



Recipient of the International Award for Institutional Excellence in Distance Education from
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**YASHWANTRAO CHAVAN MAHARASHTRA OPEN
UNIVERSITY**

Dnyangangotri , Near Gangapur Dam, Nashik-422 222, Maharashtra, INDIA

Accredited by NAAC A Grade

**Information for Opening AND Maintaining Study Centres
for Programs under School of Continuing Education**

PROGRAMS ON OFFER

2023-2024

CONTACT

Director

School of Continuing Education

Dnyangangotri, Gowardhan, Nashik-422 222

Telephone: (0253) 2231714, 2231715, 2230227 Direct: (0253) 2231480

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Preamble

This document is for the institutions which wish to get recognition from the Yashwantrao Chavan Maharashtra Open University for the programs under the School of Continuing Education. We expect the reader to be familiar with the working of the Universities and education systems prevailing at the University education. However, for the benefit of the readers not familiar with the education system particularly the open and distance learning (ODL) system prevailing at YCMOU, we have briefly described the practices and principles which govern the basic ODL philosophy.

We advice the reader to read the Part I (General Instructions) carefully, thoroughly, and repeatedly. You must know what is expected from you if and when you become part of the YCMOU family as a recognised Study Centre. To be a Study Centre is a commitment. Do not attempt to become one if you are not sure how much you will be able to honour that commitment.

Once you have gone through the General Instructions in Part I, you may seek specific information for the specific programs which you wish to run at your institution. The prospectus is a document which gives information about what the University wishes to communicate with its students. You must therefore go through the prospectus of the specific program in which you are interested. The list of infrastructure which is required to run a program smoothly should be your next target. Only when you are sure that you are capable and interested in running the academic program, should you attempt to prepare the Proposal for Recognition.

This document is a culmination of years of experience of the University in implementation of the academic programs. We have tried to be as transparent as possible. There is still a possibility that a number of points may have got missed or not clearly documented in this attempt. Your communication seeking clarification will help you to serve the society better as it will help us making next version of the document a better document.

Some Concepts/Glossary of Important Terms

If one does not know the vocabulary of the ODL, one is likely to get the concepts wrong. The following is the glossary of the technical words used in this document.

1. Recognition (as a Study Centre): The process of quality control of an institution offering itself to the process. If the institution meets all the criteria and is found suitable, it is labelled as a “Study Centre” and gets all the privileges, powers, duties and responsibilities of a “Study Centre”.
2. Study Centre: (This concept is similar to a College or a School.)A place of study for a student, which facilitates learning of an academic program by offering services such as pre-admission counselling (advice), assisting in student admission, verification of documents for admission, teaching-learning, conduct of counselling sessions, conduct of practical sessions, conduct of continuous assessment (CA), giving feedback to students in their learning endeavours, preparing the students for End Exams (EE), conduct of EE, placement activities, project activities, etc.
3. Course: A unit of learning which a student is expected to successfully complete in order to qualify for getting the qualification. It is also called as a “subject” or “paper” in non-technical, colloquial sense. A course could be of Theory, Practical or Project type. For example, “Principles of Management” is a course.
4. Program: A number of courses make up a Program (or academic program) which a student takes admission to. After successful completion of the requirements of the program (i.e., “passing”), the student is awarded the certificate or diploma or degree (as the case may be) which is the evidence of his having successfully completed that Program. For example, “BSc (Interior Design)” is a program.
5. Credits: Just as you measure area in acres, time in hours, and distance in meters, Credits measure the depth of a course. If a course is of one CREDIT, it means that an average student takes around 30 Hours of study (which includes self study, reading study material, reference work, practicing problems/questions, etc) to successfully complete (“pass”) the program.
6. Open Learning: The mode of learning which is free of shackles of age, previous qualifications, time, place and other constrains. One may take admission to a graduate program if one qualifies the entrance test (even though one is not a 12th passed person) in the Open Learning system.

7. Distance Learning: The mode of learning in which teacher and student is separated in space and time. When a student learns content through a book written by author (teacher) two years back and 15,000 km apart, you have a case of Distance Learning.
8. Open and Distance Learning: combines Open Learning with Distance Learning.
9. Continuous Assessment: It is assessment by the study centre, during the semester or academic year as the case may be for a particular program, i.e., during the progression of learning of a course of studies. The purpose of the CA is to give feedback to the learners about the quality and pace of learning. The CA carries a weight in the student evaluation as described in the prospectus of the programs.
10. End Examination: is conducted under the supervision and control of the University, (at the end of a semester or academic year as the case may be for a particular program) after the student has completed his study for a course. It carries a weight in the student evaluation as described in the prospectus of the programs.
11. Admission or Registration: refers to acceptance of a person as a bona fide student for an academic program by the university. This is done upon completion of a process which involves, inter alia, the candidate filling and submitting to the university an application form for the purpose through the Study Centre, satisfaction of the university through its SCs or other authorised officers of the university that the applicant satisfies all the requirements for the program and upon having received the necessary payments from the applicant.
12. Prospectus of a program: is the document which describes all the policies, processes, rules and other information of the university connected to a program which a student or a person desirous to take admission to the program must know. This is to (a) ensure that his professional or intellectual needs are satisfied by the program, (b) understand the expectations of the university from its students during the period of enrolment and studies and (c) enable a candidate to carry out his responsibilities as effective and efficient learner of the program.

PART I: GENERAL INSTRUCTIONS

1. YCMOU - An introduction

Yashwantrao Chavan Maharashtra Open University (YCMOU) is established in July 1989 by an act XX (1989) of the Maharashtra State Legislature. It is the fifth Open University in the country, and the fourth one at the state level. The other open universities are Indira Gandhi National Open University, New Delhi, Dr. B.R. Ambedkar Open University, Hyderabad (Andhra Pradesh), Kota Open University, Kota (Rajsathan) and Nalanda Open University, Patana (Bihar) The YCMOU is on par with other universities in the state viz. Pune, Mumbai, Dr. Babasheb Ambedker Marathawada Universities, Amravati, Nagpur, Shivaji and Smt. Nathibai Damodar Thakersi Women University and has same status as these universities. The certificates, diplomas and degrees awarded by the YCMOU are treated equivalent to the respective certificates, Diploma and degrees of the other universities for purpose of employment and further studies.

2. How the Programs are delivered

2.1 Introduction

Adequate infrastructure facilities and willing, experienced and qualified teachers are the prerequisites for the delivery of any educational program. In the traditional universities, all arrangement is made at an institute, a college or a university department. Candidates join these institutes for learning only. The students are not supposed to do any other work. They are supposed to attend the institution regularly for prescribed duration and study as a full time student. In open and distance learning (ODL) system, a person is a student and at the same time may be working somewhere. The students in ODL system study to enhance their knowledge and skills. The studying function, in most of the cases, becomes secondary. It is precisely for these reasons that the study material in distance education scheme is used carefully for many of its programs. It is simple, self explanatory, with number of illustrations and provision for the self-assessment.

The academic programs are designed and developed at the University by respective schools. The following are the eight schools of studies at the YCMOU (arranged in alphabetic order):

1. School of Agriculture Science.
2. School of Commerce and Management.
3. School of Continuing Education.
4. School of Computer Science.

5. School of Education.
6. School of Humanities and Social Science.
7. School of Health Sciences
8. School of Science and Technology.

The design of a program is a set or collection (as a unified whole) of courses, syllabi for the courses, and policies and rules for conduct of the courses and programs. The designs of the programs are approved by the authorities like Academic Council and Board of Management.

A student goes through the processes of admission, instruction, evaluation and certification as a life cycle of his studentship. We now see each of these stages.

2.2 Admission

The university is a policymaking, monitoring and evaluating authority. The YCMOU prepares rules and regulations for quality implementation of the academic programs. The YCMOU prepares rules for admission of students and recognizes Study Centres (SCs) in the manner explained earlier. The university publishes prospectus for the programs, which declares the rules for all the activities of the learning, which should be known to the learners. The reader is advised to go through the prospectus for details of admission process for a particular program. The following is a general description of activities at the SCs.

The SCs may prepare the marketing material like advertisements to print and non-print media, which should be consistent with the policies, mentioned in the prospectus prepared by university.

The students are given pre-admission counselling (finding out what course of studies best suits their aspirations and desires and giving information accordingly).

The interested students fill up the admission forms (online or off-line) after carefully reading the prospectus. They upload the supporting documents to their application form. The SCs help them in scanning and may facilitate use of the computer and communication infrastructure.

The candidates are expected to pay the fees through online transactions either using debit/credit card or using net_banking. The SCs may assist the candidates in carrying out the operation.

The YCMOU confirms the admission and a Permanent Registration Number (PRN) is generated and is assigned (communicated to the registered mobile

number and email) to the candidate, who formally becomes a STUDENT with this process. The university shall pay the Study Centre Fee (SCF) to the SCs after the students have paid the Total Fee.

The process of admission for International Students is listed separately in a document available on the university's portal.

2.3 Teaching Learning (Instruction)

1. The structure of courses is as described in the prospectus of the respective program.
2. The YCMOU will supply learning materials in the form of books and Workbooks or CDs for the particular program as per the policy mentioned in its prospectus or any other document.
3. The students study theory from books and will get their academic doubts cleared in counselling sessions.
4. The students prepare a workbook-journal after completing the practical as per workbook.
5. The students will maintain progress and card showing evaluation of practical in workbook-journal in the pro forma given there in.
6. The workbook-journal of practical will be checked and signed by SC authorities. SC authorities will also complete the progress card and calculate the average marks for examinations. Completion of workbook journal will be responsibility of the concerned SC.

2.4 Evaluation

Examination system for this program is designed to maintain quality standards. Repeater students will need to pay the Examination fees depending on the number of courses he/she wishes to appear. Students may not be allowed to appear in End Examination without Identity Card.

The content of the program is divided into a number of theory, theory plus practical and Project Courses. Normally there are two components in a theory course: Continuous Assessment (CA) and End Examinations (EE). The CA has the objective to give feedback to the learner about the pace, quality and of the learning attained by him and suggests corrective actions if any which he has to adopt. The weight for the CA is usually 20% and may be comprised of a number of assignments. The reader is advised to go through the prospectus in the Part II for details regarding the specific program. The EE is conducted in supervision of the university and reflects the achievement of the learner, which is used for certification of knowledge gained by him.

Performance of the student will be reported in the mark sheet for every course for which a student has registered and for those courses for which he appears as a repeater.

The practical examination is conducted at the exam centre (normally the study centre), which has all the facilities for conduct of practical activities. The practical examination normally comprises of the practical activities, evaluation of the workbook maintained by examinee, and viva voce.

Student can improve his/her previous marks obtained in a course at any year by reappearing in End Examination. Only the best of the past examination performance, of a student in any course will be reported in the grade-cum-mark sheet. But no grade improvement shall be allowed after the award of a degree. Hence student should consider improvement in grades before applying for the convocation.

For reporting the consolidated performance of a student in a Consolidated Mark sheet may be issued at the end of successive completion of all the course and components.

Performance of the student will be reported in the mark sheet every year and for the courses for which he appears as a repeater.

The examinee student must normally, obtain at least 40% marks in the aggregate of CA and EE for a Theory course to successfully complete the course. The examinee must normally obtain at least 40% marks in the theory component and 40% marks in the practical component to successfully complete the theory cum practical course

The examinee student must normally obtain at least 40% marks in the aggregate of CA and EE for a Project course to successfully complete the course.

The student must successfully complete all the courses in order to qualify for securing the degree or diploma or certificate.

Detail Scheme is given below in the table.

Per cent of marks in aggregate	Description of class
75 and above	First class with distinction
60-74.99	First Class
50-59.99	Second Class
40-49.99	Pass Class

Less than 40	Fail (not successful)
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3. Regional Centres

The University is having eight Regional Centres at Amaravati, Aurangabad, Kolhapur, Mumbai, Nagpur, Nashik, Nanded, Kalyan, Solapur and Pune. The centres are headed by Regional Directors and they monitor all programs of the university. The reader is advised to go through the websites of the university (ycmou.ac.in or ycmou.digitaluniversity.ac) to get information on the postal addresses, contact details etc.

4. Activities at SCs

4.1 The delivery of all the programs is done through the study centres.

4.2 The institutions which are willing, suitable and capable of carrying out the activities at the SCs are recognised as Study Centres (SCs) for the academic programs after they have gone through the process of recognition.

4.3 An SC is supposed to undertake various activities for effective implementation of the academic programs. These include

(a) Publicity of the academic program, so that the necessary interest is generated in the target group about the academic programs on offer.

(b) Advising the candidates who wish to undertake a program of studies on the aspects of the program which will enable the candidates to take informed decisions regarding taking admission to the academic programs. These aspects include whether he/she is eligible, whether the program suits her professional need, clarifying the doubts about the policies of YCMOU strictly on the basis of the prospectus and written instructions from the YCMOU, percolation of information about the process of admission, mode of payments, dates of admission, and other such necessary information.

(c) Assisting the candidate to fill in the admission form admissions, and clarifying his/her doubts regarding the process of admission, the necessary documents to be attached/uploaded, etc. The assistance rendered by the SC shall be strictly in accordance to the policies listed in the prospectus and written advices from the competent authorities communicated through email or paper communications.

(d) Education and training of students, providing healthy and conducive environment for studies including library, laboratory, work place, placement services, study tours, industrial visit, guest lectures, events like

seminar/workshop/fashion show (for fashion programs), etc. Distribution of learning resources (where applicable) as received from the University.

(e) Conducting continuous assessment (CA), class tests, final examination (if and when advised by the Controller of Examination (COE) or an officer authorised by COE) and assistance to students to solve their educational problems.

(f) Regularly supplying the information required by the University in respect of the number of students, marks obtained by the students in the CA, names of teachers undertaking the counselling and instructions in theory and practical programs, proposals of the students to undertake project works (where applicable), and other information required by the University from time to time through email or post.

4.4 The staff at the SC is paid honorarium by the study centres. The details of the functions to be performed by the staff and the infrastructure facilities to be provided at the SC are given separately.

5. Who can start a Study Centre?

5.1 The SCs are the backbone of the Open University education concept. The vocational education and its reliability depends more on the integrated functioning of the SC and the workplace and providing good feedback to the university.

5.2 The SC could be in an educational institution, or any other organization, industry willing to provide necessary infrastructure facilities like accommodation, machines, tools and equipment. It should also have enthusiastic qualified staff, fully backed by the management of the organizations for implementation of the prescribed vocational course. The university reserves the right to select the institution to function as SC from amongst the institution desirous to provided facilities available with them. The institution or the organization should be registered under the societies Act or Public Trust Act of Govt. of Maharashtra and shall have to submit the Memorandum of Undertaking (MOU) to the university, as prescribed in Annexure 4.

5.3 The institution which is desirous to become an SC will hence forth be referred to a Candidate Institution or CI in short. A CI must have the infrastructure (physical and human resources) mentioned in the Part III. It is required to undergo a process of recognition, which includes filling up of application form (which may be through an online mode) along with supporting documents, payment of processing fees, scrutiny of the

applications received, acceptance or rejection of the application at the scrutiny, inspection of the campus (if required by the scrutinising committee) of the CI by a team of the University, placing the recommendation of the inspection teams regarding the CI being accepted or rejected before Hon Vice Chancellor, communication of the acceptance/rejection of the said proposal to the CI on University's website or through any other means possible, acceptance of Recognition Fee (if required) from the CI and fulfilment of any other conditions by the CI, and letter of recognition being issued to the CI.

5.4 The university reserves the right not to recognize a CI as a SC without assigning any reasons. It is an executive right of the University, which has to preserve the interests of the segments of society. As there may be factors (not necessarily attributable to the candidate institutions) which may be detrimental to the learning atmosphere and process, the university may be compelled to deny recognition to a CI. Such factors include ambience in the vicinity of alcohol shops, socially in-conducive areas, and unhygienic areas outside the control of the candidate institutions. The university strongly discourages correspondences from candidate institution in respect to the decision taken by the university.

6. Authority, Power and Responsibilities of a SC

The CIs are advised to get familiar with the policies of the university with respect to each of the programs as mentioned in the prospectus (given in Part II and published through the websites of the University (ycmou.ac.in and ycmou.digitaluniversity.ac). The SCs are understood to have gone through the prospectus so published. SCs shall be solely responsible for any act of commission or omission on their parts, which may be in contravention to the policies mentioned in the prospectus and in this document and in circular and communication officially published on the website of the university from time to time

The SCs shall, in the event of any ambiguity, get clarifications to their doubts in implementation of the policies from the Director, School of Continuing Education, YCMOU.

6.1 Financial Aspects:

6.1.1. The YCMOU shall prescribe fees for the student of the program through its prospectus published by the University through its websites. The Fee Structure has two components known as University Program Fee (UPF) and SC Fee (SCF). The amounts of UPF and SCF per candidate are clearly mentioned in the prospectus of each program.

6.1.2. An SC is entitled to receive the Study Centre Fee (SCF) as defined in the prospectus through the University. The SC must not charge more

amount from the student as SCF than that mentioned in the prospectus. A SC may charge for other activities like hostel accommodation, deposits for library, food, etc with a clear understanding between student and SC that such activities are optional and do not constitute part of study of the program. No student unwilling to pay for optional activities or purposes is to be barred from taking admission, CA, EE or in any way discriminated or denied cooperation by an SC.

6.1.3. The SCs will pay honorarium to the staff at the SC and they (SCs) will have to maintain record of disbursement of this honorarium. The staff at the SCs are not in any case, be construed to be employees of the YCMOU. The SC will have to disburse payment to examiners and maintain the records of disbursement as per YCMOU rates and Instruction. The SC will have to keep the record of training material, its purchases and issues and other receipts from the YCMOU. The financial records shall be made available to the YCMOU as and when required.

6.1.4. The SC shall open a separate bank account in the name “YCMOU Study Centre [Name of Study Centre at the campus]” to be operated jointly by the SC Head and SC Coordinator. For example, a study centre ABC Beauty Parlour , Beed shall open an account in the name of “YCMOU Study Centre, ABC Beauty Parlour, Beed”. The SCF received shall be deposited in this account.

6.1.5 The SCs shall not charge any fees from the students for such mandatory activities as conduct of CSs, PSs, distribution of Mark Sheets, Study Material (where applicable) from YCMOU, etc. The SCs shall not claim for the expenses which have not been specifically provided in the policies of the University.

6.2 Administrative aspects

6.2.1 An SC shall have a designated SC Head (Principal), a SC Coordinator, Counsellors (for theory courses) and Instructors (for Practical courses). The SC shall also have such necessary staff as peons, clerks, librarian, etc as per the demand and nature of the program. The SC shall mention the names of persons so designed in the Proposal for Recognition (PFR). Any changes in such designation due to resignation, death, replacements etc must be communicated to the YCMOU.

6.2.2 The SC Head shall be principal executive officer of the SC. He shall exercise all powers to make purchase, procurement of equipments, assets, etc , making appointments to the posts of academic and non-academic staff as required for the smooth operation of the SC. He shall have the overall responsibility of the SC.

6.2.3 The SC Coordinator shall be assisting the SC Head in the day to day activities of the SC. He shall undertake such activities as preparation of the Time Table, arranging of the counselling sessions, practical sessions, conduct of CA in consultation with counsellor and SC Head, reporting of the CA marks, correspondence with the YCMOU and shall do overall supervision of the academic activities of the SC.

6.2.4 The councillors shall facilitate the learning among the students by arranging counselling sessions (CSs) encouraging discussion on the topics of studies, sorting out the academic difficulties of the students, conduct of CA, maintaining the attendance record of the CS.

6.2.5 The instructors shall facilitate the smooth conduct of the workshops and Laboratory or practical sessions (PSs). They shall clearly demonstrate the practical activities to be undertaken, elaborate the importance of the PS. They shall also elaborate any safety precautions to be undertaken to avoid accidents and health problems.

6.2.6 The SC shall keep record of the students undertaking the counselling sessions, practical sessions in the form of attendance record duly signed by the student, teacher and SC Coordinator in a prescribed format. The following records are to be maintained by SC:

01. Attendance Register of staff and students (in prescribed format)
02. Placement Records for students (with letters from employing institutions) (in prescribed format)
03. SCF receipts, record of deposits in separate bank account
04. Cash disbursement registers, Honorarium registers, Equipment and Tools Registers
05. Assessment register (Record of CA: Student wise)
06. Training material inward (purchase) and out-ward (issue) register
07. Library register
08. Register of distribution of marksheet.
09. Register of examiners (Panel)
10. SC leaving certificate register
11. Register of issue and receipt of study material
12. A./V. Aids programs register

13. Register of difficulties of students.
14. Correspondence with the YCMOU Examination/SCE/RC FILES
15. Correspondence with the employer's group FILE

6.2.7 The SC may opt to terminate its operation as SC, by giving suitable notice of termination of 3 months before the conclusion of the academic sessions (i.e., notice may be given in or before 30 March, considering the fact that EE are conducted in May every year). The SCs terminating their operation shall cooperate with the University and students registered with them in continuing their studies for forthcoming program parts, and in any other necessary activities in the benefit of the students.

6.2.8 The SCs may shift its campus to a new location by submitting a fresh PFR form. The PFR shall mention the details of new campus and infrastructure available thereat including the physical and human resources.

6.3 Academic Aspects

6.3.1 The SCs shall download the syllabi for the programs for which they have been recognised from the University's official websites.

6.3.2 The SCs shall communicate and advise the prospective students (candidates) only the official policies and advised based on the official policies and syllabi and content as mentioned in the official communications from the University.

6.3.3 The SCs shall make available the physical and intellectual infrastructure necessary for smooth conduct of the programs.

6.3.4 The SCs shall conduct the counselling sessions (CS)(at least 3 Hours per credit) to the satisfaction to the students. The SCs shall make available the study material prescribed by the University through its (SCs) library and the study material provided by the University to the students shall be made available to the students without any extra costs or fees.

6.3.5 The SCs shall conduct the practical sessions (PSs)courses as per the instructions of the university and assist the students to complete the practical activities under the supervision of the qualified instructors as per the details given in the PFR or as communicated to the University from time to time. The instructors shall communicate to the students any health hazards or safety precautions involved in the practical activities of the course.

6.3.6 The qualified instructors and counsellors shall conduct the CA as per the format and instructions from the University and as mentioned in the prospectus. The SCs shall communicate the marks obtained by the students

in CA to the university within the prescribed time schedule and as per the prescribed formats.

6.3.7 The SCs shall make available its qualified instructors and staff for the purpose of EE, development of QB and any other activities as requested or required by the University.

6.3.8 The SCs shall record the CSs and PSs as per the instructions of the University as an evidence of the conduct and quality and monitoring of the CSs and PSs.

7. Conditions for Recognition of Study Centre:

7.1 GENERAL

(1)The Trust, Management or Person (s) applying for permission to start SC (s) or the Trust, Management or Persons whose SC has been granted permission, shall solemnly and comply with the following undertaking:

(a) That the provisions of the Yashwantrao Chavan Maharashtra Open University, Act 1989, Statutes, Ordinances and Regulations there under and the standing orders and directions of the university issued from time to time, (by way of communication through electronic mail, through its websites and/or other means) shall be observed.

(b) That there shall be available (for the conduct of the programs of YCMOU for which recognition is granted) suitable, adequate and well-maintained physical facilities such as buildings(s), laboratories, library building, books, equipments required for effective teaching as may be prescribed by the university, from time to time and that adequate financial resources will be provided for procuring and maintaining such physical and human resources

(c) That the Trust, Management or Person(s) who intend to start study centre, shall make available the required number of qualified teachers and non-teaching staff for the SC for teaching efficiently. The said teaching staff shall be available for students' evaluation activities including paper setting, development of question bank, evaluation of papers and practical courses.

(d) That the services of all teaching and non-teaching employees and the facilities such as building(s), laboratories etc., shall be made available for conducting examinations and for promoting other activities of the university.

(e) That the directions and the orders issued by the Vice-Chancellor and any other Officer of the university in exercise of the powers conferred on them under the provisions of the Yashwantrao Chavan Maharashtra Open University Act 1989, Statutes, Ordinances and Regulations, prepared there under shall be complied with.

(f) That there shall be no change or transfer of study centre(s) without previous permission of the university authorities.

(g) That the SC shall not be closed without previous permission of the university or closer of the study centre, all the assets of the SC including

books, computers, furniture's etc. which have been created out of the funds collected as a fees and charges shall vest in the university.

(2) No facilities of the SC shall be used for running courses of other private institutions or private providers.

(3) YCMOU reserves the right to levy fine on the SC for gross violation of procedure, wilful neglect of duties, and similar cases.

(4) The responsibility of training and education of the students admitted for the programs rests with the study centre. For this purpose the university prescribes, from time to time, a list of infrastructure including the material, space and human resources. The SC shall procure these resources, keep them up to date, maintain them in good working conditions and allow the students to use them for the purpose of training and education. Failing to meet these may lead to defect in the services to the students and the SC shall be held responsible to the commission and omission in this respect.

(5) The SC shall make the academic staff available to the YCMOU for examination related activities.

(6)The SC shall give clear instructions to the students regarding the safety measures to be undertaken by the students at appropriate time of the instruction and training.

(7)The SC shall put a banner or sign-board (at a place and in a manner such that the general public can notice it) showing the status of the SC for the programs for which it has been duly recognized.

(8) The SC shall bring to the notice the communication from the YCMOU through notice board and/or oral explanations regarding examination and all other activities meant for the students.

(9) In case address of the SC is changed, the SC shall inform the school about the new location and submit a fresh application form mentioning the place, address and append all the relevant details with map, plan and lease deed/ deed of purchase. A fresh letter of recognition is issued after the visit of the inspection team. The Recognition Fee deposited by the SC for the same program is deemed to be continued.

(10) The SC shall forward the fees from the students to the YCMOU without delay within prescribed time deadline. The SC shall verify the eligibility of the candidates before sending the admission forms to the YCMOU. The SC shall ensure that all the attachments including the proof of date of birth and proof of educational qualifications are duly attached to the admission form.

(11) The SC shall keep the candidates/students informed about the rules of the programs strictly according to the prospectus and authenticated communication from the university. In case of any doubts, the SC shall obtain the instruction from the competent authority of the YCMOU and act accordingly. If the SC is found to have mis-communicated the students with a mala fide intention, the recognition of the SC may be withdrawn.

(12) SC shall not operate at a branch office or sub centre.

(13) The recognition is granted for a period of three years. After the period of recognition the SC shall apply for re-recognition in the prescribed form. The SCs that could not enrol students of sufficient batch size would not be recognized as study centres.

(14) The school reserves the right to suspend the operation of a SC if prima facie a case exists that the SC has engaged in the administrative misconduct (including persistent non-conformance of the rules of the YCMOU) or if there are complaint from the students of grave nature. The recognition of the SC may be terminated on enquiry in which a fair chance to hear the case of the SC shall be given.

(15) If a SC is unable to operate effectively due to any reason, it shall inform the school immediately. However the SC shall keep the interest of the students as paramount and keep instructing the students till the next examination and/or make suggestion regarding smooth transfer of the students to another study centre. In such case when the SC is forced to abort the operation, it shall forward the share of the fee received by it from the students to the SC where the students are to be transferred.

(16) The Processing Fees and Recognition Fees shall not be refunded for any reasons what so ever.

8. Process of Recognition

(01) The University shall publish a document clearly mentioning the policies, methodologies, principles and practices for recognition of new SCs through its websites.

(02) The Trust, Management and Person(s) seeking permission to open a SC shall normally submit a Proposal for Recognition (PFR) to the university in the prescribed form with the prescribed fees to the School of Continuing Education of the university as per the schedule.

(03) The University shall scrutinise the PFR received on the objective criteria (mentioned in Annex 01). The PFR which suffer from major faults (listed in Annex 02) shall be rejected. No correspondence in this matter shall be entertained. The PFR which suffer from minor faults (listed in Annex 03) shall be given opportunities for submitting the revised PFR within a prescribed time frame.

(04) For the purpose of considering the application for grant of permission to start study centre, Vice-Chancellor may cause final scrutiny of the PFR and an inspection by a committee constituted for the purpose of it.

(05) The report of the committee shall be placed before the Hon Vice Chancellor, with recommendation regarding whether the recognition to the program for a PFR be granted, not granted or granted conditionally.

(06) The Vice Chancellor will give his decision on the recommendations of the committee.

(07) The result of the process (i.e., whether the CI is to be processed further for recognition or not or to be processed for recognition with certain conditions) shall be communicated to the CI through university's website or any other means. The successful CIs shall be given a letter of intention (LOI).

(08) The CI which has been processed for recognition may be required pay a Recognition Fee(RF). The CI shall also submit a Memorandum of Undertaking (MOU) on a bond of Rs100 duly notarised (The format of the MOU is supplied on Annexure 4).

(09) On receipt of the RF and MOU, the Director of the School shall issue the CI a Recognition Letter (RL) for the period of three years. The period of recognition may, however, be shortened if the SCs do not fulfil the necessary instructions (like submitting the required information, mentioned in Annex 05, within prescribed time).

(10) No student shall be admitted by the SC unless the university has issued RL.

9 Process of Evaluation

9.1 The SCs shall faithfully discharge their duties and responsibilities and enforce the powers vested in them by virtue of being recognised SCs after they have received the LR.

9.2 The SCs are required to submit information mentioned in Annex 05 from time to time. Failure to submit such information may result in suspension of their status as SC and/or they may be barred from taking admissions to the fresh candidates or the period of their recognition may be reduced from the usual three years to a lesser duration.

9.3 The University may cause to carry out inspection at the campus of an SC, if it deems fit due to any circumstances warranting such inspection. The result of such inspection shall be communicated to the SC by the University.

10 The process of Renewal of Recognition

10.1 The SC shall submit a Proposal for Renewal of Recognition (PFRR) form in the month of February in the last academic year (AY) of their period of validity of recognition. For example if a SC is recognised for a period of three year from AY 2014-15 to 2016-17, the last AY of their validity is 2016-17, hence they shall submit PFRR in Feb 2017. The format of PFRR is given in Part V.

10.2 The PFRR shall be scrutinised by the University and the concerned SCs may be called before the officers of the University to present their cases.

10.3 After due deliberation, the recognition may be renewed for a further period of three years.

PART II: PROSPECTUS OF THE PROGRAMS

(The CIs are requested to see the prospectus of the programs at the website ycmou.digitaluniversity.ac for the current year)

A summary of major features of program

Sr No	Program Code	Name of Program	Duration	Medium
1	C2H	Certificate in Tailoring	3 Months	MAR
2	C2A	CERTIFICATE IN BEAUTY PARLOUR MANAGEMENT	3 MTHS	MAR
3	C2E	CERTIFICATE IN BEAUTY PARLOUR MANAGEMENT	6 MTHS	MAR
4	C3E	CERTIFICATE IN ENGLISH LANGUAGE	6 MTHS	ENG
5	C3F	CERTIFICATE IN FRENCH LANGUAGE	6 MTHS	ENG
6	C3G	CERTIFICATE IN ARABIC LANGUAGE	6 MTHS	ENG
7	C2A	CERTIFICATE IN GERMAN LANGUAGE	6 MTHS	ENG
8	S07	CERTIFICATE IN INFORMATION TECHNOLOGY FOR SCHOOL STUDENTS PRIMARY (5th TO 7th STD)	3 YEARS	MAR/ ENG
9	S10	CERTIFICATE IN INFORMATION TECHNOLOGY FOR SCHOOL STUDENTS SECONDARY (8th TO 10th STD)	3 YEARS	MAR/ ENG
10	C97	Certificate in Fire Safety Engineering Management	6 MONTHS	ENG
11	C3W	Certificate in Water Management	6 Months	MAR
11	T36	DIPLOMA IN INTERIOR DESIGNING & DECORATION	1 YEAR	ENG
12	T72	DIPLOMA IN ELECTRICIAN & DOMESTIC APPLIANCES MAINTENANCE	1 YEAR	MAR
13	V11	DIPLOMA FOR CIVIL SUPERVISOR	1 YEAR	MAR
14	V13	DIPLOMA FOR FITTER (DFP)	1 YEAR	MAR
15	V15	DIPLOMA IN SALOON TECHNOLOGY	1 YEAR	MAR
16	T94	Diploma in Fabrication	1 YEAR	Mar
17	V14	DCHMNT (2008 Server)	1 YEARS	ENG
18	C121	Certificate in Digital Photography	6 Month	
19	C122	Certificate in Video Production	6 Month	

20	C123	Certificate in Patkatha Lekhan	6 Months	

Very Important * Fee Structure for many programs may be changed by the authorities. Such changes will be reflected in the Prospectus of University every year. That will be applicable to the study centers and the students

PART III: LIST OF INFRASTRUCTURE
 Yashwantrao Chavan Maharashtra Open University
 School of Continuing Education

C2A: Certificate in Beauty Parlour Management

C2E: Certificate for Beauticians (SJRY)

3 months and 6 months Programs

Instructional Area (A):

Sr.No	Instructional Area	No. of rooms	Area/room required (in sq-ft)	Area/room available (in sq-ft)
1	Class room	1	1	
2	Labrotory	1	1	

Administrative Area (B):

Sr.No	Administrative Area	No. of rooms	Area/room required (in sq-ft)	Area/room available (in sq-ft)
1	Study Center Head Office	1	1	
2	YCMOU Office	1	1	
3	Reception Room	1	1	
4	Store Room	1	1	
5	Pantry	1	1	

Amenties Area (C):

Sr.No	Amenities Area	No. of rooms	Area/room required (in sq-ft)	Area/room available (in sq-ft)
1	Cafeteria	1	1	
2	Ladies Toilet	1	1	
3	Gents Toilet	1	1	
4	Ladies Common Room	1	1	

5	Staff Room	1	1	
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Part-A: List of Material

Description	Required	Available
Dressing Table	2	
Chair for Hair Dressing	2	
Big Mirror(3' X 4')	2	
Combs (Round Comb, Tail comb, Normal combs)	Each2	
Caesars (For hair cuts)	Each 2	
Hair Dryer	1	
Massager with attachments	1	
Steamer	1	
Spray bottle	2	
Manicure set	2	
Shower cap	2	
Hair bands	2	
Brush (Dying, Face pack application, Comb cleaners)	Each 2	
Rollers (Small and big)	Each 6	
Wax Spoon	2	
Wax stripes	Each 4	
Various size bowls	4	
Tub	2	
Pins, section pins, hair pins and U pins	as per need	
Towel and napkin	Each 2	
Apron for hair cut and facial	Each 1	
Decoration material	4 sets	
Powder puf	2	
Wig and hair supplement	2	
Cosmetic tray and material trolley	2	
Facial bed or chair	1	
Separate room for theory class	1	
Wash Basin	1	
Bathroom with enough supply of water	1	
All required electric connections, water arrangements,		

Part-B: Cosmetics Consumables

Description	Required	Available
Cleansing milk,	2	
cream,	3	
lotion	2	
Massage cream	3	

Rose water	3	
Face pack	3	
Medicated Cotton	As per need	
Astringent		
Liquid Dettol	2	
Hydrogen Paraxoide	3	
Wax Lotion	2	
Nail Paint	15	
Nail paint remover	3	
Lipstick	15	
Talcum Powders	3	
Face powders	2	
Hair dye	15	
Mehandi Pack	30	
Make-up kit	2	
Eyebrow pencil	5	
Rubber bands	30	
Hair Oils	5	

Part-C: Space Requirement :

Description	Required	Available
Three rooms : 1.	1 1 1	
Toilet for students	1	
Total Area	At least 350 sq-ft built-up area.	

Part-D: Counselor qualification:

At least a graduate in any faculty with at least 6 months course from statutory university or Board (e.g., Board of Vocational Examination, Govt of Maharashtra)

Infrastructure List for

Certificate in Information Technology (School Children)

Computers-5

Printer

Modem

Softwares

Internet

Writing Material

Computer accessory

Electrical connections

AC arrangement required for the computers

Class room with furniture

Computer Specifications

Server 486 SX-100 MHz (D* 4) with 16 GB RAM

MonO VGA Monitor

1,2 GB HDD, Key board Mouse- 5

Pentium 3 Processor

Server Intel P III 500 M Hz, 128 MB SDRAM, 9 GB HDD IDE

(Seagate/Quantum) 1.44/2.88 MB FDD (Sony), AGP 4 MB, PCI LAN card, 14" SVGA Colour (Semtron, Viewsonic, Philips-NI) W-keyboard, 52X CDR, 3 B Mouse

Node 1 : Intel Celeron 433 M Hz, 64 MB SD RAM, 9 GB HDD IDE (Seagate/Quantum), 1.44/2.88 MB FDD (Sony), AGP 4 MB, PCI LAN card, 14" SVGA Colour (Semtrom, viewsonic, Philips-NI), W key board, 3 B Mouse.

Node II: Intel Celeron 433 M Hz, 64 MB SD RAM, 9 GB HDD IDE (Seagate/Quantum), 1.44/2.88 MB FDD (Sony), AGP 4 MB, PCI LAN card, 14" SVGA Colour (Semtrom, viewsonic, Philips-NI), W key board, 3 B Mouse.

Full Multimedia kit with Sw, 52X CDR, speakers, mikes etc.

CERTIFICATE IN TAILORING

1. List of physical infrastructure:

Accomodation

01. Closed room 30x20 one
02. Drinking water arrangement
03. Toilet Arrangement

Workshop:

1. Scissors 5
2. Chalks q/s

3. Tailor's T	3
4. Sewing Machines	5
5. Patterns	10
6. Clothes	q/s
7. Measuring tapes	5
8. Stools	10

2. QUALIFICATION FOR INSTRUCTOR:
National Certificate of Vocational Training passed in the trade

C121:Certificate in Digital Photography

Infrastructure Requirement:(ForBatch Size: 20)

b			
Sr. No.	Space Details	Requirement	Area Required in Sq.ft
1	Class Rooms	1	200 Sq.ft
2	Practical Lab	1	300 Sq.ft
3	Editing lab with A/C	1	200 Sq.ft
4	Faculty Room	1	100 Sq.ft
5	Office	1	100 Sq.ft

times			
Sr. No.	Resource	Quantity Required	Unit
1	Professional Digital Photo Camera with tropiad with flash with detachable lens	2 items	
2	Lenses	3 wide/tall	

		y	
3	Latest PC with 4 GB RAM & 1 Terabyte Hard disk	1	
4	GIMP Software	1	
5	Professional Head Phones Flash Light kit with Umbrella	3	
6	Professional Sound System backgrounds	4	
7	Filter kit	1	
8	Light meter	1	
9	LCD Projector/15" Monitor for Previewing & Teaching Purpose	1	

Faculty Requirement: Required Minimum two different faculties for six Months Program, three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

Qualification of teachers required for each course at a study center:

<i>Sr No</i>	<i>Course name</i>	<i>Required Qualification</i>	<i>Expected experience(Years)</i>	<i>Remark</i>
1	Digital Photography, Theory	Any Graduate & having certificate in photography	3	
2	Digital Photography, Practical	Any Graduate & having certificate in photography	3	
3	GIMP, Theory	Any Graduate & having certificate Gimp/Photoshop software	3	
4	GIMP, Practical	Any Graduate & having certificate Gimp/Photoshop software	3 Years	

C122:Certificate in Video Production

Infrastructure Requirement:(ForBatch Size: 20)

Space Required			
Sr. No.	Space Details	Requirement	Area Required in Sq.ft
1	Class Rooms	1	200 Sq.ft
2	Practical Lab	1	300 Sq.ft
3	Video Editing lab with A/C	1	200 Sq.ft
4	Faculty Room	1	100 Sq.ft
5	Office	1	100 Sq.ft

Equipments Required		
Sr no	Description of Items	Quantity Required
Video Production		
1	Camera full HD camcorder with tripod monitor and additional mic with professional headphones	2 items
2	Basic lights : 1. Cool 2. tungsten-Baby	4 2

	-Halogen	2
3	Light Reflector	3
Video Editing		
1.	Latest PC with 16 GB RAM & 4 Terabyte Hard disk	1
2.	Licence copy of Adobe Premier (Upgraded)	1
3.	Professional Head Phones	2
4.	Professional Sound System	2
5.	LCD Projector/15” Monitor for Previewing & Teaching Purpose	1

Faculty Requirement: Required Minimum two different faculties for six Months Program, three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

1. Qualification of teachers for each course at a study center:

<i>Sr No</i>	<i>Course name</i>	<i>Required Qualification</i>	<i>Expected experience(Years)</i>	<i>Remark</i>
1	Video Production Basics,Theory	Any Graduate & having certificate in Video Production & Editing	3	
2	Video Production Basics, Practical	Any Graduate & having certificate in Video Production & Editing	3	

3	Audio-Video Editing ,theory	Any Graduate & having certificate Audacity/ Adobe Premier Software	३	
4	Audio-Video Editing ,Practical	Any Graduate & having certificate Audacity / Adobe Premier software	३	

C123:Patkatha Lekhan Pramanpatra

Infrastructure Requirement:(For Batch Size: २०)

Space Required			
Sr. No.	Space Details	Requirement	Area Required in Sq.ft
१	Class Rooms	1	250 Sq.ft
२	Faculty Room	1	100 Sq.ft
३	Office	1	100 Sq.ft

Equipment Required			Remarks
Sr no	Resource	Quantity Required	Unit
१	LCD Projector	१ items	१

Faculty Requirement: Required Minimum two different faculties for six Months Program, three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

Qualification of teachers for each course at a study center:

<i>Sr No</i>	<i>Course name</i>	<i>Required Qualification</i>	<i>Expected experience(Years)</i>	<i>Remark</i>
1	Katha Lekhan ,Theory	Any Graduation & having certificate in story/screenplay writing	३	
2	Katha Lekhan, Practical	Any Graduation & having certificate in story/screenplay writing	३	
3	Parkatha Lekhan, Theory	Any Graduation & having certificate in story/screenplay writing	३	
4	Parkatha Lekhan, Practical	Any Graduation & having certificate in story/screenplay writing	३	

C3V: Certificate in Water Management

List of Infrastructure required :

1. Office :
2. One Class Room of size 20x 30 sq. Feet
3. LCD Projector
4. Gents Lavatory
5. Ladies Lavatory

Qualification for Counsellors:

Any expert who is eligible to work as Assistant Professor as per UGC norms or Assistant Professor in Civil Engineering as per AICTE norms

Or

Any expert who is working for last ten years in the field of water management is also eligible

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**YASHWANTRAO CHAVAN MAHARASTRA OPEN UNIVERSITY
SCHOOL OF CONTINUING EDUCATION**

LIST OF INFRASTRUCTURE

**CERTIFICATE IN FOREIGN LANGUAGE
(ENGLISH, FRENCH, German, ARABIC)**

1. List of physical infrastructure:

Accommodation

01. Closed room 30x20 one
02. Drinking water arrangement
03. Toilet Arrangement

TEACHING AIDS:

- | | |
|---|-----------|
| 1. Black board | 1 |
| 2. Tape recorder/CD player or audio equipments | 5 |
| 3. Chairs | 10 |

2. QUALIFICATION FOR INSTRUCTOR:

Graduation in the language or a certificate from recognized language teaching institution like Max Muller of at least 6 months duration, Experience of working in the language speaking country preferred.

INFRASTRUCTURE LIST FOR

DIPLOMA IN INTERIOR DESIGN and DECORATION

Equipment	Required as per Norms	Actual Available
Computers with configurations as per Hardware Compatibility List of Corel draw 10 and Photoshop	10 or more	
Licensed software of Photoshop	10 or more	
Licensed software of Adobe Corel Draw 10	10 or more	
Lights of professional standards	4	
Internet Connection (Broadband)	2	
DLP or LCD projector	2	
Tracing Board	10	
Line testing devices	02	
Class rooms with seating capacity of 20	02	
Laboratory space for seating capacity of 20	02	

Qualification of counselor Required :

Sr. No.	Course Code	Course Name	Qualification of Faculty required
1	DIDD 101	Material and General, Theory - 8 CREDIT	B.Arch or GD Art or qualified Interior Designer course from statutory university .
2	DIDD102	Drawing and Design, Theory - 8 CREDIT	B.Arch or GD Art or qualified Interior Designer course from
3	DIDD105	Drawing and Graphics-I, Practical - 8 CREDIT	B.Arch or GD Art or qualified Interior Designer course from statutory university .
4	DIDD106	Design-I, Practical - 8 CREDIT	B.Arch or GD Art or qualified Interior Designer course from
5	DIDD107	Drawing and Graphics-II, Practical 8Credit	B.Arch or GD Art or qualified Interior Designer course from
6	DIDD108	Design-II, Practical - 8 CREDIT	B.Arch or GD Art or qualified Interior Designer course from

Required Minimum three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

LIST Of INFRASTRUCURE

Diploma in Electricity and Domestic Appliances Maintenance

Student Hand Tool Set	Required	Available
01. Combination blier 200/15 mm insulated	1	
02. Screw driver 200 mm 1	1	
03. Screw Driver 100 mm 1	1	
04. Terminal screw driver 75 mm connection 1	1	
05. Neon Tester volts pencil bit types 1	1	
06. Hammer ball pein 0.25 kg. 1	1	
07. Try square 200 mm 1	1	
<i>PROGRAMME IMPLEMENTATION GUIDE : 16</i>	<i>16</i>	
08. Firemer chisle 12 mm 1	1	
09. Firmer chisle 6 mm 1	1	
10. Tenon saw 250 mm 1	1	
11. Wood rasp file 250 mm 1	1	
12. File half round 2nd cut 250 mm 1	1	
13. Bradwa 150 mm * 6 square pointed 1	1	
14. Hard wood mallet 1 kg. 1	1	
15. Hammer set 1	1	
16. Hacksaw Frame 1	1	
Shop Tool, Instrument and General outfit		
01. Plier side cutting 200 mm 4	4	
02. Plier flat nose 150 mm 2	2	
03. Plier round nose 200 mm 2	2	
04. Plier long nose 200 mm 2	2	
05. Screw Driver heavy duty 250 mm 4	4	
06. Screw driver 7 mm *200mm 4	4	
07. Cold chisel flat 25 mm * 200 mm 2	2	
08. Hammer ball pein 0.5 kg. 2	2	
09. Rawl tool holder amdbit 1 No. *,10,14 and 16 each	1	
10. Centre punch 100mm 1	1	
11. Adjustable Spanner 350 mm 1	1	
12. Steel measuring tape 1	1	
13. Electric soldering iron 30 W 230-250 V 1	1	
14. Blow Lamp 1 Litre Capacity 1	1	
15. Laddle Tool 1	1	
16. Melting Pot 200 mm*150mm 1	1	
17. Bench vice 150 mm 1	1	
18. Megger 500 volts (ironclad) 1	1	
19. Voltmeter M.C.Multirange 0-75,150,300 and 600 V 1	1	
20. Ammeter M.T. 0-5 amp panel board	1	

1Type		
21. Single phase Energy meter 5 amp 1 250V AC	1	
22. 3 PH. K.W. hrs. meter 15 A, 440 V 1	1	
23. A.C. Ceiling fan 1200 mm sweep 1 Ph, 1 75W 250 V with regulator	1	
24. Table fan A.C. 400 mm sweep, 1 Ph, 160 W 250 V	1	
25. Writing board on stand 3 meters,*1mtr. 8 with 10.5 mtr. projection on the top	1	
26. Work bench 2.5 * 1.20*0.75 meters 1	1	
27. Demonstration table 2.5*1.20 * 10.75 meters		
28. Blackboard 1	1	
29. Flourscent lamp complete with choke, 2 starter each	2	
30. First aid box 1	1	
31. 1 Phase capacitor start motor 2	2	
32. 3 Electric Motor 2	2	
33. Monoblock Pump set with Electric motor 1	1	
OLD DOMESTIC APPLIANCES Press, Geyser, Washing Machine, Vaccum Cleaner	Each 1	

Qualification of counselor Required:

Sr. No.	Course Code	Course Name	Qualification of faculty required
1	ELE 101:	Electrical, Theory	B.E/Diploma in Electrical Engg/NCVT Passed in Wireman/Electrician
2	ELE 102	Electrical, Practical	B.E/Diploma in Electrical Engg/NCVT Passed in Wireman/Electrician
3	DAP101	Appliances Repair, Theory	B.E/Diploma in Electrical Engg/NCVT Passed in Wireman/Electrician
4	DAP102	Appliances Repair, Practical	B.E/Diploma in Electrical Engg/NCVT Passed in

			Wireman/Electrician
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Required Minimum three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

**YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY
SCHOOL OF CONTINUING EDUCATION**

INFRASTRUCTURE REQUIRED AT THE STUDY CENTER

Diploma for Civil Supervisors

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

Material Description	Required	Available
01. Bolster 100 mm	1	
02. Piching tools (Mason)	1	
03. Chisels masons hammer headed Punch mm 12,25,18 cross section 35 each only 1	E1ach1	
04. Cluber hammer 1 Kg.	1	
05. Brick hammer 800 gm.	1	
06. Masons level 36	1	
07. Pins line (1 meter)	1	
08. Plumb Bob	1	
09. Steel Square 3x1	1	
10. Plastering Trowels double	1	
11. Brick Trowel	1	
12. Pointing Trowels	1	
13. Spade	1	

14. Tasla (tin)pan	1	
15. Showel	1	
16. Steel level 15 cm	1	
17. Wooden straight Edge	1	
18. Spirit level 15 cm	1	
19. Pocket steel tape 2 m	1	
01. Steel Rule	1	
02. Wooden Footrule 66 mm	1	
03. Hacksaw frame 300 mm	1	
04. Scriber 200 mm	1	
05. Centre Punch 100 mm	1	
06. Hammer BP 500 gms	1	
07. Hammer BP 50 gms	1	
08. Chisel cold flat 20 mm	1	
09. File flat rough 300 mm	1	
10. Spirit Level wooden 300 mm	1	
11. Plumb Bob 50 gms	1	

12. Trowel 125, 15 : 6013	1	
13. Pipe Wrench 200-250 mm	1	
14. DE Sspaner set	1	
15. Cutting Plier 20015 3650	1	
16. Steel tape 50 “	1	
17. Ring Spanner	1	
18. Pipe wrench adjustable	1	
19. Chain Wrencher	1	
20. Hacksaw frame	1	
Shop Outfit		
1. Ladders different size -2-3-4 mm	1each1	
2. Sledge Hammer 4 Kg.	1	
3. Buckets	8	
4. Ghamelas	8	
5. Drums 45 galls	2	
6. GI Pipe assorted size 10m	2	
7. Bar bending Tool	2	
8. Pick axes	6	
9. Crow bars 1 m	2	

	2	
10. Wheel Barrow	2	
11. Tubular Scaffolding assorted	1	
12. Steel measuring Boxes	6	
13. Steel Sheltering as ref.		
14. Dhummas 10 kg.	2	
15. Stone Chisels	2 sets	
16. Bar Cutting Tools	2	
17. Bar Bending Tools	2	
18. Concrete mixer	1	
19. Vibretor	1	
20. Pokishing Machine	1	
21. Water Pump	1	
22. Wooden balies as required	As required	
23. Wooden Planks	As required	
24. Hand vice 50 mm jaw	1	
25. Flat file, half round file, square file	2 sets	
26. 200 cm smooth-2nd cut-rough each	1 set	
27. Chiselset flat / cross. DP	1	
28. Tap and die set for pipe threads-each	3 sets	
29. Pipe cutter 6 mm t0 25 mm	1	
30. Monkly spanner 50 mm	1	
31. Store for solder material	1	
32. Pipe jouster Universal	1	
33. Try square 200 mm	1	
34. Combination plier 200 mm	1	
35. Pipe Opener	1	
36. Plumber Ladder	1	
37. Pipe Vice 77 mls 2587	2	
38. Pipe Wrenches for 20 mm to 32 mm pipe	2	
39. Stand drill machine with drill chuck 8 bits	1	
40. Working bench 2400 1200	1	

750m		
41. Bench vice 100 mm	4	
42. Water heater 22 liters	1	
43. Stop Tap	2	
44. PVC Welding plant	1	
45. Rack	1	
46. Black Board	1	
47. Electric Pump	1	
Accessories 01. Wash basin 02. Water Closet various types 03. Urinal pots various types 04. Water meters 05. Sanitary Pipe-assorted 06. C 1 Pipes assorted sizes 07. G 1 Pipes assorted sizes	As Required	

Space Required:

Space of 60’’*30’’ -open to air and light, Two door - good number of windows.
Sanitation, drinking water facilities and toilets for students and staff

Qualification of counselor Required:

SR	Course code	Course name	Qualification of faculty required
1	DCV 101	Basic Civil Construction, Theory - 8 CREDIT	NCVT in the Civil trade or BE Civil or MSBTE Diploma in Civil Engineering.
2	DCV 103	Building Drawing, Practical - 8 CREDIT	NCVT in the Civil trade or BE Civil or MSBTE Diploma in Civil Engineering.
3	DCV 102	Building Construction and Management, Theory - 8 CREDIT	NCVT in the Civil trade or BE Civil or MSBTE Diploma in Civil Engineering.
4	DCV 104	Computer Aided Drafting, Practical - 8 CREDIT	NCVT in the Civil trade or BE Civil or MSBTE Diploma in Civil

			Engineering.
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Required Minimum three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

A placement cell be established which will provide assistance to the eligible candidate in industry.

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**YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY
SCHOOL OF CONTINUING EDUCATION**

INFRASTRUCTURE REQUIRED AT THE STUDY CENTER

Diploma for Fitter

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

Material Description	Required	Available
01. Steel rule 15 cm.	1	
02. Outside Caliper 15 cm	1	
03. Inside Caliper 14 cm	1	
04. Divider 15 cm.	1	
05. Try square 15 cm	1	
06. Scriber 15 cm alongwith one side bent	1	
07. Centre punch 1 cm * 10 cm	1	
08. Dot punch 1 cm. * 10cm	1	
09. Ball Pain hammer 1 Ibs	1	
10. Ball peen 1.5 Ibs	1	
11. Hacksaw adjustable 30 cm	1	
12. Chisle flat (cold) 10 cms	1	
13. File flatbastard 30 cms.	1	
14. File flay smooth 30 cm.	1	
15. Square file Medium 30 cms	1	
16. File half round medium 30 cms.	1	
17. File half smooth 15 cms.	1	
18. File flat smooth 15 cms	1	
19. File triangular smooth 15 cms	1	

20. Needle file set	1	
21. Scraper flat 30 cms.	1	
22. Half round scraper 15 cms	1	
23. Triangular scraper 15 cms	1	
24. Allen Key set 2 mm to 12 mm by 0.5	1 Set each	
25. D.E. Spanner 6 mm to 24 mm set of 12 pieces Set each	1	
26. Screw Driver 150, 200 and 300 mm	1	
27. Pipe Wrench 150 and 300 mm	1	
28. Adjustable spanner 150 mm	1	
Shop Tool Kit	1	
01. Surface plate 45 X 45 cms	1	
02. Surface plate granite but 30 X 30 cms	1	
03. Marking block universal 300 mm		
04. Cross peen hammer 1.5 Ibs	2	
05. Straight peen hammer 1.5 Ibs	2	
06. Sledge hammer 5 kg.	1	
07. Bench vice 125 mm as per no.	20	
08. Pipe vice 150 mm	1	
09. Leg vice 150 mm	1	
10. Hand vice	1	
11. 'C' clamp 100 mm	4	
12. Tool makers clamp	4	
13. Chisle-crosset 150 mm Diameter point 150 mm Round nose 150 mm	3	
14. Twist drills S.S. 1mm to 12 mm by 0.5mm set	1	
15. Twist drills T.S. 12mm to 30 mm by 0.5mm	1	
16. Drill socket (T.S.) No. 0-1,1-2,2-3,3-4	1	
17. Drill check 12 mm capacity	1	
18. V. block with clamp 100 mm	1	
19. Tape die set H.S.S. metric 1 mm to 12 mm	1	
20. Telescopic guage 8 to 150 mm	1 set	
21. Radionics and fillet guage (mutitryo)	1 set	
22. Screw pitch guage British and metric	1	
23. O.S.Micrometer 0-25 mm	2	
24. I.S. Micrometer 12 to 25	2	

25. Vernier Caliper 150 mm and 300 mm	2	
26. Dial test indicator with magnetic base (0.02mm)	1	
27. Slip gauges set of 81 block metric	1set	
28. Sine bar 300 mm	1	
29. 'GO' and 'NOT GO' gauge	2	
5 mm to 25 mm set		
30. Angle plate 30 * 20*25 cms.	1	
31. Straight edge meter long H.S.S.	1	
32. Work bench 180*120*45cms	1	
Shop outfit machines :		
01. Bench grinder 150 mm wheel size	1	
02. Pedestal grinder 300 mm wheel size	1	
03. Bench drilling machine 1" capacity	1	
04. Radial drilling machine 25 mm capacity	1	
05. Piller drilling machine 12 mm capacity	1	
06. Power saw machine 150 mm capacity	1	
07. Fire extinguisher		
08. First aid box	1	
09. Pipe bending m/c	1	

Space Required:

Space of 60"*30" -open to air and light, Two door - good number of window
- H.t. Electric connection available for 20 h.p. Electric load

A placement cell be established which will provide assistance to the eligible candidate in industry.

2. Qualification of the expert's counselors instructors:

Sr	Course code	Name of course	Qualification of faculty required
1	DFE101	Fitting-I, Theory - 8 CREDIT	NCVT in the trade Fitter or BE Mechanical or DME (MSBTE).
2	DFE102	Fitting-I, Practical - 8 CREDIT	NCVT in the trade Fitter or BE Mechanical or DME (MSBTE).
3	DFE103	Fitting-II, Theory - 8 CREDIT	NCVT in the trade Fitter or BE Mechanical or DME (MSBTE).
4	DFE104	Fitting-II, Practical - 8 CREDIT	NCVT in the trade Fitter or BE Mechanical or DME (MSBTE).

Required Minimum three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

INFRASTRUCTURE LIST FOR

Advanced Diploma in Hospitality studies

Diploma in Hospitality Studies

MUST BE A SENIOR COLLEGE (As per circular dated 09-11-2017 on portal)

FRONT OFFICE

Sr. No.	Item Name	Quantity Required	Available
01	Reception- Front office Desk Telephone Computer	01	

HOUSEKEEPING

Sr. No.	Item Name	Quantity Required	Available
01	Washing Machine	01	
02	Maid Cart	01	
03	Vacuum Cleaner	01	
04	Electric Iron	01	
05	Bed with Mattress	01	
06	Hand Towel	02	
07	Bath Towel	02	
08	Face Towel	02	
09	Guest Supplies (Soap, Shampoo, Toothbrush, Shaving Kit, Talcum Powder, Hair Oil, Sewing, Kit & ect)		
10	Bed Cover	01	
11	Dust Bin	01	
12	Dressing Table	01	
13	Tea Poy with two chair	01	
14	Television	01	
15	Wardrobe	01	
16	Brooms, Mops, Duster, Brushes		
17	Brass Vessel	06	
18	Reading Table with Chair	01	
19	Cleaning Agents (All Types)	01	
20	Fire Fighting Equipment	01	

RESTAURANT CUM BAR

Sr. No.	Item Name	Quantity	Available
01	Chair	16	

02	Restaurant Table	04	
03	Dummy Waiter (Side Board)	02	
04	Well Equipped Bar	01	
05	Guaridon Trolley	01	
06	Cutlery & Crockery :		
	Knifes		
	Desert Knife	12	
	Fish Knife	12	
	Steak Knife	12	
	Butter knife	12	
	Cheese Knife	12	
	Bread Knife	12	
	Fruit Knife	12	
07	Fork- Desert Fork	12	
	Fish Fork	12	
	Fruit Fork	12	
	Pastry Fork	12	
	Service Fork	12	
08	Spoons- Tea Spoon	12	
	Coffee Spoon	06	
	Service Spoon	12	
	Soup Spoon	12	
	Desert Spoon	12	
	Parfait Spoon	06	
09	Glassware- Hi ball Glass	12	
	Juice Glass	12	
	Red Wine Glass	03	
	White Wine Glass	03	
	Champaign Glass	03	
	Old Fashion Glass	03	
	Rolly Polly	03	
	Brandy Ballon	03	
	Water Goblet	12	
	Beer Mug	03	
10	Bowls-Soup Bowls	12	
	Consommé Cup	06	
	Chutney Bowls	06	
11	Plates- Full Plate	12	
	Half Plate	12	
	Quarter Plate	24	
12	Cruet Set- Tooth Pick Holder	06	
	Straw Holder	06	
	Sugar Tongs	06	
	Entrée Dish (all types)	02 Each	
13	Pots- Tea Pot	02	

	Coffee Pot	02	
	Sugar Pot	02	
	Milk Pot	02	
14	Bread Basket	02	
15	Tea & Coffee Cup with Saucer	02	
16	Salver's	06	
17	Room Service Tray	04	
18	Sauce Bowl with Ladle	02	
19	Tea Strainer	02	
20	Flower wase	06	
21	Menu Card	03	
22	Bill Folder	03	
23	K.O.T. & B.O.T. Book	03	
24	Table Cloth	06	
25	Ship Cloth	06	
26	Chef en Dish	06	
27	Serviette	24	
28	Cocktail Shaker	01	
29	Wine Chiller	01	
30	Soda Decanter	02	
31	Water Jug	04	
32	Ice Cream Scoop	02	

KITCHEN

Every study center should maintain three kitchens (Basic Training Kitchen, Quantity Training Kitchen & Advanced Training Kitchen) and Bakery Lab

Sr. No.	Item Name	Required Quantity	Available
01	Gas Ranges A.T.K.& B.T.K. Q.T.K.	15 03	
02	Working Table with Sink	15	
03	Cupboard	02	
04	Refrigerator	01	
05	Food Processor	02	
06	Oven	01	
07	Microwave	01	
08	Pressure Cooker	01	
09	Frying Pan	15	
10	Roller	15	
11	Steak Hammer	01	
12	Whisk	06	
13	Tawa	15	
14	Custard Mould	15	

15	Colander	06	
16	Flat Spoon	12	
17	Bowl (L.M.S.)	15 Each	
18	Plate (L.M.S.)	15 Each	
19	Tongs	15	
20	Lemon Squeezer	02	
21	Ice Cream Scoop	01	
22	Weighing Scale	01	
23	Vessel (L.M.S.)	15 Each	
24.	Dust Bin	03	
25	Baking Tray	06	
26	Drum Tandoor	01	
27	Spatula	06	
28	Knife	15	

LIBRARY

Sr. No.	Item Name	Required Quantity	Available
01	Chair	30	
02	Reading Table	06	
03	Book Case	05	
04	Multimedia Educational CD's		
05	Magazines International & Domestic	02 Each	
06	Newspaper – Local & National		
07	Computer with Internet Facility	04	

TEACHING AIDS

Sr. No.	Item Name	Required Quantity	available
01	Overhead Projectors	01	
02.	Colour Television	01	
03.	D. V. D. Player	01	
04.	L.C. D. Player	01	
05.	Black Board	Each Classroom	

Beside these infrastructures Study Center should require Classrooms, Toilets for Men & Women, Office, Faculty Room, Computer Lab with Internet Facility, Separate Boys & Girls Common Room, Lockers for Students, Dry & Wet Store Room.

Diploma in Fine Arts(Painting)

1. Space Requirement:

1. Computer Lab Space- 500 Sq ft 01
2. Class Room -Space - 250 Sq ft 01
3. Office - 250 Sq ft 01
4. Lavatory facility for Students

2. Equipment Requirement for batch 20:

Sr. No.	Resource	Quantity	Unit	Remarks
१	Cupboard	२		
२	Bench	१०		
३	Easel	१०		
४	Wooden board	१०		
५	White board	१		
६	Chairs	१०		
७	Locker	१०		
८	Computer	१		
९	L.C.D.	१		
१०	Projector	१		

1. Qualification of faculty

Sr. No.	Course name	Expected Qualification	Expected experience	Remark
1	Portrait	M.A.Fine Arts /G.D. Art/A.T.D.	5 years	
2	Still life	M.A.Fine Arts /G.D. Art/A.T.D.	5 years	

3	History	M.A.Fine Arts /G.D. Art/A.T.D.	5 years	
4	Composition	M.A.Fine Arts /G.D. Art/A.T.D.	5 years	
5	Design and Sketching	M.A.Fine Arts /G.D. Art/A.T.D.	5 years	
5	Mural	M.A./G.D. Art/A.T.D.	5 years	

Required Minimum three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY
SCHOOL OF CONTINUING EDUCATION

LIST OF REQUIRED RESOURCES FOR

Diploma/Advanced Diploma in Interior Design

MUST BE A SENIOR COLLEGE

LIST OF PHYSICAL INFRASTRUCTURE

Sr No	Resource	Quantity	Unit	Remarks	Available
1.	Space	3000	Sq ft		
2.	Drafting Tables	40	Nos	Per 40 students	
3.	Drafting Boards	40	Nos	Per 40 students	
4.	T.Squares	40	Nos	Per 40 students	
5.	L.C.D Projector	01	No	Per 40 students	
6.	O.H.P	01	No	Per 40 students	
7.	Laptop	01	No	Per 40 students	
8.	Computers	20	Nos	Per 40 students	
9.	Computers	02	Nos	Administrative office	
10.	Printer	01	No	Administrative office	
11.	Work Shop & Equipments				

1. Qualification of the experts counselors instructors:

Required minimum three faculties per year with the following qualification mentioned.

Diploma In Interior Design

Sr. No.	Course code	Title	Qualification of faculty required
1	BID 101	Theory of Materials	B.Sc(Interior Design)/B.Arch
2	BID 102	Services- I	B.Sc(Interior Design)/B.Arch
3	BID 103	Interior Construction- I	B.Sc(Interior Design)/B.Arch
4	BID 104	Graphic Design	B.Sc(Interior Design)/B.Arch
5	BID 105	Basic Design	B.Sc(Interior Design)/B.Arch
6	BID 106	Interior Design-I	B.Sc(Interior Design)/B.Arch

Advanced Diploma In Interior Design

Sr. No.	Course code	Title	Qualification of faculty required
1	BID 201	Service-II	B.Sc(Interior Design)/B.Arch
2	BID 202	Interior Construction- II	B.Sc(Interior Design)/B.Arch
3	BID 203	Interior Design- II	B.Sc(Interior Design)/B.Arch
4	BID 204	Professional Pct & Estimation	B.Sc(Interior Design)/B.Arch
5	BID 205	CAD 2D & 3D	Software Expert
6	BID 206	3D Studio & Photoshop	Software Expert

Required Minimum three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

**YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY
SCHOOL OF CONTINUING EDUCATION**

LIST OF REQUIRED RESOURCES AT STUDY CENTERS

Diploma/Advanced Diploma Fashion Design

MUST BE A SENIOR COLLEGE (As per circular dated 09-11-2017 on portal)

1. List of material required for the study centre to run the program successfully.
(30 students batch)

Sr. No.	Resource	Required Quantity	Actual Available
1.	Computer & Related software	30	
2.	Tables	10	
3.	Dummies	40	
4.	Industrial Irons	6	
5.	Single Needle Machine	40	
6.	Specialized Machine	10	
7.	One class room with audio & video aids	3	
8.	Internet Facility	30	
9.	Studio Tables & Chairs	10	

**2. List of qualification of teachers for each course:
Diploma in Fashion Design**

Sr. No.	Course code	Course Name (FY)	Qualification of Faculty required
1	BFD 101	Element Of Design And Fashion	Post graduation in Fashion Design or allied field from a recognized University
2	BFD 102	Fashion Model Drawing	Post graduation in Fashion Design or allied field from a recognized University
3	BFD 103	Pattern making and Construction – I	Post graduation in Fashion Design or allied field from a recognized University
4	BFD 104	Communication Skills	Post graduation in Fashion Design or allied field from a recognized University

	BFD 105	Introduction To Textiles	field from a recognized University
6	BFD 106	Surface Ornamentat ion Techniques	Post graduation in Fashion Design or allied field from a recognized University
7	BFD 107	Pattern making and Constructio n - II	Post graduation in Fashion Design or allied field from a recognized University
8	BFD 108	Computer Application - I	Post graduation in Fashion Design or allied field from a recognized University

Advanced Diploma in Fashion Design

sr	Course code	Course Name (SY)	Qualification of Faculty required
1	BFD 201	Fashion Studies	Post graduation in Fashion Design or allied field from a recognized University
2	BFD 202	Fashion Illustration	Post graduation in Fashion Design or allied field from a recognized University
3	BFD 203	Computer Application - II	Post graduation in Fashion Design or allied field from a recognized University
4	BFD 204	Machinery and Equipments	Post graduation in Fashion Design or allied field from a recognized University
5	BFD 205	Fundamentals of Fashion Marketing and Merchandising	Post graduation in Fashion Design or allied field from a recognized University
6	BFD 206	Traditional Textiles and Embroidery of India	Post graduation in Fashion Design or allied field from a recognized University
7	BFD 207	Garment Construction	Post graduation in Fashion Design or allied field from a recognized University

8	BFD 208	History of Fashion	allied field from a recognized University
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Required Minimum three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

- The candidate institution should provide a placement mechanism for employment opportunities for the eligible students in the industry.

Library Books (at least 10 copies):

Sr. No.	Title of the Book	Author
1	Elements of Design – Space & Form Elements of Design –Line	Albert W. Porter
2	Basic Principles of Design (Vol. 1-4)	Manfred Maier
3	Basic Design: The Dynamics of visual form	Sansmarg
4	Principles of Color	Birren & Fabersvan
5	Clothing Technology	Hannelore Eberle, Hermann Hermeling Marianne Horaberger, Dieter Menzer Warner Ribng

Sr. No.	Title of the Book	Author
1	Fashion Design Manua	Pamela Stekar
2	Fashion Sketch Book	Bina Abling
3	Fashion Deisgn Illustration	John Turnpenny
4	Fashion Illustration Today	Nicholas Drake
5	9 Heads	Nancy Riegelman
6	Fashion Illustration Techniques	Julian Seaman

Sr. No.	Title of the Book	Author
1	Metric Pattern Cutting for children's wear	Winifred Aldrich
2	Patternmaking for Fashion Designers	Lori A . Knowles
3	Flat Pattern Design	Nora M. MacDonald
4	Complete Guide to Sewing	Readers Digest
5	Complete Book of Sewing	D K
6	Singer Sewing Book	Gladys Cunningham

Sr.	Title of the Book	Author
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No.		
1	Business communication	Dr. Rodrigue
SI No.	Title of the Book	Author
1	Textile from fibre to fabric	Berard Cobman
2	Understanding Textiles	Phyllis Toratora
3	J.J. Pizzuto's Fabric Science	Arthur Price
4	Clothing Technology	Europa Lehrmittal
5	Textiles	Wayne,A,Macmillan,London

Sr. No.	Title of the Book	Author
1	Textile Design	Susan Meller & Joost Q. Elffers
2	Encyclopedia of embroidery stitches including crewel	Marion Nicholas
3	Quilters work book	Pam Lonttot & Rosemary
Sr. No.	Title of the Book	Author
1	Metric Pattern Cutting for children's wear	Winifred Aldrich
2	Patternmaking for Fashion Designers	Lori A . Knowles
3	Flat Pattern Design	Nora M. MacDonald
4	Complete Guide to Sewing	Readers Digest
5	Complete Book of Sewing	D K
6	Singer Sewing Book	Gladys Cunningham

SI No.	Title of the Book	Author
1	"Mastering word 2000"	Ronthansfield, J.W.Oslen,BPB Publication
2	"Mastering Excel 2000"	Mindy C.Martin, Steven M.Hansen,Beth Klingher BPB Publication
3	"Mastering Powerpoint 2000"	Katherine Murray BPB Publications
4	"Mastering Fox Pro 2000"	Charles Siegal
5	"The internet in 24 hours"	Ned Shell: SAMS Publishing
6	"Internet 101 A Beginner's Guide to the internet and the world Wide Web"	Wendy G.Lehnert

Sr. No.	Title of the Book	Author
1	Dynamics of Fashion –	Ellaine Stone
2	Promotstyle / Here & There, Apparel View, View on color	
3	Inside Fashion Business	Jeanettle Jernow & Kitt Dickeson WWD

Sr. No.	Title of the Book	Author
1	Advance Fashion sketch book	Bina Abling
2	Fashion Illustration	Colin Barnes / Steven Stipelman
3	The Fashion guide	Haurent Hartung
4	The Snap Fashion sketch book	Bill Giazer
5	Figure Drawing for Fashion I & II	Isao Yajima
6	Fashion Illustration Today	Nicholas Drake
7	Fashion Illustration Now	Laird Borrelli
8	Fashion Art for the Fashion Industry	Rita Gersten
9	Fashion Design in Vouge	William Packer
SI No.	Title of the Book	Author
1	Respective software manuals (Adobe Photoshop, Corel Trace)	
2	Photoshop Retouching Techniques	Eismann, Katrin, Simmon – Steve Publisher
2	“Teach Yourself Access for Windows 95, Version 7.0” 1999, BPB Publications, New Delhi	Siegel, Charles

SI No.	Title of the Book	Author
1	Clothing Technology	Europa Lehrmittel
2	Technology of Clothing Manufacture	Harold Carr and Barbara Latham

Sr. No.	Title of the Book	Author
1.	Principles of Marketing	Philip Kotler
2.	Relevant business & trade journals, magazines, and Govt. Publications	
3.	Fashion Buying & Merchandising	Packard, S., Winters, A. & Axelrod,
4.	The Business of Fashion	Burns, David L
5.	Fashion: From Concept To Consumer	Frings, Gini S

Sr. No.	Title of the Book	Author
1	Indian Embroidery	Irwin and Hall
2	Traditional textiles of India	Shailji naik
3	Kasuti of Karnataka	Indira joshi
4	Karnataki Kashida	Ahilya kirloskar
5	Colourful textiles of Rajasthan	Kothari Gulab
6	Carpets and floor covering of India	Chattopadhayya kamaladevi
7	Ikat textiles of India	Chelna Desai

8	Sari of India	Kapur Chishti and Amba sanyal
9	The sari style	Linda Lynton
10	Masterpiece of Indian textile	Rustom J Mehta
11	Needlelore	Neelam Garewal
12	Costumes and textiles of India	Jamila brij Bhushan
13	Appliqué work of Orissa	Mohanti Vijay Chandra
14	Indian Embroidery	Savitri Pandit
15	Textiles and Embroidery of India	Marg publication
16	Handicrafts of india	Chattopadhayya kamaladevi

Sr No.	Title of the Book	Author
1	Dress Pattern Designing	Natalie Bray
2	Patternmaking for Fashion Design	Helen Joseph Armstrong

Sr. No.	Title of the Book	Author
1	A history of costume in the west	Francots Boucher
2	Costume	The Pepin press
3	Historic costumes	Karen Baclawski
4	The chronicle of western costume	John Peacock
5	Costume And Fashion	Jack Cassin – Scott
6	Survey of historic costumes	Phyllus tortora
7	The Complete Costume History	Auguste Racinet
8	Clothing Technology	Hannelore Eberle, Hermann Hermeling Marianne Horaberger, Dieter Menzer Warner Ribng
9	Indian Costume-II – Patkas	B.N.Goswamy
10	Indian Costume	B.N.Goswamy
11	Indian Costume	G.S.Ghurye
12	Traditional Indian costume and textiles	Parul Bhatnagar

Sl No.	Title of the Book	Author
1	Management	Stoner & others
2	Essentials of Management – 5 th edn	Koontz & Weihrich – Part1
3	Strategic management concept and cases	S.C. Bhattacharya

Sr.	Title of the Book	Author
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No.		
1	Managing quality in the apparel industry	Pradip V Mehta, Satish K. Bharadwaj
2	Quality Assurance for textiles and apparel	Sara J.Kadolph

Sr. No.	Title of the Book	Author
1	Draping for Apparel Design	Helen Joseph Armstrong

Sl No.	Title of the Book	Author
1	Concept to Consumer	Fringes.
2	Sewing for Apparel industry,	Claire Shaeffer

Diploma In Saloon Techniques

(1 Year Program)

List of Material

Description	Required	Available
Dressing Table	2	
Chair for Hair Dressing	2	
Big Mirror(3' X 4')	2	
Combs (Round Comb, Tail comb, Normal combs)-	each 2	
Caesars (For hair cuts)-	each 2	
Hair Dryer	1	
Massager with attachments	1	
Steamer	1	
Spray bottle	2	
Manicure set	2	
Shower cap	2	
Hair bands	2	
Brush (Dying, Face pack application, Comb cleaners)	Each2	
Rollers (Small and big)	Each 6	
Wax Spoon	2	
Wax stripes- each	4	
Various size bowls-	4	
Tub –	2	
Pins, section pins, hair pins and U pins-	as per need	
Towel and napkin-	each 2	
Apron for hair cut and facial-each 1	1	
Decoration material- 4 sets	4 sets	
Powder puf- 2	2	
Wig and hair suppliment-2	2	
Cosmetic tray and material trolley-2	2	
Facial bed or chair- 1	2	
Separate room for theory class	1	
Wash Basin	1	
Bathroom with enough supply of water	1	
All required electric connections, water arrangements,		
Cosmetics Consumables		
Cleansing milk, cream, lotion	As	
Massage cream		
Rose water		
Face pack		

Medicated Cotton	Required In sufficient quantity	
Astringent		
Liquid Dettol		
Hydrogen Paraxoide		
Wax Lotion		
Nail Paint		
Nail paint remover		
Lipstick		
Talcum Powders		
Face powders		
Hair dye		
Mehandi		
Make-up kit		
Eyebrow pencil		
Rubber bands		
Hair Oils		
Space:		

At least 350 sft built-up area.

	Quantity Required	Required Size in sft	Available
Three rooms : Class Room	1	100	
one wet room	1	100	
one dry room	1	100	
toilet for students.	1	50	

Counselor Qualification:

Sr.No.	Course Code	Qualification of faculty Required
1.	DST001	Any graduate with certificate in cosmetology
2.	DST002	Any graduate with certificate in cosmetology
3	DST003	Any graduate with certificate in cosmetology
4	DST004	Any graduate with certificate in cosmetology

5	DST005	Any graduate with certificate in cosmetology
6	DST006	Any graduate with certificate in cosmetology
7	DST007	Any graduate with certificate in cosmetology
8	DST008	Any graduate with certificate in cosmetology

LIST OF INFRASTRUCTURE

Diploma /Advanced Diploma in Facility Services

Space Required			
Sr. No.	Space Details	Requirement	Area Required in Sq.ft
1	Class Rooms	3	600 Sq.ft/ per classroom
2	Library room	1	600 Sq.ft
3	Faculty room	1	400Sq.ft
4	Laboratory room	3	300 Sq.ft/ per program
5	Changing room for Boys	1	200 Sq.ft
6	Changing room for Girls	1	200 Sq.ft
7	Principal's Cabin	1	200 Sq.ft
8	Front desk With Seating	As per Requirement	150 Sq.ft
9	Computer lab		200 Sq.ft

Details of the Infrastructure Required for fy			
Sr.No	Description of Equipment	Quantity Required	Actual Quantity Available

1	Single disc scrubbing Machine	2	
2	Foam Generator Carpet Shampooing machine	2	
3	Auto Scrubber & Dryer Machine	2	
4	High Pressure Jet Machine	2	
5	Wet & Dry Vacuum Machine	2	
6	Dry Vacuum Machine	2	
7	Manual Road Swipper/Fleaper Machine	2	
8	Wrangle Trolley	2	
9	Pruning secateurs	15	
10	Pneumatic secateurs	15	
11	Chain saw	3	
12	Hedge shear	15	
13	Hedge trimmer	3	
14	Lopping shear	5	
15	Grass shear	10	
16	Garden sword	10	
17	Lawn mower (cylindrical)	3	
18	Vacuum cleaner	1	
19	Wrangle Trolley	1	
20	dry vaccum machine	1	
21	wet and dry vacume machine	1	
22	Air Blow machine	1	
23	Single disc scrubbing machine	1	
24	Autop scrubber and dryer machine	1	
25	Carpet shampooing machine	1	
26	High pressure jet machine	1	
27	Dry mop	5	
28	wet mop	5	
29	soft broom	5	

30	Hard broom	5	
31	Dust Pan	5	
32	carpet brush	5	
33	feather brush	5	
34	Glass wiper set	5	
35	Nylon scrubber set	5	
36	sign board	as per requirement	
37	all type of cleaning agents	as per requirement	
	Front Office Requirement		
38	computer	2	
39	front desk	1	
40	Sitting arrangement in reception area	as per requirement	
41	telephone	as per requirement	
42	wall cloak's	4 of diff.country	
43	display chart board	2	
44	different broucher	as per requirement	
	Safety and Security		
45	DVR Box	2	
46	Dome CCTV Camera	2	
47	smoke alarm /smoke detector	2	
48	fire extinguisher	4	
49	Gas chemical anti- dust respirator mask google set	4	
50	chemical protection coveralls	1	
51	first aid kit	1	
52	safety helmet	2	
53	safety ear plug	2	
54	sarfety googles	2	
55	safety nose mask	2	
56	safety belt	2	
57	safety handgloves	2	
58	safety shoes	2	
	Horticulture and landscape		
59	Secateur	4	
60	Budding knife	4	
61	Knapesack sprayer	4	
62	Prunning shear	4	

63	Khurpi	4	
64	Tikav	4	
65	Spading fork	4	
66	Digging Bar	4	
67	Hose pipe and Shower	4	
68	Portable Sprinkler	4	
69	garden scisso	4	
70	hoe	4	
71	pitch fork/manure fork	4	
72	Round nose shovel	4	
73	Square Nose Shovel	4	
74	Bow or Garden Rake	4	
75	Leaf Rake	4	
76	Garden hose	4	
77	Hand Spray	4	
78	water can	4	
79	cultivator	4	
80	hand Pruner	4	
81	Lopper	4	
82	Fawada	4	
83	Axe	4	
84	Clipper/ Shears	4	
85	Garden knife	4	
86	Rope	4	
87	Hand gloves	4	
88	weeder	4	
89	Bill Hook	4	
90	Ghamela	4	
91	Pickaxe	4	
92	shower	4	
93	Bucket	4	
94	Wheelbarrow	4	
95	Mattock	4	
96	Lawn mover	4	
97	Tiller	4	
98	Lawn edger	4	
99	string Trimmer	4	

Sr.No.	Description of Equipment	Quantity required	Actual Quantity Available
1	Class room chairs With Flap for writing	180	

2	Podium	3	
3	Office Tables With both side drawer & storage	6	
4	Reception Counter	1	
5	Cupboard Large	2	
6	Book case	2	
7	Office Chair	25	
8	Visitors chairs	10	
9	Black board- 6' X 3'	2	
10	White board-6' X 3'	2	
11	Notice Board-5' X 2.5'	4	
12	Display showcase-4' X 2'	2	
13	Desk top computer	4	
14	Laptop	1	
15	LCD Projector	1	
16	Printer Heavy duty with scanner	1	
17	Water cooler / Purifier	1	
18	Safety mock set	1	
19	Housekeeping Machines	1	
20	Housekeeping Tools & Equipment's	1	
21	Laboratory Equipment's	3	

Details of the Infrastructure Required for SY			
Sr.No.	Description of Equipment	Quantity required	Actual Quantity Available
1	Polishes- Brasso	2	
2	Polishes- Silvo	2	
3	Polishes - Colin Srpray	2	
4	Min Cream -Polishing Surface	2	
5	Theaner / Spirit	2 No. of can	
6	Brooms- Soft And Hard	2 no. Each	
7	Phynil	5 litre Can	
8	Vinegar	2 litre Bottle	
9	Mops - Wet And Dry	5 Each	

10	Guest room Supplies	For Demo	
11	Samples of Soil		
Material required for Practical like			
12	Cement	As required	
13	Bricks	As required	
14	Tiles	As required	
15	construction related material	As required	
16	Different Brushes for painting	1 each No.	
17	Paint	2litre	

Details of the Infrastructure Required for SY

Sr.No.	Description of Equipment	Quantity required	Actual Quantity Available
1	Polishes- Brasso	2	
2	Polishes- Silvo	2	
3	Polishes - Colin Srpray	2	
4	Min Cream -Polishing Surface	2	
5	Theaner / Spirit	2 No. of can	
6	Brooms- Soft And Hard	2 no. Each	
7	Phynil	5 litre Can	
8	Vinegar	2 litre Bottle	
9	Mops - Wet And Dry	5 Each	
10	Guest room Supplies	For Demo	
11	Samples of Soil		
Material required for Practical like			
12	Cement	As required	
13	Bricks	As required	
14	Tiles	As required	
15	construction related material	As required	
16	Different Brushes for painting	1 each No.	
17	Paint	2litre	

Sr.No.	Description of Equipment	Quantity required	Actual Quantity Available
1	Projector	1	
2	Computer	2	

Faculty Requirement:

FY

Sr. No.	Course Code	Name of Course	Qualification of Faculty Required
1	BFS – 101	Mechanized Housekeeping	M.sc in Hotel Management from recognised University
2	BFS – 102	Mechanized Housekeeping laboratory	M.sc in Hotel Management from recognised University
3	BFS – 103	Front Office Services	M.sc in Hotel Management from recognised University
4	BFS – 104	Building Maintenance	B.E/B.Tech in Civil Engineering
5	BFS – 105	Safety & Security	B.E/B.Tech in Civil Engineering
6	BFS – 106	Horticulture & Landscape	M.sc in Agricultural from recognised statutory University
7	BFS – 107	Front office ,Safety& security laboratory	M.sc in Hotel Management
8	BFS – 108	Horticulture & Landscape ,Building maintenance laboratory	M.sc in Agricultural from recognised statutory university
SY			
1	BFS – 201	Applied Mechanized Housekeeping	M.sc in Hotel Management from recognised University

2	BFS – 202	Applied Mechanized Housekeeping laboratory	M.sc in Hotel Management from recognised University
3	BFS – 203	Domestic Services	M.sc in Hotel Management from recognised University
4	BFS – 204	Applied Building Maintenance	B.E/B.Tech in Civil Engineering
5	BFS – 205	Safety & Security Advance concept	B.E/B.Tech in Civil Engineering
6	BFS – 206	Applied Horticulture & Landscape	M.sc in Agricultural from recognised statutory university
7	BFS – 207	Domestic Services , Safety & Security Advance concept laboratory	M.sc in Hotel Management from recognised University
8	BFS –208	Applied Horticulture & Landscape, Applied Building Maintenance laboratory	M.sc in Agricultural from recognised statutory university
TY			
1	BFS – 301	Operation Management	M.B.A in Operations
2	BFS – 302	Marketing Management	M.B.A in Marketing
3	BFS – 303	purchase Management	M.B.A in purchase
4	BFS – 304	Finance, Account Taxation & commercial Management	M.B.A/M.Com with certification finance/taxation
5	BFS – 305	H R & Admin Management	M.B.A in HR
6	BFS – 306	Project	M.B.A/M.Sc in Hotel Management/M.sc Agri

Required Minimum three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

Diploma in Computer Hardware Maintenance and Networking Techniques (Windows Server 2008)

Part I

01. Practical Laboratory Space 20' * 14' Hall with Working As per tables for basic electronics practical requirement

02. Theory Classroom 14' * 12' With seating arrangement As per for 20 students per batch requirement

03. Soldering Iron 20 W with proper earthing, resting stand 3

04. Solder flux, resin core, 60 : 40 grade 250 gms

05. Insulation rem over cum plier 6" 3

06. Longnose Pliers 6" 3

07. Cutters 6" 3

08. Twizers 4" 3

09. Screw Drivers 6"* 3mm 6" *3mm 3

10. Tester / Connectors 4" 4

11. Stabilized Variable type 0 to 12 V With crocodile clips 2 power supply

12. Multimeter (DMM 3.1/2 Digit) 3

13. Oscilloscope 20 MHz Dule Trace 1

14. Function Generator DC to 100 MHz, with Sine wave, Square wave and Triangular wave Shape output 1

15. Assorted values of resistors 1/4W, 1/2W, 1W As per requirement

16. Assorted Values of Condensers 12V, 25V As per (Ceramic and electorlytic) requirement

17. Transformers 0-3-OV/0-6-OV/0-3-6-V 150 to 500mA 3

18. Diodes GP type As per requirement

19. Transistors NPN GP and Power type Suitable for As per experiments requirement

20. ICs AND, OR, NOR, NOT, XOR gates As per Counters - as per requirement requirement

21. Switches Miniature toggle type, suitable for 3 experiments

22. Bulbs 3V-6V bulbs 3

23. PBC's and Bread Boards Suitable for digital electronics practical with AND or NOT

Microprocessor Kit with IC 8085 or Z80 with Keys and Connectors

24. Gate ICs As per practical requirement

Following boards can be separated or can be prepared in a Combination of 2-3 experiments.

01. For Verification of all types of gates and combination logic

(with at least 4 IC bases). Suitable for finding out IC characteristics 4

02. For assembling XOR gate Comparator 3

03. For assembling J.K. Flip-Flop 3

04. For assembling Ripple Counter 3
05. For assembling Up-Down Counter 3
06. For assembling Synchronus Counter 3
07. For assembling Programable Counter 3
08. For assembling Decade Counter 3
09. For assembling Ring Counter 3
10. For assembling Reversible Counter 3
11. For assembling Decoder 3
12. For assembling Shift Register 3
13. For assembling Thumbwheel Switch interface 3
- 14 . Bread board mounted on hylumsheet with 5V supply and clock facility 5

Note

A) A 5V. IA Stabilised power supply and sufficient number of links per board are necessary.
 B) IC numbers as suggested are for a batch of 10 students. If number of students in a batch are more,
 the number of boards required will be increased one per three students. Minimum eligibility of
 the teacher of Study Centre : Degree or Diploma holder with digital electronics and
 microprocessor
 subjects.

Part II

Study Center has to provide all parameters listed in first semester infrastructure requirement list.
 In

addition to that following listed parameters should be provided for the second semester.

01. Mother board PC-XT Mother board and PC-AT
 Mother board (80286,80386,80486
 DX2, DX4, 80586,etc).
02. Adapter Cards' CGA, VGA, MGA, SVGA FDD
 Controller, HDD Controller, Sound
 Card, I/O Card etc.
- 03 Floppy Disk Drive 1. 44MB Floppy Disk Drives.
 1.22MB Floppy Disk Drives
- 04 CD ROM Drive 20 X Creative or other
 CD ROM drive use< or faulty
- Hard Disk Drives
 (20 MB, 40 MB 100MB, 400MB,
 630MB etc)
- 05 SMPS Switching mode power supply
- 06 KEYBOARDS 1 in working Condition and 2 faulty
- 07 MOUSE 1 in Working Condition and 2 faulty
- 08 MONITORS 1 in Condition and 2 faulty
- 09 RAM'S 1 MB, 4MB, 8MB, 16MB, 32MB, etc
- 10 Working set up of Mother Board, 80286, 80386, 80486, 80586 etc
 RAM, Display Card, SMPS,
 Monitor, FDD, HDD
- 11 Printer Dot Matrix, Laser and InkJet with
 Connectors 1 in working condition
 and 1 for demonstration
- 12 Cards As per the practical requirements

In addition Study Center will have to procure original softwares which are required according to
 the needs and will have to send the photocopies of their licences.

Qualification of counselor Required :

Sr	Code	Course	Qualification of Faculty required
	DHW 101	Digital Computer Electronics, Theory (4CREDIT)	B.E /Diploma in Electronics or NCVT Passed in Electronics Trade
	DHW 102	Digital Computer Electronics, Practical (4CREDIT)	B.E /Diploma in Electronics or NCVT Passed in Electronics Trade
	DHW 103	How computer works? , Theory (4CREDIT)	B.E /Diploma in Computer/IT or NCVT Passed in Computer Trade
	DHW 104	How computer works? , Practical (4CREDIT)	B.E /Diploma in Computer/IT or NCVT Passed in Computer Trade
	DHW 105	How computer is maintained? Theory (4CREDIT)	B.E /Diploma in Computer/IT or NCVT Passed in Computer Trade
	DHW 106	How computer is maintained? Practical (4CREDIT)	B.E /Diploma in Computer/IT or NCVT Passed in Computer Trade
	NET110 112	Networking Technologies, Practical (Windows 2008 Server)	B.E /Diploma in Computer/IT or NCVT Passed in Computer Trade
	NET110 112	Networking Technologies, Practical (Windows 2008 Server)	B.E /Diploma in Computer/IT or NCVT Passed in Computer Trade

Required Minimum three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

Fire and Safety Programs

CERTIFICATE IN FIRE SAFETY ENGINEERING MANAGEMENT

Mandatory Requirements:-

1. Class Room – Minimum ONE (Accommodation Approx 40 Students) with Desk and Bench Arrangement, Black Board /White Board.
2. Library with OHP / Audio Visual Facility with Presentations, Charts, Journals, Magazines, Models etc.Ratio of students and Book Availability 1:3.
3. Equipment Store Room and Shed for Fire Fighting Appliances.
(Construction Part shall be of RCC type)
4. Gents/Ladies Separate Toilet Arrangements.

5. Drinking Water / Potable Water Facility with Water Filter.
6. Water Storage Facilities – Open Well or Static Storage or Overhead Tank.
7. Separate Office for Counseling New Admission.
8. Separate Staff Room with Modern Computer Facilities, Record keeping and other facilities with furniture.
9. Open Space / Ground (Approx 150 mtr. x 150 mtr.) for Fire Ground Drills / Practical and Parade.
10. Staff Required (Minimum)
 - a) Centre in-charge or Centre Co-ordinator – 1 no.
 - b) Theory Counsellor – 2 no.
 - c) Ground Practical counsellor - 2 no.
 - d) Computer operator – 1 no.
 - e) Office Staff (Non Teaching) -2 no.
11. Separate Office/offices for Centre Coordinator/Centre in charge

Diploma in Fire and Safety Engineering management

1. Separate Class Room for First Year (FY) – Minimum ONE (Accommodation Approx 40 Students) with Desk and Bench Arrangement, Black Board /White Board.

Necessary Mandatory Requirements

- 1 Library with OHP / Audio Visual Facility with Presentations, Charts, Journals, Magazines, Models etc. Ratio of students and Book Availability 1:5.
- 2 Equipment Store Room and Shed for Fire Fighting Appliances.

(Construction Part shall be of RCC type)

3. Gents/Ladies Separate Toilet Arrangements.
4. Drinking Water / Potable Water Facility with Water Filter.
5. Water Storage Facilities – Open Well or Static Storage or Overhead Tank.
6. 1 Separate Office for Counseling New Admissions.
7. 1 Separate Staff Room with Modern Computer Facilities, Record keeping and other facilities with furniture. Separate Office/offices for Centre Coordinator/Centre in charge
8. Open Space / Ground (Approx 150 mtr. x 150 mtr.) for Fire Ground Drills / Practicals and Parade.
9. Staff Required (Minimum)
 - f) Centre in-charge or Centre Co-ordinator – 1 no.
 - g) Theory Counsellor – 10 no.
 - h) Ground Practical counsellor - 6 no.
 - i) Computer operator – 2 no.
 - j) Office Staff (Non Teaching) -4 no.
11. List of Equipments, Appliances, and Books necessary is separately attached.

LIST OF EQUIPMENT

The below Mentioned Equipment and Appliances are Mandatory for Practical Oriented Subjects for Certificate/Diploma and Degree Programs

Sr. No.	Particulars

EXTINGUISHER	
1	Water Co2 Cartridge type -09 lit.
2	Mechanical Foam type-09 lit
3	Dry Chemical Powder type-05 kg
4	Dry Chemical Powder type-10 kg
5	ABC Fire Extinguisher Stored Pressure 5 kg
6	ABC Fire Extinguisher Stored Pressure 10 kg
7	Co2 type -4.5 kg
8	Halon type -1.25 kg
9	AFFF Type – 09 lit
10	DCP Powder – 50 kg
11	Mechanical Foam – 20 lit

HOSE

12	Delivery Hose- Rubber Hose, 7mtr
13	Delivery Hose- Rubber Hose, 10 mtr
14	Delivery Hose- Rubber Hose, 15 mtr
15	Hose Pipe RRL 63 mm -15mtr
16	Suction Hose
17	Delivery Hose

HOSE FITTING

18	Male Coupling
19	Female Coupling
20	Male to Male Adaptor
21	Female to Female Adaptor
22	Jet Branch

23	Diffuser Branch
24	Water Curtain Branch
25	Hydrant Spindle
26	Hydrant Stand Pipe- Double Head
27	Instantaneous Coupling Set
28	Hydrant Valve
29	Collecting Beaching
30	Diving Beaching with Control
31	FB-5 with Pickup Tube
32	London Pattern Control Branch
33	Revolving Branch
34	Metal Strainer
35	Foam Making Equipment (5x)
36	Foam Making Equipment (10x)

37	Hose Reel Hose Branch
Sr. No.	Particulars
	PERSONAL PROTECTIVE EQUIPMENT
38	Fire Helmet (steel made)
39	Heat Resistant Gumboot
40	Fire Helmet – Fiber
41	Fire Suit
42	Rubber Hand Gloze (Orange-12")
43	Rubber Hand Gloze (White-14")
44	Canvas Hand Gloze
45	Asbestos Hand Gloves (14")
46	Electrical Hand Glaze (11kv)
47	Safety Goggles
48	Safety Belts (Full Body)
49	Inner Face Mask
	RESCUE EQUIPMENT
50	BA Set – Dragger – 2250 lit
51	B.A Set – 1800 lit
52	Guide Line 60 mtr.
53	Personal Line
	FIRST AID
54	Stretcher
55	First Aid Box Large
56	Blankets
57	Triangular Bandages
	LADDER
58	Aluminum Fire Safety Ladder
59	Hook Ladder

	ROPE AND LINES
60	2cm Natural Fiber Rope 100mtr
	FIXED FIRE FIGHTING INSTALLATION
61	Heat Detector
62	Smoke Detectors
63	Pendent Bulb Sprinkler
64	Side Wall Sprinkler
65	Conventional Sprinkler
	MISCELLANEOUS MATERIALS
66	Hydraulic testing equipment for extinguisher
67	Hose binding equipment
68	Salvage covers
69	Hose bandage
70	Hose Ramp

Sr. No.	Particulars
	SMALL GEARS
71	Fireman Axe
72	Ceiling Hook
73	Fire beater
74	Fire Hook
75	Fire Bucket
76	Hose Reel Drum
77	Hose Box
78	Lights of various kinds
79	Hose Ramp
	APPLIANCES
80	Water Tender Type 'B'

81	Medium Trailer Pump
82	Blower and Exhauster
83	Various Kinds of Jacks

LIST OF BOOKS FOR REFERENCE

Sr. No	Code No.	Name of Books
1	SP-7	National Building Code of India 2005
2	IS : 937	Specification for Washers for Water Fittings for Fire Fighting Purpose
3	IS : 4643	Specification of Suction Wrenches for Fire Brigade Use
4	IS : 910	Specification for Combined Key for Hydrant, Hydrant Cover and Lower Valve
5	IS : 2190	Selection, Installation and Maintenance for First Aid Fire Extinguisher Code of Practice
6	IS:8442	Standard Stand Post Type Water and Foam Monitor for Fire Fighting Specification
7	IS:10658	Specification for Higher Capacity Dry Powder Fire Extinguisher (Trolley Mounted)
8	IS:9109	Fir Safety of Industrial Building Paint and Varnish Factories-Code of Practice
9	IS:8758	Recommendation for Fire Precautionary Measures in Contraction of Temporary Structures and Pandals.
10	IS:8423	Controlled Percolating Hope for Fire Fighting Specification
11	IS:941	Specification for Blower & Exhauster for Fire Fighting

12	IS:4571	Specification for Aluminum Extension Ladders for Fire Brigade use.
13	IS:8090	Specification for Couplings, Branch Pipe, Nozzle used in Hose Reel Tubing for Fire Fighting
14	IS:908	Specification for Fire Hydrant, Stand Post Type
15	IS:909	Underground Fire Hydrant, Sluice Valve Type-Specification
16	IS:3034	Fire Safety of Industrial Building : Electrical Generating and Distributing Station Code of Practice
17	IS:2726	Code Practice for Fire Safety of Industrial Buildings : Cotton Ginning of and Pressing (Including Cotton Seed Disinterring) Factories
18	IS:11457	Code of Practice for Fire Safety of Chemical Industries Part-I Rubber & Plastic
19		Industrial Security Management and Strategies
20		Security Manual
21		Intelligence for Management
22		Practical Disaster Management
23		Risk Assessment and Disaster Management
24		Management Information System for Industrial Safety, Health and Environment
25		Fire Fighting Hand Book

26		The Factories Act 1948
27		Occupational Safety
28		<p>Health and Safety at Work (14 vol.)</p> <ol style="list-style-type: none"> 1.Noise at work 2. Ergonomics 3. Aids and the Work Place 4. Chemicals in the Work Place Appendices 5. Introduction of Occupational Health and Safety 6. Chemicals in the Work Place 7. Male and Female Reproductive Health Hazards in the Work Place 8. Health and Safety for Women and Children 9. Your Body at Work 10. Instructor's Guide to the Modules 11. Controlling Hazards 12. Legislation and Enforcement 13. Using Health and Safety Committees at Work 14. Using Health and Safety Committees at Work Appendices
29		A Handbook of Fire Technology
30		Industrial Safety, Health and Environment Management Systems
31		Industrial Hygiene and Chemical Safety
32		Chemical Hazards and Safety
33		Fire Protection and Prevention
34		First Aid to the Injured
35		First Aid in Hindi
36	Volume -I	National fire code
37	Volume –II	National fire code
38	Volume –III	National fire code

39	Volume -IV	National fire code
40	Volume -V	National fire code
41	Volume -VI	National fire code
42	Volume -VII	National fire code
43	Volume -VIII	National fire code
44	Volume -IX	National fire code
45	Volume -X	National fire code
46	Volume -XI	National fire code
47	Volume -XII	National fire code
48	Volume -XIII	National fire code
49	Volume -XIV	National fire code
50	Volume -XV	May supplement to the national fire code
51	Volume -XVI	Master index to national fire code
52		Fire Protection Hand Book (19 th Ed) (1 to 5)
53		Fire Protection Hand Book (19 th Ed) (6 to 7)
54		Fire Protection Hand Book (19 th Ed) (8 to 11)
55		Fire Protection Hand Book (19 th Ed) (12 to 14)
56	9788131220085	Fire Safety Engineering: Design Of Structures, 2/Ed.
57	9780024022301	Introduction To Fire Prevention, 3 rd Ed.
58	9780827372528	Introduction To Fire Protection
59	9780284081483	Fire Technology Chemistry And Combustion
60	9780903345064	Fire Technology Calculation
61	9781593701505	Incident Management For The Street-Smart Fire Officer, 2/Ed.

62	9780877655770	Organizing For Fire And Rescue Services : A Spl. Edn. Of The Fire Protection Handbook
63	9780877655848	Operation Of Fire Protection Systems : A Special Edition Of The Fire Protection Handbook
64	9780877654506	Fire Protection Systems Inseption, Test And Maitenance Manual, 3/Ed
65	9788174766793	Fire Protection And Prevantion : The Essential Handbook (Revised & Updated Ed.) (P.P.)
66	9780763722470	Fire Officer Principles And Practice
67	9780750680684	Introduction To Fire Safety Management
68	9780026869003	Modern Trends In Industrial Safety, Management And Technology.
69	9780026872003	Modern Trends In Industrial Safety, America's Sfest Companies
70	9785520036944	Modern Trends In Industrial Safety : Body And Health Protection, Part-2
71	9780113413218	Fire And Rescue Manual Vol 2 : Fire Service Operation, Part 1 : Incident Command, 3/Ed 2008 (The Stationery Office)
72	9780113413164	Fire And Rescue Manul Vol 2 : Fire Service Operations, Part li: Environmental Protection (Stationery Office)
73	9780113411757	Fire Service Manul Vol. 2 : Fire Service Operations, Part Xii: Compartment Fires And Tectical Ventilation The Stationery Office)
74	9780113413058	Fire And Rescue Service Manual Vol. 2 : Fire Service Operations, Part lii: Incidents Involving Rescue From Road Vehicles (The Stationery Office)

75	9780113411863	Fire Service Manula Vol. 2 : Fire Service Operations, Part X: Firefighting Foam (The Stationery Office)
76	9780113412167	Fire Service Manul Vol 1: Fire Service Technology Equipment And Media, Part: Hydraulics, Pumps And Water Supplies (The Stationery Office)
77	9780113411887	Fire Service Manual Vol. 1: Fire Service Technology Equipment And Media, Part Iii: Ifre Protection Fo Building (The Stationery Office)
78	9780113411900	Fire Service Manual Vol. 3 : Fire Safety, Part Iii: Fire Protection Of Building (The Stationery Office)
79	9780113411894	Fire Service Manual Vol. 3 : Fire Safety, Part Iii: Basic Principles Of Building Construction (The Stationery Office)
80	9780113412860	Fire And Rescue Service Manul Vol. 4 : Fire Service Training, Part 1: Foundation Training And Development (The Stationery Office)
81	9780113412938	Fire And Rescue Service Manual Vol, 4: Part Ii: Youth Traninn And Development (The Stationery Office)
82	9788124205372	Handbook Of Fire And Explosion Protection Engineering Principles For Oil Gas Chemical And Related Pacilities (P.P.)
83	9780750653213	Fire Hazards In Industry
84	9788190309868	Disaster, Valnerabilities And Risks (4 Nos)
85		Fundamentals of Fire Fighter Skills

LIST OF BOOKS
FOR STUDENTS'
USE

Title	Author	Expected Qty.
1. Hand book of Fire technology	R.S. Gupta	70
2. Practical Disaster Management	P. P. Marathe	100
3. Fire Fighting Hand Book	Barendra Mohan Sen	50
4. The Factories Act. 1948 (Act. No. 63)	Law Publisher	50
5. Industrial Safety Health and Environment Management System	R.K. Jain/ Sunil S. Rao	50
6. Industrial Hygiene and Chemical Safety	M.H. Fulekar	50
7. Chemical Hazards & Safety	Dr. Shrikan/D.Dawande	60
8. Fire Protection & Prevention	Barendra Mohan Sen	50
9. First Aid to Injured	St. John Ambulance	100

Eligibility for Study Centre Co-ordinator:

Minimum Post Graduate and having all the required qualifications to be a teacher/instructor for the program and should have adequate managerial and leadership skills.

Teacher / Supervisor Recognition Norms

Required Minimum three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

A Bachelor's degree (BSc/BTech/BE) in Fire and Safety from a statutory university.

OR

Graduate in any discipline along with fire/safety diploma/degree from recognized institution/board/university with at least three years' experience of teaching/field work in the area of Fire and Safety

OR

Graduate in any discipline along with Minimum 5 years experience in fire industry/ fire services/safety department.

Required Minimum three different faculties for one Year Program, Minimum Six different faculties for two year Program and Minimum Nine different faculties for three year Programs.

Diploma in Event Management & Advanced Diploma in Event Management

01: Important Requirement: Applicant institute must satisfy the following criterion:

It must be a College or Institute affiliated to a recognised university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode programmes of equivalent level in the same broad areas under the relevant faculty i.e. faculty of management. Candidate institute must submit evidence supporting this as affiliation letter.

02: Physical Infrastructure:

Sr. No.	Resource	Quantity	Available
01	Classrooms (seating capacity 30 students or more)	03	
02	Computer Lab	01	
03	Compluters	20	
04	Internet Connection		
05	Projector	01	

Diploma in Event Management (list of faculties)

Sr	Course code	Course Name	Qualification of faculty as required by YCMOU	Name of faculty	Qualification	Mobile number	Email
	Semester 1						
1	EVE001	Basic Event Management	PG in the field of the course				
2	EVE102	Banqueting Management	PG in the field of the course				
3	EVE103	Principles of Management	PG in the field of the course				
4	AEC101	English Communication	PG in the field of the course				
	Semester 2						
5	EVE201	Event Planning	PG in the field of the course				
6	EVE202	IT for Event Management	PG in the field of the course				

7	EVE203	Accounting Skills for EM	PG in the field of the course				
8	AEC102	Environment Studies	PG in the field of the course				

ADVANCED DIPLOMA IN EVENT MANAGEMENT

LIST OF FACULTIES (FORMAT)

Sr	Course code	Course Name	Qualification of faculty as required by YCMOU	Name of faculty	Qualification	Mobile number	Email
	Semester 1						
1	EVE301	Event Coordination and Production	PG in the field of the course				
2	EVE302	Advertising & Sales Promotion	PG in the field of the course				
3	EVE303	Event Marketing	PG in the field of the course				
4	BSL001 BSL002 BSL003 BSL004	(Foreign Language: Eng/French/Arabic)	PG in the field of the course				
	Semester 2		PG in the field of the course				
5	EVE401	Industrial Exposure Event Management	PG in the field of the course				

6	EVE402	Hands-on Training on Event Planing	PG in the field of the course				
7	EVE403	Hands on Training on Event Marketing	PG in the field of the course				
8	EVE404	Personality Development	PG in the field of the course				

Part IV: Format of Proposal for Recognition (PFR)

Instructions for filling up the PFR:

- 1.** Please go through the entire document carefully, before trying to apply.
- 2.** Make sure that you have understood all the instructions, terms and conditions, responsibilities etc. Do not assume these on the basis of the practices prevalent elsewhere. If you have doubts, contact us.
- 3.** We are supplying the Word document purposely. You are supposed to copy these on your system and use the format on following pages as template. Prepare a Word or Open Office file (compatible with the Word) by entering all the details meticulously.
- 4.** You would be required to submit the Word (or a compatible format) file to email id dir_cnt@ycmou.digitaluniversity.ac. You are also required to submit the following to the said email id along with the Word document:
 - (a) Biodata of all the experts teachers
 - (b) Digital photographs of the front entrance of the building (campus of proposed SC), the office space, each of the class rooms, laboratory (each one), the group photograph of all the teachers, with a caption mentioning the name of each teacher in the sequence from Left to Right and Top to bottom (if required).
- 5.** You will be required to submit the print out of the proposal with signatures where marked, properly page-numbered and securely bound or placed in files. You are also required to submit the supporting document listed in the checklist.



ज्ञानमंगा धरोधरी

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY NASHIK

SCHOOL OF CONTINUING EDUCATION

Proposal for Recognition (New Study Centre)

for

Academic Program: (Program Name to be filled by applicant)

Submitted by :

Name and Address of Educational Society with Contact Number:

Name and of Campus, where Study Centre is proposed:

Submitted on:

**To
The Director
School of Continuing Education
Yashwantrao Chavan Maharashtra Open University
Nashik 422 222**

(This page is to be pasted on the cover page of the proposal to be submitted)

Index

Sr	Name of Document	Page no.
1.	DD for the Processing fee	
2.	Covering letter	
3.	Application form duly signed and completes (rubber stamp where required)	
4.	Copy of Registration of the Management Body	
5.	By laws or Constitution of the Management Body	
6.	Resolution of the Management Body to undertake Study Center of YCMOU	
7.	Notarized MOU	
8.	Three years audited balance sheet	
9.	If space is hired, undertaking of the owner	
10.	Bio data of the Teaching staff in prescribed format attached, duly signed and with photocopies of mark sheets attached	
11.	Plan of the campus	
12.	List of titles of books connected with the subject of program applied for	
13.	CD/DVD of video recording of the Institute in mp4 format	



ज्ञानमंगा धरोधरी

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY NASHIK

SCHOOL OF CONTINUING EDUCATION

PROPOSAL FOR RECOGNITION

for

Academic Program: (Program Name to be filled by applicant)

Processing Fee : Pay with the help below mentioned link

<https://ycmou.unisuite.in/>

Amount: Rs. **to be filled**

(Processing fee is Rs 10000/- for Diploma program and Rs 5000/- for Certificate program of the School. Please fill in different forms for different programs.)

Submitted by :

Name and Address of Educational Society with Contact Number:

Name and of Campus, where Study Centre is proposed:

Submitted on:

**To
The Director**

**School of Continuing Education
Yashwantrao Chavan Maharashtra Open University
Nashik 422 222**

Hand-written forms will not be accepted. Use pen only for signature

1.ABOUT CAMPUS WHERE STUDY CENTER IS PROPOSED

(Important: Please give details of the location where the Study Center is proposed. DO NOT fill in the details of sponsoring management here.)

1.1 Name of the institution/college where the SC is proposed:

1.2 Address:

CITY:

PIN:

Phone: (STD code):

Phone No

Mobile:

E-mail address:

1.3 Name of the Principal/Head of the campus:

1.4 Address:

CITY:

PIN:

Phone: (STD code):

Phone No

Mobile:

E-mail address:

1.5 Whether the campus building is owned or hired:

(You will have to submit the proof of ownership or that of hiring along with this form)

2.ABOUT INFRASTRUCTURE AVAILABLE

2.1 Ambience

2.1.1 Whether the vicinity is neat, clean and socially conducive to study?

(There should not be socially unhealthy establishment like liquor shops, illegal establishments, etc. This would not be applicable if the university has purposely planned a Study Center for the benefit of the disadvantaged sector for social concerns. However, it must be mentioned clearly here.)

- 2.1.2 Distance from the nearest bank:
- 2.1.3 Distance from the nearest Post Office:
- 2.1.4 Distance from industrial establishment connected with the content of program:
- 2.1.5 Is a clean toilet available for students:
- 2.1.6 Is drinking water available for students:

2.2 Space

- 2.2.1 The total built up area of the campus: ----- (sq meter/ sq ft)
- 2.2.2 The total carpet area proposed to be available for the proposed study center: -----
----- (sq meter/ sq ft)
- 2.2.3 Will the space be shared for other purposes? -----
- 2.2.4 Time during which the space would be available for study center activity:

2.2.5 Timing of the Study Center:

2.2.6 Working days of the study center: -----

2.2.7 Weekly off day: -----

2.2.8 Number of class rooms: -----

2.2.9 Seating capacity for each class room

Class No>											
Capacity>											

2.2.10 Number of laboratory rooms: -----

2.2.11 Seating capacity for each Laboratory room

Lab No>										
Capacity>										

2.2.12 Number of titles in Library: -----

(Pl attach list of titles connected with the subject of the program)

2.2.13 Number of volumes in Library : -----

2.2.14 Number of students which can be taught per batch: -----

2.2.15 Total Number of students which can be taught within the space constraints: -----

2.3 Material Resources

2.3.1 Does the management own the laboratory equipment, etc or is it hired?:

2.3.2 If hired, please give name of owner: -----

2.3.3 Please attach document showing willingness of owner (if lab is hired) allowing you to use the laboratory.

2.3.4 Please fill in the following table showing availability of the equipment:

(Please COPY and PASTE from the Part III: List of infrastructure, from the RECOGNITION AS A STUDY CENTRE: PROCESS MANUAL) for the academic program for which you are applying)

(Please do not attach a separate list. The List must be the same as mentioned in our Process Manual)

Equipment	Required as per Norms	Qnt Actually available	Remarks of proposed SC staff	Remarks of Scrutiny/Inspection Team

DIGITAL PHOTOGRAPHS OF PHYSICAL RESOURCES

A. Photograph of Front Entrance
(place the photograph here)

B. Photograph of Office Space

C. Photograph of Each of the Class Rooms

D. Photograph of each of the Laboratory

E. Photograph of the major equipments

2.4 Human resources

2.4.1 Has the management appointed teachers for the courses to be taught? -----

2.4.2 Please fill in the name of qualified teacher against the course name and also write if the teacher is full time (FT) or on clock hour basis (CHB).

(Do not attach separate list. The biodata in prescribed format must be submitted for each teacher. Norms for the courses are given in Part III: List of infrastructure, from the RECOGNITION AS A STUDY CENTRE: PROCESS MANUAL. All the courses for a program must be clearly mentioned)

Course Name and Course Code	Qualification of staff Required as per Norms	Name of Teacher	Full Time or CHB	Remarks of Scrutiny/Inspection Team

GROUP PHOTOGRAPH OF TEACHERS

(Caption: Name of teachers from L-R, Top to Bottom)

2.5 Name of the Management body:

2.6 The Management body is registered with : Charity Commission/ Company/ Shop Act/
Registrar of the Society:

2.7 Name of the Chairperson: -----

2.8 Address:

CITY:

PIN:

Phone: (STD code):

Phone No

Mobile:

E-mail address:

3.5 Name of the Secretary: -----

3.6 Address:

CITY:

PIN:

Phone: (STD code):

Phone No

Mobile:

E-mail address:

3. DECLARATION

We the Chairperson and Secretary of the Management body and the Principal of the Campus do solemnly declare that:

- (a) the Management body has resolved to apply for getting recognition of the YCMOU program as mentioned in this application form,
- (b) the Management body resolves to abide by the rules laid down by the YCMOU from time to time for the conduct of the program for which it has applied for,
- (c) the management body undertakes to extend full cooperation with the YCMOU in the instruction and examination activities of the program and shall instruct the counselors/instructor to participate in the examination and other activities of the program with all sincerity, (The willful negligence or non-participation of the instructors may lead to disqualification of the instructor and consequently the study center to run the program)
- (d) The study center shall keep itself updated with the circulars, notifications and rules of the program by visiting the websites notified by the YCMOU
- (e) the Management body understands that the YCMOU reserves right to not recognize the campus as study center after due scrutiny and consideration without having to justify its executive decision and that the decision of the YCMOU in this regard shall be final and binding on us,
- (f) the Management body understands that the YCMOU has, under the circumstances where the students interest compels it to do so, the right to suspend the operation of the study center and upon giving reasonable opportunity to hear the Management body following principles of natural justice, to terminate the operation of study center,
- (g) the Management body further understands that the Management body may request YCMOU to close down the center and get the refund of the deposit only after the Study Center has fulfilled necessary obligations regarding the students academic and administrative obligations
- (h) the Management body resolves to conduct the program of the YCMOU, if the Study Center is allotted to it with utmost dignity, sincerity, quality and shall uphold the high values with which YCMOU has its commitments

In testimony of this we set hereunder our signature and seal of the Managing Body:

**Name, Signature and Stamp
Principal/Head of the Campus:**

**Name, Signature and Stamp
Secretary, Management Body**

**Name, Signature and Stamp
Chairperson, Management Body**

4. CHECKLIST OF ENCLOSURES FOR HARD COPY

(Please arrange your proposal file in the following order)

1. DD for the processing fee
2. Covering letter
3. Application form duly signed and completes (rubber stamp where required)
4. Copy of Registration of the Management Body
5. By laws or Constitution of the Management Body
6. Resolution of the Management Body to undertake Study Center of YCMOU
7. Three years audited balance sheet
8. Bio data of the Teaching staff in prescribed format attached, duly signed and with photocopies of mark sheets attached
9. Plan of the campus
10. List of titles of books connected with the subject of program applied for
11. MOU

**YOU HAVE TO SUBMIT A WORD FILE AS SOFT COPY TO THE FOLLOWING
EMAIL : dir_cnt@ycmou.digitaluniversity.ac**

6. INSPECTION TEAM REPORT

**We have carried out the inspection to the campus on (date) -----
in presence of following staff/officials of the campus.**

Name	Signature of proposed study center staff
1. -----	-----
2. -----	-----
3. -----	-----
4. -----	-----
5. -----	-----
6. -----	-----

We have discussed with the technical, academic and administrative staff of the campus and Management.

We would communicate our recommendation to the YCMOU confidentially.

Name	Signature of Inspecting Team
1. -----	-----
2. -----	-----
3. -----	-----
4. -----	-----
5. -----	-----

Format of Resolution of the Management Body

On the letter head of the Management Body

Resolution Moved by :

Seconded by:

Resolution:

As it is expedient for this body by the objects of the by-laws / constitution of the body, to implement educational programs of high standards, it is proposed to start an educational program - ----- (name of program) from Yashwantrao Chavan Maharashtra Open University, at - ----- (name of campus). The body authorizes the Chairman, Secretary and Principal/Head of Campus to take such necessary steps as required by the rules of the YCMOU.

The Management body resolves to abide by the rules laid down by the YCMOU from time to time for the conduct of the program for which it has applied for.

The Management body understands that the YCMOU reserves right to not recognize the campus as study center after due scrutiny and consideration without having to justify its executive decision and that the decision of the YCMOU in this regard shall be final and binding on us.

The Management body understands that the YCMOU has, under the circumstances where the students' interest compels it to do so, the right to suspend the operation of the study center and upon giving reasonable opportunity to hear the Management body following principles of natural justice, to terminate the operation of study center.

The Management body further understands that the Management body may request YCMOU to close down the center and get the refund of the deposit only after the Study Center has fulfilled necessary obligations regarding the student's academic and administrative obligations.

The Management body resolves to conduct the program of the YCMOU, if the Study Center is allotted to it with utmost dignity, sincerity, quality and shall uphold the high values with which YCMOU has its commitments

(Seal of Society)

Signed by Authorized Signatory

PART V: FORMAT OF PROPOSAL FOR RENEWAL OF RECOGNITION (PFRR)
Instructions for filling up the PFRR:

1. Please go through the entire document carefully, before trying to apply.
2. Make sure that you have understood all the instructions, terms and conditions, responsibilities etc. Do not assume these on the basis of the practices prevalent elsewhere. If you have doubts, contact us.
3. We are supplying the Word document purposely. You are supposed to copy these on your system and use the format on following pages as template. Prepare a Word or Open Office file (compatible with the Word) by entering all the details meticulously.
4. You would be required to submit the Word (or a compatible format) file to email id **dir_cnt@ycmou.digitaluniversity.ac** You are also required to submit the following to the said email id along with the Word document:
 - (a) Biodata of all the experts teachers
 - (b) Digital photographs of the front entrance of the building (campus of proposed SC), the office space, each of the class rooms, laboratory (each one), the group photograph of all the teachers, with a caption mentioning the name of each teacher in the sequence from Left to Right and Top to bottom (if required).
5. You will be required to submit the print out of the proposal with signatures where marked, properly page-numbered and securely bound or placed in files. You are also required to submit the supporting document listed in the checklist.
6. You are required to submit the completed documents as per the deadlines given in the Part I: General Instructions.



ज्ञानमंगा धरोघरी

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY NASHIK

SCHOOL OF CONTINUING EDUCATION

Proposal for Renewal of Recognition

for

Academic Program: (Program Name to be filled by applicant)

Submitted by :

Name and Address of Educational Society with Contact Number:

Name and of Campus, where Study Centre is proposed:

Study Center Code:

Submitted on:

**To
The Director
School of Continuing Education
Yashwantrao Chavan Maharashtra Open University
Nashik 422 222**

(This page is to be pasted on the cover page of the proposal to be submitted)

Index

Sr	Name of Document	Page no.
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5.	By laws or Constitution of the Management Body	
6.	Resolution of the Management Body to undertake Study Center of YCMOU	
7.	Three years audited balance sheet	
8.	Notarized MOU	
9.	If space is hired, undertaking of the owner	
10.	Bio data of the Teaching staff in prescribed format attached, duly signed and with photocopies of mark sheets attached	
11.	Plan of the campus	
12.	List of titles of books connected with the subject of program applied for	
13.	CD /DVD Containing word file of this Proposal	
14.	CD/DVD of video recording of the Institute in mp4 format	
15.	CD/DVD of Show reels if required	



ज्ञानमंगा धरोधरी

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY NASHIK

SCHOOL OF CONTINUING EDUCATION

**PROPOSAL FOR RENEWAL OF RECOGNITION
for**

Academic Program: (Program Name to be filled by applicant)

Submitted by :

Name and Address of Educational Society:

Name and of Campus, where Study Centre is proposed:

Submitted on:

**To
The Director
School of Continuing Education
Yashwantrao Chavan Maharashtra Open University
Nashik 422 222**

PART (A)**REGARDING PERFORMANCE OF SC FOR LAST THREE YEARS**

1. **Study Centre Code:**
2. **Study Centre Name:**
3. **Program Code:**
4. **Program Name:**
5. **Address:**
6. **Information on Registration:** (Enter in the table the number of students registered for last three Academic Years (AY)) for each of the program parts. Notation 20xx -20xx may mean 2011-2012. FY, SY, TY refer to first year/second year/third year of graduate or PG program)

	AY 20xx-20xx	AY 20XX-20XX	AY 20XX-20XX
First Year (FY) of program			
SY			
TY			

7. Information on Examination Result:

		AY 20xx-20xx	AY 20XX-20XX	AY 20XX-20XX
FY	Registered			
	Failed			
	Pass Class			
	Second Class			
SY	First Class +			
	Failed			
	Pass Class			
	Second Class			
TY	First Class +			
	Failed			
	Pass Class			
	Second Class			
TY	First Class +			
	Failed			
	Pass Class			
	Second Class			

8. Number of Students Placed (Do Not Use Additional Sheets)

Sr No	Name of Student	Year of Placement	Employer	Post

9. Any other achievements, issues

10. Was the SC an examination Centre too?

11. Any administrative or legal issues encountered with SC (Voluntary Disclosure)

Name and Signature of SC Head:

Name and Signature of SC Coordinator of the Program:

Seal

Date:

PART (B)

5. ABOUT CAMPUS WHERE STUDY CENTER IS LOCATED

(Important: Please give details of the location where the Study Center is located. DO NOT fill in the details of education society or management body here.)

5.1 Name of the institution/college where the SC is located:

1.2 Address:

CITY:

PIN:

Phone: (STD code):

Phone No

Mobile:

E-mail address:

1.3 Name of the Principal/Head of the campus:

1.4 Address:

CITY:

PIN:

Phone: (STD code):

Phone No

Mobile:

E-mail address:

1.5 Whether the campus building is owned or hired:

(You will have to submit the proof of ownership or that of hiring along with this form)

6.ABOUT INFRASTRUCTURE AVAILABLE

6.1 Ambience

6.1.1 Whether the vicinity is neat, clean and socially conducive to study?

(There should not be socially unhealthy establishment like liquor shops, illegal establishments, etc. This would not be applicable if the university has purposely planned a Study Center for the benefit of the disadvantaged sector for social concerns. However, it must be mentioned clearly here.)

6.1.2 Distance from the nearest bank:

6.1.3 Distance from the nearest Post Office:

6.1.4 Distance from industrial establishment connected with the content of program:

6.1.5 Is a clean toilet available for students:

6.1.6 Is drinking water available for students:

6.2 Space

6.2.1 The total built up area of the campus: ----- (sq meter/ sq ft)

6.2.2 The total carpet area proposed to be available for the proposed study center: -----
----- (sq meter/ sq ft)

6.2.3 Will the space be shared for other purposes? -----

6.2.4 Time during which the space would be available for study center activity:

6.2.5 Timing of the Study Center:

6.2.6 Working days of the study center: -----

6.2.7 Weekly off day: -----

6.2.8 Number of class rooms: -----

6.2.9 Seating capacity for each class room

Class No>											
Capacity>											

6.2.10 Number of laboratory rooms: -----

6.2.11 Seating capacity for each Laboratory room

Lab No>											
Capacity>											

6.2.12 Number of titles in Library: -----

(Pl attach list of titles connected with the subject of the program)

6.2.13 Number of volumes in Library : -----

6.2.14 Number of students which can be taught per batch: -----

6.2.15 Total Number of students which can be taught within the space constraints: -----

6.3 Material Resources

6.3.1 Does the management own the laboratory equipment, etc or is it hired?:

6.3.2 If hired, please give name of owner: -----

6.3.3 Please attach document showing willingness of owner (if lab is hired) allowing you to use the laboratory.

6.3.4 Please fill in the following table showing availability of the equipment:

(Please COPY and PASTE from the Part III: List of infrastructure, from the RECOGNITION AS A STUDY CENTRE: PROCESS MANUAL) for the academic program for which you are applying)

(Please do not attach a separate list. The List must be the same as mentioned in our Process Manual)

Equipment	Required as per Norms	Qnt Actually available	Remarks of proposed SC staff	Remarks of Scrutiny/Inspection Team

DIGITAL PHOTOGRAPHS OF PHYSICAL RESOURCES

A. Photograph of Front Entrance
(place the photograph here)

B. Photograph of Office Space

C. Photograph of Each of the Class Rooms

D. Photograph of each of the Laboratory

E. Photograph of the major equipments

6.4 Human resources

6.4.1 Has the management appointed teachers for the courses to be taught? -----

6.4.2 Please fill in the name of qualified teacher against the course name and also write if the teacher is full time (FT) or on clock hour basis (CHB).

(Do not attach separate list. The bio-data in prescribed format must be submitted for each teacher. Norms for the courses are given in Part III: List of infrastructure, from the RECOGNITION AS A STUDY CENTRE: PROCESS MANUAL. All the courses for a program must be clearly mentioned)

Course Name and Course Code	Qualification of staff Required as per Norms	Name of Teacher	Full Time or CHB	Remarks of Scrutiny/Inspec Team

GROUP PHOTOGRAPH OF TEACHERS

(Caption: Name of teachers from L-R, Top to Bottom)

6.5 Name of the Management body:

6.6 The Management body is registered with : Charity Commission/ Company/ Shop Act/ Registrar of the Society:

6.7 Name of the Chairperson: -----

6.8 Address:

CITY:

PIN:

Phone: (STD code):

Phone No

Mobile:

E-mail address:

3.5 Name of the Secretary: -----

3.6 Address:

CITY:

PIN:

Phone: (STD code):

Phone No

Mobile:

E-mail address:

7. DECLARATION

We the Chairperson and Secretary of the Management body and the Principal of the Campus do solemnly declare that:

- (i) the Management body has resolved to apply for getting renewal of recognition of the YCMOU program as mentioned in this application form,
- (j) the Management body resolves to abide by the rules laid down by the YCMOU from time to time for the conduct of the program for which it has applied for,
- (k) the management body undertakes to extend full cooperation with the YCMOU in the instruction and examination activities of the program and shall instruct the counselors/instructor to participate in the examination and other activities of the program with all sincerity, (The willful negligence or non-participation of the instructors may lead to disqualification of the instructor and consequently the study center to run the program)
- (l) The study center shall keep itself updated with the circulars, notifications and rules of the program by visiting the websites notified by the YCMOU
- (m) the Management body understands that the YCMOU reserves right to not renew the recognition of the study center after due scrutiny and consideration without having to justify its executive decision and that the decision of the YCMOU in this regard shall be final and binding on us,
- (n) the Management body understands that the YCMOU has, under the circumstances where the students interest compels it to do so, the right to suspend the operation of the study center and upon giving reasonable opportunity to hear the Management body following principles of natural justice, to terminate the operation of study center,
- (o) the Management body further understands that the Management body may request YCMOU to close down the center and get the refund of the deposit only after the Study Center has fulfilled necessary obligations regarding the students academic and administrative obligations
- (p) the Management body resolves to conduct the program of the YCMOU, if the Study Center is allotted to it with utmost dignity, sincerity, quality and shall uphold the high values with which YCMOU has its commitments

In testimony of this we set hereunder our signature and seal of the Managing Body:

**Name, Signature and Stamp
Principal/Head of the Campus:**

**Name, Signature and Stamp
Secretary, Management Body**

**Name, Signature and Stamp
Chairperson, Management Body**

8. CHECKLIST OF ENCLOSURES FOR HARD COPY

(Please arrange your proposal file in the following order)

- 1. Processing fee receipt**
- 2. Covering letter**
- 3. Application form duly signed and completes (rubber stamp where required)**
- 4. Copy of Registration of the Management Body**
- 5. By laws or Constitution of the Management Body**
- 6. Resolution of the Management Body to undertake Study Center of YCMOU**
- 7. Three years audited balance sheet**
- 8. If space or Laboratory equipment is hired, undertaking of the owner**
- 9. Bio data of the Teaching staff in prescribed format attached, duly signed and with photocopies of mark sheets attached**
- 10. Plan of the campus**
- 11. List of titles of books connected with the subject of program applied for**
- 12. MOU**

YOU HAVE TO SUBMIT A WORD FILE AS SOFT COPY TO THE FOLLOWING EMAIL BEFORE THE LAST DATE OF SUBMISSION:

dir_cnt@ycmou.digitaluniversity.ac

6. INSPECTION TEAM REPORT

**We have carried out the inspection to the campus on (date) -----
in presence of following staff/officials of the campus.**

Name	Signature of proposed study center staff
1. -----	-----
2. -----	-----
3. -----	-----
4. -----	-----
5. -----	-----
6. -----	-----

We have discussed with the technical, academic and administrative staff of the campus and Management.

We would communicate our recommendation to the YCMOU confidentially.

Name	Signature of Inspecting Team
1. -----	-----
2. -----	-----
3. -----	-----
4. -----	-----
5. -----	-----

Format of Resolution of the Management Body

On the letter head of the Management Body

Resolution Moved by :

Seconded by:

Resolution:

As it is expedient for this body by the objects of the by-laws / constitution of the body, to implement educational programs of high standards, it is proposed to start an educational program - ----- (name of program) from Yashwantrao Chavan Maharashtra Open University, at - ----- (name of campus). The body authorizes the Chairman, Secretary and Principal/Head of Campus to take such necessary steps as required by the rules of the YCMOU.

The Management body resolves to abide by the rules laid down by the YCMOU from time to time for the conduct of the program for which it has applied for.

The Management body understands that the YCMOU reserves right to not recognize the campus as study center after due scrutiny and consideration without having to justify its executive decision and that the decision of the YCMOU in this regard shall be final and binding on us.

The Management body understands that the YCMOU has, under the circumstances where the students' interest compels it to do so, the right to suspend the operation of the study center and upon giving reasonable opportunity to hear the Management body following principles of natural justice, to terminate the operation of study center.

The Management body further understands that the Management body may request YCMOU to close down the center and get the refund of the deposit only after the Study Center has fulfilled necessary obligations regarding the student's academic and administrative obligations.

The Management body resolves to conduct the program of the YCMOU, if the Study Center is allotted to it with utmost dignity, sincerity, quality and shall uphold the high values with which YCMOU has its commitments

(Seal of Society)

Signed by Authorized Signatory

ANNEXURES

Annexure 1. Key Criteria of Scrutiny of the PFR

1. Whether the PFR is as per the prescribed format?
2. Whether the softcopy (Word) of PFR has been mailed to the prescribed email?
3. Whether the DD (Nationalised Bank) of appropriate amount is submitted?
4. Whether the enclosures as mentioned in Checklist are attached with hard copy?
5. Whether the hard copy is signed by applicant after declaration ?
6. Whether the proposal meets the requirement of Physical Infrastructure ?
7. Whether the proposal meets the requirement of appropriate number of qualified teachers ?
8. Whether the soft copy is accompanied with the digital photographs of equipments?
9. Whether the soft copy is accompanied with the digital photograph (group photo) of all the teachers, which are also identified by a caption of the name?
10. Any other criteria as may be determined by the YCMOU from time to time

Annexure 2: List of Major faults in the PFR, which will result in disqualification summarily

1. No DD
2. Non-functioning Telephone and Mobile
3. No Contact Details
4. No signatures on the declaration
5. No resolution of the management body
6. PFR not as per prescribed format
7. No Word file mailed to YCMOU given email id
8. Incomplete information on the columns
9. Failure to comply with the instructions on columns
10. Any other such faults which indicate non-viability of the proposal as per the stated norms

(An applicant may submit a fresh proposal within the prescribed time frame if he gets aware of the major fault having occurred)

Annexure 3: Minor Faults which may be rectified by the applicant within a stipulated period of time

1. Human error in submitting non-crucial parts of the application
2. Change in the information due to acts of gods or acts of man which are beyond the reasonable control of the applicants
3. Any other such minor faults which may be condoned by the YCMOU.

Annexure 4: Format of Memorandum of Undertaking

(To be executed on Non-judicial bond of Rs100 and notarized and submitted to Director, School of Continuing Education)

MEMORANDUM OF UNDERTAKING

We the Chairperson, Secretary of the (Name of the Managing Body) which has been issued a letter of intent by the Yashwantrao Chavan Maharashtra Open University to be recognised as a Study Centre of the (Name of the academic program) at our campus (Name and address of the campus), do hereby solemnly affirm and undertake that:

(a) That the provisions of the Yashwantrao Chavan Maharashtra Open University, Act 1989, Statutes, Ordinances and Regulations there under and the standing orders and directions of the university issued from time to time, (by way of communication through electronic mail, through its websites and/or other means) shall be observed.

(b) That there shall be available (for the conduct of the programs of YCMOU for which recognition is granted) suitable, adequate and well-maintained physical facilities such

as buildings(s), laboratories, library building, books, equipments required for effective teaching as may be prescribed by the university, from time to time and that adequate financial resources will be provided for procuring and maintaining such physical and human resources

(c) That we as a recognised study centre (SC), shall make available the required number of qualified teachers and non-teaching staff for the SC for teaching efficiently. The said teaching staff shall be available for students' evaluation activities including paper setting, development of question bank, evaluation of papers and practical courses.

(d) That the services of all teaching and non-teaching employees and the facilities such as building(s), laboratories etc., shall be made available for conducting examinations and for promoting other activities of the university.

(e) That the directions and the orders issued by the Vice-Chancellor and any other Officer of the university in exercise of the powers conferred on them under the provisions of the Yashwantrao Chavan Maharashtra Open University Act 1989, Statutes, Ordinances and Regulations, prepared there under shall be complied with.

(f) That there shall be no change or transfer of study centre(s) without previous permission of the university authorities.

(g) That the SC shall not be closed without previous permission of the university or closer of the study centre, all the assets of the SC including books, computers, furniture's etc. which have been created out of the funds collected as a fees and charges shall vest in the university.

WE further undertake assert and declare that we unambiguously understand accept unconditionally the following:

(2) No facilities of the SC shall be used for running courses of other private institutions or private providers.

(3) YCMOU reserves the right to levy fine on the SC for gross violation of procedure, wilful neglect of duties, and similar cases.

(4) The responsibility of training and education of the students admitted for the programs rests with the study centre. For this purpose the university prescribes, from time to time, a list of infrastructure including the material, space and human resources. The SC shall procure these resources, keep them up to date, maintain them in good working conditions and allow the students to use them for the purpose of training and education. Failing to meet these may lead to defect in the services to the students and the SC shall be held responsible to the commission and omission in this respect.

(5) The SC shall make the academic staff available to the YCMOU for examination related activities.

(6) The SC shall give clear instructions to the students regarding the safety measures to be undertaken by the students at appropriate time of the instruction and training.

(7)The SC shall put a banner or sign-board (at a place and in a manner such that the general public can notice it) showing the status of the SC for the programs for which it has been duly recognized.

(8) The SC shall bring to the notice the communication from the YCMOU through notice board and/or oral explanations regarding examination and all other activities meant for the students.

(9) In case address of the SC is changed, the SC shall inform the school about the new location and submit a fresh application form mentioning the place, address and append all the relevant details with map, plan and lease deed/ deed of purchase. A fresh letter of recognition is issued after the visit of the inspection team. The Recognition Fee deposited by the SC for the same program is deemed to be continued.

(10) The SC shall forward the fees from the students to the YCMOU without delay within prescribed time deadline. The SC shall verify the eligibility of the candidates before sending the admission forms to the YCMOU. The SC shall ensure that all the attachments including the proof of date of birth and proof of educational qualifications are duly attached to the admission form.

(11) The SC shall keep the candidates/students informed about the rules of the programs strictly according to the prospectus and authenticated communication from the university. In case of any doubts, the SC shall obtain the instruction from the competent authority of the YCMOU and act accordingly. If the SC is found to have miscommunicated the students with a mala fide intention, the recognition of the SC may be withdrawn.

(12) SC shall not operate at a branch office or sub centre.

(13) The recognition is granted for a period of three years. After the period of recognition the SC shall apply for re-recognition in the prescribed form. The SCs that could not enroll students of sufficient batch size would not be recognized as study centres.

(14)The school reserves the right to suspend the operation of a SC if prima facie a case exists that the SC has engaged in the administrative misconduct (including persistent non-conformance of the rules of the YCMOU) or if there are complaint from the students of grave nature. The recognition of the SC may be terminated on enquiry in which a fair chance to hear the case of the SC shall be given.

(15) If a SC is unable to operate effectively due to any reason, it shall inform the school immediately. However the SC shall keep the interest of the students as paramount and keep instructing the students till the next examination and/or make suggestion regarding smooth transfer of the students to another study centre. In such case when the SC is forced to abort the operation, it shall forward the share of the fee received by it from the students to the SC where the students are to be transferred.

(16) The Processing Fees and Recognition Fees shall not be refunded for any reasons what so ever.

IN TESTIMONY THEREOF WE SIGN THIS MEMORANDUM ON THIS (DAY PART OF THE DATE) DAY OF (MONTH) IN THE YEAR (YEAR) ANNO DOMINI AT (PLACE) IN THE REPUBLIC OF INDIA.

(Signature of Chairperson)

(Signature of Secretary)

Name

Name

SEAL of Management Body

Annexure 5: Information to be submitted to the School of Continuing Education by a SC

Information to be submitted before 1 Oct of each year)

1. Assignment of Teacher for each course
2. List of Students
3. List of practical for each practical course

Information to be submitted before 20 March each year

1. Home Assignments Question papers
2. List of Students with marks in Continuous Assignment (CA)
3. Attendance to the Counselling Sessions (Theory) and Practical Sessions (signature of students and Counsellor/Instructor and Topic/Practical Activity must clearly mentioned)
4. Video recording of at least 10 video which may be shot using either professional or non-professional devices (like mobile camera, etc) with High Definition and clear audio. In case the quality of the video is good, the university may publish the video on its website and pay a remuneration
5. One sample Work Book journal for each of the practical course (One copy per practical course)
6. Record of payment of the Honoraria to the counsellors and instructors and other staff

Annexure 5: Biodata Format for Instructor/Expert

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK

School of Continuing Education

BIO DATA for the Subject Expert

The bio data must be accompanied with the qualification proofs

(1) Personal Information:

1.1 Full Name: (Surname) (First Name) (Middle name)

1.2 Address for correspondence:

CITY :

PIN:

Phone: (STD code)-Phone No format:

Mobile Phone:

e-mail address:

FAX:

1.3 Residence Address

CITY :

PIN:

Phone: (STD code)-Phone No format:

Mobile Phone:

e-mail address

1.4 Date of Birth (dd mm yyyy): -----

1.5 Sex: Male/Female -----

(2) Qualification and experience:

2.1 Educational:

Exam	Univ./Board	Main subject	Aggregate %	Year
10 th				
12 th				

2.2 Experience:

Duration	Employer	Designation	Scale	Reason for leaving job

(from –to)				

2.3 Membership of Professional bodies (if any)

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.....

2.4 Experience at School of Continuing Education Study Center:

Study Center	Course taught	from	to

2.5 Knowledge of Computers (Put tick marks)

Skills	Expert	Comfortable	Novice	Never done
Word processing				
Spread sheets				
Data entry				
Internet surfing				
e-mailing				
programming				
Other(specify)				

2.6 Study Center where presently working/propose to work:

CITY:

PIN:

2.7 Subjects which you teach/propose to teach

2.8 Do you have higher qualification than the course which you propose to teach? Yes/No

(Explain, if No)

I declare that to the best of my knowledge and belief the information given above is true and correct.

Name:

(Signature)

Place:

Date:

CONTACT DETAILS

Postal Address:

Director

School of Continuing Education

Dnyrnangotri, Near Gangapur Dam, Nashik-422 222

Telephone : (0253) 2231714, 2231715, 2230227 Direct : (0253) 2231480 E-Mail :

dir_cnt@ycmou.digitaluniversity.ac (Only for submitting PFR, PFRR)

Website : <http://ycmou.digitaluniversity.ac>, <http://ycmou.ac.in>

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