

**PROSPECTUS**  
**SCHOOL OF CONTINUING EDUCATION**

**2019 - 2020**

**YASHWANTRAO CHAVAN**  
**MAHARASHTRA OPEN**  
**UNIVERSITY NASHIK**

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## **GENERAL INFORMATION (FROM COMMON POLICIES OF YCMOU)**

### **BEFORE WE BEGIN: GLOSSARY (MEANING) OF IMPORTANT TECHNICAL TERMS**

In this document unless the context otherwise requires:

#### **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 Point (CP)” means — Number of study hours, in multiples of 30-35 clock hours that an average learner has to devote for effective learning. For 1 CP, a learner has to devote 3035 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 rules governing the International Students are available at the website of the University.

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 ever 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. For example a candidate who has successfully completed “Diploma in Dress Designing & Garment Manufacturing” from Maharashtra State Board of Technical Education(MSBTE) is eligible to the program part SY BSc(Fashion Design) as per the prescribed rules mentioned in the prospectus. Such students do not need to take examinations for the courses under FY BSc(FD) and must pay a Direct Admission Fee as prescribed in the prospectus. Such students will get a grade sheet or mark sheet or transcript in which performance of such students will be reported only for the courses which the student has been examined by the YCMOU.
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 0 for F, 4 for D, etc). The UGC recommends a 10-point grading system with the following letter grades and points as given below:

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

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. It may be formulated to be Rs1500 per year saved.

## 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)

#### 1.1 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.

#### 1.2 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\(C\)](#).

#### 1.3 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

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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\(A\)](#))

All the programs are recognised by the University Grants Commission (See [Appendix 2\(B\)](#))

**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.

**1.4 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.

**1.5 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/Division 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.

### 1.6 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. Such courses are evaluated by Term-Work Examination which involves evaluation of the examinee's performance during the learning phase through evaluation of tutorial-books and further evaluation of examinee's expression and understanding through Viva Voce.

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

Yet another kind of courses are **Project courses** in which the learner is expected to undertake a task which involves a fairly large number of connected practical activities leading to fulfilment of a well-defined objective of practical significance. The entire exercise in such cases is so big that student can not perform the practical activity in the limited time period of the examination schedule. Hence the evaluation

of the performance is judged 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.

#### 1.07 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](#).

#### 1.08 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.

#### 1.09 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.

#### 1.10 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%

#### 1.11 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.

#### 1.12 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.**

### **1. Introduction:**

These rules are framed to formulate the procedure to be followed for the eligibility and admission of international students to various programs.

### **2. Office:**

There will be an International Students Cell (ISC) under the Students Services Division, YCMOU set up to deal with admission and guidance of international students. This Cell will not only control the admission of the students but will also provide necessary guidance for securing admission. All letters relating to international students should be addressed to the International Students' Adviser.

### **3. International Students:**

Under these Guidelines, 'International Students' will include the following:

- i. **Foreign students:** 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.
- ii. **Non Resident Indians (NRI):** 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.

Entry level status of International students on entry to the country will be maintained.

### **4. Documents required for admission of International Students:**

- i. **Visa:** All the international students will require a student visa endorsed to this Institution for joining full time courses. No other endorsement is acceptable. Students wishing to join a research programme will require a research visa endorsed to this Institution. The visa should be valid for the prescribed duration of the course. It will be duty of the student to renew the visa and permission to stay in India from the competent office and submit a photocopy to the ISC. A visa is not required for NRI students. Students who are doing full time courses, in some other institutions, do not require a separate visa for joining part time courses provided that their current visa is valid for the entire duration of the course. The student who have got student visa for a program or course other than that from YCMOU shall get the permission to change the program or course from the competent authority and submit the copy of the said permission with the ISC.
- ii. **No Objection Certificate:** Students no longer require a No Objection Certificate, for joining professional courses. (This has been withdrawn by the Government of India vide letter No. F.No.33-17/2002-U.4 dated 20th August 2004.)  
All international students wishing to undertake any research work or join a Ph.D or M. Phil.

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programmes will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development Government of India and this must be on the research visa endorsed to this Institution.

### **5. Eligibility Qualifications:**

The qualifications required for eligibility for admission to different courses can be checked in detail from the prospectus. Only those students who have qualified from foreign Universities or Boards of Higher Education, recognized as equivalent by the Association Of Indian Universities (AIU) are eligible for admission. When required, a reference will be made to AIU to check the equivalence.

### **6. Admission of International Students:**

Admission of all the international students will be done through the International Students' Cell. Students will generally be admitted in the beginning of the course. However students can also be admitted as transfer cases in the middle of the course from other institutes or university.

The admission of international students is done in two stages. First, a student wishing to join the institute gets the application form and the information on the eligibility requirements, courses available and admission procedure from the prospectus or the website of the Institution. The application for provisional admission is then submitted to the International Student's Cell along with the prescribed fees. The Cell will then check the eligibility and issue the **provisional admission** letter. This is required to get the visa and to complete other formalities.

After getting provisional admission, the student should get the student visa and complete all other formalities. The student should then report for final admission to the ISC and study center selected by the candidate. The next step is to fill up the admission form from the concerned institute and pay the required fees. After this, the student should undergo the medical examination. Once this is done, the final admission is given.

The international students will pay the fees Indian Rupees. Following fees are normally payable to secure provisional admission. Form Fees (included in the cost of bulletin, if purchased); Eligibility Fee and Program Fee.

### **7. Transfers & Change of Course:**

An international student who has been granted admission to a particular course shall not be allowed to change the course. Transfer from one institution in India to another is also not allowed ordinarily. In exceptional cases, the International Students Cell may permit this - based on the availability of the course, eligibility rules and permission of the Competent Authority of the Institution.

### **8. Discipline**

The international students will abide by all the rules of Institution and the code of conduct as applicable to Indian students doing same courses.

### **9. Examination and Award of Degrees & Diplomas**

The procedure for examination, payment of examination fees, issue of mark list, issue of passing certificates and award of degrees will be same as for the Indian students doing same courses.

## **10. Conclusion**

The above rules will be applicable for admissions done after the issue of these rules. In case there are any differences on the interpretation of rules then the opinion of the International Students Cell will be final. The fees are liable to revision and students will have to pay the revised fees when applicable. On the points not specifically covered, the decision of the YCMOU authorities will be final.

### 1.13 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 shall be for a duration of 1 Month (for Diploma Programs or programs of duration less than or equal to one year) and 3 Months (for UG/PG degree programs or programs of duration more than one year). The Study Centre shall coordinate the activities of the Industrial Training and shall submit a report of individual student having completed the Industrial Training to the Examination Section in prescribed format and by following stipulated procedure. There shall be no marks allotted for Industrial Training. The student must complete the training and submit the report to that effect through the SC as per the online process of the YCMOU.

**Students Evaluation with Grade system:**

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

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



#### 1.14 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.

#### 1.15 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 total fee (including the UPF and SCF) 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) University Programme Fee will be refunded only in case the University is not able to conduct the programme due to reasons beyond its control or if the university is not able to fulfil its obligations including the cases where YCMOU does not sanction admission to a candidate when the candidate is Eligible for the admission but the study centre preferred by the student cannot be offered.
- vii) The YCMOU shall not be under obligation to pay the UPF for cases where admission is refused to candidate who is not eligible. The University may however consider such cases where bona fide errors may have led to the extra payment. The decision of the Vice Chancellor in such cases shall be final and binding on all the parties.
- viii) 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 of Rs 500 per examination session (irrespective of the number of courses).

### 1.16 REFUND OF FEES

1. The candidate shall pay the total fee (including the UPF and SCF) to the university at the time of admission by methods including payment through a secured payment gateway established for the purpose.
2. 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\\_UCG-Notice-reg-Fees-refund-Eng.pdf](https://www.ugc.ac.in/pdfnews/5437737_UCG-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

### 1.17 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 as given in [Appendix 5](#).

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

#### **Responsibilities of YCMOU**

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

- a) Generation of Permanent Registration Number
- b) Communication of rules of the programs by such means like website of the YCMOU (this document) and the Self Instructional Material for the Theory Courses either in hard copies (for some programs) or as soft copies through its Website ([ycmou.digitaluniveristy.ac](http://ycmou.digitaluniveristy.ac) and/or [ycmou.ac.in](http://ycmou.ac.in))
- c) Communication of the examination schedule through its website and the Hall Ticket which would include the photograph and sample signature of the examinee
- d) Conduct of the examination
- e) Declaration of result of the examination
- f) Issue of the valid Certificate, Diploma or Degree certificate.

### **Responsibilities of Study Centres**

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

- a) 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 though 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.**

### **1.19 WHERE AND HOW TO FIND THE STUDY CENTRES FOR GIVEN PROGRAM?**

The candidate can find the study centre online on the “Study Centres” tab at the home page of University’s website. 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.

### **1.20 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 all 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>).

### **1.21 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 fee of Rs 300 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.

### 1.21 CAN THE ELECTIVE COURSES BE CHANGED?

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

### 1.22 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 nondni@ycmou.digitaluniversity.ac
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 Study Centre, IF FURTHER NOT RESOLVED: THE REGISTRAR, YCMOU, and DIRECTOR OF CONCERNED SCHOOL/DIVISION

### 1.23 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.

### 1.24 WHERE ARE THE REGIONAL CENTRES LOCATED?

Sr. No.	Regional Center	Address	Tel. Fax No.
01.	Amravati	Yashwantrao Chavan Maharashtra Open University, Amravati Regional Centre, V.M.V. Road to Valgaon Road, Post. V.M.V., Amravati-444604	Tel No.0721-2531444 Fax. No. 0721-2531445
02.	Aurangabad	Yashwantrao Chavan Maharashtra Open University, Aurangabad Regional Centre, C/o, Devgiri College, Station Road, Aurangabad-431001	Tel No. 0240-2335798 / 2356826 Fax No. 0240-2335798
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. 022-23874186 / 23813256 Fax No. 022-23826135

04.	Nagpur	Yashwantrao Chavan Maharashtra Open University, Nagpur Regional Centre, Subhedar Hall, University Sports Area, Law College Campus, Amravati Road, RavinagarChouk, 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. 020-24491107 Fax No. 020-24457914
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, Smt. Indira Gandhi AdhyapakMahavidyalaya, LaturPhata, Vasarni Road, Nanded-431603	Tel No. 02462-259940/50 Fax 02462-259940

### 1.25 How should I take admission to a program?

The admission process is as follows:

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

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

i. Proof of date of birth (Driving 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 using electronic money transfer facilities like Debit Card or Credit Card or Internet Banking or Mobile Money Identifier (MMID) or through the cash deposits at the State Bank of India. 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 a reason of University not able to fulfil its stated responsibility) the refunded amount will be credited back to the same account (from which the fees transaction initially was made). Hence, if you use your own account you will get the benefit of such service.
5. If you do not have Savings Bank account, you may open such account with debit card or net banking facilities with any of the banks with zero balance facility (that is, it will not be compulsory for you to keep a minimum balance as per the rules) and a debit card and net banking facilities.
6. You also need to have an access to a computer with internet connection. If you do not have such connection, you may go to a cyber cafe, a study centre, a friend or any other similar location.
7. Once you have done the initial preparation as mentioned above, you may proceed with the online admission. You will click on the Home page of the official websites of the university (ycmou.digitaluniversity.ac or www.ycmou.ac.in).
8. The details of the online admission process with detailed screen images are given in a separate document. A video clip to help you in the online process is also available.
9. You will be guided through a series of web pages which will be generated for you as per your response.
10. If you already have a 16 digit PRN, you will select the channel of admission by clicking on ycmou.digitaluniversity.ac on the appropriate link. Please do not select the link "If you do not have 16 digit PRN click here" if you have 16 digit PRN even if you are taking admission to the first year of another program.
11. Similarly if you do not have a 16 digit PRN select appropriate link at the opening page of the ycmou.digitaluniversity.ac. You will need to "register" for the website application procedure by typing in the email id, date of birth, mobile number and name. You will receive a user id and one time password.
12. After completing the typing of all the details asked by the system, you will be prompted to upload scanned documents to the system as per the details submitted by you.
13. After you have uploaded all the documents you make payment using either electronic payment (debit card or credit card or MMID or internet banking). Please see our booklet on how to make payment online available on the website.
14. In case you do not have electronic payment methods available to you, chose the option of "Electronic Challan" on the system. You can print a Payment Deposit Slip and after two working days go to the branch of SBI and pay the fees by cash. Remember to check that the transaction number is written at the appropriate places in clear and legible handwriting.
15. You may be required to enter the transaction number on the appropriate boxes by logging in as a user on the university website for reconciliation.
16. The admission will be confirmed after your admission records are verified by the university staff by online method.

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

### 2.01 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.

### 2.02 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.

### 3.01 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.

### 3.02 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.

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

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

### 3.04 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.

### 3.05 HOW TO OBTAIN MIGRATION CERTIFICATE

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

### 3.06 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.

### 3.07 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.

### 3.08 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.

### 3.09 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>	
UNIVERSITY GRANTS COMMISSION BAHADUR SHAH ZAFAR MARG NEW DELHI-110002.	
NO F.5-15/89 (OPP-I)	December, 1992
The Secretary Govt. of Maharashtra Higher and Technical Education and Employment Deptt. Mantralaya 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. MDJ/ 63003 (241/92) UNI 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 २१ ऑगस्ट १९६९

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

(२) सदर आदेशासोबत विद्यापीठ अनुदान आयोगाने मान्यता दिलेल्या वैधानिक विद्यापीठे व संस्थांची यादी जोडण्यात आली होती. आयोग मान्यताप्राप्त विद्यापीठे व संस्था यांची अद्ययावत यादी आता या आदेशासोबत जोडण्यात आली आहे. शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक आरजीडी - १०६१/१८९६७/११४/जे दिनांक २१ ऑगस्ट १९६९ मध्ये नमूद केलेल्या आणि वर परिच्छेद १ मध्ये उद्धृत केलेल्या हेतूसाठी सदर सर्व विद्यापीठे/संस्था यांनी प्रदान केलेल्या पदवी/पदविकांना आपोआप मान्यता देण्यात आल्याचे समजण्यात यावे.

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 आनुकूल व उप लोक आनुकूल 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 न्यायाधिकारणाकडे 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

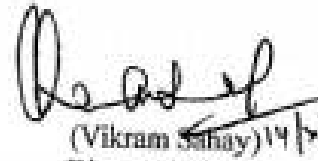
Sir/ Madam,

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 programmes 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) 14/12  
Director(Admin)

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.

Prospectus: School of Continuing Education

**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

**APPENDIX 4**  
**INTERNATIONAL STUDENTS RULES**  
**(University is not offering admission to International Students in 2019-20)**

## **APPENDIX 5: CANDIDATE/STUDENT AGREEMENT**

This is an agreement between the student or candidate and the YCMOU which is entered into by virtue of the candidate for admission clicking on “ACCEPT” button on the online admission portal at the time of admission to a program using online admission process. In this agreement the term “candidate” is used to mean the person who proposes to take admission to a program in YCMOU and the term “student” is used to mean a person who has been admitted to a program of the YCMOU after fulfilling all the conditions thereof. The personal pronoun he and the derivative thereof are used to mean the candidate or student and includes other groups or gender also, as per the demand of the context.

The candidate undertakes that

1. He has gone through the prospectus and the on-screen narrations or directions and has sincerely responded to the on-screen directions.
2. He has ensured that she is eligible to the program to which he proposes to take admission and that if it is found otherwise, (that is, if he is found not to be fulfilling the conditions of the eligibility at any time as per the rules mentioned in the prospectus or the on-line narrations) his admission will be summarily cancelled and the fees paid to the university will not be refunded in part or in full. He further solemnly declare that he shall abide by all the rules, procedure, processes and other requirements mentioned in the prospectus and through the circulars including those disseminated through the website of the University.
3. The information about the medium/mode of delivery of the Study Material (for example printed books, e-books, mobile app, audio/video material available on internet or through CD/DVD, etc) has been duly studied by me in the relevant pages of the prospectus and I have no objection to the said mode of delivery. He shall not make any demands on the methods or medium of delivery other than that mentioned in the prospectus.
4. He shall make any representations to the YCMOU by logging on as a student in respect of any activities of grievances within a period of thirty days from the date of cause of the grievances or by an email to the university at the designated e-mail address.
5. He understands that the University reserves right to make changes in the rules or syllabi or learning material or any other policy matter as a matter of urgency and that such changes in the rules, syllabi or policy matters shall be binding and applicable on him and that he shall not make objections to such changes.
6. He shall not change his mobile number as registered with the University during the time of admission to the program.
7. He understands that the University shall levy charges on changes in profiles of the student, including the photograph, mobile number, date of birth, etc.
8. He understands that in case the University does not receive the fees from the Government (in case of Scholarship or Free-ship candidates), the student may be barred from taking examinations and his results shall not be declared till such time that the fees have been received.
9. He understands that any incorrect or incomplete information given by him is liable to cancellation of his admission or withdrawal of degree or diploma awarded to him as and when the university gets to know of such supply of incomplete or incorrect information.
10. He shall visit the University’s website ([ycmou.digitaluniversity.ac](http://ycmou.digitaluniversity.ac) and [ycmou.ac.in](http://ycmou.ac.in)) regularly and undertake necessary steps for academic and administrative purposes as expected from him including downloading of the examination hall ticket and printing the same.



11. He shall undertake the studies of the academic program with necessary industry, discipline and honesty and conduct himself with due dignity and shall do nothing which is unbecoming of a student of the YCMOU.

## **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.

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

(Rajendra Vadnere)

Director  
School of Continuing Education

## **Certificate Programs**

**C121: Certificate in Digital Photography**

**C122: Certificate in Video Production**

**C123: Patkatha Lekhan Pramanpatra**

## Aims and Prospects of the Programmes

The certificate programs are designed to train a person to a semi-skilled level of expertise in the domain area of the programs.

### Duration

The following programs are of 6 months durations:

C121: Certificate in Digital Photography

C122: Certificate in Video Production

C123: Patkatha Lekhan Pramanpatra

### Medium of Instruction

The following programs are in English Medium:

C121: Certificate in Digital Photography

C122: Certificate in Video Production

The following programs are in Marathi Medium:

C123: Patkatha Lekhan Pramanpatra

## Learning Method

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 counselors at Study Centre solve student's difficulties, during the counseling sessions. Students have to perform practical only at the study centre laboratories, during counseling sessions, under supervision and guidance of counselors.

Activities at the study centers 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.

## Program Structure and Evaluation

### Program Structure for the Programme C121: Certificate in Digital Photography

<b>C121: Certificate in Digital Photography</b>			
<b>Sr.no</b>	<b>Title of Courses</b>	<b>Course Code</b>	<b>Credit Point(CPs)</b>
1.	Digital Photography Basics, Theory	DGP101	Theory, 4 CP (100 marks)
2.	Digital Photography Basics, Practical	DGP102	Practical , 4 CP(100 marks)
3.	Gimp ,Theory	DGP103	Theory, 4 CP(100

			marks)
4.	Gimp,Practical	DGP104	Practical , 4 CP(100 marks)

**Program Structure for the Programme C122: Certificate in Video Production**

<b>C121: Certificate in Digital Photography</b>			
<b>Sr.no</b>	<b>Title of Courses</b>	<b>Course Code</b>	<b>Credit Point(CPs)</b>
1.	Video Production Basics, Theory	VDP101	Theory, 4 CP (100 marks)
2.	Video Production Basics, Practical	VDP102	Practical , 4 CP(100 marks)
3.	Audio Video Editing ,Theory	VDP103	Theory, 4 CP(100 marks)
4.	Audio Video Editing,Practical	VDP104	Practical , 4 CP(100 marks)

**Program Structure for the Programme C123: Patkatha Lekhan Pramanpatra**

<b>C121: Certificate in Digital Photography</b>			
<b>Sr.no</b>	<b>Title of Courses</b>	<b>Course Code</b>	<b>Credit Point(CPs)</b>
1.	कथा लेखन , सैद्धांतिक	STW101	Theory, 4CP (100 marks)
2.	कथा लेखन, प्रात्यक्षिक	STW102	Practical , 4CP(100 marks)
3.	पटकथा लेखन , सैद्धांतिक	STW103	Theory, 4CP(100 marks)
4.	पटकथा लेखन, प्रात्यक्षिक	STW104	Practical , 4CP(100 marks)

## Evaluation Pattern

Evaluation Pattern for **C121,C122,C123 programs** is like this:

Theory Course : End Examination + Internal Home Assignments

**Internal assessment: 20 marks**

(Assignment, seminar/class tests conducted/assessed by study center)

**End examination: 80 marks**

**The distribution of 80 marks will be as follows:**

There shall be 20 question asked in the end examination each of 5 marks.

Students need to answer any 16 questions in 80 to 90 words each.

## Programme Fees and Financial Details

**Programme :C121: Certificate in Digital Photography**

Total Rs **20,100/-** (Distribution: University program fee: Rs 6100/-+ Study center fee: Rs 14,000/-)

**Programme :C122: Certificate in Video Production**

Total Rs **20,100/-** (Distribution: University program fee: Rs 6100/-+ Study center fee: Rs 14,000/-)

**Programme :C121: Patkatha Lekhan Pramanpatra**

Total Rs **20,100/-** (Distribution: University program fee: Rs 6100/-+ Study center fee: Rs 14,000/-)

## Admission Eligibility Criteria

### **Eligibility Criteria for Admissions to C121,C122 & C123 Programme:**

Any student, who has successfully completed 10<sup>th</sup> level education from any Government Recognized Board or University of India or abroad can take admission to the programs.

## Registration (admission) Procedure

*Please visit to the following website for more details and time to time updates:*

<https://www.ycmou.digitaluniversity.ac>





Yashwantrao Chavan Maharashtra Open University  
Dnyangangotri Near Gangapur Dam, Nashik, Pin Code-422222, Maharashtra(India)

## **Course Assessment Scheme**

**For**

**Post Std 10 Programme,  
For 6 Month(s) General Certificate Program in**

**School of Continuing Education**

**Certificate in Digital Photography(C121 - Certificate in Digital  
Photography)  
(Credits System)**

**(2018 Pattern-Distance Education)  
Programme Code: C121**

## Courses

### Teaching And Assessment Scheme

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

**Programme Part: Cert. in Digital Photography** Separate Passing Head: No, Min: 0, Max: 400, Total Credits: 16.00

**Term: Cert. in Digital Photography** Separate Passing Head: No, Min Courses: 4, Max Courses: 4, Min: 0, Max: 400, Total Credits: 16.00

**The courses under Cert. in Digital Photography are as follows:**

<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



Yashwantrao Chavan Maharashtra Open University  
Dnyangangotri Near Gangapur Dam, Nashik, Pin Code-422222, Maharashtra(India)

## **Course Assessment Scheme**

**For**

**Post Std 10 Programme,  
For 6 Month(s) General Certificate Program in**

**School of Continuing Education**

**Certificate in Video Production(C122 - Certificate in Video Production)**  
(Credits System)

**(2018 Pattern-Distance Education)**  
Programme Code: C122

## Courses

### Teaching And Assessment Scheme

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

**Programme Part: Cert. in Video Production** Separate Passing Head: No, Min: 0, Max: 400, Total Credits: 16.00

**Term: Cert. in Video Production** Separate Passing Head: No, Min Courses: 4, Max Courses: 4, Min: 0, Max: 400, Total Credits: 16.00

**The courses under Cert. in Video Production are as follows:**

<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



Yashwantrao Chavan Maharashtra Open University  
Dnyangangotri Near Gangapur Dam, Nashik, Pin Code-422222, Maharashtra(India)

## **Course Assessment Scheme**

**For**

**Post Std 10 Programme,  
For 6 Month(s) General Certificate Program in**

**School of Continuing Education**

**Patkatha Lekhan Pramanpatra(C123 - Patkatha Lekhan Pramanpatra)**  
**(Credits System)**

**(2018 Pattern-Distance Education)**  
**Programme Code: C123**

## Courses

### Teaching And Assessment Scheme

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

**Programme Part: Patkatha Lekhan Pramanpatra** Separate Passing Head: No, Min: 0, Max: 400, Total Credits: 16.00

**Term: Patkatha Lekhan Pramanpatra** Separate Passing Head: No, Min Courses: 4, Max Courses: 4, Min: 0, Max: 400, Total Credits: 16.00

**The courses under Patkatha Lekhan Pramanpatra are as follows:**

<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