

School of Architecture, Science and Technology,
Yashwantrao Chavan Maharashtra Open University Nashik

Study Center Manual and Application Form 2021

2021

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ACADEMIC PROGRAMMES OPEN FOR RENEWAL OF EXISTING STUDY CENTERS

University has opened/ started Renewal Process of existing Study Center for the following Programmes as mentioned in the Table for the Year 2021.

SN	Level	Science Programmes	Institutional Criteria for Renewal of Study Center	Opened for Renewal Process of Study Center for 2021
1	PGDip	☐ T105: Post Graduate Diploma in Statistics (PGDS)	Regular approved Senior Science College having affiliation from conventional University for offering Programmes in Mathematics/ Statistics or Autonomous/State/National level Mathematical and Statistical Institutes recognized by State/ Central Govt.	NA
2	UG	☐ V92: Bachelor of Science {Physics, Chemistry, Mathematics}	Regular approved Senior Science/ Engineering College having affiliation from conventional University/ AICTE for offering Programmes	Only Renewal
3	PG	☐ V57: M.Sc. (Mathematics) {2015 Pattern}	Regular approved Senior Science College having affiliation from conventional University for offering Programmes in Mathematics or Autonomous/State/National level Institutes offering Mathematics recognized by State/ Central Govt.	*Only Renewal (Only after subject to UGC Approval)
4	PG	☐ V58: M.Sc. (Environmental Science) {2015 Pattern}	Regular approved Senior Science College having affiliation from conventional University for offering Programmes in Life Sciences like Microbiology, Chemistry, Botany, Environmental Science or Autonomous/State/National level Environmental Institutes recognized by State/ Central Govt.	Only Renewal

SCHEDULE FOR STUDY CENTER RENEWAL PROCESS

All the **existing** recognized Study Centers, YCMOU Regional Centers, and SSD, please follow the schedule given here to complete this task by **31-March-2021**.

SN	Activity	Duration	Submission at
1	Study Center Renewal form for 2021 made available at YCMOU Web Portal from	10-January-2021 to 31-January-2021	Application proposal to be submitted at
2	Last date of submission of Study Center Renewal form for 2021 by existing Study Centres only	05-February-2021	Respective Regional Centers of YCMOU
3	Scrutiny of Renewal Application by Regional Centers	20-February-2021	Respective Regional Centers of YCMOU
4	Summarized Report submission for Renewal/ Rejected existing Study Centres only by Regional Centers	28-February-2021	SSD YCMOU
5	Approval by Hon. V.C. for Point No 4	Till 21Mar 2021	SSD YCMOU
6	Approval letters to Study Centers and copy to all concerned from SSD on email and by post	Till 31 Mar 2021	School and SSD, YCMOU

WHERE TO SUBMIT YOUR STUDY CENTER APPLICATION

After completing this document with all specified details and documents, please send by "**SPEED Post AD**" of **Indian Postal system** (**Not by Private Courier**)

1. **Original Print copy** with Demand Draft for Processing Fees to "**Regional Director**, of your region on their address mentioned in the AST Prospectus".
2. **Soft copy of all Study Centre Staff and course/ subject wise counsellors** to be submitted in the specified format of Resume available in Study Centre Renewal Application form only after approval given by the University to your institution on **Email: director.ast@ycmou.ac.in** to "**Dr. Sunanda More, Director**, School of Architecture, Science and Technology YCMOU, Nashik – 422 222, MH, India".
1. **Email ID of YCMOU Regional Director** (As applicable to your institution as per the district of your institution. See **Prospectus** for more details)
 1. rd_amravati@ycmou.digitaluniversity.ac,
 2. rd_aurangabad@ycmou.digitaluniversity.ac
 3. rd_mumbai@ycmou.digitaluniversity.ac
 4. rd_nagpur@ycmou.digitaluniversity.ac
 5. rd_nashik@ycmou.digitaluniversity.ac
 6. rd_pune@ycmou.digitaluniversity.ac
 7. rd_kolhapur@ycmou.digitaluniversity.ac
 8. rd_nanded@ycmou.digitaluniversity.ac

A crossed demand draft from any **Nationalized Bank** for **₹15,000/-** (if applying for study center renewal for a **single** programme) and **Rs. 5000/-** per **addition** of programme if applying for multiple programmes from **this School only**, drawn on "The **Finance Officer**, YCMOU" and payable at Nashik, must be attached **along with** this application against payment of **nonrefundable** Processing Fee.

For government organizations, Processing Fee is not required.

RENEWAL FORM FOR EXISTING STUDY CENTER FOR YEAR 2021

PART I: COVERING LETTER FORMAT

Duly signed Letter on official letterhead of the applicant institution / college, as per the prescribed format given in 'Appendix I', must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Part I: Covering Letter Format'.

Part II: Information about Institution

Type your institution's information at appropriate spaces below.

1. Basic Information			
1. Name of the College/Institution			
2. Name of the Society/Trust			
3. Postal Address			
City/Town:			
Postal Code:			
4. Phone (include Country and Area Code separated by -)			
6. Email / Website			
7. Management Type	This College/Institution is owned and managed by the <input type="checkbox"/> Government, <input type="checkbox"/> Private		
8. Institution Type	This College/Institution is <input type="checkbox"/> Science College <input type="checkbox"/> Other		
9. Available Free Timings	Available free time at this College/Institution is <input type="checkbox"/> Morning 7-11 Hrs, <input type="checkbox"/> Evening 17-21 Hrs <input type="checkbox"/> Morning 7-11 Hrs and Evening 17-21 Hrs, <input type="checkbox"/> Full Time		
10. Internet Access Availability	Broadband Internet access is available on LAN at this Institution <input type="checkbox"/> Yes, <input type="checkbox"/> No		
11. Details of Present Affiliation / Recognition by other University/ AICTE			
2. Application and Processing Fee Details			
Application Ref:		Date:	
Processing Fee: Rs. 15000/- and Rs. 5000/- per addition of programme from this School. DD No:	Name of Nationalized Bank:	Date:	
3. Institution's Quality and Approval Information			
Other University Affiliation Details: Programmes and Intake Approved:		Date:	
Government Registration:	(Society / Trust / Company / Other)	Date:	
NAAC Quality Rating/ Grade:		Date:	
ISO Certificate Details:		Date:	
4. Past YCMOU Association			
1. Institution was YCMOU study center?	<input type="checkbox"/> Yes, <input type="checkbox"/> No		
2. If yes, a) Study Center Code: b) From Year: c) YCMOU Programmes on offer:			

5. Application Details

1	Study Center Applied for: You must submit separate application for each Programme. Hence, please select only one Programme from this table.	SN	Level	Science Programmes	SC Applied for
		2	UG	<input type="checkbox"/> V92: Bachelor of Science {Physics, Chemistry, Mathematics}	<input type="checkbox"/> Only Renewal
		3	PG	<input type="checkbox"/> V57: M.Sc. (Mathematics) {2015 Pattern}	<input type="checkbox"/> * Only Renewal (Only after subject to UGC Approval)
		4	PG	<input type="checkbox"/> V58: M.Sc. (Environmental Science) {2015 Pattern}	<input type="checkbox"/> Only Renewal
2	'Student In-Take Capacity' Applied for:	<input type="checkbox"/> V92: 60/ 120/ 180 <input type="checkbox"/> V57: 30/ 60/ 120 <input type="checkbox"/> V58: 30/ 60/ 120			

6. 'Study Center Head' Contact Information

(Preferably Principal of the institution)

Description	College/Institution	Residence
Name		
Postal Address		
City/Town:		
Postal Code:		
Phone (include Country and Area Code separated by -)		
Mobile		
Email		

7. Programme Coordinator Contact Information

(Qualifications can be from respective/ any discipline)

Description	College/Institution	Residence
Name		
Postal Address		
City/Town:		
Postal Code:		
Phone (include Country and Area Code separated by -)		
Mobile		
Email		

8. Human Resource Details

SN	Post	Name	Highest Qualification	Total Experience (Teaching + Professional)
A. Administrative Staff				
1	Study Center Head			
2	Programme Coordinator			

3	Clerk			
4	Attendant			

B. Academic Counselor

Please provide here brief details of each expert (who qualify to work as a counselor with specified qualifications / experience and willing to contribute as a counselor. Resume (in the prescribed format as given in Appendix II) which is duly signed by the each expert and the Principal, must be scanned, appropriately cropped and inserted in "Resume in Prescribed Format" section of this document in the same order.

Please refer AST Prospectus available at the website at <http://ycmou.digitaluniversity.ac> under "Prospectus 2020-21" tab to fill accurate ***Semester No and Course Codes** of the Programmes on offer.

In this format, Study center has to provide details of Counselors for all the courses (Theory, Practical/Project, etc) of the Programme for which Study Center Application for Renewal is submitted.

Criteria for Approval of Academic Counselor for Teaching, Development of Self Instructional Material, Evaluation and Examination related activities are:

Normally, educational qualification of the counselor/expert shall be from the respective discipline of the academic programme.

- For Diploma/ Post Graduate Diploma Programme: UG or PG / higher qualification
- For UG Programme: PG / higher qualification
- For PG Programme: PG with 2 year's teaching/ research/ industrial experience or M.Phil / Ph.D like higher qualification

Number of counselors, with specified qualifications and experience : Minimum 1 (One) for each Course (Subject) at each semester

Programme Code and Name:

SN	Name	Qualifications	Experience Teaching/ Industry	Email & Mobile	For *Semester No and Course Code(s)
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					

PART III: INFRASTRUCTURE CHECK LIST

Type 'Status or Quantity' of each item about your institution, in the second column from right titled as 'Status or Quantity'.

SN	Description	Status or Quantity	Study Center Committee Inspection Report
1.1 Basic Infrastructure: Building			
1	Rooms for counseling sessions, with enough <ol style="list-style-type: none"> 1. windows for proper ventilation and natural light, 2. Electric Lights and Fans, 3. Black or White Board and 4. Proper furniture for seating and writing 		
2	Drinking water arrangement with water filter		
3	Toilet for boys		
4	Toilet for girls		
5	Notice Board		
6	Room for Office		
7	Study Center (SC) Name Board (30 x 48 inches size)		
8	SC Staff Contact Information Board (30 x 48 inches size)		
1.2 Basic Infrastructure: Computing			
1	Servers: Intel I5 or better, 8 GB RAM, 500 GB 7200 rpm or SATA HDD, 1 GBPS LAN card, 15" wide LED Monitor, DVD Writer, Keyboard, Optical Mouse, Web Cam, All-In-One (Print, Scan, Copy, Fax) Ink-Jet or Laser Printer, 750 VA UPS, and Windows 10 with all latest security patches, Antivirus, Media Player, Office 2010, Acrobat Reader 10, Flash Player		
2	Clients: Intel I3 or better processor, 2 GB RAM, 500 GB 7200 rpm or SATA HDD, 1 GBPS LAN card, 15" wide LED Monitor, Keyboard, Optical Mouse, 750 VA UPS, and Windows 7 with all latest security patches, Antivirus, Media Player, Office 2010, Acrobat Reader 10, Flash Player		
3	Minimum 1 GBPS LAN of total 16 computers		
1.3 Basic Infrastructure: Communication			
1	Telephone		
2	Internet Access: Broadband Internet Access like DataOne, Triband etc, of Minimum 512 kbps or higher speed.		

2.1 Academic Infrastructure: Laboratory			
1	Lab with enough <ol style="list-style-type: none"> 1. windows for proper ventilation and natural light, Electric Lights and Fans, Black or White Board and 2. All the required equipment, instruments, consumables, proper furniture for performing all the specified Lab activities for each course Complete list of all Lab activities for each course in an academic programme can be found in its ' Syllabus ', which is also available for free download at university website. As per the activities, required lab facilities shall be set-up by the Study Center		
2.2 Academic Infrastructure: Library			
1	Minimum Number of sets of all specified books for each course (subject) in Library		
2	Minimum Number of sets of all reference books and journals for each course (subject) in Library		
3.1 Human Resource: Academic			
1	Number of counselors, with specified qualifications and experience : Minimum 1 (One) for each Course (Subject) at each semester		
3.2 Human Resource: Administrative			
1	Study Centre Head (SCH)		
2	Programme Coordinator (PC)		
3	Clerk		
4	Attendant		

4. Document's Verification Check List			
4.1 Scanned copies of attested photocopies of following documents must be inserted at appropriate places.			
4.2 Original copies of the following documents must be available during the inspection visit.			
1	Resolution of the Society/Trust duly signed by concerned authorities		
2	Memorandum of undertaking duly signed by concerned authorities		
3	Crossed Demand Draft of any nationalized bank for the specified amount towards payment of non-refundable Processing Fee, drawn in favor of 'The Finance Officer, Yashwantrao Chavan Maharashtra Open University' payable at Nashik		
4	Government Registration of the Institution under Society Act or Trust Act or Company Act etc		
5	Affiliation of the Institution by other University/ UGC/ AICTE		
6	Quality Rating of the Institution by the NAAC/ISO etc		
7	The '7/12 Extract for the land' or 'Lease Agreement for minimum Period of 5 Years' for the Institutional Premises		
8	Purchase Proof or Ownership Declaration for all the specified computing infrastructure		
9	Broadband Internet Access Allotment Letter or last paid bill		
10	Detail proposed schedule and time table of the specified counseling sessions for all courses at each semester. This document should also include the name of the proposed counselor for each course and location like lecture hall/name or number.		
11	<i>Resume in the prescribed format along with attested photocopies of all supporting documents for each counselors for each subject</i>		

DIGITAL COLOR PHOTOGRAPHS

DIGITAL COLOR PHOTOGRAPHS OF BASIC INFRASTRUCTURE: BUILDING

<p>Campus</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>	<p>Building</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>
<p>Room for Study Center Head</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>	<p>Room for Programme Coordinator</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>
<p>Classroom for Diploma / UG</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>	<p>Classroom for PG</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>
<p>Drinking Water Facility</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>	<p>Proposed Office Room</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>
<p>External View of Toilet (Gents)</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>	<p>External View of Toilet (Ladies)</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>
<p>Proposed Location for Notice Board</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>	<p>Proposed Location for Study Center Name Board</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>
<p>Proposed Location for SC Staff Contact Information Board</p> <p>Insert compressed digital color photo in jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.</p>	

DIGITAL COLOR PHOTOGRAPHS OF BASIC INFRASTRUCTURE: COMPUTING

Computer Lab Insert compresseddigital color photoin jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.	Server Insert compresseddigital color photoin jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.
Typical Computer used as Client Insert compresseddigital color photoin jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.	

DIGITAL COLOR PHOTOGRAPHS OF BASIC INFRASTRUCTURE: COMMUNICATION

Modem for Broadband Internet Access Insert compresseddigital color photoin jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.	
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DIGITAL COLOR PHOTOGRAPHS OF ACADEMIC INFRASTRUCTURE: LABORATORY

for Post Graduate Diploma / UG Insert compresseddigital color photoin jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.	for PG Insert compresseddigital color photoin jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.
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DIGITAL COLOR PHOTOGRAPHS OF ACADEMIC INFRASTRUCTURE: LIBRARY

Library Insert compresseddigital color photoin jpeg format of 600 (W) x 450 (H) pixels of above item, here in place of this sentence.	
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DIGITAL COLOR PHOTOGRAPHS OF HUMAN RESOURCE: ACADEMIC COUNSELLOR

Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 01	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 02	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 03	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 04
Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 05	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 06	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 07	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 08
Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 09	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 10	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 11	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 12
Ins Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 13	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 14	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 15	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Counselor 16

DIGITAL COLOR PHOTOGRAPHS OF HUMAN RESOURCE: ADMINISTRATIVE STAFF

Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of SCH	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of PC	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Clerk	Insert compresseddigital color photoin jpeg format of 120 (W) x 160 (H) pixels of following person here, in place of this sentence. Name of Attendant
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COPIES OF SPECIFIED DOCUMENTS

RESOLUTION OF THE SOCIETY/TRUST

Duly signed 'Resolution of the Society/Trust' on official letterhead of the Society/Trust, as per the prescribed format given in 'Appendix III', must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Resolution of the Society/Trust'.

MEMORANDUM OF UNDERTAKING

Duly signed 'Memorandum of undertaking' on ₹100/- stamp paper, as per the prescribed format given in 'Appendix IV', must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Memorandum of undertaking'.

PROCESSING FEE DD

Demand draft for 'SC Renewal Processing Fee' shall be submitted to respective Regional Center along with the Original Copy of your institute/ college 'SC Application'

Crossed Demand Draft of any nationalized bank for 'SC Renewal Processing Fee' payment, must be scanned, appropriately cropped and inserted here in appropriate single column width size, in place of this sentence, immediately after above heading 'Processing Fee DD'.

GOVERNMENT REGISTRATION

Duly signed 'Government Registration' letter (under society / trust / Company / other) for the applicant institution must be scanned,appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Government Registration'.

RECOGNITION AND APPROVAL BY OTHER UNIVERSITY/ UGC/ AICTE NEW DELHI

Duly signed Letter for the 'Recognition and Approval by Other University' (if applicable) for the applicant institution must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Recognition and Approval by Other University'.

QUALITY RATINGS

Duly signed Letter for the 'Quality Ratings' (like ISO / NAAC) for the applicant institution must be scanned,appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Quality Ratings'.

'7/12 EXTRACT' OR 'LEASE AGREEMENT' FOR INSTITUTIONAL PREMISES

'7/12 Extract' **or** 'Lease Agreement' for Institutional Premises' or 'Other Agreement' for the applicant institution must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading '7/12 Extract' or 'Lease Agreement' for Institutional Premises'.

BROADBAND INTERNET ACCESS ALLOTMENT LETTER

'Broadband Internet Access Allotment Letter' by the applicant institution must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Broadband Internet Access Allotment Letter'.

COUNSELING SESSION TIME-TABLE

Each study center can schedule counseling sessions for the specified hours during each semester as per the local constraints. Study centers are free to plan any number of sessions on any day. Following abbreviations are used:

1. **CC:** Course Code
2. **TN:** Teacher's Name
3. **Room:** Room's Unique Identification Number

SEMESTER 01

Day	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
Mon	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Tue	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Wed	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Thu	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Fri	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Sat	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Sun	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:

SEMESTER 02

Day	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
Mon	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Tue	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Wed	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Thu	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Fri	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Sat	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Sun	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:

RESUME IN PRESCRIBED FORMAT

STUDY CENTER HEAD

Duly filled (in own handwriting) and signed Resume of 'Study Center Head' forwarded through 'Study Center Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Study Center Head' and 'Second Page' on the next following page.

PROGRAMME COORDINATOR

Duly filled (in own handwriting) and signed Resume of 'Programme Coordinator' forwarded through 'Study Center Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Programme Coordinator' and 'Second Page' on the next following page.

COUNSELOR 01

Duly filled (in own handwriting) and signed Resume of 'Counselor 01' forwarded through 'Study Center Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Counselor 01' and 'Second Page' on the next following page.

COUNSELOR 02

Duly filled (in own handwriting) and signed Resume of 'Counselor 02' forwarded through 'Study Center Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Counselor 02' and 'Second Page' on the next following page.

COUNSELOR 03

Duly filled (in own handwriting) and signed Resume of 'Counselor 03' forwarded through 'Study Center Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Counselor 03' and 'Second Page' on the next following page.

COUNSELOR 04

Duly filled (in own handwriting) and signed Resume of 'Counselor 04' forwarded through 'Study Center Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Counselor 04' and 'Second Page' on the next following page.

COUNSELOR 05

Duly filled (in own handwriting) and signed Resume of 'Counselor 05' forwarded through 'Study Center Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Counselor 05' and 'Second Page' on the next following page.

APPENDIX I: COVERING LETTER FORMAT

Following letter must be on official letterhead of the concerned college/Institution to be addressed to the respective Regional Director of resp. Region of YCMOU.

To,

The Regional Director,
Regional Center
Yashwantrao Chavan Maharashtra Open University

Subject: Application for the Renewal of existing Study Centre (Study Centre Code: _____) of 'Yashwantrao Chavan Maharashtra Open University' for following tick marked academic programme

You must submit **separate** application for **each** Programme.

SN	Level	Science Programmes	SC Applied for
2	UG	<input type="checkbox"/> V92: Bachelor of Science {Physics, Chemistry, Mathematics}	<input type="checkbox"/> Only Renewal
3	PG	<input type="checkbox"/> V57: M.Sc. (Mathematics) {2015 Pattern}	<input type="checkbox"/> * Only Renewal (Only after subject to UGC Approval)
4	PG	<input type="checkbox"/> V58: M.Sc. (Environmental Science) {2015 Pattern}	<input type="checkbox"/> Only Renewal

Sir,

This college/Institution is interested in establishing/ renewal of a Study Centre of 'Yashwantrao Chavan Maharashtra Open University (YCMOU)' for above tick marked academic programme. Scanned copies of attested photocopies of all specified documents, are inserted in this word document, in the specified order.

We have read all the information about these programmes, given in the Prospectus and Syllabus. We agree to abide by the rules and regulations of the University for these Programmes, prescribed and revised from time to time. We hereby undertake to extend full cooperation and support for the smooth conduct of these academic programmes (including end exam and central assessment programme), as per the approved rules of the university. We agree that all legal disputes regarding study center and enrolled students shall be subject to Nashik jurisdiction only.


I request the University Authorities to consider our application sympathetically and grant us a Study Centre for above tick marked academic programme.

Thanking you and hope for early favorable replay.

Yours sincerely

(Principal/Head)
Sign with Stamp

APPENDIX II: PRESCRIBED FORMAT FOR RESUME OF EACH PROPOSED STAFF

 ज्ञानगंगा घरोघरी	RESUME FORMAT TO CONTRIBUTE AS AN COUNSELOR/ EXPERT AT SCHOOL OF ARCHITECTURE, SCIENCE AND TECHNOLOGY (AST), YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK – 422 222, MAHARASHTRA, INDIA		
For Office Use Only			
PC	Approved for Course Codes	Duration	SC Resolution
Approved and Certified by Regional Director			
Note	<p>1. Regional Directors are authorized to certify and approve subject/ course wise counsellors and experts as per the following criteria mentioned in 8.B. Academic Counsellor at Page 8.</p> <p>Criteria for Approval of Academic Counsellor for Teaching, Development of Self Instructional Material, Evaluation and Examination related activities are: Normally, educational qualification of the counselor/expert shall be from the respective discipline of the academic programme.</p> <ul style="list-style-type: none"> <input type="checkbox"/> For Diploma/ Post Graduate Diploma Programme: UG or PG / higher qualification <input type="checkbox"/> For UG Programme: PG / higher qualification <input type="checkbox"/> For PG Programme: PG with 2 year's teaching/ research/ industrial experience or M.Phil / Ph.D. <p>2. Regional Directors shall provide approval letters to resp. Counsellors/ experts of Study Centers</p> <p>3. Regional Directors shall submit approved course/ subject wise list of counsellors / experts on email to the following –</p> <ol style="list-style-type: none"> 1. Director, School of Architecture, Science And Technology (AST) 2. Director, Evaluation and 3. Director, SSD 		
Counselor/Expert Resume			
(A) Personal Information			
Name	First Name	Middle Name	Last Name
Date of Birth	Day	Month	Year
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Languages Known	<input type="checkbox"/> English <input type="checkbox"/> Marathi <input type="checkbox"/> Hindi <input type="checkbox"/> Other (Please specify):		
			Affix here your stamp size color photograph
			Sign
(B) Contact Information			
Description	College / Institution / Study Center	Residence	
Postal Address			
City/Town:			
Postal Code:			
Phone (include Country & Area Code separated by -)			
Mobile			

Email	
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(C) Educational Qualifications

Description	Doctoral	Post-Graduate	Graduate	Diploma
Degree/Diploma				
Discipline				
Board/University				
Year				
Percentage				

(D) Experience Details

- D1. Total Experience: _____ years
 D2. Academic Experience: _____ years
 D3. Industrial or Professional Experience: _____ years
 D4. Have you contributed for YCMOU jobs in past? Yes, No

D5. Job History

Description	Present Job	Previous Job 1	Previous Job 2	Previous Job 3
Designation				
Organization				
Appointment Date				
Leaving Date				

(E) Select all those Jobs, where you wish to contribute

Development	Operation	Examination
Video Programme for Swayamprabha and Swayam Platform: <input type="checkbox"/> Subject Expert <input type="checkbox"/> Moodle / IT Expert Audio Lectures on Yashwani: <input type="checkbox"/> Subject Expert Self-Learning Material - Book or Workbook: <input type="checkbox"/> Writer <input type="checkbox"/> Content Editor <input type="checkbox"/> Language Editor <input type="checkbox"/> Translator	Coordination <input type="checkbox"/> Study Center Head <input type="checkbox"/> Programme Coordinator Counseling <input type="checkbox"/> Counselor	Question Bank <input type="checkbox"/> Item Writer <input type="checkbox"/> Content Editor <input type="checkbox"/> Language Editor Paper Setting <input type="checkbox"/> Theory Paper Setter End Exam Coordination <input type="checkbox"/> Exam Center Head Theory End Exam Conduct <input type="checkbox"/> Sr External Supervisor <input type="checkbox"/> Sr Internal Supervisor End Exam Conduct for Activity courses <input type="checkbox"/> External Examiner <input type="checkbox"/> Internal Examiner Central Assessment Programme <input type="checkbox"/> Moderator <input type="checkbox"/> Examiner

(F) List all those Courses, which you are teaching from last 5 years and for which you wish to contribute:

SN	Name of the Course (Subject)	SN	Name of the Course (Subject)
01		06	
02		07	
03		08	
04		09	
05		10	

(A) Declaration and Signatures

I declare that above information is true to best of my knowledge. Attested photocopies of relevant documents are attached herewith.	Forwarded through me for further necessary favorable considerations
Signature of Applicant with Date	Principal's Signature

APPENDIX III: FORMAT FOR RESOLUTION OF THE SOCIETY/TRUST

It is resolved unanimously in the meeting of the Governing body of

_____ held on _____ under the Chairmanship of Shri _____
 _____ that the Study Centre of Yashwantrao Chavan Maharashtra Open
 University, Nashik be established in

College / Institute / Foundation / Trust.

If the University permits the College/Institute/Foundation/Trust to establish the centre, we undertake to provide all the necessary academic and infrastructural facilities and cooperate for the smooth and efficient functioning of the Study Centre. We shall extend full cooperation and support for the smooth conduct of these academic programmes (including end exam and central assessment programme), as per the approved rules of the university. We shall abide by the rules and regulations of the Yashwantrao Chavan Maharashtra Open University, Nashik prescribed and revised from time to time.

If the Study Centre is closed down for any reason, equipments, furniture, books and other material, which is supplied by the University, shall be returned back to the University We shall have no objection if the University ceases the services of Counselors, Coordinator and Office Staff appointed at the Study Centre.

Proposed by _____

Seconded by _____

(Seal of the Institution)	Signature with Date	Signature with Date
	(Name: _____) Secretary Institution/Foundation/Trust	(Name: _____) Chairman/President Institution/Foundation/Trust

APPENDIX IV: FORMAT FOR MEMORANDUM OF UNDERTAKING

(To be submitted duly filled in by the Management on ₹100 stamp paper.)

We,

Name			
Designation	Chairman / President	Secretary	Principal / Director
Name of Society or Institution			

Have been given to understand about the various programmes of YCMOU, Nashik

We shall offer the services of our institute for establishing of the Study Centre of YCMOU for _____ Programme.

1. We hereby agree to spare the accommodation, equipment, tools and other infrastructural facilities for implementation of the programme as prescribed by YCMOU.
2. We hereby agree to insure security of equipment provided by YCMOU.
3. We here by agree to provide willing faculty members of our institute to work as Programme Coordinator, Counselors or other any other designation, as may be prescribed YCMOU.
4. We hereby agree to make available necessary training materials, consume electricity and water facilities to the students undergoing training programmes of the university.
5. We hereby agree to implement the programmes of YCMOU sincerely with due dignity, quality and maintain the high standard of educational values as prescribed by YCMOU.
6. We also agree to maintain all records in respect of the programmes and submit the same to the university authorities as and when asked for.
7. We hereby agree to return all furniture, equipment, books and any other material which the University will provide us, if and when the study centre is closed for any reason. We shall also have no objection if the University ceases the services of Counselors, Coordinator and office staff appointed at the study centre.
8. We shall extend full cooperation and support for the smooth conduct of these academic programmes (including end exam and central assessment programme), as per the approved rules of the university.
9. We agree that all legal disputes regarding study center and enrolled students shall be subject to Nashik jurisdiction only.

We put below our signature in token of agreement of above terms for implementing the educational programmes of YCMOU.

(Seal of the Institution)	Signature with Date (Name: _____) Principal/Head Institution/Foundation/Trust
Signature with Date (Name: _____) Secretary Institution/Foundation/Trust	Signature with Date (Name: _____) Secretary Institution/Foundation/Trust

Signed and accepted on behalf of Yashwantrao Chavan Maharashtra Open University, Nashik.

(Seal of the University)	Signature with Date (Name: _____) Registrar, Yashwantrao Chavan Maharashtra Open University, Nashik
--------------------------	----------------------------------------------------------------------------------------------------------------

APPENDIX V: INFRASTRUCTURE REQUIREMENTS

Essential requirements for the study center of any Academic Science Programme on offer from the School of Architecture, Science and Technology			
SN	Description	Dip/PG Dip/ UG	PG
1.1 Basic Infrastructure: Building			
1	Rooms for counseling sessions, with enough (1) windows for proper ventilation and natural light, (2) Electric Lights and Fans, (3) 1 (One) Black or White Board and (4) Proper furniture for seating and writing	1 room for 2 semesters, with 60 students capacity	1 room for 2 semesters, with 40 students capacity
2	Drinking water arrangement with water filter	1	1
3	Toilet for boys	1	1
4	Toilet for girls	1	1
5	Notice Board	1	1
6	Room for Office	1	1
7	Sign Board	1	1
8	Contact Information Board	1	1
1.2 Basic Infrastructure: Computing			
1	Servers: Intel I5 or better, 8 GB RAM, 500 GB 7200 rpm or SATA HDD, 1 GBPS LAN card, 15" wide LED Monitor, DVD Writer, Keyboard, Optical Mouse, Web Cam, All-In-One (Print, Scan, Copy, Fax) Ink-Jet or Laser Printer, 750 VA UPS, and Windows 10 with all latest security patches, Antivirus, Media Player, Office 2010, Acrobat Reader 10, Flash Player	1	1
2	Clients: Intel I3 or better processor, 2 GB RAM, 500 GB 7200 rpm or SATA HDD, 1 GBPS LAN card, 15" wide LED Monitor, Keyboard, Optical Mouse, 750 VA UPS, and Windows 7 with all latest security patches, Antivirus, Media Player, Office 2010, Acrobat Reader 10, Flash Player	08	08
3	Minimum 1 GBPS LAN of total 08 computers	1	1
1.3 Basic Infrastructure: Communication			
1	Internet Access: Broadband Internet Access like DataOne, Triband etc, of Minimum 2 mbps or higher speed, shared across LAN	1	1
2.1 Academic Infrastructure: Laboratories			
1	Laboratories with enough <ul style="list-style-type: none"> ❖ windows for proper ventilation and natural light, Electric Lights and Fans, Black or White Board and ❖ All the required equipment, instruments, consumables, proper furniture for performing all the specified Lab activities for each course Complete list of all Lab activities for each course in an academic programme can be found in its 'Syllabus', which is also available for free download at university official website.	1 Lab for 2 semesters, with 60 students capacity	1 Lab for 2 semesters, with 40 students capacity
2.2 Academic Infrastructure: Library			
1	Minimum Number of sets of all specified books, reference books and journals for each course (subject) in Library	Minimum 20% of the sanctioned Student In-Take Capacity	
3.1 Human Resource: Academic Counselor			
1	Minimum number of counselors, with qualification and experience as per the respective statutory council's norms for the post of Assistant Professor. But normally 1 (one) counselor should be appointed on clock hour basis for each course (subject).	Minimum 1 counselor for each course at each semester	Minimum 1 counselor for each course at each semester
2	Minimum number of Lab Assistants But normally 1 (one) Lab Assistant should be appointed on clock hour basis for each course (subject).	Minimum 1 Assistant for 2 semesters	Minimum 1 Assistant for 2 semesters
3.2 Human Resource: Administrative Staff			
1	Study Centre Head	1	1
2	Programme Coordinator	1	1
3	Clerk	1	1
4	Attendant	1	1
4. Document's Verification Check List			
4.1 Scanned copies of attested photocopies of following documents must be inserted at appropriate places.			
4.2 Original copies of the following documents must be available during the inspection visit.			
1	Resolution of the Society/Trust duly signed by concerned authorities	Essential Document	
2	Memorandum of undertaking duly signed by concerned authorities	Essential Document	

Essential requirements for the study center of any Academic Science Programme on offer from the School of Architecture, Science and Technology			
SN	Description	Dip/PG Dip/ UG	PG
3	Crossed Demand Draft of any nationalized bank for the specified amount towards payment of non-refundable Processing Fee, drawn in favor of 'The Finance Officer, Yashwantrao Chavan Maharashtra Open University' payable at Nashik	Essential Document	
4	Government Registration of the Institution under Society Act or Trust Act or Company Act etc	Essential Document	
5	Affiliation of the Institution/ college by other University/ UGC/ AICTE	Essential Document	
6	Quality Rating of the Institution by the NAAC/ISO	Desirable Document	
7	The '7/12 Extract for the land' or 'Lease Agreement for minimum Period of 5 Years' for the Institutional Premises	Essential Document	
8	Broadband Internet Access Allotment Letter or last paid bill	Essential Document	
9	Detail proposed schedule and time table of the specified counseling sessions for all courses at each semester. This document should also include the name of the proposed counselor for each course and location like lecture hall/name or number.	Essential Document	
10	Resume in the prescribed format along with attested photocopies of all supporting documents for each counselors for each subject	Essential Document	

APPENDIX VI: RECOMMENDED HONORARIUM RATES

Following **recommended rates** are applicable for academic faculty members / experts hired on clock hour basis.

Clock Hour Rates in ₹ for each clock hour	Counsellor
For "Theory" type Courses	500
For "Activity / Practical /Term-Work/ "Project-Work" type Courses	250

Honorarium Rates for each Semester	Study Center Head	Programme Coordinator	Clerk	Attendant
For Administrative Staff at Indian Study Center, in ₹	2,000	6,000	1,600	1,400

APPENDIX VII: REQUIRED COUNSELLING SESSIONS

Following table indicate **minimum** number of face-to-face counseling sessions which must be arranged for **each** course during **each** semester.

Level	Programmes	For each Theory Type of Course (Subject) of 4 Credits Duration of each counseling session shall be 01 Clock Hour.	For each Activity Type of Course (Subject) of 4 Credits Duration of each counseling session shall be 02 Clock Hour.
Dip	T101: Diploma in Essential Skills	12	08 Hrs of "On Job Training" during each of 26 Work days
	T105: Post Graduate Diploma in Statistics	12	Not Applicable
UG	V92: Bachelor of Science {2015 Pattern}	12	12
	V96: B.Sc. (Actuarial Science) {2016 Pattern}	12	12
PG	V46: M.Sc. (Actuarial Science) {2015 Pattern}	12	Not Applicable
	V57: M.Sc. (Mathematics) {2015 Pattern}	12	Not Applicable
	V58: M.Sc. (Environmental Science) {2015 Pattern}	12	12

APPENDIX VIII: STUDY CENTER RECOGNITION RENEWAL POLICY

For renewal of the study center recognition, after 03 academic years from first recognition, following policies shall be applicable:

1. Study Center shall apply for **the renewal before six (06) months on or before in the month of January from the last date of academic year** of Study Center Approval.
2. Applicant institution must comply with **all essential common requirements** which are specified in "**Appendix V**" of this document for study center recognition for any academic programmes on offer from the School of Architecture, Science and Technology.
 - a. If applicant institute do not comply with any one of these essential condition, then study center recognition renewal shall be denied.
3. Applicant institution must comply with **all essential additional requirements, if specified by the University for the Respective Academic Programme** for study center recognition for the respective academic programmes on offer from the School of Architecture, Science and Technology.
 - a. If applicant institute do not comply with any one of these essential additional condition (if specified by the University for the Respective Academic Programme), then study center recognition renewal shall be denied.
4. For renewal of the study center recognition, following **additional** criteria shall be evaluated. Minimum score of "**40 or more**" is required for applicant institute to qualify for the renewal of the study center recognition, after 03 academic years from first recognition.
5. **After due deliberation, the recognition may be renewed for a further period of 03 academic years.**

SN	Description	Best	Better	Average	Bad	Worst	Not Acceptable
1	If ratio of "Cumulative student enrollment during last 03 academic years" to "Cumulative sanctioned Student In-Take during last 03 academic years" is	90–100% Then 25 Marks	80–89.99% Then 20 Marks	70 – 79.99% Then 15 Marks	60 – 69.99% Then 10 Marks	50 – 59.99% Then 5 Marks	0 – 49.99% Then 0 Marks
2	When end exam was scheduled at the applicant institute, if number of Exam Misconduct incidences during last 03 academic years is	0 Then 25 Marks	1 Then 20 Marks	2 Then 15 Marks	3 Then 10 Marks	4 Then 5 Marks	5 or more Then 0 Marks
3	If number of students complaints, received at University, regarding the applicant institute during last 03 academic years is	0 Then 25 Marks	1 Then 20 Marks	2 Then 15 Marks	3 Then 10 Marks	4 Then 5 Marks	5 or more Then 0 Marks
4	If total number of incidences of participation of any counselor at the applicant institute in any one or more from following activities during last 03 academic years is Exam Conduct Question Paper Setting Answer Book Evaluation Question-Bank Development Learning Resource Development	5 or more Then 25 Marks	4 Then 20 Marks	3 Then 15 Marks	2 Then 10 Marks	1 Then 5 Marks	0 Then 0 Marks

APPENDIX IX: FORMAT FOR STUDY CENTER EVALUATION AND GRADING

Evaluation and Grading Format for Renewal of existing Study Centre For Year 2021

For Science Programmes on offer T105: Post Graduate Diploma in Statistics, V92: BSc (PCM), V57: MSc (Maths) and V58: MSc (Env. Science)

[Note: 1. Tick on the Prog. Code for which you have applied for Recognition or renewal

2. Assessment Points mentioned in last column of this Table is to be filled by –

Self: Applicant institution/ study center

Scrutiny: to be done and filled by resp. Regional Center

Discipline	Essential Requirements				Max Points	Assessment Points to be filled by	
	T105	V92	V57	V58		Self/ SC	Respective Regional Centre of YCMOU
Programme Code							
Basic Infrastructure					19		
CS Rooms with Furniture, Light, Fans & enough seating capacity	1	3	2	2	2		
Drinking Water Facility	1	1	1	1	2		
Toilet for Boys	1	1	1	1	2		
Toilet for Girls	1	1	1	1	2		
Notice Board	1	1	1	1	2		
Study Center Office Room	1	1	1	1	5		
SC Name Board	1	1	1	1	2		
SC Staff Contact Board	1	1	1	1	2		
Computing Infrastructure					6		
1 GBPS LAN of minimum 08 Computer	1	1	1	1	6		
Communication Infrastructure					6		
Broadband Internet access on LAN	1	1	1	1	6		
Academic Infrastructure					12		
Laboratories	1	3	NA	2	10		
Library	1	1	1	1	2		
Human Resource					18		
Min no of Qualified and Experienced Counsellors including Programme Coordinator from resp/ allied discipline/ subjects	3						
		5	5	3	10		
Laboratory Assistant	1	3	NA	3	2		
Study Center Head	1	1	1	1	2		
Programme Coordinator	1	1	1	1	2		
Clerk	1	1	1	1	1		
Attendant	1	1	1	1	1		
Document Scan Copies					42		
Resolution of Society or Trust	1	1	1	1	2		

Memorandum of Undertaking on Rs 100 Stamp Paper	1	1	1	1	2		
Payment of Specified Processing Fee	1	1	1	1	2		
Registration under Government Act	1	1	1	1	2		
Approval by Apex Statutory University/UGC/ AICTE	1	1	1	1	3		
ISO / NAAC Quality Rating	1	1	1	1	3		
Proof of Land Building Ownership / Lease	1	1	1	1	2		
Last Paid Bill for Broadband Internet Access	1	1	1	1	1		
Proposed CS Schedule and Time-Table	1	1	1	1	10		
Resume (in prescribed format) of each Counsellor	3	5	5	3	10		
Covering Letter on official letterhead	1	1	1	1	2		
Total Points					100		
Minimum Required					80	80	80
Study Centre Grade							
Study Center Grading Criteria							
➤ Below 80 Points: Study Center Renewal shall not be given							
➤ 80 Points: C grade – Average - Needs Improvement - Study Center Renewal shall be given							
➤ 81 to 90 Points: B grade – Good - Study Center Renewal shall be given							
➤ 91 to 100 Points: A grade – Very Good - Study Center Renewal shall be given							

Signature of Application Scrutiny Committee Members with Date:

SN	Name	Role	Signature with Date
1		Respective Regional Director or his nominee	
2		Expert from the respective discipline	
3		Expert from the respective discipline	

APPENDIX X: FORMAT FOR STUDY CENTER INSPECTION REPORT

[Note: Appendix X is not applicable for renewal process of Study Center to be conducted for 2021]

Study Center Inspection Report			
1. Inspection Quick Info:			
Institution Name:			
Institution Address with Pincode:			
Programme Name:			
Inspection Day & Date:		Time:	
2. Application and Processing Fee Details:			
Application Ref:		Date:	
Processing Fee DD No:		Date:	
University Receipt No:		Date:	
3. Institution's Quality and Approval Info:			
Other University/ UGC/ AICTE Affiliation Details:		Date:	
Government Registration:	(Society / Trust / Company / Other)	Date:	
NAAC Quality Rating/ Grade:		Date:	
ISO Certificate Details:		Date:	
Quality Assessment by Study Center Committee	Excellent / Good / Average / Poor / Worst / NA		
4. Past Experience Report:			
1. Institution was YCMOU study center?	Yes / No IF Yes, mention YCMOU Study Center Code:		
2. YCMOU's past experience Rating:	Excellent / Good / Average / Poor / Worst / NA		
5. Remarks of 'Study Center Committee' after Inspection:			
5.1 Maximum 'Student In-Take Capacity', for which infrastructure is adequate:			
5.2 Infrastructure Observations:			
SN	Infrastructure Description	Infrastructure Adequacy & Quality Check List	
1	Basic Infrastructure: Building	Adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Basic Infrastructure: Computing	Adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Internet Access on LAN?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Basic Infrastructure: Communication	Adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Academic Infrastructure: Laboratories	Adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Academic Infrastructure: Library	Should be purchased after provisional recognition.	
8	Human Resource: Academic	With proper qualifications and experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Capable of using web and ELearning tools?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Adequate Number?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Human Resource: Administrative	Adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Verification of Required Documents	Adequate Documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5.4 Final Inspection Recommendations:

<input type="checkbox"/> No Study Center Recognition should not be given to this Institution.	<input type="checkbox"/> Yes Study Center Recognition should be given to this Institution as per following details:			
SN	Description	Recommendation		
1	Study Center for Recommended programme	SN	Level	Science Programmes
		1	Dip	<input type="checkbox"/> T105: Post Graduate Diploma in Statistics
		2	UG	<input type="checkbox"/> V92: Bachelor of Science {Physics, Chemistry, Mathematics }
		3	PG	<input type="checkbox"/> V57: M.Sc. (Mathematics) {2015 Pattern} <input type="checkbox"/> V58: M.Sc. (Environmental Science) {2015 Pattern}
2	Recommended Maximum 'Student In-Take Capacity'	<input type="checkbox"/> T105: 60 or 120 <input type="checkbox"/> V92 : 60 or 120 <input type="checkbox"/> V57 : 30 or 60 <input type="checkbox"/> V58: 30 or 60		
3	Evaluation Points acquired by SC	Points		
4	Grading of the Study Centre	Grade: Not recommended/ C/ B/ A		

5.3 Other Remarks of Inspection:

Study Center Recognition may be confirmed only after receipt of attested photocopy of all specified documents and following additional documents:

6. Signature of Study Centre Inspection Committee Members with Date:

SN	Name	Role	Signature with Date
1		Director, School of Architecture, Science and Technology or his nominee	
2		Director, Student Services Division or his nominee	
3		Respective Regional Director or his nominee	
4		External Expert from the respective discipline	