaration of partial result and similar other processes of implementation of the program. For example “First Year B.Sc. (HTS)” is a program part for B.Sc. (Hospitality and Tourism Studies) program.
3. “Batch” means — A group of students undergoing similar training as specified in the given context.
4. “Courses” means — An individual component of an academic programme (sometimes loosely called as subjects) which one has to successfully complete, in order to complete the programme. Courses may be of different types like theory, practical or project work. Each course is given a course code.
5. “Choice Based Credit System” means a system of implementation of academic program in which the student is expected to register for courses as per his/her choice for the courses as per the rules mentioned in the prospectus for the programs. The students are expected to register for courses other than the core areas of the programs.

### **Types of Courses**

6. “Core Courses” means the courses which are mandatory to be registered for a program.
7. “Elective Courses” means the courses which a student is expected to choose a course from among the list of courses.
8. “General Courses” means the courses which are designed to empower the student through learning the skill-sets or information or inculcate the attitudes which are general in nature and may not be directly or indirectly associated with the subject domain of the academic program to which the student is registered.
9. “Audit Courses” are the courses which the student is expected to complete successfully as per the criteria prescribed in the prospectus for qualifying the award of the academic program, but the achievements in the said audit course shall not be reported in terms of grade or marks in the mark-sheet or grade-sheet or transcript of the student for the given academic program.
10. “Credit ” means — Number of study hours, in multiples of 30-35 clock hours that an average learner has to devote for effective learning. For 1 credit, a learner has to devote 30-35 clock hours to complete the study of the course. Study includes several activities like reading the books, taking notes, solving problems, undergoing tests, performing experiments in laboratories, thinking, etc.

### **Terms Related to Admission and Learning Processes**

11. “International Student” means either (a) Students holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries are included as foreign students OR (b) Only those Non Resident Indian students who have studied and passed the

qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries. Students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependants of NRI studying in India will not be included as international students.

The International Students have to pay a University Program Fee which is five times the amount of fee to be paid by a regular (Indian) student. **The University has decided not to admit international student in this academic year.**

12. "Student Registration" means — Confirmation of the admission of the student to the academic programme after submission of a completed admission form with necessary supporting documents and payment of the required fees. Student registration remains valid for a stipulated period of (which is three times minimum period of completion of the program or 8 years from the date of programme registration whichever is earlier). At the time of admission to any particular year of these programmes, students are automatically registered for all courses of that year. The university assigns Permanent Registration Numbers (**PRN**) to its students. The PRN for a student does not change even if takes admission to new program at a new study centre. A PRN is assigned to a student when he is registered for any of the University programme for the first time and assigns his PRN to a new Program, if and when he registers for subsequent programs.
13. "Direct Admission" means admission to a higher program part in comparison to the entry level to a candidate who has completed such of a program or a program-part under another university or board (other than YCMOU) which has been specified by the University in its prospectus as a valid qualification for Direct Admission to a given program or program part.
14. "Self Instructional Material" means — a message on a device which when the student interacts with is designed to enhance the chances of the students performing better in the evaluation and in the real life situation for the context of a course of study under an academic program. The example of SIM is a printed textbook or a lecture available in video or audio format or a companion book which is to be used in addition to a reference book or information available on devices like tablet computing devices or mobile smart phones or similar other media. These software are prepared in a manner so that the students should be able to understand the subject matter even in the absence of a teacher.
15. "Session" means — A time slot for a particular activity. Duration of counseling session is normally 2 or 4 clock hours, while for end examination; it is of 3 clock hours.
16. "Counseling Sessions (CS)" means — Sessions conducted at study centre, during which a qualified person gives explanations to help clear doubts/difficulties of the student also delivering instructions to the student about study material. During counseling session, student also performs practical activities like experiments or project work in study centre laboratory.
17. "First Contact Session" means — Session on the first starting day of a programme.
18. "Study Centre" (SC) means — A place where the students attend the counseling sessions and gets other relevant services like delivery of counseling sessions

and practical sessions, admission, examination and communication with university head office.

19. “Counselor” means — A qualified person at SC, who conducts counseling sessions and helps the students in their doubts/difficulties. He also helps students to perform practical activities like experiments in a study centre laboratory.
20. “Programme Co-coordinator” (PC) means — A person in charge of the administrative and academic affairs at the study centre. He plans the availability of counselors, looks after the distribution of self-instructional materials, arranges and co-ordinates counseling sessions, etc.
21. “Study Centre Head” (SCH) means — The head of the study centre who is the head of organization to which the study centre is allotted of the institution, where study centre is located. He may not participate in the day-to-day activities of the study centre, but will take active role in case of any serious problem at the study centre.

### Terms Related to Examinations

22. “Continuous Assessment “(CA) means –the assessment of the performance of the student during the learning phase of the academic schedule. CA are normally conducted by the SC through evaluation strategies (i.e. papers) designed either by the YCMOU or the SC. The specific rules regarding the reporting of marks/grade in CA and their effect on the successful completion of the courses are mentioned in the prospectus for the various programs.
23. “End Examination (EE)” means an examination conducted by the University under its supervision and control (i.e., through the question papers prepared under its supervision and examination conducted under its supervision and control). . The specific rules regarding the reporting of marks/grade in EE and their effect on the successful completion of the courses are mentioned in the prospectus for the various programs.
24. “**Letter Grade**” is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F
25. “Grade Point” is an numerical value assigned to a grade point (for example o for F, 4 for D, etc). The UGC recommends a 10-point grading system with the following letter grades and points as given below:

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

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

declare you passed in the said course, then you have successfully completed MGA101 course.

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

$$SGPA = \frac{\sum_{i=1}^{N_s} G_i \times C_i}{\sum_{i=1}^{N_s} G_i}$$

(Here,  $G_i$  stands for Grade Point for course with label  $i$ ,  $C_i$  stands for Credit Point for course with label  $i$ ,  $N_s$  is the number of courses in Semester  $s$ .)

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

$$CGPA = \frac{\sum_{i=1}^N G_i \times C_i}{\sum_{i=1}^N G_i}$$

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

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

#### **Terms related to Fees**

30. “University Program Fee (UPF)” means the fees collected by the University from the candidate for offering the services including registration, tuition, examination, subscription to various schemes of the government like Inter-university sports festival, and towards contribution to a development fund. The UPF is collected at the time of admission to a program or program-part.
31. “Study Centre Fee” means the fees charged by the Study Centres towards the various services to be given to the students including instructions and conduct of practical sessions and counseling sessions, continuous assessment, etc.
32. “Late Fee” is the fees collected by the University from the student for having crossed the prescribed last date of a service (without late fee).
33. “Direct Admission Fee” is the fee chargeable by the University from the students for having granted direct admission to a higher program part than the entry level and thus saving the time for completion of the academic program. The amount of such fees is available on the portal at the time of admission for the programs for which such direct admission is available.

## PROSPECTUS IN THE FORM OF ANSWERS TO FREQUENTLY ASKED QUESTIONS

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

### 1. KNOW YOUR UNIVERSITY (ABOUT YCMOU)

**When was it established? What are its aims, objectives and mission?** YCMOU came into being on 1st July, 1989 by Act XX of the Maharashtra State Legislature. The University is recognised under section 12 (B) of the UGC Act. (See [Appendix 1\(A\)](#))

The Mission statement of the YCMOU can be summarized in the following manner:

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

#### Objectives

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

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

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



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

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

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

The B.Sc. (Media Graphics and Animation) has been approved by UGC.

**Regarding the other programs the following may be noted:**

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

The university being an autonomous body has liberty to design, implement and award qualifications which may not be similar to the design, methodologies and content of other traditional universities or statutory Boards or Councils at national or state levels. The programs designed by the university are as per the guidelines issued by the University Grants Commission from time to time. The qualifications awarded by the university in respect of such programs are not designed to be equivalent to the diplomas awarded by other universities or Boards in **formal** sense. The university will not be issuing any certificate or letter to that effect to any students or candidates. The candidates are advised to take informed decisions in this regard.

**Which are the salient features of academic programs? How do the teaching and learning take place in YCMOU?**

The students would work in the actual work situations to complete the program. These academic programs are designed for non-working and working students as well. With some time management and determination, the student can easily complete these programmes while continuing his/her job, profession or other education.

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

Activities at the study centres are organized daily and specially on holidays, normally at time convenient to the student. Normally the study centre is situated nearer to student's place for his convenience. The continuous assessment (CA) is conducted to facilitate feed back to the learners on the progress of their learning. Practice Examination for each theory course may be conducted at the study



centre to provide feedback to students about their study. It also prepares the student for the end examination.

The End Examination held once in a semester or year for all courses, are conducted directly by the university. For some of the courses, the university may conduct the Online On demand examinations.

### Tell me about the various Schools of Studies under YCMOU?

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

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

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

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

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

Another way of classification of courses is by its nature.

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

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

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

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

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

The end examinations may have the following component :

1. Evaluation of the Tutorial Journal by external and internal examiners; (20% weight, i.e. 10 out of 50 marks)
2. A viva voce by the external examiner to assess the knowledge of the learner for the said tutorial component (20% weight, i.e. 10 out of 50 marks for V113 tutorial component)
3. An evaluation by external examiner based on an activity (like solving a descriptive question of suitable depth). It may carry 60% weight, i.e. 30 out of 50 marks for V113 tutorial component.

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

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

Yet another kind of courses are **Project courses** in which the learner is expected to undertake a task which involves a fairly large number of connected practical activities leading to 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 through the Project Report and Presentation/Viva Voce conducted by the expert panel.

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

### **SIMULTANEOUS REGISTRATION**

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

### **RE-REGISTRATION**

The student is registered to a Program for a duration which is equal to three times the duration of the program or eight years whichever is less. Thus, if you take

admission in a Diploma program of 1 year duration, you may complete the program by clearing all the courses in three years time. On the other hand, if you take admission in a graduate program of three years duration, the registration is valid for 8 years. If you could not complete the program in the stipulated time, your performance in the examinations for the program shall be treated as null and void.

#### RE-ADMISSION

If a student fails to complete the program in stipulated duration as mentioned in the [Section 1.08](#) above, he may seek readmission to the same or similar program as a fresh candidate. You will need to take admission afresh and clear all the courses as per the requirements of the program. You may avail the course exemptions to the courses which were successfully completed by you under the old program, if the exemption rules for the specific program to which you seek admission. In case the courses or the programs have been delisted (not offered) such readmission will not be possible.

#### RESERVATION

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

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

#### SCHOLARSHIPS, 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.

#### WHAT ARE RULES FOR INTERNATIONAL STUDENTS?

**The university reserves the right of not offering admission to the International Students or suspends the process of admitting international students for academic years at its discretion. Please see whether the category of International Students is available on the online admission portal.**

Please tell me details about the EVALUATION PATTERN.

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

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

**General:**

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

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

**(A.1) Marks system:**

1. For the purpose of evaluation, there shall be five types of courses, namely, (i) Theory Courses (ii) Practical Course (iii) Theory-plus-practical Courses (iv) Industrial Training Course (v) Project Course (vi) Term Work
2. For theory courses, there will be two components in examination, namely, (i) Continuous Assessment (CA) and (ii) End Examination (EE). The maximum marks for theory courses (EE+CA) shall be 25 per credit. Thus, a 2-credit course shall have maximum marks (EE+CA) of 50, a 3-credit course shall have maximum marks (EE+CA) of 75 and a 4-credit course shall have maximum marks (EE+CA) of 100, 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 Term Work type of courses shall carry marks as defined in the course structure. Of these marks to be allotted, 50% marks are to be assigned by Internal Examiner and 50% by the External Examiner. The evaluation will be based on the performance of the examinee in Viva Voce, Project Report and Presentation based on the term work. The student needs to secure 40% marks in the Term Work Examination to successfully complete the course.

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

#### **Students Evaluation with Grade system:**

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

2. The marks scored by the examinee shall be converted into grade points by dividing the marks scored in the aggregate and dividing the resulting number by maximum marks, multiplying the result by ten, retaining the integer part(ignore the fractional part). Thus if a person has secured 56 marks out of 100 marks in aggregate for a course, we get  $(56/100) \times 10$  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

**(C) EVALUATION PATTERN FOR BACHELOR OF EDUCATION**

(Not applicable to the school of continuing education. Hence omitted)

**(D) EVALUATION PATTERN FOR SCHOOL OF AGRICULTURE SCIENCE**

(Not applicable to the school of continuing education. Hence omitted)

**What will be the time table for the academic activities?**

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

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

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

- i) The fees for the programs shall be collected at the time of student registration which is normally once in a year (some programs of duration 3 months or 6 months have admissions twice in a year).
- ii) The fees shall comprise of two components, namely University program fee (UPF) and Study Centre Fee (SCF). The UPF is expected to cover the expenditures incurred or to be incurred by the university on various activities related to the program. The SCF is expected to cover the expenditures incurred or to be incurred by the SC on various activities related to the program.
- iii) The candidate shall pay the UPF to the university at the time of admission by methods including payment through a secured payment gateway established for the purpose.
- iv) The International Students shall pay fees equal to five times that for the regular student.
- v) The fee structures (breakup of the fees under various heads) for the programs are given in Annexure 5.10.
- vi) The rules of refund of fees shall be as per the guidelines issued by the UGC adopted by the YCMOU which are separately notified.
- vii) The students who are required to take examinations to courses as repeater (due to failure to successful completion to the course in their regular attempt) are required to pay a repeater examination fee which is separately notified.



## REFUND OF FEES: What is the quantum of refund?

The student may cancel admission to a program on which (s)he is admitted and avail the refund of the University Program Fee as per the following schedule, according to the Scheme approved by the UGC ([https://www.ugc.ac.in/pdfnews/5437737\\_UGC-Notice-reg-Fees-refund-Eng.pdf](https://www.ugc.ac.in/pdfnews/5437737_UGC-Notice-reg-Fees-refund-Eng.pdf)):

Sr No	Percentage of refund (after retaining 10% of UPF)	Point of time on which notice of refund is received by YCMOU
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days or less after formally notified last date of admission
4	50%	30 days or less but more than 15 days after formally notified last date of admission
5	00%	More than 30 after formally notified last date of admission

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

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

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

### Responsibilities of YCMOU

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

- Generation of Permanent Registration Number
- Communication of rules of the programs by such means like website of the YCMOU (this document) and the Self Instructional Material for the Theory Courses either in hard copies (for some programs) or as soft copies through its Website ([ycmou.digitaluniversity.ac](http://ycmou.digitaluniversity.ac) and/or [ycmou.ac.in](http://ycmou.ac.in))
- Communication of the examination schedule through its website and the Hall Ticket which would include the photograph and sample signature of the examinee
- Conduct of the examination

- e) Declaration of result of the examination
- f) Issue of the valid Certificate, Diploma or Degree certificate.

### **Responsibilities of Study Centres**

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

- a) Counselling sessions for addressing academic difficulties after the student has gone through the theory self instructional material prescribed by and/or issued by the YCMOU either as hard copy or as soft copy through its website. The prescribed contact hours for such counselling sessions are minimum 3 hours per credit for theory component.
- b) Practical sessions for the prescribed practical activities or laboratory sessions;
- c) Assessing the student for Internal Examinations for the theory or practical components as per the evaluation pattern of the program and communicating the marks in such performances within the prescribed time limit to the YCMOU Examination Section;
- d) Conducting the examinations as per the directions of the YCMOU for Theory and Practical Courses/Components of the courses

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

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

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

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

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

case no study centres exist for a program admission cannot be granted to any student for such academic program

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

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

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

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

#### CAN THE ELECTIVE COURSES BE CHANGED?

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

#### WHOM TO CONTACT FOR WHAT?

No.	Type of query	Whom to contact?
01.	Academic Matters	Director Concerned School/Division
02.	Programme Operation Study Centre Management	Registrar, Y.C.M.O.U.
03.	Examination and Result Related Matters	Director, Evaluation Division and Controller of Examination, Y.C.M.O.U., Nashik
04	Admissions Related Matter	(1) Regional Director, Respected RC (2) Registration Section, Y.C.M.O.U., Nashik <a href="mailto:nondni@ycmou.digitaluniversity.ac">nondni@ycmou.digitaluniversity.ac</a>
05.	Difficulties in any course, at the study	Counsellor, at the Study Centre
06.	Other general difficulties and Planning of academic activities, at the Study Centre	Programme Coordinator, at the Study Centre
07.	Serious Difficulties at the Study Centre	Study Centre Head at a StudyCentre, IF FURTHER NOT RESOLVED: THE REGISTRAR, YCMOU, and DIRECTOR OF CONCERNED SCHOOL/DIVISION

#### HOW TO GET HELP IN SORTING MINOR ADMINISTRATIVE DIFFICULTIES?

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

**WHERE ARE THE REGIONAL CENTRES LOCATED?**

<i>Sr. No.</i>	<i>Regional Center</i>	<i>Address</i>	<i>Tel. Fax No.</i>
01.	Amravati	Yashwantrao Chavan Maharashtra Open University, Amravati Regional Centre, V.M.V. Road to Valgaon Road, Post. V.M.V., Amaravati-444604	Tel No.0721-2531445 Fax. No. 0721-2531444
02.	Aurangabad	Yashwantrao Chavan Maharashtra Open University, Aurangabad Regional Centre, S.No 41, Eastern to Military Hostel, Nandanwan Coloney, Chhavani, Aurangabad-431002	Tel No. 0240-2371066 / 2371077 Fax No. 0240-2371088
03.	Mumbai	Yashwantrao Chavan Maharashtra Open University, Mumbai Regional Centre, C/o. Jagannath Shankarsheth Primary Municipal School, 2 <sup>nd</sup> Floor, Frear Breech (South), Nana Chouk, Grant Road (West), Mumbai-400007.	Tel No. 022-23874180/23874183 /23874177 Fax No. 022-23874187
04.	Nagpur	Yashwantrao Chavan Maharashtra Open University, Nagpur Regional Centre, Raobahadur D Laxman Bungalow, University Sports Complex, Law College Campus, Amravati Road, Ravinagar Chouk, Nagpur-440001	Tel No. 0712-2553724 / 25 Fax No. 0712-2553725
05.	Nashik	Yashwantrao Chavan Maharashtra Open University, Nashik Regional Centre, Old Corporation Building, 2 <sup>nd</sup> Floor, New Pandit Colony, Nashik-422002	Tel. No. 0253-2317063 Fax No. 0253-2576756
06.	Pune	Yashwantrao Chavan Maharashtra Open University, Pune Regional Centre, ShahirAnnabhauSathePrashalagruha , Corporation School No. 5 (Boys), 654, Opp. SadashivPethHaud, KumdhekarMarg, Pune-411030	Tel No. 020-24457914 Fax No. 020-24491107
07.	Kolhapur	Yashwantrao Chavan Maharashtra Open University, Kolhapur Regional Centre, Shivaji University Campus, Near Post Office, Vidyanagar, Kolhapur-416004	Tel No.0231-2607022 Fax No. 0231-2607023
08.	Nanded	Yashwantrao Chavan Maharashtra Open University, Nanded Regional Centre, C/o, SMRTU, Nanak Kaman, Zari Road, Vishnupuri, Nanded-421606	Tel No. 02462-229940/283038 Fax 02462-259950

## **2. INFORMATION IN BREIF ABOUT ALL PROGRAMS ON OFFER**

### **Where can I find information about withdrawn programs?**

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

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

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

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

1. Go though the prospectus meticulously. Ensure that you are eligible for the admission and you possess all the required document which will prove your eligibility. The following is a typical list of documents which you will need:
  - i. Proof of date of birth (Driving Licence OR PAN card OR Aadhar card (with date of birth) OR Leaving certificate OR Passport OR Election Voter card)
  - ii. Passing certificate and/or Mark sheet showing that you have passed the qualifying examination
  - iii. In case there is an entrance test for this program, you will need the statement or certificate showing that you have cleared the entrance test
  - iv. If you belong to a backward class, you will need cast certificate, cast validity, non-creamy layer, certificates (depending on the rules for the category)
  - v. If you belong to a category of disadvantaged class (e.g., visually impaired) you will need documents as proof of your status
2. You are required to get these documents scanned (with a resolution of at least 72 dot per inch) to get scanned images which are readable and have decent quality. You may take help from your friends or professionals at shops or our study centres.
3. You are required to have a mobile number and an email identity (email id). The email id can be easily generated using gmail.com, yahoo.co.in, hotmail.com, rediffmail.com or any other service provider. These are required as you will be getting the information of your password, status of admission etc on these.
4. You are expected to pay the University Fees online through a payment gateway which may use electronic money transfer facilities like Debit Card or Credit Card or Internet Banking or Mobile Money Identifier (MMID). You would find the specific instructions at the time of admission at the portal. The banks

charges will apply extra depending on the channel of fund transfer and bank. It is advised that you use your own bank account for making electronic payment. In case the fees need to be refunded (for example due to multiple payment issue) the refunded amount will be credited back to the same account (from which the fees transaction initially was made). Hence, if you use your own account you will get the benefit of such service.

5. If you do not have Savings Bank account, you may open such account with debit card or net banking facilities with any of the banks with zero balance facility (that is, it will not be compulsory for you to keep a minimum balance as per the rules) and a debit card and net banking facilities.
6. You also need to have an access to a computer with internet connection. If you do not have such connection, you may go to a cyber cafe, a study centre, a friend or any other similar location.
7. Once you have done the initial preparation as mentioned above, you may proceed with the online admission. You will click on the Home page of the official websites of the university ([ycmou.digitaluniversity.ac](http://ycmou.digitaluniversity.ac) or [www.ycmou.ac.in](http://www.ycmou.ac.in)).
8. The details of the online admission process with detailed screen images are given in a separate document. A video clip to help you in the online process is also available.
9. You will be guided through a series of web pages which will be generated for you as per your response.
10. If you already have a 16 digit PRN, you will select the channel of admission by clicking on [ycmou.digitaluniversity.ac](http://ycmou.digitaluniversity.ac) on the appropriate link. Please do not select the link "If you do not have 16 digit PRN click here" if you have 16 digit PRN even if you are taking admission to the first year of another program.
11. Similarly if you do not have a 16 digit PRN select appropriate link at the opening page of the [ycmou.digitaluniversity.ac](http://ycmou.digitaluniversity.ac). You will need to "register" for the website application procedure by typing in the email id, date of birth, mobile number and name. You will receive a user id and one time password.
12. After completing the typing of all the details asked by the system, you will be prompted to upload scanned documents to the system as per the details submitted by you.
13. After you have uploaded all the documents you make payment using either electronic payment (debit card or credit card or MMID or internet banking). Please see our booklet on how to make payment online available on the website.
14. You are advised to note the transaction identification number for the payment. You may be required to use this number in cases of failed transactions due to networking errors at electronic servers.
15. The documents submitted by you would be verified either through direct method by University or Study Centre staff on the basis of original or through electronically. The admission will be confirmed only after your admission records are verified by the university or study centre staff.



### **3. EXAMINATIONS**

#### **HOW CAN I GET PHOTOCOPY OF MY EXAMINATION ANSWERSHEETS?**

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

**HOW CAN I GET MY EXAM MARKS RE-TOTALED/RE-CHECKED?** Prescribed application form and guidelines are available at “Exam Services” Tab at home page of University portal.

#### **HOW CAN I OBTAIN THE OFFICIAL TRANSCRIPTS?**

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

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

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

#### **HOW TO OBTAIN MIGRATION CERTIFICATE**

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

#### **HOW DO I GET DUPLICATE MARKSHEET?**

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

#### **HOW CAN I GET DUPLICATE DIPLOMA/CERTIFICATE/DEGREE ?**

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

#### **HOW CAN MY EMPLOYER GET THE VERIFICATION OF MY ACADEMIC CREDENTIALS?**

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

**WHAT IS THE MECHANISM TO GET MY GREIVANCES REDRESSED?** Prescribed application form and guidelines are available at “Exam Services” Tab at home page of University portal.



**APPENDIXES**  
**APPENDIX 1(A): UGC'S LETTER OF RECOGNITION UNDER**  
**SECTION 12(B)**

<b>APPENDIX 1</b>	
<b>APPENDIX 1.1 : LETTER OF RECOGNITION FROM UGC</b>	
<b>UNIVERSITY GRANTS COMMISSION</b> <b>BAHADUR SHAH ZAFAR MARG</b> <b>NEW DELHI-110002.</b>	
NO. F.5-15/89 (OPP-I)	December, 1992
The Secretary Govt. of Maharashtra Higher and Technical Education and Employment Deptt. Mantralaya Annex Bombay- 400032.	
Sub : Recognition of Yashwantrao Chavan Maharashtra Open University, Nashik for Central assistance under Section 12-B of the UGC Act, 1956.	
Sir,	
With reference to the correspondence resting with your letter No. MOJ/ 63003 (241/92) UNL dated 11 <sup>th</sup> November, 1992 on the above subject, I am to say that the University Grants Commission has agreed to declare the Yashwantrao Chavan Maharashtra Open University Nashik established under Maharashtra State Act No. XX of 1989, fit to receive Central assistance for all purposes including institutional development in terms of the rules framed under Section 12-B of the UGC Act, 1956.	
The receipt of the letter may please be acknowledged.	
Yours faithfully,	
Sd/xxx (I J GUPTA) JOINT SECRETARY	
Copy to: -	
1. The Vice - Chancellor, Yashwantrao Chavan Maharashtra Open University, Nashik-422005.	
2. Secretary to the Govt. of India, Ministry of Human Resource Development (Deptt. of Education) New Delhi.	
3. The Registrar, Indira Gandhi National Open University, Maidan Garhi, New Delhi- 110068.	
4. The Secretary, Association of Indian Universities, 16, Kotla Marg, New Delhi- 110002.	
5. Desk Officer (Meeting) / S.O.FD-III/S.O.SU-II/S.O.-I, Stat, U.G.C. New Delhi.	
6. All Officers /Sections, UGC New Delhi.	
Sd/- (D. D. Mehta) SECTION OFFICER	

**APPENDIX 1(B)****G.R. of Equivalency and Approval of State Govt. of Maharashtra for Degree's and Diploma's of Open Universities****मुक्त विद्यापीठाच्या पदव्यांना समकक्षता व शासनमान्यता****(१) अन्य विद्यापीठांच्या पदवीशी समकक्षता**

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

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

**(२) विद्यापीठ अनुदान आयोगाची मान्यता**

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

**(३) महाराष्ट्र लोकसेवा आयोगाची मान्यता**

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

**मुक्त विद्यापीठाच्या पदवी/पदविकांना महाराष्ट्र शासन मान्यता**

विद्यापीठ अनुदान आयोगाने मान्यता दिलेली विद्यापीठे

राज्य सेवेतील पदासाठी पदवी/पदविकास मान्यता

**महाराष्ट्र शासन**

सामान्य प्रशासन विभाग

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

**वाचा :** (१) सामान्य प्रशासन विभाग, शासन निर्णय क्रमांक आरजीडी-१०६१/१८९६७/११४ - जे दिनांक २९ ऑगस्ट १९६९

**शासन निर्णय :** महाराष्ट्र लोक सेवा आयोगाशी विचार विनिमय करून उपरोक्त दिनांक २९ ऑगस्ट १९६९ च्या आदेशाद्वारे असा निर्णय घेण्यात आला होता की, केंद्र अथवा राज्य विधिमंडळाच्या अधिनियमाद्वारे स्थापित झालेली विद्यापीठे, संसदेच्या अधिनियमाद्वारे स्थापन झालेल्या इतर शैक्षणिक संस्था, किंवा विद्यापीठ अनुदान आयोग अधिनियम, १९५६ च्या अंतर्गत भाग ३ अन्वये जाहीर झालेली मानवी विद्यापीठे यांनी प्रदान केलेल्या पदव्या / पदविका तसेच भारतीय वैद्यकीय मंडळ अधिनियम, १९५६ च्या परिशिष्टांमध्ये अंतर्भूत केलेल्या वैद्यकीय व संलग्न विषयामधील पदव्या यांना शासकीय महाविद्यालयातील अध्यापकीय पदे वगळता, राज्यातील सेवा व पदांवरील भरतीसाठी आपोआप मान्यता प्राप्त झाली असल्याचे समजण्यात यावे.

(२) सदर आदेशासोबत विद्यापीठ अनुदान आयोगाने मान्यता दिलेल्या वैधानिक विद्यापीठे व संस्थांची यादी जोडण्यात आली होती. आयोग मान्यताप्राप्त विद्यापीठे व संस्था यांची अद्ययावत यादी आता या आदेशासोबत जोडण्यात आली आहे. शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक आरजीडी - १०६१/१८९६७/११४/जे दिनांक २९ ऑगस्ट १९६९ मध्ये नमूद केलेल्या आणि वर परिच्छेद १ मध्ये उद्धृत केलेल्या हेतूसाठी सदर सर्व विद्यापीठे/संस्था यांनी प्रदान केलेल्या पदवी/पदविकांना आपोआप मान्यता देण्यात आल्याचे समजण्यात यावे.

महाराष्ट्रचे राज्यपाल यांच्या आदेशानुसार व नावाने

दा. र. राणे

अवर सचिव, महाराष्ट्र शासन

प्रति,

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

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



## APPENDIX 1(C)

### G.R. of equivalency to 10th and 12<sup>th</sup>

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

#### महाराष्ट्र शासन

सामान्य प्रशासन विभाग

शासन निर्णय क्रमांक : आरजीडी-१५११/प्र.क्र.८९/१३,

मंत्रालय, विस्तार इमारत, मुंबई-४०००३२

दिनांक : २० मे, २०११.

#### वाचा

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

#### शासन निर्णय :

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

१. "ज्या पदांच्या सेवाप्रवेश नियमात १० वी/१२ वी (माध्यमिक/उच्च माध्यमिक) परीक्षा उत्तीर्ण असणे अशी किमान अर्हता विहित केलेली असेल त्या बाबतीत, महाराष्ट्र राज्य शिक्षण मंडळाची माध्यमिक व उच्च माध्यमिक शालांत परीक्षा उत्तीर्ण नसलेला मात्र, यशवंतराव चव्हाण मुक्त विद्यापीठाची पूर्व परीक्षा उत्तीर्ण होऊन पदवी परीक्षेचे प्रथम वर्ष उत्तीर्ण झालेला वा यशवंतराव चव्हाण मुक्त विद्यापीठातून पदवी धारण केलेला उमेदवार पात्र समजण्यात यावा."
२. बृहन्मुंबईतील लिपिक-टंकलेखक पदावरील नियुक्तीसाठी विहित करण्यात आलेल्या सेवाप्रवेश नियमातील २ (इ) मध्ये "महाराष्ट्र माध्यमिक व उच्च माध्यमिक मंडळाने नियंत्रित केलेली माध्यमिक शालांत प्रमाणपत्र परीक्षा आणि या परीक्षेस समकक्ष घोषित केलेल्या इतर परीक्षा अंतर्भूत असल्याचे नमूद केले आहे." तसेच, उमेदवारांकडे महाराष्ट्र राज्यातील अधिवास प्रमाणपत्र असणेही आवश्यक आहे. राष्ट्रीय मुक्त विद्यालय शिक्षण संस्थान, नवी दिल्ली या विद्यालयाची माध्यमिक शालांत परीक्षा उत्तीर्ण केलेल्या एका उमेदवाराने महाराष्ट्र प्रशासकीय न्यायाधिकाऱ्याकडे दाखल केलेल्या प्रकरणात (मूळ अर्ज क्रमांक २०४/२०१०) राज्य शासनाने लवकरात लवकर निर्णय घ्यावा, असे आदेश दिले आहेत. केंद्र शासनाने कायदान्वये स्थापन केलेल्या राष्ट्रीय मुक्त विद्यालय शिक्षण संस्था, नवी दिल्ली (National Institution of Open Schooling, New Delhi) या विद्यालयाची माध्यमिक शालांत परीक्षा (किमान ५ विषयांसह) उत्तीर्ण केलेल्या उमेदवारांना शालेय शिक्षण विभागाने अकरावी प्रवेशासाठी पात्र ठरविले आहे. मात्र, शासन सेवेतील नियुक्तीसंदर्भात समकक्षतेबाबत कोणतेही आदेश नाहीत. केंद्रिय मनुष्यबळ विकास मंत्रालयाने सर्व राज्यांना, राष्ट्रीय मुक्त विद्यालय शिक्षण संस्था, नवी दिल्ली (National Institute of Open Schooling, New Delhi) यांच्याकडून दिली जाणारी प्रमाणपत्रे उच्च शिक्षण व नोकरीसाठी (Employment) ग्राह्य (समकक्ष) धरण्याबाबत कळविले आहे. ही बाब विचारात घेऊन, राष्ट्रीय मुक्त विद्यालय शिक्षण संस्था, नवी दिल्ली यांच्यामार्फत माध्यमिक शालांत परीक्षेबाबत दिलेले प्रमाणपत्र, माध्यमिक शालांत परीक्षा अशी अर्हता असलेल्या पदांवर नियुक्तीसाठी ग्राह्य धरण्याची बाब देखील शासनाच्या विचाराधीन होती. त्यावर, शासनाने घेतलेल्या निर्णयानुसार यासंदर्भात खालीलप्रमाणे सूचना देण्यात येत आहेत.  
"राष्ट्रीय मुक्त विद्यालय संस्था, नवी दिल्ली यांची (मराठी व इंग्रजीसह किमान ५ विषयांसह) शालांत परीक्षा उत्तीर्ण झालेल्या व सदर प्रमाणपत्र (Secondary School Examination Certificate) धारण करणाऱ्या उमेदवारांनी, राज्य शासन सेवेमध्ये ज्या ज्या ठिकाणी माध्यमिक शालांत प्रमाणपत्र परीक्षा उत्तीर्ण अशी अर्हता विहित केली असेल त्या त्या ठिकाणी शासन सेवेसाठी शालांत परीक्षा समकक्ष पात्रता आपोआप धारण केली आहे असे समजण्यात यावे."
३. त्यानुसार, सर्व नियुक्ती प्राधिकारी यांनी कार्यवाही करावी. हे आदेश या आदेशाच्या दिनांकापासून तात्काळ अंमलात येतील.
४. सदर शासन निर्णय महाराष्ट्र शासनाच्या [www.maharashtra.gov.in](http://www.maharashtra.gov.in) या संकेतस्थळावर उपलब्ध असून त्याचा संगणक संकेतांक क्रमांक २०११०५२०१३५१०४००१ असा आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

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

**APPENDIX 1(D)**

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



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

F. No. UGC/DEB/ 2013  
Dated 14.10.2013

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

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

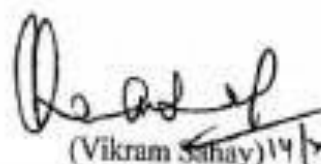
Sir/ Madam,

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

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

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

4. The Government of India, in exercise of its power conferred under section 20(1) of UGC Act 1956, issued directions dated 29<sup>th</sup> December 2012 entrusting UGC with the responsibility of regulating higher education programme in open and distance learning (ODL) mode. Consequently, Universities/ Institutions desirous of offering any programme through distance mode would require recognition of UGC.
5. As you are aware, the Government of India has envisaged a greater role for the Open and the Distance Education System. The envisioned role may be fulfilled by recognizing and treating the Degrees / Diplomas/ Certificates awarded through distance mode at par with the degrees obtained through the formal system of education. Open and Distance Education System in the country is contributing a lot in expansion of Higher Education and for achieving target of GER, without compromising on quality. Non recognition/ non equivalence of degrees of ODL institutions for the purpose of promotion/ employment and pursuing higher education may prove a deterrent to many learners and will ultimately defeat the purpose of Open and Distance Education.
6. Accordingly, the Degrees/ Diplomas/ Certificates awarded for programmes conducted by the ODL institutions, recognized by DEC (erstwhile) and UGC, in conformity with UGC Notification on specification of Degrees should be treated as equivalent to the corresponding awards of the Degree/Diploma/Certificate of the traditional Universities/ institutions in the country.



(Vikram Sahay) 14/11  
Director(Admn)

Tel: 011 2323 0405

Email: [vikramsahay7@gmail.com](mailto:vikramsahay7@gmail.com)

Encl: As above

Copy to:

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

**APPENDIX 2(A) , APPENDIX 2(B)**  
**APPROVAL OF SECRETARY MINISTRY OF AGRICULTURE AND**  
**COOPERATION, GOVT OF MAHARASHTRA, MUMBAI (Not applicable to**  
**School of Continuing Education, Hence omitted)**

## **APPENDIX 3**

### **Policy Regarding Simultaneous Registration**

**DISTANCE EDUCATION COUNCIL  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

15983-16229

F.No.DEC/Notification/40.5.1.5/2012

Dated:01.11.2012

#### **NOTIFICATION**

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

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

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

This is for information and adherence by all concerned.



**(DIRECTOR)**

**To**

**VCs of all SOUs/ Heads of DEIs**

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



## FROM THE DIRECTOR'S DESK



Welcome to the YCMOU family of learners!

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

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

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

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

would also be available. In case no study centres exist for a program admission cannot be granted to any student for such academic program

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

(Jaydeep Nikam )

Director

School of Continuing Education

## **CERTIFICATE PROGRAMS**

The School offers the following certificate programs

1. German (C3A)
2. French (C3F)
3. English (C3E)
4. Arabic (C3G)
5. Fire Safety Engineering Management (C97)
6. Certificate in Beauty Parlour Management (C2E)
7. Information Technology (for School going learners) (Elementary)
8. Information Technology (for School going learners) (Secondary)
9. Tailoring (C2H)
10. Water Management (C3V)
11. Certificate in OPTICAL FIBRE COMMUNICATION & NETWORK (V124)
12. Certificate in Digital Photography (C121)
13. Certificate in Video Production (C122)
14. Certificate in Patkatha Lekhan (C123)

### **NOTES:**

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

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

### **Need and Importance of the various Certificate Programs**

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

The language programs in foreign languages (English, French, Arabic, German) aim at giving you a brief introduction to these modern languages. These programs will help you in your daily chores if and when you visit foreign countries. We teach not only the language but also their customs and culture.

The certificate program on Fire Safety Engineering Management will help you in becoming a professional in areas like industrial security guard which involves management of fire and other safety concerns.

We have designed the certificate in beauty parlour management to help ladies especially those of disadvantaged classes (e.g., below poverty line, divorcees, etc) to start the practice of beautician at the elementary level. The practices of beautician are introduced with rudimentary knowledge of science of anatomy and physiology of related systems particularly of nail, hair and skin.

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

We have also started a program in tailoring particularly for the ladies of disadvantaged classes. Being a short duration program, it helps these ladies to start earning with little training.

Importance of water conservation can be hardly overstated. The University has started a program on water management to educate various target groups at urban as well as rural settings to practice such vital projects like building reservoirs.

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

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

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

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

## **The Course Structure**

### **Certificate Programs in German, French, English and Arabic**

**For C3A: Certificate Programme in German Language, C3E: Certificate Programme in English Language, C3F: Certificate Programme in French Language, C3G: Certificate Programme in Arabic Language.**

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

### **C97: Certificate in Fire Safety Engineering Management**

Sr. No.	Course Code	Name of the Course
1	CFM 101 (Theory)	Fire Service Organization and Administration
2	CFM 102 (Theory)	Fire Technology
3	CFM 103 (Theory)	Fire Fighting Equipment
4	CFM 104 (Theory)	Fire Ground Operations

5	CFM (Practical)	105	Fire Fighting Equipment
6	CFM (Practical)	106	Rescue and First aid

### **C2E: Certificate in Beauty Parlour Management (CBPM)**

Theory Course (100 marks)

Practical Course (100 marks)

### **C2H: Certificate in Tailoring**

DC2001: Tailoring (Practical)

DC3001: Tailoring (Theory)

**S07: Information Technology (for School going learners) (Elementary) S10:Information Technology (for School going learners) (Secondary)**

**Format of Information of Students in Excel Sheet to be submitted to YCMOU for School level CIT Program:**

**YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK**

**CERTIFICATE IN INFORMATION TECHNOLOGY FOR SCHOOL GOING CHILDREN**

**CENTRE CODE: XXXX**

**CENTRE NAME:**

.....

.....

**CENTRE ADDRESS: .....**

**XXXXXX MEDIUM STUDENT LIST**

SR. NO.	LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH (DD/M M/YY)	SEX (M/F )	CAT EGO RY SC,S T,VJ ,NT, OBC, GEN	PROG RAM CODE -1	PROG RAM CODE -2	PROG RAM CODE -3	STUDENT'S SIGNATURE
1										
2										
3										
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20										

SCHOOL TEACHER'S  
SIGNATURE

SCHOOL HEAD MASTER'S SIGNATURE

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK

SCHOOL OF CONTINUING EDUCATION

CIRCULAR

ATTENTION : ALL STUDY CENTERS FOR THE CERTIFICATE IN INFORMATION TECHNOLOGY (PRIMARY) AND CERTIFICATE IN INFORMATION TECHNOLOGY (SECONDARY)

The School of Continuing Education runs the SO7: Certificate in Information Technology for school students Primary (5<sup>th</sup> to 7<sup>th</sup> std) and S10: Certificate in Information Technology for school students, Secondary (8<sup>th</sup> to 10<sup>th</sup> std) for which the university fees of Rs.100/- per student is charged. From the Academic Year 2017-18 onwards the following will be the process of remitting the University Fee.

1. The study centres shall submit a soft copy of the details of the students record in Excel Format as specified in the prospectus (previous page) from time to time by email or through CD to the Director, School of Continuing Education (email id: [dir\\_cnt@ycmou.digitaluniversity.ac](mailto:dir_cnt@ycmou.digitaluniversity.ac) or [nikam\\_jd@ycmou.digitaluniversity.ac](mailto:nikam_jd@ycmou.digitaluniversity.ac))
2. The Study Centres shall also submit the hard copies to the Director, SCE by post complete with signature of the students and that of the coordinator and Head Master of the School as per the instruction already in place and as per the present practice.
3. The Study Centres shall pay the total amount of the University Fees (i.e. Rs. 100/- per student appearing in the examination multiplied by the total number of students) to the University as per the following detail **by RTGS/NEFT:**  
**Name of the Beneficiary: Finance Officer, YCMOU, Nashik**  
**Account Number :1323004456**  
**IFSC Code: CBIN0284246**  
**Name of the Bank : Central Bank of India**  
**Name of the Branch : YCMOU, Gowardhan Branch, Nashik 422222**
4. The Study centres shall collect the proof of payment including the UTR No. from the local bank on its official document and send a photocopy of the same to the Director, SCE along with the hard copies of the students details.
5. Remittances will be accepted only through this mode of payment.

Director  
School of Continuing Education



## C3V: Certificate in Water Management

CWM101: Basics of Hydrogeology

CWM102: Introduction to Water Harvesting

CWM103: Water Conservation and Construction of Water Harvesting Structures.

## CERTIFICATE IN OPTICAL FIBRE COMMUNICATION & NETWORK (V124)

### PROGRAM DESIGN

1. Name of the academic program: Certificate in OPTICAL FIBRE COMMUNICATION & NETWORK
2. The prospects for the students after completing the program: If student complete this Training his skills will enhanced and can obtain the job
3. Requirement of the prospective employer from the student: **Students should have minimum qualification of 12<sup>th</sup> std/ITI/Diploma and interested in OF Communication.**
4. Medium of Instruction: **English**
5. Duration of the programme : 6 Months
6. Maximum duration for which registration is valid: *18 months*
7. Entry qualification for a student: **12<sup>th</sup> std/ITI/Diploma in any stream or higher**
8. Last date of submitting admission form at YCMOU: *(Normally 16 Sept every year)*
9. Course structure:

r No	Course Name	Type (Pract/Theory/Project/Industrial Trg/)	Cre dits	Mar ks
	BASICS OF OF COMMUNICATION	Theory	<b>4</b>	<b>100 marks</b>
	LAYING OF OF CABLE	Theory	<b>4</b>	<b>100 marks</b>
	TOOLS & MTCE, RESTORATION NETWORK PLANNING &ROUTE SERVEY	Theory	<b>4</b>	<b>100 marks</b>
	PRACTICAL ON OF CABLE	Practical	<b>4</b>	<b>100 marks</b>

## 10. Syllabus and for each course:

<b>COUS RE CODE</b>	<b>Course Name</b>	<b>UNI T</b>	<b>Unit Title</b>	<b>No of Ses sio ns</b>	<b>Durati on</b>
<b>OF 101</b>	<b>BASICS OF OF COMMUN ICATION</b>	<b>L1</b>	<b>OVERVIEW OF TELECOM NETWORK</b>	<b>3</b>	<b>4.5hou rs</b>
		<b>1.1</b>	<b>INTRODUCTION</b>		
		<b>1.2</b>	<b>OBJECTIVE</b>		
		<b>1.3</b>	<b>BUILDING BLOCK OF COMMUNICATION SYSTEM</b>		
		<b>1.4</b>	<b>EVOLUTION OF TRANSMISSION SYSTEMS</b>		
		<b>1.5</b>	<b>DECIBEL (DB) CONCEPT</b>		
		<b>1.6</b>	<b>CLASSIFICATION OF TRANSPORT NETWORK BY GEOGRAPHY</b>		
		<b>1.7</b>	<b>TRANSPORT NETWORK AND THE ROAD ANALOGY</b>		
		<b>1.8</b>	<b>SUMMARY</b>		
		<b>1.9</b>	<b>REFERENCES AND SUGGESTED FURTHER READINGS</b>		
		<b>1.1 0</b>	<b>KEY LEARNINGS</b>		
		<b>1.1 1</b>	<b>WORKSHEET</b>		
		<b>L2</b>	<b>FIBER OPTICS BASIC</b>	<b>3</b>	<b>4.5HR S</b>

		<b>2.1</b>	<b>INTRODUCTION</b>		
		<b>2.2</b>	<b>OBJECTIVE</b>		
		<b>2.3</b>	<b>FIBER-OPTIC APPLICATIONS</b>		
		<b>2.4</b>	<b>ADVANTAGES OF OPTICAL FIBER COMMUNICATION</b>		
		<b>2.5</b>	<b>FIBER OPTICS BASICS: PRINCIPLES OF OPTICAL COMMUNICATION</b>		
		<b>2.6</b>	<b>PRINCIPLE OF OPERATION - THEORY</b>		
		<b>2.7</b>	<b>PROPAGATION OF LIGHT THROUGH FIBRE</b>		
		<b>2.8</b>	<b>GEOMETRY OF FIBER</b>		
		<b>2.9</b>	<b>SUMMARY</b>		
		<b>2.10</b>	<b>REFERENCES AND SUGGESTED FURTHER READINGS</b>		
		<b>2.11</b>	<b>KEY LEARNING</b>		
		<b>2.12</b>	<b>WORKSHEET</b>		
		<b>L3</b>	<b>TYPES OF OPTICAL FIBER</b>	<b>4</b>	<b>6</b>

					<b>HOURS</b>
		<b>3.1</b>	<b>INTRODUCTION</b>		
		<b>3.2</b>	<b>OBJECTIVE</b>		
		<b>3.3</b>	<b>FIBRE TYPES – SINGLE MODE AND MULTI-MODE</b>		
		<b>3.4</b>	<b>CABLE CONSTRUCTION</b>		
		<b>3.5</b>	<b>TYPES OF FIBER OPTIC CABLE (MOST POPULAR FIBER OPTIC CABLE TYPES)</b>		
		<b>3.6</b>	<b>ITU-T COMPLIANT FIBERS</b>		
		<b>3.7</b>	<b>SIGNAL STRENGTH AND QUALITY KPIS – DESIGN VALUES AND MARGINS</b>		
		<b>3.8</b>	<b>SUMMARY</b>		
		<b>3.9</b>	<b>REFERENCES AND SUGGESTED FURTHER READINGS</b>		
		<b>3.10</b>	<b>KEY LEARNINGS</b>		
		<b>3.11</b>	<b>WORKSHEET</b>		
		<b>L4</b>	<b>CHARACTERISTICS OF OPTICAL FIBER</b>	<b>4</b>	<b>6 HOUR</b>

					<b>S</b>
		<b>4.1</b>	<b>INTRODUCTION</b>		
		<b>4.2</b>	<b>OBJECTIVE</b>		
		<b>4.3</b>	<b>WAVELENGTH</b>		
		<b>4.4</b>	<b>FREQUENCY</b>		
		<b>4.5</b>	<b>REFLECTION</b>		
		<b>4.6</b>	<b>REFRACTION</b>		
		<b>4.7</b>	<b>POLARIZATION</b>		
		<b>4.8</b>	<b>ATTENUATION</b>		
		<b>4.9</b>	<b>BANDS IN OPTICAL FIBER</b>		
		<b>4.10</b>	<b>USABILITY OF BANDS IN OPTICAL FIBER</b>		
		<b>4.11</b>	<b>WINDOWS IN FIBER OPTIC</b>		
		<b>4.12</b>	<b>LOSS CHARACTERISTICS</b>		
		<b>4.13</b>	<b>DISPERSION</b>		
		<b>4.14</b>	<b>BANDWIDTH</b>		

		<b>4.1</b> <b>5</b>	<b>SUMMARY</b>		
		<b>4.1</b> <b>6</b>	<b>REFERENCES AND SUGGESTED FURTHER READINGS</b>		
		<b>4.1</b> <b>7</b>	<b>WORKSHEET</b>		
		<b>L5</b>	<b>FUNCTIONALITY OF OPTICAL TOOLS &amp; INSTRUMENTS</b>	<b>2</b>	<b>3 HOURS</b>
		<b>5.1</b>	<b>INTRODUCTION</b>		
		<b>5.2</b>	<b>OBJECTIVE</b>		
		<b>5.3</b>	<b>TOOLS REQUIRED FOR SHEATH REMOVAL</b>		
		<b>5.4</b>	<b>TOOLS REQUIRED FOR FUSION SPLICING</b>		
		<b>5.5</b>	<b>TOOLS REQUIRED FOR PREPARATION OF SPLICING – CLOSURE</b>		
		<b>5.6</b>	<b>BRIEF DESCRIPTION OF INSTRUMENTS</b>		
		<b>5.7</b>	<b>BRIEF DESCRIPTION OF TOOLS</b>		
		<b>5.8</b>	<b>SUMMARY</b>		
		<b>5.9</b>	<b>REFERENCES AND SUGGESTED FURTHER READINGS</b>		
		<b>5.10</b>	<b>KEY LEARNING</b>		
		<b>5.11</b>	<b>WORKSHEET</b>		



<b>OF 102</b>	<b>LAYING OF OF CABLE</b>	<b>L6</b>	<b>FIBER OPTIC NETWORK PLANNING AND ROUTE SURVEY</b>	<b>4</b>	<b>6 HRS</b>
		<b>6.1</b>	<b>INTRODUCTION</b>		
		<b>6.2</b>	<b>OBJECTIVE</b>		
		<b>6.3</b>	<b>PLANNING OF FIBER OPTIC NETWORK</b>		
		<b>6.4</b>	<b>GENERAL GUIDELINES FOR OPTICAL FIBER NETWORK PLANNING</b>		
		<b>6.5</b>	<b>THE LINK POWER BUDGET ANALYSIS</b>		
		<b>6.6</b>	<b>PLANNING THE ROUTE</b>		
		<b>6.7</b>	<b>PRELIMINARY SURVEY OF OPTIC FIBRE CABLE ROUTE</b>		
		<b>6.8</b>	<b>SELECTION OF THE CABLE ROUTE:</b>		
		<b>6.9</b>	<b>DETAILED SURVEY</b>		
		<b>6.10</b>	<b>SUMMARY</b>		
		<b>L7</b>	<b>TRENCHING AND LAYING OF PLB DUCT</b>	<b>5</b>	<b>7.5HR</b>
		<b>7.1</b>	<b>INTRODUCTION</b>		
		<b>7.2</b>	<b>OBJECTIVE</b>		
		<b>7.3</b>	<b>EXCAVATION AND BACKFILLING FOR OPEN CUT TRENCHING</b>		
		<b>7.4</b>	<b>GENERAL GUIDE LINES FOR TRENCHING AND PLB DUCT LAYING</b>		
		<b>7.5</b>	<b>TYPES OF PIPE TO BE USED FOR OPTICAL FIBRE CABLE</b>		

		<b>7.3 6</b>	STEPS INVOLVED IN OF CABLE TRENCHING AND LAYING OF PLB DUCT		
		<b>7.7</b>	SPECIFICATIONS OF MATERIALS TO BE USED		
		<b>7.8</b>	LAYING / CONSTRUCTION PRACTICES		
		<b>7.9</b>	LAYING OF PLB HDPE DUCTS		
		<b>7.1 0</b>	BACK FILLING AND DRESSING OF THE TRENCH		
		<b>7.1 1</b>	INSTALLATION OF OPTICAL CABLES WITH THE TRENCHLESS TECHNIQUE		
		<b>7.1 2</b>	INSTALLATION OF OPTICAL CABLES WITH THE MINI-TRENCH TECHNIQUE		
		<b>7.1 3</b>	INSTALLATION OF OPTICAL CABLES WITH THE MICRO-TRENCH TECHNIQUE		
		<b>7.1 4</b>	INSTALLATION OF AERIAL CABLES		
		<b>7.1 5</b>	INSTALLATION OF BURIED CABLES		
		<b>7.1 6</b>	INSTALLATION OF OPTICAL FIBRE CABLES OVER POWER LINES		
		<b>7.1 7</b>	INSTALLATION OF MARINIZED AND SUBMARINE OPTICAL CABLES		
		<b>7.1 8</b>	INSTALLATION OF INDOOR CABLES		
		<b>7.1 9</b>	CLEARANCES		
		<b>7.2 0</b>	HOW TO REPAIR DAMAGED HDPE TELECOM DUCT.		

		<b>7.2 1</b>	<b>SUMMARY</b>		
		<b>7.2 2</b>	<b>REFERENCES AND SUGGESTED FURTHER READINGS</b>		
		<b>7.2 3</b>	<b>KEY LEARNINGS</b>		
		<b>7.2 4</b>	<b>WORKSHEET</b>		
		<b>L8</b>	<b>CABLEPULLING AND BLOWING/JETTING</b>	<b>3</b>	<b>4.5HR S</b>
		<b>8.1</b>	<b>INTRODUCTION</b>		
		<b>8.2</b>	OBJECTIVE		
		<b>8.3</b>	ROUTE PLANNING AND SELECTION FOR OPTICAL FIBER CABLE LAYING		
		<b>8.4</b>	CABLE HANDLING TECHNIQUE FOR STOCKING		
		<b>8.5</b>	TOOLS REQUIRED FOR CABLE PULLING		
		<b>8.6</b>	CABLE STORAGE IN HANDHOLE		
		<b>8.7</b>	CABLE INSTALLATION TECHNIQUES		
		<b>8.8</b>	METHODS FOR FIBRE OPTIC CABLE INSTALLATION INTO HDPE DUCTS.		
		<b>8.9</b>	CONSTRUCTION OF JOINTING CHAMBER:		
		<b>8.1 0</b>	FIXING OF ROUTE INDICATORS / JOINT INDICATORS		
		<b>8.1 1</b>	SUMMARY		
		<b>8.1 2</b>	REFERENCES AND SUGGESTED FURTHER READINGS		

		<b>8.1 3</b>	KEY LEARNINGS		
		<b>8.1 4</b>	WORKSHEET		
		<b>L9</b>	OPTICALFIBER SPLICING	<b>3</b>	<b>4.5 HOUR S</b>
		<b>9.1</b>	INTRODUCTION		
		<b>9.2</b>	OBJECTIVE		
		<b>9.3</b>	SPLICING		
		<b>9.4</b>	SPLICING METHODS		
		<b>9.5</b>	PRINCIPLE OF FUSION SPLICING TECHNIQUE		
		<b>9.6</b>	MATERIALS REQUIRED CABLE END PREPARATION FOR SPLICING		
		<b>9.7</b>	FIBER OPTIC CABLE SPLICING PROCEDURE		
		<b>9.8</b>	WARNING		
		<b>9.9</b>	CAUTION		
		<b>9.1 0</b>	SUMMARY		
		<b>9.1 1</b>	REFERENCES AND SUGGESTED FURTHER READINGS		
		<b>9.1 2</b>	KEY LEARNINGS		
		<b>9.1 3</b>	WORKSHEET		

<b>OF 103</b>	<b>TOOLS &amp; MTCE, RESTORA TION  NETWORK PLANNIN G  &amp;ROUTE SERVEY</b>	<b>L1 0</b>	<b>CONNECTORS, FDF AND SPLICE CLOSURES</b>	<b>3</b>	<b>4.5 HRS</b>
		<b>10. 1</b>	<b>INTRODUCTION</b>		
		<b>10. 2</b>	<b>OBJECTIVE</b>		
		<b>10. 3</b>	<b>CONNECTORS</b>		
		<b>10. 4</b>	<b>TYPES OF CONNECTORS</b>		
		<b>10. 5</b>	<b>FIBER OPTIC COUPLER/SPLITTERS</b>		
		<b>10. 6</b>	<b>FIBER DISTRIBUTION FRAMES (FDF) /OPTICAL DISTRIBUTION FRAME (ODF)</b>		
		<b>10. 7</b>	<b>FIBRE CLOSURES AND FIBRE ORGANIZERS</b>		
		<b>10. 8</b>	<b>SUMMARY</b>		
		<b>10. 9</b>	<b>REFERENCES AND SUGGESTED FURTHER READINGS</b>		
		<b>10. 10</b>	<b>KEY LEARNING</b>		
		<b>10. 11</b>	<b>WORKSHEET</b>		
		<b>L1 1</b>	<b>TESTING OF OPTICAL FIBER NETWORK THROUGHOTDR ANDPOWER METER</b>	<b>3</b>	<b>4.5 HRS</b>
		<b>11. 1</b>	<b>INTRODUCTION</b>		

		<b>11.2</b>	OBJECTIVE		
		<b>11.3</b>	OPTICAL TIME DOMAIN REFLECTOMETER		
		<b>11.4</b>	AN OTDR DISPLAY OF A TYPICAL SYSTEM		
		<b>11.5</b>	OTDR MEASUREMENTS		
		<b>11.6</b>	TESTING A FIBER OPTIC CABLE PLANT USING OTDR		
		<b>11.7</b>	OPTICAL POWER METER		
		<b>11.8</b>	DYNAMIC RANGE OF POWER METER		
		<b>11.9</b>	THE PROCEDURE TO MEASURE THE OPTICAL LOSS IN THE FIBER		
		<b>11.10</b>	OTHER OPTICAL INSTRUMENTS		
		<b>11.11</b>	SUMMARY		
		<b>11.12</b>	REFERENCES AND SUGGESTED FURTHER READINGS		
		<b>11.13</b>	KEY LEARNINGS		
		<b>11.14</b>	WORK SHEET		
		<b>L12</b>	MAINTENANCE AND RESTORATION	<b>4</b>	<b>6 HRS</b>



		<b>12.1</b>	INTRODUCTION		
		<b>12.2</b>	OBJECTIVE		
		<b>12.3</b>	CONDITION BASED MAINTENANCE (CBM)		
		<b>12.4</b>	MAINTENANCE ASPECTS OF OPTICAL FIBRES		
		<b>12.5</b>	TYPES OF MAINTENANCE		
		<b>12.6</b>	TROUBLESHOOTING PROBLEMS		
		<b>12.7</b>	POST RESTORATION		
		<b>12.8</b>	TYPICAL MAINTENANCE SCHEDULE FOR FIBRE OPTIC SYSTEM		
		<b>12.9</b>	TOOLS REQUIRED FOR MAINTENANCE OF OFC		
		<b>12.10</b>	MAINTENANCE TESTING OF DARK/ SPARE OFC		
		<b>12.11</b>	GENERAL GUIDELINES FOR CONDITION BASED MAINTENANCE & PLANNED REPAIR ACTIVITIES OFC		
		<b>12.12</b>	MAINTENANCE WORK IN EQUIPMENT ROOM		
		<b>12.13</b>	GUIDELINES FOR CORRECTIVE MAINTENANCE/ RESTORATION OF OPTICAL FAULTS		
		<b>12.14</b>	IDENTIFYING THE PROBLEM		

		<b>12. 15</b>	<b>SUMMARY</b>		
		<b>12. 16</b>	<b>REFERENCES AND SUGGESTED FURTHER READINGS</b>		
		<b>12. 17</b>	<b>KEY LEARNINGS</b>		
		<b>12. 18</b>	<b>WORKSHEET</b>		
		<b>L1 3</b>	<b>DOCUMENTATION</b>	<b>3</b>	<b>4.5 HRS</b>
		<b>13. 1</b>	<b>INTRODUCTION</b>		
		<b>13. 2</b>	<b>OBJECTIVE</b>		
		<b>13. 3</b>	<b>GENERAL GUIDELINES</b>		
		<b>13. 4</b>	<b>CABLE PLANT RECORD KEEPING</b>		
		<b>13. 5</b>	<b>THE DOCUMENTATION PROCESS</b>		
		<b>13. 6</b>	<b>SUMMARY</b>		
		<b>13. 7</b>	<b>REFERENCES AND SUGGESTED FURTHER READINGS</b>		
		<b>13. 8</b>	<b>KEY LEARNINGS</b>		
		<b>13. 9</b>	<b>WORKSHEET</b>		

		<b>L1 4</b>	<b>HEALTH AND SAFETY</b>	<b>2</b>	<b>3 HRS</b>
			<b>INTRODUCTION</b>		
			<b>OBJECTIVE</b>		
			<b>SAFETY PRECAUTIONS</b>		
			<b>ALLIED ACTIVITIES</b>		
			<b>SUMMARY OF FIBRE HANDLING SAFETY RULES</b>		
			<b>REFERENCES AND SUGGESTED FURTHER READINGS</b>		
			<b>KEY LEARNING</b>		
			<b>Total Hours</b>		<b>69 Hrs</b>

Practicals				
<b>COURSE Code</b>			<b>TOPIC</b>	<b>DURATION</b>
		<b>PRACTICAL 1(A)</b>	<b>IDENTIFICATION OF TYPE OF OF CABLE</b>	<b>4</b>
		<b>PRACTICAL 1(B)</b>	<b>IDENTIFICATION OF DUCTS &amp; THERE APPLICATION</b>	<b>4</b>
<b>OF 104</b>	<b>PRACTICAL ON COMPONENTS, IDENTIFICATION &amp; LAYING OF OF CABLE</b>	<b>PRACTICAL 2(A)</b>	<b>IDENTIFY COMPONENTS OF OF CABLE</b>	<b>4</b>
		<b>PRACTICAL 2(B)</b>	<b>STUDY OF SPLICE CLOSURE, SINGLE MODE MULTI MODE</b>	<b>4</b>
		<b>PRACTICAL 2(C)</b>	<b>STUDY OF PATCHCORD &amp; CONNECTORS ,PIGTAILS</b>	<b>4</b>
		<b>PRACTICAL 2(D)</b>	<b>STYDY OF COMPONENTS OF TOOL KIT for splicing &amp; USES</b>	<b>4</b>
		<b>PRACTICAL 3</b>	<b>END PREPARATION OF OF CABLE BEFORE SPLICING</b>	<b>4</b>
		<b>PRACTICAL 4</b>	<b>STUDY OF CUTTING TOOLS AND ITS OPERATION</b>	<b>4</b>
		<b>PRACTICAL 5</b>	<b>STUDY OF FUSION SPLICING MACHINE</b>	<b>4</b>
		<b>PRACTICAL 6</b>	<b>SPLICING OF OF CABLE</b>	<b>4</b>
		<b>PRACTICAL 7</b>	<b>UNDERSTAND PRINCIPLE &amp; OPERATION OF OTDR</b>	<b>4</b>
		<b>PRACTICAL</b>	<b>IDENTIFICATION OF CABLE FAULT DISTANCE</b>	<b>4</b>

		<b>8</b>		
		<b>PRACTICAL</b>		
		<b>9</b>	<b>Power meter and other measuring instruments</b>	<b>4</b>
		<b>PRACTICAL</b>	<b>OPTICAL MEASURING INSTRUMENTS AND ITS</b>	
		<b>10</b>	<b>USES ON LIVE SYSTEMS</b>	<b>4</b>
		<b>PRACTICAL</b>	<b>IDENTY DIFFERENT OF SYSTEM</b>	
		<b>11</b>	<b>(PDH,SDH,DWDM) FIELD VISIT</b>	<b>4</b>
		<b>PRACTICAL</b>	<b>STUDY OF DDF,LOOP CONCEPT ,DDF</b>	
		<b>12</b>	<b>PRACTICALS</b>	<b>4</b>
				<b>54</b>
<b>Note Considering 30 students in a Batch Practical can prolonged up to 4 Hours or more</b>				

11. Study material details: One book for all Theory course, National Skill Development Course Handbook For Optical Fiber Technician by Transmission Faculty, BRBRAITT Jabalpur, Book is available in PDF format. YCMOU will not supply the hard copy. The Study Center may arrange hard copies of books.

12. Bio-data of each expert writer: Transmission Faculty, BRBRAITT Jabalpur

13. List of material required for the study centre to run the program successfully:

(Candidate Institution should copy the following table and paste in the format of proposal and fill in the details of actual available quantities in last column)

#### 19. Fee structure

- University Fees: INR 4600/-**
- Study Center Fee: INR 10500/- Per student**
- Share of Academic Partner (if any): INR NIL**
- TOTAL FEE PER STUDENT (a+b+c): INR 15100/-**

Evaluation pattern (for each of the course)

**21. Will there be internal assessment? YES**

**22. What would be weightage for internal vis-à-vis the end exam?- 20 - 80**

**23. What would be passing criteria for the course?- 40 % in end exam + 40% aggregate**

**24. What is the passing condition for the entire program ?- 40% ( pass in all courses)**

**25. Performance in which courses/year are considered for aggregate percentage and determination of the class for the degree- All courses**

**26. Will the student need to pass internal separately or should he pass combined basis?**

**Combined basis**

**27. Rates of remuneration for examination- As per university norms**

For theory courses:

**28. How many questions will be asked? There will be 4 main questions each will have 5 sub questions (5 Marks each) Students need to solve any 4 questions (4x4x5 =80 marks)**

**29. Marks for each of the question? As above**

**30. Duration of exam session: 3 Hours**

**31. Weightage for each unit of the course in terms of marks = 80 Marks divided by No of units in a course**

For Practical Course-

**32. How the practical examination will be conducted? Performance/  
Presentation and viva voce**

**33. How marks will be allotted? Journal 20 Marks performance 60 Marks  
viva voce 20 Marks**

**(Give internal distribution of marks)**

**34. Duration of examination? 3 Hours**

**Industrial Training and project work-**

**35. Will there be a Industrial training type of course?- NO**

**36. What duration?- N/A**

**37. Will it have marks? N/A**

**38. How will the Ind Trg course assessed?- N/A**

**39. How will the project course be assessed?- N/A**

**40. Guidelines for preparing the project thesis. N/A**

## C121 Certificate in Digital Photography

The certificate programs are designed to train a person to a semi-skilled level of expertise in the domain area of digital photography. Its duration is 6 months and medium of instruction is English.

The students would work in the actual work situations to complete the program. These academic programmes are designed for non-working and working students as well. With some time management and determination, the student can easily complete these programmes while continuing his/her job, profession or other education.

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

Activities at the study centres are organized daily and specially on holidays, normally at time convenient to the student. Normally the study centre is situated nearer to student's place for his convenience.

Practice Examination for each theory course may be conducted at the study centre to provide feedback to students about their study. It also prepares the student for the end examination. The End Examination held once in a year for all courses, are conducted directly by the university.

### Evaluation System:

<b>Course Name: Digital Photography Basics</b>									
Course Code: DGP101 Min: – Max: 100									
<i>TLM</i>	<i>Hrs</i>	<i>Credits</i>	<i>AM</i>	<i>Min</i>	<i>Max</i>	<i>AT</i>	<i>Min</i>	<i>Max</i>	<i>Evaluation System</i>
Counselling	120	4.00	Theory	40	100	UA	32	80	Marks System
						CA	-	20	Marks System
<b>Course Name: Digital Photography Basics</b>									
Course Code: DGP102 Min: – Max: 100									
<i>TLM</i>	<i>Hrs</i>	<i>Credits</i>	<i>AM</i>	<i>Min</i>	<i>Max</i>	<i>AT</i>	<i>Min</i>	<i>Max</i>	<i>Evaluation System</i>
Counselling	120	4.00	Practical	-	100	UA	40	100	Marks System
<b>Course Name: Gimp</b>									
Course Code: DGP103 Min: – Max: 100									
<i>TLM</i>	<i>Hrs</i>	<i>Credits</i>	<i>AM</i>	<i>Min</i>	<i>Max</i>	<i>AT</i>	<i>Min</i>	<i>Max</i>	<i>Evaluation System</i>
Counselling	120	4.00	Theory	40	100	UA	32	80	Marks System
						CA	-	20	Marks System
<b>Course Name: Gimp</b>									
Course Code: DGP104 Min: – Max: 100									
<i>TLM</i>	<i>Hrs</i>	<i>Credits</i>	<i>AM</i>	<i>Min</i>	<i>Max</i>	<i>AT</i>	<i>Min</i>	<i>Max</i>	<i>Evaluation System</i>
Counselling	120	4.00	Practical	-	100	UA	40	100	Marks System

### Abbreviations :

TLM - Teaching Learning Method, AM - Assessment Method, AT - Assessment Type,



UA -University Assessment, CA - College Assessment, WA - Work Place Assessment,

Hrs - Contact Hours per Week, MS - Marks System, GS - Grade System, Min - Minimum Marks, Max - Maximum Marks, DG – Direct Grading, IG - Indirect Grading

## **C122 Certificate in Video Production**

The certificate programs are designed to train a person to a semi-skilled level of expertise in the domain area video production. Its duration is 6 months and medium of instruction is English.

The students would work in the actual work situations to complete the program. These academic programmes are designed for non-working and working students as well. With some time management and determination, the student can easily complete these programmes while continuing his/her job, profession or other education.

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

Activities at the study centres are organized daily and specially on holidays, normally at time convenient to the student. Normally the study centre is situated nearer to student's place for his convenience.

Practice Examination for each theory course may be conducted at the study centre to provide feedback to students about their study. It also prepares the student for the end examination. The End Examination held once in a year for all courses, are conducted directly by the university.

### **Evaluation System:**

### **Abbreviations :**

TLM - Teaching Learning Method, AM - Assessment Method, AT - Assessment Type,

UA -University Assessment, CA - College Assessment, WA - Work Place Assessment,

Hrs - Contact Hours per Week, MS - Marks System, GS - Grade System, Min - Minimum Marks, Max - Maximum Marks, DG – Direct Grading, IG - Indirect Grading

<b>Course Name: Video Production Basics</b> Course Code: VDP101 Min: -- Max: 100									
<i>TLM</i>	<i>Hrs</i>	<i>Credits</i>	<i>AM</i>	<i>Min</i>	<i>Max</i>	<i>AT</i>	<i>Min</i>	<i>Max</i>	<i>Evaluation System</i>
Counselling	120	4.00	Theory	40	100	UA	32	80	Marks System
						CA	-	20	Marks System
<b>Course Name: Video Production Basics</b> Course Code: VDP102 Min: -- Max: 100									
<i>TLM</i>	<i>Hrs</i>	<i>Credits</i>	<i>AM</i>	<i>Min</i>	<i>Max</i>	<i>AT</i>	<i>Min</i>	<i>Max</i>	<i>Evaluation System</i>
Counselling	120	4.00	Practical	-	100	UA	40	100	Marks System
<b>Course Name: Audio Video Editing</b> Course Code: VDP103 Min: -- Max: 100									
<i>TLM</i>	<i>Hrs</i>	<i>Credits</i>	<i>AM</i>	<i>Min</i>	<i>Max</i>	<i>AT</i>	<i>Min</i>	<i>Max</i>	<i>Evaluation System</i>
Counselling	120	4.00	Theory	40	100	UA	32	80	Marks System
						CA	-	20	Marks System
<b>Course Name: Audio Video Editing</b> Course Code: VDP104 Min: -- Max: 100									
<i>TLM</i>	<i>Hrs</i>	<i>Credits</i>	<i>AM</i>	<i>Min</i>	<i>Max</i>	<i>AT</i>	<i>Min</i>	<i>Max</i>	<i>Evaluation System</i>
Counselling	120	4.00	Practical	-	100	UA	40	100	Marks System

## C123 Certificate in Patkatha Lekhan (Marathi Medium)

The certificate programs are designed to train a person to a semi-skilled level of expertise in the domain area of script writing. Its duration is 6 months and medium of instruction is Marathi.

The students would work in the actual work situations to complete the program. These academic programmes are designed for non-working and working students as well. With some time management and determination, the student can easily complete these programmes while continuing his/her job, profession or other education.

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

Activities at the study centres are organized daily and specially on holidays, normally at time convenient to the student. Normally the study centre is situated nearer to student's place for his convenience.

Practice Examination for each theory course may be conducted at the study centre to provide feedback to students about their study. It also prepares the student for the end examination. The End Examination held once in a year for all courses, are conducted directly by the university.

### Evaluation System:

TLM - Teaching Learning Method, AM - Assessment Method, AT - Assessment Type,

UA -University Assessment, CA - College Assessment, WA - Work Place Assessment,

Hrs - Contact Hours per Week, MS - Marks System, GS - Grade System, Min - Minimum Marks, Max - Maximum Marks, DG – Direct Grading, IG - Indirect Grading

<b>Course Name: Patkatha Lekhan</b>									
Course Code: STP103 Min: -- Max: 100									
<i>TLM</i>	<i>Hrs</i>	<i>Credits</i>	<i>AM</i>	<i>Min</i>	<i>Max</i>	<i>AT</i>	<i>Min</i>	<i>Max</i>	<i>Evaluation System</i>
Counselling	120	4.00	Theory	40	100	UA	32	80	Marks System
						CA	-	20	Marks System
<b>Course Name: Katha Lekhan</b>									
Course Code: STW101 Min: -- Max: 100									
<i>TLM</i>	<i>Hrs</i>	<i>Credits</i>	<i>AM</i>	<i>Min</i>	<i>Max</i>	<i>AT</i>	<i>Min</i>	<i>Max</i>	<i>Evaluation System</i>
Counselling	120	4.00	Theory	40	100	UA	32	80	Marks System
						CA	-	20	Marks System
<b>Course Name: Katha Lekhan</b>									
Course Code: STW102 Min: -- Max: 100									
<i>TLM</i>	<i>Hrs</i>	<i>Credits</i>	<i>AM</i>	<i>Min</i>	<i>Max</i>	<i>AT</i>	<i>Min</i>	<i>Max</i>	<i>Evaluation System</i>
Counselling	120	4.00	Practical	-	100	UA	40	100	Marks System
<b>Course Name: Patkatha Lekhan</b>									
Course Code: STW104 Min: -- Max: 100									
<i>TLM</i>	<i>Hrs</i>	<i>Credits</i>	<i>AM</i>	<i>Min</i>	<i>Max</i>	<i>AT</i>	<i>Min</i>	<i>Max</i>	<i>Evaluation System</i>
Counselling	120	4.00	Practical	-	100	UA	40	100	Marks System

## **DIPLOMA PROGRAMS**

The School offers the following diploma programs:

01. Diploma in Interior Design and Decoration (T36)
02. Diploma for Electrician and Domestic Appliances Maintenance (DEDAM) (T72)
03. Diploma for Fitter (DFF) (V13)
04. Diploma for Civil Supervisor (V11)
05. Diploma in Saloon Techniques(DST) (V15)
06. Diploma in Animation (V105)
07. Diploma in Computer Hardware Maintenance & Networking Techniques (Windows 2008 server)(V14)
08. Diploma in Fabrication (T94)
09. Diploma in Fire & Safety Engineering Management (P73)
10. Diploma in Event Management (V113)
11. Advanced Diploma in Event Management (V114)
12. Diploma in Facility Services (V17)
13. Advanced Diploma in Facility Services (V18)
14. Diploma in Hospitality Studies (V121)
15. Advanced Diploma in Hospitality Studies (V122)
16. Diploma in Fashion Design (V123)
17. Advanced Diploma in Fashion Design (V124)
18. Diploma in Interior Design (V125)
19. Advanced Diploma in Interior Design (V126)
20. Diploma in Automobile Techniques (DAT) (T73)(32 CP)
21. Diploma in Fine Art- Painting (DFA) (V127)(32 CP)
22. Diploma in Printing and Packaging Techniques (DPPT) (V118)(32 CP)

### **Notes:**

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

### **ABOUT TUTORIALS**

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

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

The end examinations may have the following component :

1. Evaluation of the Tutorial Journal by external and internal examiners; (20% weight, i.e. 10 out of 50 marks for tutorial component)
2. A viva voce by the external examiner to assess the knowledge of the learner for the said tutorial component (20% weight, i.e. 10 out of 50 marks for tutorial component)
3. An evaluation by external examiner based on an activity (like solving a descriptive question of suitable depth). It may carry 60% weight, i.e. 30 out of 50 marks for tutorial component.

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

### **Need and Importance of the programs**

The diploma programs are of duration of one year. The university also offer advanced diploma programs in some areas (like fashion design, interior design, event management, facility services and hospitality studies). The advanced diploma programs require that the student has undergone the diploma programs in the same area. The candidates wishing to enrol in such advanced diploma are required to have registered in the related diploma programs earlier. Completion of all the

courses in the diploma program is not mandatory for admission to the advanced diploma. Advanced diploma would be awarded only if all the courses in diploma and advanced diploma level are successfully completed.

The Diploma in Interior Design and Decoration has been designed keeping in mind the requirement in the field of Interior Design and Decoration. The fundamentals of the various building and decorative materials as well as practical's on actual planning of spaces for office, residential and professional uses are inculcated in the students through various theory and practical courses.

The diploma in electricity and domestic appliances maintenance addresses to the requirement of the skilled manpower at the urban as well as rural areas for persons who can do wiring in domestic setting (not the linemen) and also who can repair various appliances operating on electricity.

The university has also recognised the need for skilled work force in trades of fitters, fabricators and civil supervisors and have started programs for these trades too.

The diploma in saloon techniques has been started for professionals who aspire to work in saloons or wish to open their own saloons. These students are introduced with such professional practices as managing their clients, understanding importance of anatomy and physiology of skin, nail and hair, practicing yoga using the right posture of standing etc.

With computing becoming ubiquitous and percolating the society in every aspect of living, the need for training the youth in animation became the necessity. The university has designed diploma in animation which uses only the Free and Open Source Software (FOSS) (like GIMP, pencil etc) for learning image processing and animation. The student after completing the program can start practicing on these skills as the required software is free.

With computer affecting our lives in more and more aggressive ways, the demand of computer hardware and networking professionals have increased and this has prompted the university to start a program called diploma in computer hardware maintenance and networking which uses Windows 2008 server.

The fire and safety considerations at industry and in civil administration have created acute need for professionals in the area of fire and safety engineering and management. The university executes a diploma program in fire and safety engineering management to cater to this demand of the society.

Planning, organisation and execution of the events of various types like conferences, wedding, film festivals, award ceremonies and corporate events are becoming booming commercial activities due to globalisation and other market forces. The event industry is fast picking up in size. The 'Diploma in Event Management' and 'Advanced Diploma in Event Management' address to the need of training and education of the event professionals.



The need for managing facilities like hostels, gardens, stadium, temples, etc has recently opened up areas for employment and self-employment in this novel and diverse field. The 'Diploma in Facility Services' and 'Advanced Diploma in Facility Services' address to the need of training and education of the facility professionals.

With more and more people traveling for leisure and business, the luxury industry has been contributing highly to the nation's economy. The need for managing facilities restaurants, hotels, resorts and tourist facilities, etc has recently opened up areas for employment and self-employment in this novel and diverse field. The 'Diploma in Hospitality Studies' and 'Advanced Diploma in Hospitality Studies' address to the need of training and education of the hospitality and tourism professionals.

With more and more people experiencing boom in economy, the fashion industry has been contributing highly to the nation's economy. The need for managing facilities like boutiques and developing fashion products has recently opened up areas for employment and self-employment in this novel and diverse field. The 'Diploma in Fashion Design' and 'Advanced Diploma in Fashion Design' address to the need of training and education of the fashion professionals.

With more and more industrial houses experiencing boom in economy, the tastefully designed and decorated office and professional spaces are becoming vogue. The need for designing and decorative such offices, gyms, hospitals, hotels, and public areas has recently opened up areas for employment and self-employment in this novel and diverse field. The 'Diploma in Interior Design' and 'Advanced Diploma in Interior Design' address to the need of training and education of the facility professionals.

Diploma in Automobile Techniques has been developed with a view to develop skilled manpower in repairing of two-wheeler and four-wheeler vehicles

## **The Course Structure**

### **1. T36: Diploma in Interior Design and Decoration (DIDD) (32 CP)**

DIDD 101: Material and General, Theory - 8 CP  
DIDD 102: Drawing and Design, Theory - 8 CP  
DIDD 105: Drawing and Graphics-I, Practical - 8 CP  
DIDD 106: Design-I, Practical - 8 CP  
DIDD 107: Drawing and Graphics-II, Practical - 8 CP  
DIDD 108: Design-II, Practical - 8 CP

### **2. T72 : Diploma For Electrician and Domestic Appliances Maintenance (DEDAM)(32CP)**

ELE101:Electrical, Theory-8CP  
ELE102:Electrical, Practical-8CP  
DAP101:Appliances Repair,Theory-8CP  
DAP102:Appliances Repair,Practical-8CP

### 3. V13:Diploma for Fitter(DFF)(32CP)

DFF101:Fitting-I,Theory-8CP  
DFF102:Fitting-I,Practical-8CP  
DFF103:Fitting-II,Theory-8CP  
DFF104:Fitting-II,Practical-8CP

### 4. V11:Diploma for Civil Supervisor)(32Credits)

DCV101:Basic Civil Construction,Theory-8 CP  
DCV 102:Building Construction and Management , Theory -8 CP  
DCV 103:Building Drawing, Practical -8 CP  
DCV 104:Computer Aided Drafting,Practical-8 CP

### 5. V15:Diploma in Saloon Techniques(DST)(32CP)

DST001: सलून व्यवस्थापनाच्या संदर्भातील शरीरशास्त्र,सैद्धान्तिक (4CP)  
DST002 : सलून व्यवस्थापनातील उपकरणे व संसाधने, सैद्धान्तिक(4CP)  
DST003 : त्वचा, सैद्धान्तिक (4CP)  
DST004 : त्वचा, प्रात्यक्षिक(4CP)  
DST005: केस विज्ञान व केसकर्तन सैद्धान्तिक (4CP)  
DST006 : केस विज्ञान व केसकर्तन, प्रात्यक्षिक (4CP)  
DST007 : केसप्रक्रिय, सैद्धान्तिक(4CP)  
DST008: केसप्रक्रिय, प्रात्यक्षिक(4CP)

### 6. V105: Diploma in Animation

sr	Course Codes	Paper Name		Credit Point	Marks
1	DIA101	Storyboarding principle and Scripting	Theory	4	100
2	DIA102	Classical Animation	Theory	4	100
3	DIA103	Classical Animation	Practical	4	100
4	DIA104	Digital art I	Theory	4	100
5	DIA105	Digital art I	Practical	4	100
6	DIA106	Color Theory	Theory	4	100
7	DIA107	Digital art II	Theory	4	100

8	DIA108	Digital art II	Practical	4	100
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## **7. V14: Diploma in Computer Hardware Maintenance and Network Techniques (DCHMNT) (Windows 2008 Server) (Total 32 CP)**

DHW101: Digital Computer Electronics, Theory (4CP)

DHW102: Digital Computer Electronics, Practical (4CP)

DHW103: How computer works? , Theory (4CP)

DHW104: How computer works? , Practical (4CP)

DHW105: How computer is maintained? Theory (4CP)

DHW106: How computer is maintained? Practical (4CP)

NET109: Networking Technologies, Theory ((Windows 2008 Server)( 4 CP)

NET110: Networking Technologies, Practical (Windows 2008 Server)(4CP)

## **8. T94: Diploma in Fabrication (DIF) (32 CP)**

DIF 101: Arc Welding, Theory -8 CP

DIF 102: Arc Welding, Practical -8 CP

DIF 201: Gas Welding, Theory -8CP

DIF 202: Gas Welding, Practical – 8CP

## **9. P73: Diploma in fire and Safety Engineering Management**

Sr. No.	Course Code	Name of the Course
1.	FSM101	Fire & Safety Engineering Science
2.	FSM102	Fire Service Management & Arts
3.	FSM103	Industrial Safety Management
4.	FSM104	Building Fire & Safety Techniques
5.	FSM105	Fire Hazards and suppression
6.	FSM106	Detection Communication and special call
7.	FSM107	Fire Fighting Drills
8.	FSM108	Fire service Equipment
9.	FSM109	Rescue Techniques
10	FSM110	Industrial Training Field work

## **9. DIPLOMA IN FIRE AND SAFETY ENGINEERING MANAGEMENT**

Sr. No.	Course Code	Name of the Course
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1.	FSM101	Fire & Safety Engineering Science
2.	FSM102	Fire Service Management & Arts
3.	FSM103	Industrial Safety Management
4.	FSM104	Building Fire & Safety Techniques
5.	FSM105	Fire Hazards and suppression
6.	FSM106	Detection Communication and special call
7.	FSM107	Fire Fighting Drills
8.	FSM108	Fire service Equipment
9.	FSM109	Rescue Techniques
10	FSM110	Industrial Training Field work

## 10. V113: DIPLOMA IN EVENT MANAGEMENT

### COURSE STRUCTURE AND EVALUATION PATTERN

Sr	Course code	Course Name	Type	Credit	Passing marks/total	Passing marks/total	Passing marks/total
Semester 01							
1	EVE001	Basic Event Management	Theory	4	32/80	--/20	40/100
			Tutorial	2	20/50		20/50
2	EVE102	Banqueting Management	Theory	4	32/80	--/20	40/100
			Tutorials	2	20/50		20/50
3	EVE103	Principles of Management	Theory	4	32/80	--/20	40/100
			Tutorial	2	20/50		20/50
4	AEC101	English Communication	Theory	2	20/50	--/10	20/50
					Total		200/500
Semester 02							
5	EVE201	Event Planning	Theory	4	32/80	--/20	40/100
			Tutorial	2	20/50		20/50
6	EVE202	IT for Event Management	Theory	4	32/80	--/20	40/100
			Practical	2	20/50		20/50
7	EVE203	Accounting Skills for EM	Theory	4	32/80	--/20	40/100
			Tutorial	2	20/50		20/50
8	AEC102	Environment Studies	Theory	2	20/50	--/10	20/50
					Total		200/500



**11. V114: ADVANCED DIPLOMA IN EVENT MANAGEMENT****COURSE STRUCTURE AND EVALUATION PATTERN**

Sr	Cours e code	Course Name	Type	Cred it	Passing marks/to tal	Passing marks/to tal	Passing marks/to tal
Semester 01							
1	EVE3 01	Event Coordination and Production	Theory	4	32/80	"--/20	40/100
			Tutorial	2	20/50		20/50
2	EVE3 02	Advertising & Sales Promotion	Theory	4	32/80	"--/20	40/100
			Tutorial	2	20/50		20/50
3	EVE3 03	Event Marketing	Theory	4	32/80	"--/20	40/100
			Tutorial	2	20/50		20/50
4	BSL00 1 BSL00 2 BSL00 3 BSL00 4	(Foreign Language: Eng/French/Ar abic /German)	Theory	2	20/50	10	20/50
					Total		200/500
Semester 02							
5	EVE4 01	Industrial Exposure Event Management	Practica ls	6	60/150		60/150
6	EVE4 02	Hands-on Training on Event Planing	Practica ls	6	60/150		60/150
7	EVE4 03	Hands on Training on Event Marketing	Practica ls	6	60/150		60/150
8	EVE4 04	Personality Development	Practica ls	2	20/50		20/50
						Total	200/500

**12. V17: DIPLOMA IN FACILITY SERVICES****COURSE STRUCTURE AND EVALUATION PATTERN**

Sr. No.	Course Codes	Subject	Description		Credit Points
			Theory	Practical	
1	DFS – 101	Mechanized Housekeeping	100	-	4

2	DFS – 102	Mechanized Housekeeping laboratory	-	100	4
3	DFS – 103	Front Office Services	100	-	4
4	DFS – 104	Building Maintenance	100	-	4
5	DFS – 105	Safety & Security	100	-	4
6	DFS – 106	Horticulture & Landscape	100	-	4
7	DFS – 107	Front office ,Safety& security laboratory	-	100	4
8	DFS – 108	Horticulture & Landscape ,Building maintenance laboratory	-	100	4

### 13. V18: ADVANCED DIPLOMA IN FACILITY SERVICES

#### COURSE STRUCTURE AND EVALUATION PATTERN

Sr. No.	Course Code	Subject	Description		Credit Points
			Theory	Practical	
1	DFS – 201	Applied Mechanized Housekeeping	100	-	4
2	DFS – 202	Applied Mechanized Housekeeping laboratory	-	100	4
3	DFS – 203	Domestic Services	100	-	4
4	DFS – 204	Applied Building Maintenance	100	-	4
5	DFS – 205	Safety & Security Advance concept	100	-	4
6	DFS – 206	Applied Horticulture & Landscape	100	-	4
7	DFS – 207	Domestic Services , Safety & Security Advance concept laboratory	-	100	4
8	DFS – 208	Applied Horticulture & Landscape, Applied Building Maintenance laboratory	-	100	4



**14. V121: DIPLOMA IN HOSPITALITY STUDIES**

S.No.	Course Code	Course Name	Course Type	Contact Hrs as per UGC norms	Credit Point	University Assessment (Min marks/Max Marks)	Study Centre Assessment (College Assessment) (Min marks/Max Marks)	Total Marks (Min marks/Max Marks)
<b>Semester I: (All courses are compulsory. Total 4 courses, 20 credits and 500 max marks)</b>								
1	HTS101	Food Production Foundation-I	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
2	HTS102	Food and Beverage Service Foundation-I	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
3	HTS103	Accommodation and Front Office Operations Foundation-I	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
4	AEC101	English Communication	Theory	30	2	16/40	-/10	20/50
<b>Semester II: (All courses are compulsory. Total 4 courses, 20 credits and 500 max marks)</b>								
1	HTS201	Food Production Foundation II	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
2	HTS202	Food and Beverage Service Foundation-II	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50
3	HTS203	Accommodation and Front Office Operations Foundation-II	Theory	60	4	32/80	-/20	40/100

			Practical	60	2	20/50	NA	20/50
4	AEC102	Environmental Science	Theory	30	2	16/40	-/10	20/50

**COURSE STRUCTURE AND EVALUATION PATTERN****15. V122: ADVANCED DIPLOMA IN HOSPITALITY STUDIES****COURSE STRUCTURE AND EVALUATION PATTERN**

S.No.	Course Code	Course Name	Course Type	Contact Hrs as per UGC norms	Credit Point	University Assessment (Min marks/Max Marks)	Study Centre Assessment (College Assessment) (Min marks/Max Marks)	Total Marks (Min marks/Max Marks)
<b>Semester I: (All courses are compulsory. Total 4 courses, 20 credits and 500 max marks)</b>								
1	HTS301	Food Production Operation Industry Exposure-I	Practical	180	6	60/150	NA	60/150
2	HTS302	Food and Beverage Service Operations Industry Exposure-I	Practical	180	6	60/150	NA	60/150
3	HTS303	Accommodation and Front Office Operations Industry Exposure-I	Practical	180	6	60/150	NA	60/150
4	HTS304	Personality Skills for Hospitality-Learning from Industry	Practical	60	2	20/50	NA	20/50
<b>Semester II: (All courses are compulsory. Total 4 courses, 20 credits and 500 max marks)</b>								
1	HTS401	Introduction to Indian Cookery	Theory	60	4	32/80	-/20	40/100
			Practical	60	2	20/50	NA	20/50

2	HTS40 2	Food and Beverage Service Operations-II	Theory	60	4	32/80	-/20	40/100
			Practic al	60	2	20/50	NA	20/50
3	HTS40 3	Accommodation and Front Office Operations-II	Theory	60	4	32/80	-/20	40/100
			Practic al	60	2	20/50	NA	20/50
4	HTS40 4	Accountancy Skills for Hospitality	Theory	30	2	16/40	-/10	20/50

## 16. V123: DIPLOMA IN FASHION DESIGN

### COURSE STRUCTURE

Sr. No	Course Name	Type	Course code	Credit
1	Element Of Design And Fashion	Theory	BFD 101	4
2	Fashion Model Drawing	Practical	BFD 102	4
3	Pattern making and Construction - I	Practical	BFD 103	4
4	Communication Skills	Theory	BFD 104	4
5	Introduction To Textiles	Theory	BFD 105	4
6	Surface Ornamentat ion Techniques	Theory	BFD 106	4
7	Pattern making and Constructio n - II	Practical	BFD 107	4
8	Computer Application - I	Practical	BFD 108	4

**17. V124: ADVANCED DIPLOMA IN FASHION DESIGN****COURSE STRUCTURE**

Sr No	Course Name	Course code	Type	Credit
01	Fashion Studies	BFD 201	Theory	4
02	Fashion Illustration	BFD 202	Practical	4
03	Computer Application – II	BFD 203	Practical	4
04	Machinery and Equipments	BFD 204	Theory	4
05	Fundamentals of Fashion Marketing and Merchandising	BFD 205	Theory	4
06	Traditional Textiles and Embroidery of India	BFD 206	Theory	4
07	Garment Construction	BFD 207	Practical	4
08	History of Fashion	BFD 208	Theory	4

**18. V125: DIPLOMA IN INTERIOR DESIGN****COURSE STRUCTURE**

Sr. No	Course code	Title	Credits	Nature (Th/Prct/Prj)
1	BID 101	Theory of Materials	4	Theory
2	BID 102	Services- I	4	Theory
3	BID 103	Interior Construction-I	8	Practical
4	BID 104	Graphic Design	8	Practical

5	BID 105	Basic Design	4	Theory
6	BID 106	Interior Design-I	8	Practical

## 19. V126: ADVANCED DIPLOMA IN INTERIOR DESIGN

### COURSE STRUCTURE

Sr. No	Cour se	Title	Credits	Nature
1	BID 201	Service-II	4	Theory
2	BID 202	Interior Construction- II	8	Practical
3	BID 203	Interior Design- II	8	Practical
4	BID 204	Professional Pct &	4	Theory
5	BID 205	CAD 2D & 3D	8	Practical
6	BID 206	3D Studio & Photoshop	8	Practical

## 20. DIPLOMA IN AUTOMOBILE TECHNIQUES

COURSE CODE	COURSE NAME	TYPE	CREDITS
DAT101	TWO WHEELER REPAIR THEORY	THEORY	8
DAT102	TWO WHEELER,PRACTICAL	PRACTICAL	8
DAT201	FOUR WHEELER,THEORY	THEORY	8
DAT202	FOUR WHEELER,PRACTICAL	PRACTICAL	8

## 21. DIPLOMA IN FINE ART – PAINTING (V127)

Paper Name	Paper Code	Assesement Under Teaching method	Credits
Portrait	DFA101	Practical	4
Still Life-I	DFA102	Practical	4
Still Life-II	DFA103	Practical	4
Indian Art History	DFA104	Theory	4
Western Art History	DFA105	Theory	4

Composition	DFA106	Practical	4
Design and Sketching	DFA107	Practical	4
Mural	DFA108	Practical	4

## **22. DIPLOMA IN PRINTING AND PACKAGING TECHNIQUES (V118)**

<b>Paper Name</b>	<b>Paper Code</b>	<b>Credits</b>
Fundamentals of Printing Techniques	DPP101	4
Printing Material	DPP102	4
Prepress Techniques	DPP103	4
Press and post press techniques	DPP104	4
Graphic Design	DPP105	4
Surface Preparation	DPP106	4
Offset Machine	DPP107	4
Binding	DPP108	4

## UNDER GRADUATE DEGREE PROGRAMS

### General Notes

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

### T97: B.Sc. (Media Graphics and Animation)

The importance of tasteful and aesthetic presentation of concepts and products in print, computer images, and video production can hardly be overstated. The three year B.Sc. in Media Graphics and Animation prepares a person in his journey to professional excellence through hard work punctuated with practical advices from instructors who have valuable field experience.

The program carries the student through thirty four courses of great variety to give him or her taste of life at a media studio. The first year introduces the student to use of computer and internet which is essential as the program has many courses rooted to use of computers to generate, edit and distribute media content. The student is encouraged to do drawing using natural media (paper and pencil) to hone skill of drawing as well to develop an eye of an artist. This is supplemented with introduction of knowledge of typography and colour theory which should help the learner to appreciate the work of masters through theoretical tools. The learner also undergoes the practice of computer graphics through use of Adobe Photoshop, Quark Express, Coral Draw and Adobe illustrator. In the first year the learner is encouraged to work on fundamental and hence courses on technical and creative writing, introduction to multimedia application and on developing presentation seek to build the strong foundation.

The student's journey takes further shape as he progresses to second year. The learner gets acquainted with fundamentals of Web Development, HTML and Content Digitization, learns Story Boarding, and hones skills in Content Authoring on Web using Macromedia Dreamweaver, sets his hands on computer Animation through an introduction to Flash, and develops Dynamic Web Pages using Java and VB Scripts and also learns Video-Production Basics, which prepares him/her to the third year which focuses only on three dimensional animation. The third year has courses only on 3D animation using 3DS Max and Maya, which are industry standards on computer graphics animation.

With computing becoming ubiquitous and percolating the society in every aspect of living, the need for training the youth in animation became the necessity. The BSc in media graphics and animation strives to serve this need.



Course code	Course Name	Course Type	Credits	Marks
<b>First Year</b>				
BMG 101	Introduction to Computers & Internet	Theory	4	100
BMG 102	Drawing and Sketching	Theory	4	100
BMG 103	Color Theory	Theory	4	100
BMG 104	Typography	Theory	4	100
BMG 105	Computer Graphics Part1: Adobe Photoshop	Theory + Practical	6	150
BMG 106	Computer Graphics Part2 : Adobe Illustrator	Theory + Practical	6	150
BMG 107	Technical and Creative Writing	Theory	4	100
BMG 108	Introduction to Multimedia and its Application	Theory	4	100
BMG 109	Developing Presentations	Theory	4	100
BMG 110	Design Principles	Theory	4	100
BMG 111	Print Media Part1 : Coral Draw	Theory + Practical	6	150
BMG 112	Print Media Part2 : Quark Express	Theory + Practical	6	150
<b>Second Year</b>				
BMG 201	Introduction to Web Development	Theory	4	100
BMG 202	HTML	Theory	4	100
BMG 203	Computer Animation : Introduction to Flash	Theory	4	100
BMG 204	Content Digitization	Theory	4	100
BMG 205	Content Authoring on Web using Macromedia Dreamweaver	Theory + Practical	6	150
BMG 206	Developing Dynamic Web Pages using Java and VB Scripts	Theory	4	100
BMG 207	Video-Production Basics	Theory	4	100
BMG 208	Story Boarding	Theory	4	100
BMG 209	Visual Communication	Theory	4	100

BMG 210	Audio-Editing: Sound Forge	Theory + Practical	6	150
BMG 211	Video-Editing: Adobe Premier	Theory + Practical	6	150
BMG 212	Advance Video Effects	Theory	4	100
<b>Third Year</b>				
BMG 301	Animation Principles	Theory	4	100
BMG 302	Introduction to Maya	Theory + Practical	6	150
BMG 303	Character Set up and Animation in Maya	Theory	4	100
BMG 304	Advanced Maya	Theory + Practical	6	150
BMG 305	Introduction to 3DS max	Theory + Practical	6	150
BMG 306	Advanced 3DS Max	Theory + Practical	6	150
BMG 307	Character Animations	Theory	4	100
BMG 308	CG Film Making	Theory	4	100
BMG 309	Project Work	Project	6	150*
BMG310	Environment Science	Theory	4	100

All theory courses are of 4 credits and all Theory-cum-Practical courses are of 6credits.

\*: This course has weight of 50%-50% for internal (Study Centre) and University assessment. Thus 75 marks are awarded by Study Center while 75 marks are awarded by University assessor. The examinee must obtain at least 30 marks (out of 75 marks) in internal and 30 marks (out of 75 marks) in external assessment.

For all other courses the study centre awards 20% marks in the theory component. For successful completion, the examinee must attain 40% marks in aggregate (i.e. 40 out of 100) and 40%marks in end exam (i.e., 32 out of 80 marks) in theory component.

## POST GRADUATE DIPLOMA PROGRAMS

The following Post Graduate Diploma programs are on offer

1. PG Diploma in Fire and Safety Engineering Management (P96)
2. PG Diploma in Event Management (V116)
3. PG Diploma in Advertisement Media and Events (V117)

### GENERAL NOTES:

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

The course structures of these programs are as follows:

### 1. Post Graduate Diploma in Fire and Safety Engineering Management (P-96)

#### Importance and Need of the program:

Fire and Safety are the major concerns of industry, city and residential spaces. Trained human resources are required to address to the problems of handling situations concerned with fire and safety considerations. The Post Graduate Diploma in Fire and Safety Engineering Management focuses on the training and education of the human resources who have graduated in any stream of education in this important field of human activity.

#### Course Structure

<i>Course Code</i>	<i>Name of the Course</i>	<i>Type</i>	<i>Marks</i>
FSE 101	Fire Technology and Suppression	Theory	100
FSE 102	Fire Equipment and Appliances	Theory	100
FSE 103	Fire Prevention, Detection, and Investigation	Theory	100
FSE 104	Handling Different Emergencies	Theory	100
FSE 105	Industrial Safety Management	Theory	100
FSE 106	Safety Management of Hazardous	Theory	100

Course Code	Name of the Course	Type	Marks
	Processes		
FSE 107	Safety Provisions and Precautions In Industry	Theory	100
FSE 108	Fire Ground Drills and Operations	Practical	150
FSE 109	Practical Fireman Ship	Practical	150
FSE 110	Project Work	FW	200
Total			1200

## 2. V116: PG Diploma in Event Management

### Importance and Need of the program:

Planning, organisation and execution of the events of various types like conferences, wedding, film festivals, award ceremonies and corporate events are becoming booming commercial activities due to globalisation and other market forces. The event industry is fast picking up in size. The PG Diploma in Event Management addresses the need of training and education of the event professionals who already have completed their graduations.

### Course Structure

S.No.	Course Code	Course Name	Assesment Under Teaching method	Credit Point
	<b>Semester 1</b>			
1	PGE101	Advanced Event Production and Coordination	Theory	4
			Tutorial	2
2	PGE102	Advanced Advertisement Sales and Promotion	Theory	4
			Tutorials	2
3	PGE103	Advanced Event Management	Theory	4
			Tutorial	2
		<b>Total Sem I</b>		<b>18</b>
	<b>Semester 2</b>			
4	PGE201	Advanced Accounting Process for EM	Theory	4
			Tutorial	2
5	PGE202	Economics for Managers	Theory	4
			Tutorial	2
6	PGE203	Advanced Event Marketing	Theory	4

			Tutorial	2
7	PGE204	Stress Management	Theory	4
		<b>Total Sem II</b>		<b>22</b>

## V117: PG Diploma in Advertisement Media and Events

### Importance and Need of the program:

Planning, organisation and execution of the events of various types like conferences, wedding, film festivals, award ceremonies and corporate events are becoming booming commercial activities due to globalisation and other market forces. The event industry is fast picking up in size. The industry is also realising the potential of the various media and strategies for advertisements for promotion of their products and services. The PG Diploma in Advertisement Media and Events addresses the need of training and education of the advertisement, media and event professionals who already have completed their graduations.

S.No.	Course Code	Course Name	Assessment Under Teaching method	Credit Point
<b>Semester 1</b>				
1	PGE101	Advanced Event Production and Coordination	Theory	4
			Tutorial	2
2	PGE102	Advanced Advertisement Sales and Promotion	Theory	4
			Tutorials	2
3	PGE103	Advanced Event Management	Theory	4
			Tutorial	2
		<b>Total</b>		<b>18</b>
	<b>Semester 2</b>			
4	PGE201	Advanced Accounting Process for EM	Theory	4
			Tutorial	2
5	PGE202	Economics for Managers	Theory	4
			Tutorial	2
6	PGM203	Media Selection	Theory	4
			Tutorial	2
7	PGE204	Stress Management	Theory	4
		<b>Total</b>		<b>22</b>

## School of Continuing Education Program on Offer Details (2020-21)

Sr. No .	Programme code	Prog Part/Dur.	Name of the Programme	Eligibility Qualification	Total UPF	Study Centre Fee	Final Total Fee
1	C2E	6mths	Certificate in Beauty Parlor Management	10th Passed or Preparatory	1600	2500	4100
2	C2H	3 months	Certificate in Tailoring	Any Who Can Read and Write	1100	1500	2600
3	C3V	6mths	Certificate in Water Management	Any Who Can Read and Write	1100	2000	3100
4	C3A	6mths	Certificate in German Language	10th Passed or Preparatory	1100	800	1900
5	C3E	6mths	Certificate in English Language	10th Passed or Preparatory	1100	800	1900
6	C3F	6mths	Certificate in French Language	10th Passed or Preparatory	1100	800	1900
7	C3G	6mths	Certificate in Arabic Language	10th Passed or Preparatory	1100	800	1900
8	C97	6mths	Certificate in Fire Safety Engineering and Management	Any Who Can Read and Write	6100	5000	11100
9	C121	6mths	Certificate in Digital Photography	Any Who Can Read and Write	1600	5000	6600
10	C122	6mths	Certificate in Video Production	Any Who Can Read and Write	1600	5000	6600
11	C123	6mths	Certificate in Patkatha Lekhan	Any Who Can Read and Write	1600	5000	6600
12	V124	6mths	Certificate in OPTICAL FIBRE COMMUNICATION & NETWORK	12th or Diploma or NCVT (ITI)	4600	10500	15100
13	So7	na	Certificate in Information Technology (Elementary)	School children studying at 5th, 6th, 7th std	100	0	100

14	S10	na	Certificate in Information Technology (Elementary)	School children studying at 8th, 9th, 10th std	100	0	100
15	P73	1 year	Diploma in Fire and Safety Engineering and Management	10th Passed or Preparatory	11100	10000	21100
16	T36	1 year	Diploma in Interior Design Decoration	10th Passed or Preparatory	6100	7000	13100
17	T72	1 year	Diploma for Electrician and Domestic Appliances Maintenance	10th Passed or Preparatory	1600	5000	6600
18	T73	1 year	Diploma in Automobile Techniques	10th Passed or Preparatory	1600	5000	6600
19	T94	1 year	Diploma in Fabrication	10th Passed or Preparatory	1600	5000	6600
20	V105	1 year	Diploma in Animation	10th Passed or Preparatory	16100	13000	29100
21	V11	1 year	Diploma for Civil Supervisor	10th Passed or Preparatory	1600	5000	6600
22	V127	1 year	Diploma in Fine Art (Painting)	10th Passed or Preparatory	3000	7000	10000
23	V113	1 Year	Diploma in Event Management	(12th Passed ) Or (Preparatory of YCMOU AND, 10th Passed AND 21 years age)	12100	28000	40100
24	V114	1 Year	Advance Diploma in Event Management	Diploma in Event Management (V113) Registered	12100	28000	40100
25	V121	1 year	Diploma in Hospitality Studies	(12th passed) or (21 years age + 10th passed+ Preparatory passed)	22100	18000	40100



26	V122	1 year	Advanced Diploma in Hospitality Studies	Diploma Hospitality Studies (V121) registered	22100	18000	40100
27	V123	1 year	Diploma in Fashion Design	(12th passed) or (21 years age + Preparatory passed)	22100	18000	40100
28	V124	1 year	Advanced Diploma in Fashion Design	Diploma Fashion Designs (V123) registered	22100	18000	40100
29	V125	1 year	Diploma in Interior Design	(12th passed) or (21 years age + Preparatory passed)	22100	18000	40100
30	V126	1 year	Advanced Diploma in Interior Design	Diploma Interior Design (V125) registered	22100	18000	40100
31	V13	1 year	Diploma for Fitter	10th Passed or Preparatory	1600	5000	6600
32	V14	1 year	Diploma in Computer Hardware Maintenance and Network Technology Windows 2008	10th Passed or Preparatory	3100	8000	11100
33	V15	1 year	Diploma in Saloon Techniques	Any Who Can Read and Write	1600	5000	6600
34	V17	1 year	Diploma in Facility Services	(12th passed) or (21 years age + Preparatory passed)	4600	7000	11600
35	V18	1 year	Advanced Diploma in Facility Services	Diploma Facility Services (V17) registered	4600	7000	11600
36	V118	1 year	Diploma in Printing and Packaging Techniques	10th Passed or Preparatory			

37	T97	FY	B.Sc. (Media Graphics and Animation)	(12th passed) or (21 years age + 10th passed+ Preparatory passed)	16100	13000	29100
38	T97	SY	B.Sc. (Media Graphics and Animation)	FY of same program registered	16100	13000	29100
39	T97	TY	B.Sc. (Media Graphics and Animation)	SY of same program registered	16100	13000	29100
40	P96	1 year	PG Diploma in Fire and Safety Management	Any Graduate	11100	10000	21100
41	V116	1 Year	PG Diploma in Event Management	Any Graduate	12100	28000	40100
42	V117	1 Year	PG Diploma in Advertisement Media and Event	Any Graduate	12100	28000	40100