

School of Continuing Education Programmes : Prospectus

B.Sc. in Hospitality and Tourism Studies, B.Sc. in Hospitality Studies and Catering Services, B.Sc. in Media Graphics and Animation, M.Sc. in Hospitality and Tourism Studies, M.Sc. in Food Science Degree Programmes

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School of Continuing Education Programmes

B.Sc. in Hospitality and Tourism Studies, B.Sc. in Hospitality Studies and Catering Services, B.Sc. in Media Graphics and Animation, M.Sc. in Hospitality and Tourism Studies, M.Sc. in Food Sciences Degree Programmes

Programme Schedule

01. Admission Starts on : 1st of Aug 2014
02. Last date for the Admission : 30th Sept 2014
03. Last date for the Admission with Late Fee : 30th October 2014
(with late fee Rs 500/-)
04. Period of Counselling sessions : 1st Sept 2014 to 15th April 2015
05. Exam Form Submission Date : 30th October 2014 (for Nov. Exam)
(Only for Repeater Students) & 30th March 2015 (for May Exam)
06. Last Date of Submitting Project Synopsis :
- | | |
|---|-------------------------------|
| Last Date of Submitting Project Synopsis for May 2015 Exam | 15 th October 2014 |
| Last Date of Submitting Project Synopsis for November 2014 Exam | 15 th August 2014 |
07. Last Date of Submitting Project Report :
- | | |
|---|-------------------------------|
| Last Date of Submitting Project Report for May 2015 Exam | 30 th April 2015 |
| Last Date of Submitting Project Report for November 2014 exam | 30 th October 2014 |
08. Last Date of Submitting Industrial : 15th April 2015
Training Report
09. End Examination : First week of May 2015
10. Results : After 45 days of the last day
of examination (including Practical)

Note :

1. The existing as well as revised provisions in the University Act, Statutes, Ordinances, rules as well as other instructions provided time to time, shall be binding to all the students.
2. In case the last date is declared as a holiday, the next working day shall be treated as the last date.

For Details about Programmes Offered by University & Study Centers log on to

<http://ycmou.digitaluniversity.ac> and ycmou.ac.in

1. About School

The School of Continuing Education has been established to offer continuing education programmes to the learners, particularly belonging to the disadvantaged classes residing in distant areas, through flexible mode of learning.

The strength of the school lies in the variety of the content of the programmes, which can be offered by the school. The school had concentrated on the technical-based vocational programmes, in its early phase. However, the school is now focusing on other vocational programmes and professional programmes.

The school is pro-active and flexible in framing policies to address the need of the development and delivery of the programmes.

1.1 Objects of the School

The School sets before itself the following Objects consistent with the objects of the YCMOU, in particular, as enshrined in the YCMOU Act 1989, First Schedule, section 01:

To provide through instruction, teaching and training and other educational opportunities, access to larger and larger segment of population, and in particular to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields;

To promote acquisitions of knowledge in a rapidly developing and changing society and to continually offer opportunity of upgrading knowledge, training and skills in the context of innovations, research and discovery in all field of human endeavor by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]

To develop innovative, need based vocational courses and establish industry, institution linking for developing the society; [1(f)]

To provide through incidental and non-formal means, for continuing and extension of education in various cultural forms, arts, crafts, and skills of the country, raising their quality and improving their availability to the people; [1(g)]

To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]

1.2 Mission

Our mission has been to respond to the developmental needs of the society by offering need-based vocational courses to larger and larger segment of population, and in particular to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields.

2. Aims and Prospects of the Programmes

2.1 General Information

In the twenty first century the nation has grown in leaps and bounds and is connecting to the trade and commerce with the world in unprecedented way.

This is bringing the world leaders in management, trade and commerce to the country, which has fuelled the demand for quality hospitality industry. The aim of the programmes is to develop in a student the professional capable of serving the hospitality and food processing industry with adequate knowledge about the industry and skills to work at managerial as well as other ranks of the industry and inculcate confidence, attitude of service, humility and cooperation in the students.

2.2 Aims of B.Sc. in Hospitalities Studies & Catering Services, B.Sc. & M.Sc. in Hospitality & Tourism Studies Programmes

After completing the programmes, the student is expected to

- Become and independent and effective learner in the domain of the subject matters, because we believe that the learning is a continuous process and does not end with an examination or certification.
- Explain the key concepts in the area of the subject matter
- Explain the working of the hotel, tourism and catering industry to the extent of complexity expected from a graduate student
- Work in the environment of the said industry with the basic skill set available to him/her
- Exhibit the attitudes compatible with the hospitality and tourism industry like service, team-work, hard-work, pleasant style of working

2.3 Aims of the M.Sc. in Food Science Programme

- The objectives is to provide factual information allowing understanding of the complexities of the "World of food" with the emphasis on basic science principles involved in industrial processing, preservation and food safety.
- Worldwide consumer are purchasing more valid foods and are preferring canned foods. Hence it is important to have an understanding of food processing and preservation and nutritional principles.
- The programme focuses on the study of food processing and preservation as applied to community, commercial and Industrial setting. It provides opportunities for students to gain
- An understanding of the diverse range of activities involved in Food Science.
- Evaluate relationship between food processing and nutritional status.
- Design solution in response to specific food needs.
- The structure of the syllabus has been designed to ensure that all students gain knowledge, skills & attitudes about the production, processing, properties, marketing, nutritive value and consumptions of food.
- The course will further develop the students awareness of the scientific, technological and food concept underlying the manufacture, distribution and marketing of foods.

2.4 Aims of the B.Sc. in Media Graphics and Animation Programme

The Objectives is to provide factual information allowing understanding of the complexities of the "World of Graphics & Animation" with the emphasis on basic science, principles involved in sector.

To define the course of this nature one has to understand the requirements of the fast growing animation and media graphics industry in

India and other parts of the world. The scope of this course has been designed in such way that its application is inter dependent in all the aspects of the media industry across the world. The technological aspects of the media industry in the coming decade will lay more emphasis on the digital medium. Hence the syllabus has been created keeping in view the future needs of this medium.

3. Duration

- Graduate programmes are of three years duration (after 10+2 level formal education or 10 + Preparatory programmes for graduation as per YCMOU norms) and Post Graduate Programme are of two years duration (after graduation from any discipline).
- Students with higher qualifications may be able to complete the programme in less time duration than indicated above due to direct admission offered in second year (SY) or third year (TY) of a programme.
- However maximum time duration for this programme is 8 years after admission for Under Graduate Programme and 6 years for Post Graduate Programme. After 8 Years or 6 Years from admission, if the student is unable to complete the courses or other requirements, (s)he shall have to register again as a new student. Such person may however be eligible to course exemption. Thus, they may not be required to study the courses, which they had completed earlier.

4. Medium of Instruction

The medium of instruction used in study materials, question papers and other modes of communication is English. However, as per the convenience of the counselor and students, counseling and discussion could be held in any other language(s).

5. Learning Method

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

Well-qualified counsellors at Study Centre solve student's difficulties, during the counseling sessions. Students have to perform practical only at the study centre laboratories, during counseling sessions, under supervision and guidance of counselors. Activities at the study centres are organized daily and specially on holidays, normally at time convenient to the student. Normally the study centre is situated nearer to student's place for his convenience.

Practice Examination for each theory course may be conducted at the study centre to provide feedback to students about their study. It also prepares the student for the end examination.

The End Examination held once in a year for all courses, are conducted directly by the university.

Each 4 credit point course is for 100 marks and each 6 credit point course is for 150 marks.

6. Programme Structure

6.1 B.Sc. in Hospitality and Tourism Studies (V74)

PROGRAMME CODE : V 74

<i>ELIGIBILITY (Entry Point)</i>	<i>Course Code</i>	Course Title	Credit Points	<i>MOBILITY (Exit Point)</i>
10+2(Any stream) from a government recognized Board OR 10+ Preparatory Exam. Passed programme for graduation as per YCMOU norms and completed 18 years of age OR 3 year Diploma passed of Board of Technical Education as per Govt. rule.		FIRST YEAR		
	BTH101	Business Communication Skill (Th)	4	
	BTH102	Introduction to Hospitality Management (Th)	4	
	BTH103	Computer Application (Th)	4	
	BTH104	Basics of Accounting (Th)	4	
	BTH105	Front Office Operation - I (Th+Pr)	6	
	BTH106	Principles of Cookery (Th)	4	
	BTH107	Hotel Housekeeping (Th+Pr)	6	
	BTH108	Food & Beverage Service- I (Th+Pr)	6	
			Credit Point for First Year	
Direct admission will be awarded ONLY to the persons satisfying the criteria mentioned in Annexure 5 & 6.		SECOND YEAR		
	BTH201	Corporate Communication (Th)	4	
	BTH202	Food Production (Th+Pr)	6	
	BTH203	Food & Beverage Service-II(Th+Pr)	6	
	BTH204	Eco- Tourism (Th)	4	
	BTH205	Hotel Accountancy (Th)	4	
	BTH206	Industrial Training	4	
	BTH207	Front Office Operation-II (Th+Pr)	6	
		Credit Point for Second Year	34	
Direct admission will be awarded ONLY to the persons		THIRD YEAR		B.Sc. in Hospitality and Tourism Studied will be awarded only
	BTH310	French (Th)*	4	
	BTH320 BTH321	Hotel Marketing (Th) OR Principle of Management	4	

<i>ELIGIBILITY (Entry Point)</i>	<i>Course Code</i>	Course Title	Credit Points	<i>MOBILITY (Exit Point)</i>
satisfying the criteria mentioned in Annexure 5 & 6.	BTH330 BTH331	Cultural Heritage of India (Th) OR Principles & Practices of Tourism (Th)	4	after passing successfully in all courses of 1 st , 2 nd and 3 rd year
	BTH340 BTH341 BTH342 BTH343	Banqueting Management (Th) OR Bar Management (Th) OR Stores & purchasing Management (Th) OR Food & Beverage management (Th)	4	
	BTH350	Tourist Guide & Tour Operation (Th)	4	
	BTH360	Project & Case Study	6	
	BTH370	Environment Science	4	
		Credit Point for Third Year	30	
		Total Credit Point	102	

Note: All 4 credit point courses have examination weights of 100 marks and 6 credit courses have examinations for maximum marks of 150.

6.2 B.Sc. in Hospitality Studies and Catering Services (V76)

PROGRAMME CODE : V 76

<i>ELIGIBILITY</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Credit Point</i>	<i>MOBILITY</i>
10+ 2 (any Stream) from a Government Recognized Board of India OR who have completed the 10+ Preparatory Exam. Passed programme for graduation as per YCMOU norms and completed 18 years of age OR High School Diploma passed from Continental Academy, Miramar, Florida,		FIRST YEAR		
	BCH101	Basic Food Production (Th+Pr)	06	
	BCH102	Food and Beverages Services -I (Th+Pr)	06	
	BCH103	Basic House Keeping (Th+Pr)	06	
	BCH104	Catering Science -I (Th)	04	
	BCH105	Front Office Operation -I (Th+Pr)	06	
	BCH106	Communication Skills (Th)	04	
	BCH107	Basic Accounts (Th)	04	
	BCH108	Bakery & Confectionary (Th+Pr)	06	
	BCH109	Principals of Management (Th)	04	

<i>ELIGIBILITY</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Credit Point</i>	<i>MOBILITY</i>
USA OR 3 year Diploma passed of MS Board of Technical Education as per Govt. rule.		Credit Point for First Year	46	
Direct admission will be awarded ONLY to the persons satisfying the criteria mentioned in Annexure 5 & 6.		SECOND YEAR		
	BCH201	Quantity Food Production (Th+Pr)	06	
	BCH202	Food & Beverage Operation -I (Th+Pr)	06	
	BCH203	Hotel House Keeping (Th+Pr)	06	
	BCH204	Hotel Engineering Services (Th)	04	
	BCH205	Front Office Operation-II (Th+Pr)	06	
	BCH206	Computer Application (Th)	04	
	BCH207	Field Work Orientation	00	
	BCH208	Industrial Training	06	
	BCH209	Hotel Accountancy (Th)	04	
		Credit Point for Second Year	42	
Direct admission will be awarded ONLY to the persons satisfying the criteria mentioned in Annexure 5 & 6.		THIRD YEAR		"B.Sc. in Hospitality Studies and Catering Services" will be awarded only after successfully passed in all subjects of all three Years
	BCH301	Specialized Food Production (Th+Pr)	06	
	BCH302	Accommodation Operations (Th+Pr)	06	
	BCH303	Marketing Services (Th)	04	
	BCH304	Food and Beverage Management (Th+Pr)	06	
	BCH305	Food and Beverage Inventory Control (Th)	04	
	BCH306	Human Resources Management (Th)	04	
	BCH307	Project Report	06	
	BCH308	Environment Science	04	
			Credit Point for Third Year	
		Total Credit Point	128	

Note: All 4 credit point courses have examination weights of 100 marks and 6 credit courses have examinations for maximum marks of 150.

6.3 M.Sc. in Hospitality and Tourism Studies (V77)

PROGRAMME CODE : V 77

<i>ELIGIBILITY (Entry Point)</i>	<i>Course Code</i>	Course Title	Credit Point	<i>MOBILITY (Exit Point)</i>
Any Graduate from any Government Recognized Board or University is eligible.		FIRST YEAR		
	MTH101	Corporate Communication (Th)	04	
	MTH102	Front Office & Public Relations (Th+Pr)	06	
	MTH103	Cultural Tourism Management (Th)	04	
	MTH104	Accommodation & Leisure Management (Th+Pr)	06	
	MTH105	Travel Agencies Operations (Th)	04	
	MTH106	Supervision in Hospitality (Th)	04	
	MTH107	Food & Beverages Operations & Control (Th+Pr)	06	
	MTH108	Food Production Technique (Th+Pr)	06	
		Credit Point for First Year	40	
		SECOND YEAR		M.Sc. in Hospitality and Tourism Studied (V 77) will be awarded only after passing successfully in all subjects and successfully completion of total four months industrial training.
MTH201	German (Th)*	04		
MTH202	Air Travel Operation (Th)	04		
MTH203	Bakery and Confectionary (Th+Pr)	06		
MTH204	Advance Food Production (Th+Pr)	06		
MTH205	Tourism Economics (Th)	04		
MTH206	Team Management (Th)	04		
MTH207	Alcoholic Beverages (Th)	04		
MTH208	Project & Case Study	06		
MTH209	Industrial Training	06		
		Credit Point for Second Year	44	
		Total Credit Point	84	

Note: All 4 credit point courses have examination weights of 100 marks and 6 credit courses have examinations for maximum marks of 150.

6.4 M.Sc. in Food Science (V78)

PROGRAMME CODE : V 78

<i>ELIGIBILITY (Entry Point)</i>	<i>Course Code</i>	Course Title	Credit Point	<i>MOBILITY (Exit Point)</i>
Any graduate from any Government Recognized Board or University is eligible.		FIRST YEAR		
	MFS101	Food Chemistry (Th)	04	
	MFS102	Food Preservation (Th)	04	
	MFS103	Microbiology of food (Th)	04	
	MFS104	Food Packaging (Th)	04	
	MFS105	Principles of Management (Th)	04	
	MFS106	Food Processing I (Th+Pr)	06	
	MFS107	Food Packaging Materials (Th)	04	
	MFS108	Food processing and Preservation (Th)	04	
	MFS109	Dairy Technology (Th)	04	
	MFS110	Fermentation Technology (Th)	04	
		Credit Point for 1st Year	42	
		SECOND YEAR		M.Sc. in Food Science (V 78) will be awarded only after passing successfully in all courses.
	MFS201	Food Processing II (Th+Pr)	06	
	MFS202	Bakery and Confectionary (Th)	04	
	MFS203	Marketing Management (Th)	04	
	MFS204	Sensory Evaluation (Th)	04	
	MFS205	Rules and Regulations of Food (Th)	04	
	MFS206	Project & Case Study	06	
	MFS207	Industrial Training	06	
			Credit Point for Second Year	
		Total Credit Point	76	

Note: All 4 credit point courses have examination weights of 100 marks and 6 credit courses have examinations for maximum marks of 150.

* An exemption to courses BTH310 [B.Sc.(HSCS)] and MTH201 [M.Sc.(HTS)] would be granted to students who have passed a certificate/diploma program in French from Allies France or a certificate/diploma in German from Max Muller Institute or a Certificate in any one/more of Arabic, French, German, Spanish, Chinese and Japanese from the YCMOU.

6.5 B.Sc. Media Graphics & Animation (T97)

PROGRAMME CODE : T 97

<i>Subjects code</i>	<i>Subjects</i>	<i>Credit point</i>
1st Year		
BMG 101	Introduction to Computers & Internet (Th)	04
BMG 102	Drawing and Sketching (Th)	04
BMG 103	Color Theory (Th)	04
BMG 104	Typography (Th)	04
BMG 105	Computer Graphics Part1: Adobe Photoshop (Th + Pr)	06
BMG 106	Computer Graphics Part2 : Adobe Illustrator (Th + Pr)	06
BMG 107	Technical and Creative Writing (Th)	04
BMG 108	Introduction to Multimedia and its Application (Th)	04
BMG 109	Developing Presentations (Th)	04
BMG 110	Design Principles (Th)	04
BMG 111	Print Media Part1 : Coral Draw (Th + Pr)	06
BMG 112	Print Media Part2 : Quark Express (Th+ Pr)	06
	Credit Point for First Year	56
2nd Year		
BMG 201	Introduction to Web Development (Th)	04
BMG 202	HTML (Th)	04
BMG 203	Computer Animation : Introduction to Flash (Th)	04
BMG 204	Content Digitization (Th)	04
BMG 205	Content Authoring on Web using Macromedia Dreamweaver (Th + Pr)	06
BMG 206	Developing Dynamic Web Pages using Java and VB Scripts (Th)	04
BMG 207	Video-Production Basics (Th)	04
BMG 208	Story Boarding (Th)	04
BMG 209	Visual Communication (Th)	04
BMG 210	Audio-Editing: Sound Forge (Th + Pr)	06
BMG 211	Video-Editing: Adobe Premier (Th + Pr)	06
BMG 212	Advance Video Effects (Th)	04
	Credit Point for Second Year	54
3rd Year		
BMG 301	Animation Principles (Th)	04
BMG 302	Introduction to Maya (Th+Pr)	06
BMG 303	Character Set up and Animation in Maya (Th)	04
BMG 304	Advanced Maya (Th+Pr)	06
BMG 305	Introduction to 3DS max (Th+Pr)	06
BMG 306	Advanced 3ds max (Th+Pr)	06
BMG 307	Character Animations (Th)	04

<i>Subjects code</i>	<i>Subjects</i>	<i>Credit point</i>
BMG 308	CG Film making (Th)	04
BMG 309	Project Work (Prj)	06
BMG 310	Environment Science (Th)	04
	Credit Point for Third Year	54
	Total Credit Point	164

7. Admission Procedure

7.1 (a) Eligibility Criteria for Admissions and Direct Admission (V74, V76, V77 and V78)

Any student, who has completed successfully 10+2 level education from any Government Recognized Board or University of India or abroad, or has passed the Preparatory Programme of YCMOU or equivalent can take admission to Under Graduate programmes (B.Sc. programmes).

Any student who has completed successfully graduation from any discipline from any Government Recognized Board or University of India or abroad can take admission to Post Graduate Programmes (M.Sc. Programmes).

In case a candidate has completed qualifications from other university and boards mentioned in Appendix 13.2 to 13.6 and 13.2 to 13.6 they would be granted direct admission to the second or third year as the case may be and may have to take additional courses mentioned in the said annexure. (Such candidates must supply the proof of qualifications for taking direct admission to the second/third year along with the prescribed application form for Direct Admission. (Annex 6) along with direct admission fee Rs. 5000/- for direct admission to SY and Rs. 10000/- for direct admission to TY. **The request for direct admission to SY/TY based on previous qualifications other than those mentioned in Appendix 13.2 to 13.6 and 13.2 to 13.6 will not be considered.**

For candidates who have passed the qualifications equivalent to 12th level of education (for admission to graduation programmes) or a graduate degree (for admission to post graduate degree) from a examination body outside India a letter from the consulate or high commission or embassy with emblem of the country, clearly stating the equivalence status or a letter from the Association of Indian University is required along with the proof of qualification.

Reservation policy for reserved category students will be as per the prevalent rules of Government of Maharashtra at the time of admission. Students who have taken admission to FY are eligible to admission in SY in the next academic year, irrespective of number of courses passed or appeared. Similarly, SY students are eligible to TY in the next academic year. Students are advised not to wait for results to take admission in subsequent years.

7.1 (b) Eligibility Criteria for Admission to T97 Programme

Any candidate who has successfully completed a 12th level of schooling (10+2) from a statutory board that is HSC or equivalent from any stream of subject is eligible for admission. **OR** Any candidate who is at least 18 years of age **AND** has successfully completed 10th level of schooling from statutory board in any subject stream **AND** has successfully completed the Preparatory programme for graduation from YCMOU or equivalent is also eligible for admission. **OR** Art Teacher Diploma of Directorate of Art Maharashtra State

passed students is also eligible for admission to First year of T97. **OR** 3 year Diploma passed of MS Board of Technical Education as per Govt. rule.

Direct Admission to Second Year B.Sc. (MGA)

As per the rules for direct admission to second year, the following table which is self explanatory is to be used.

Name of the YCMOU Programme	Previous Qualification	Name of the University/Board
B.Sc. in Media Graphics and Animation (V97)	B.Sc. in Graphics and Animation	Punjab Technical University

7.2 Registration (Admission) Procedure

Online Admission Process:

This program is offered through online admission process. You are advised to do the following in order to secure admission.

1. Go through the prospectus meticulously. Ensure that you are eligible for the admission and you possess all the required document which will prove your eligibility. The following is a typical list of documents which you will need:
 - i. Proof of date of birth (Driving Licence OR PAN card OR Aadhar card OR Leaving certificate OR Passport OR Election Voter card)
 - ii. Passing certificate and/or Mark sheet showing that you have passed the qualifying examination
 - iii. In case there is an entrance test for this program, you will need the statement or certificate showing that you have cleared the entrance test
 - iv. If you belong to a backward class, you will need cast certificate, cast validity, non-creamy layer, certificates (depending on the rules for the category)
 - v. If you belong to a category of disadvantaged class (e.g., visually impaired) you will need documents as proof of your status
2. You are required to get these documents scanned (with a resolution of at least 72 dot per inch) to get scanned images which are readable and have decent quality. You may take help from your friends or professionals at shops or our study centres.
3. You are required to have a mobile number and an email identity (email id). The email id can be easily generated using yahoo.co.in, hotmail.com, rediffmail.com or any other service provided. These are required as you will be getting the information of your password, status of admission etc on these.
4. You are expected to have Savings bank account with debit card or net banking facility. This will ensure that the university may track the fee transactions accurately. In case the fees need to be refunded (for a reason of University not able to fulfill its stated responsibility) the refunded amount will be credited back to the same account (from which the fees transaction initially was made). Hence, if you use your own account you will get the benefit of such service. The student will have to pay Study Center fees to the Study Center directly and get a receipt and are advised to pay the amount not more than that which is mentioned in Prospectus.
5. If you do not have Savings Bank account, you may open such account with debit card or net banking facilities with any of the banks. The university has tied up with Central Bank of India which get you a Bank account with zero balance facility (that is, it will not be compulsory for you to keep a minimum balance as per the rules) and a debit card and

net banking facilities. For this, you will need to go through the process of online admission and get a certificate from the Study Centre saying that you are eligible for the program of the YCMOU .the rules for bank and of regulating bodies will be applicable.

6. You also need to have an access to a computer with internet connection. If you do not have such connection, you may go to a cyber cafe, a study centre, a friend or any other similar location. You are advised to use Internet explorer (Latest version).
7. Once you have done the initial preparation as mentioned above, you may proceed with the online admission. You will click on the Home page of the official websites of the university (ycmou.digitaluniversity.ac or ycmou.ac.in).
8. The details of the online admission process with detailed screen images are given in a separate document. (URL). A video clip to help you in the online process is also available on the (URL).
9. You will be guided through a series of web pages which will be generated for you as per your response.
10. You will be required to fill in online form as prompted by the software. The information in the boxes marked with star is compulsory.
11. After you have filled in the entire form online, you would be asked by the system to upload the relevant documents depending on the information supplied by you. For example, the system will ask for Cast Certificate, Validity, creamy layer document only if the candidate has informed the system that he belongs to the social reservation category.
12. After you have uploaded the documents, you are required to visit a study centre selected by you. You are expected to carry with you the original documents of all the scanned documents submitted by you. The study centre will check if you have submitted the documents as per the requirements, and that they are True documents and that you are eligible for admission to the selected program. If there is a defect in your submission which can be repaired, you may correct the defect within the last date of admission. Unless your application form is checked and accepted by the staff at Study Centre, you will not be allowed to pay the fees. You will be informed about the defects in your submission by the system through SMS and email.
13. Once you have correctly submitted the online form and the study centre has approved your submission, you will be issued a certificate which tells that you are eligible for admission. You may show this certificate to the branch office of the CBI or any other bank and open a zero balance account with debit card and net banking facilities.
14. You will deposit the necessary University Program Fee (UPF) to the YCMOU by following the instructions in the online admission process. The bank will charge the transaction charges as per the policies of the bank and shown on the online portal at appropriate window. The Study Center Fee (SCF) will have to be paid to Study Center directly.
15. Once you have successfully completed the transaction of payment, you will receive a Receipt of University Program Fee (UPF) . This may be printed by you and preserved for future use.
16. The Regional Centre will check the validity of the document submitted by you online. If your application is found to be correct and free of any inconsistencies, doubt, you will

be informed about this on SMS and email. In case your case is found to have inconsistency or the information supplied by you contradicting with the information as per the documents or you are found not to be eligible as per the stated rules of the prospectus, your status of ineligibility will be communicated with reasons and the fees will not be refundable in such a case.

17. The University Program Fee (UPF) paid by you will be refunded only if the admission cannot be granted or if the program cannot be offered due to any reasons which are the cases of YCMOU not being able to perform its stated functions or services. Hence you should be very clear about your eligibility status.

8. Programme Fees and Financial Details

8.1 Total Annual Programme Fee

“Total Annual Programme Fee” consists of 3 (Three) independent parts:

- University Programme Fee (UPF)
- Study Centre Fee (SCF)
- Examination Fee (EF)

Head of Fee	B.Sc., HTS, B.Sc. HSCS, M.Sc. HTS, M.Sc. FS	B.Sc. MGA
University Programme Fee (UPF)	22,225	15,625
Study Centre Fee (SCF)	18,075	12,675
Total programme fee	40,300	28,300

The examination fee for repeater students per course shall be Rs 400.00
Fees for International Students will be **five times** that for Indian Nationals.

University Programme Fee (UPF)

UPF covers following activities of the university

- The UPF includes Registration, Tuition, Exam fee, Samvad Newsletter, Disaster Management, Vidyarthi Kalyan Nidhi, Postage, Miscellaneous, University Development and Curriculum development.
- Programme promotion by the university.
- Student registration.
- Study centre management for minimum specified academic activities.
- Examination for the regular (non-repeater) students.
- Common miscellaneous services including inter university festivals like awishkar, sports festivals, Indradhanushya supervised by the Hon Chancellor's office.

In addition, the **course exemption fee** of Rs. 5000/- (for direct admission to SY) and Rs. 10000/- for direct admission to TY will be charged for candidates taking direct admissions. The students in the final year of the programmes (i.e, TY B.Sc. or SY M.Sc.) will have to additionally pay a **convocation fee** of

Rs. 300.00 at the time of admission to enable a certification in case of their successful completion of the programme.

Study Centre Fee (SCF)

SCF covers following activities and expenses of the study centre:

- Programme promotion by the study centre
- Conduct of minimum specified number of counseling sessions for each course, on date and timing suitable.
- Local Information and communication centre for students for the matter related to university and programme.
- Required infrastructure and Laboratory facilities
- Depreciation, maintenance and repair of required laboratory set-up
- High quality educational services from motivated, talented and qualified academic staff
- Honorarium to all academic and administrative staff members, for implementation of these academic programmes at the study centre.

Examination Fee (EF)

Only a repeater student has to pay examination fees, directly to the university, along with an examination form, each time he wishes to appear for the end examination. EF is Rs. 400/- per course (subject) by way of Bank Challan.

“Examination Forms” are available at the study centre and on the website time to time. Examination Fee covers conduct and declaration of result of end examination for all those courses for which examination fee is paid.

Library and Hostel Fee/Deposit

If student want to use the library and/or hostel facilities of the study centre contact the programme coordinator. Note that the rules regarding use of library and/or hostel facilities framed by the study centre will be binding on him. Student may be required to pay separate Fee and deposit, directly to study centre as per their rules.

8.2 Rules of Refund

- (1) The university will not refund any part of “University Programme Fee” for any reasons whatsoever, to any student. The student must ensure that he/she is eligible for admission to the programme and that the necessary documents have been attached with the admission forms.. The fees for the candidate found not eligible on the scrutiny of the forms shall not be refunded.
- (2) The study centers are not liable to refund any part of “Study Centre Fee” to any student, for any reasons whatsoever. The study centers are responsible for the appropriate scrutiny of the admission forms.
- (3) University Programme Fee will be refunded only in case the University is not able to offer admission to an eligible candidate who has fulfilled all activities and procedure on his or study centre’s part in time for any reason for example if the study centre preferred by the student cannot be offered or is not able to function due to situation beyond its control.

8.3 Where and How to Pay

All University programme fees and examination fees must be paid only by BANK CHALLANS available with application forms. Study center fee shall be paid directly to the study center.

Student should properly preserve photocopies of all correspondence, Admission Form, Challan of Bank and university and Study Centre fee, in a single file until successful completion of the programme. University will preserve admission form for only one year. If bank proposes to take service charges then student will have to pay the amount as mentioned in the challan.

8.4 Other Financial Conditions

- Every enrolled student shall have to pay both "University Programme Fee" and "Study Centre Fee".
- Students are requested to note following information about maximum "Study Centre Fee".
- Study centres are not allowed to collect more "Study Centre Fee" than mentioned in prospectus.
- Students are advised to pay same amount which is mentioned in prospectus, towards the payment of "Study Centre Fee"
- The transaction with regard to the SC Fee is a bilateral affair between the student and the SC.
- The university may not normally intervene in the matter on complaints by either the study centre for having less fee from the student nor to the student for having paid more fee than prescribed in the prospectus.
- Study centres will collect "Study Centre Fee" against their own receipt and will maintain its records of receipt.

9. Evaluation Scheme and Procedures

9.1 Evaluation Scheme

Types of Courses

1. Theory Courses
2. Theory plus Practical Courses
3. Industrial Training Course (only in B.Sc. HSCS, M.Sc. HTS, B.Sc. HTS, M.Sc. FS)
4. Project Course

Theory Courses

For theory courses, there will be two components

1. Continuous Assessment (CA)
2. End Examination

The Continuous Assessment (CA) shall consist of assignment, class test and seminars to be set, organized and evaluated by the respective study centre. The marks count of 20 report in the format given in by examination section must be submitted before the commencement of the End Exams, to the Controller of Examinations.

The End Examinations shall be set, organized and evaluated under supervision and control of the Controller of Examination, Y.C.M.O.U..

For successful completion of a Theory Course, the examinee must secure at least 40 % marks in the EE AND at least 40% in combined total of Continuous Assessment and End Examination. In case the candidate does not complete a theory course successfully, (s) he may take the End Examination as

a repeater student by paying requisite fee and by following stipulated procedure. No repeat examination in Continuous Assessment will be taken.

Explanation: A person who has secured 20 marks out of 20 in CA and has secured 20 marks out of 80 in EE, thus aggregate 40 marks out of 100 shall not be treated as passed because he has not secured 40 % marks in EE. On the other hand a person who has obtained 5 marks out of 20 in CA (less than 40%) and 35 marks out of 80 in EE (more than 40%) thus securing 40 marks out of 100 in aggregate is treated as successful as he has secured more than 40% in EE and more than 40% in aggregate.

Theory Plus Practical Courses

- For “Theory plus Practical” courses shall comprise of the following components.
 - Continuous Assessment based on theoretical aspect.
 - End Examination based on theoretical aspect.
 - Practical Examination based on Practical Activities.
- The Continuous Assessment (CA) shall consist of assignment, class test and seminars to be set, organized and evaluated by the respective study centre. The marks count of 20 reports in the format given by examination section must be submitted before the commencement of the End Exams, to the Controller of Examinations.
- The End Examinations shall be set, organized and evaluated under supervision and control of the Controller of Examination, Y.C.M.O.U.
- The Practical Examination shall be conducted decided by Y.C.M.O.U. under supervision and control of C.O.E., Y.C.M.O.U.. The format of distribution of marks is as given in Appendix C.
- **A student will need to secure at least 40% marks in EE and at least 40% marks in (CA+EE) and 40% marks in Practical component.** A person who secures more than 40 % marks in Total 150 Marks but fails in Theory Component will be treated as having failed in the given Th+Pr course. Such a student must appear in the theory component EE and secure such marks that his aggregate in the theory component is better than 40%. Similarly a student not securing more than or equal to 40% Marks in practical shall be declared unsuccessful and will have to reappear as a repeater in the practical component as per the rule. In case a student does not successfully complete a Theory plus Practical Course, (s)he may take the following examination as a repeater:
 - (a) End Examination, if he was failed in Combined End Examination plus Continuous Assessment part.
 - (b) Practical Examination, if he was failed in Practical Examination.
- No repeater examination in Continuous Assessment will be conducted.

Industrial Training

- Student should be allowed to proceed on for industrial training only after examination of first year.
- As far as possible, senior teaching staff be appointed as in-charge of industrial training.
- Centre coordinator should prepare a list of industries / related industries where students could be sent for training. Such copy should be sent to YCMOU for information.
- B.Sc in H.T.S.; and B.Sc in H.S.C.S. students should complete industrial training of total three months duration and M.Sc in H.T.S. and M.Sc in F.S.

students should complete industrial training of total four months duration at a stretch or in phases of 15 days or 30 days during summer/ winter vacation as per the availability in the industry. In-charge should strictly keep record of the performance of each & every student throughout the year who is on training.

- Feedback from industry persons be sought so as know the performance of the students in the industry.
- After successful completion of total three or four month's duration of training of each student, a detailed industrial report be prepared by the student & submitted to the in-charge for evaluation.
- In-charge & another senior staff should judge the performance of the student based on the 5 minutes seminar presented by the student on the experience in the industries. A mark sheet showing the marks is prepared, awarded by the in-charge and the other faculty. The total marks awarded shall be out of 150 for 6 CP and out of 100 for 4 CP course. Hence both the above named examiners should provide the total marks in the mark sheet provided by university and sign the mark sheet format. This form of mark sheet should be sent to the YCMOU through the Center coordinator.
- YCMOU should send all industrial training documents such as appointment of senior staff of the centre, attendance sheets, mark sheets etc to respective centres at least 15 days in advance.
- Centre coordinator should collect envelope of industrial training examination & send it in one packet to YCMOU by speed post within 05 days.
- Examiners should avoid overwriting in the mark sheet.

Project Report

B.Sc. in H.T.S.; B.Sc in H.S.C.S.; M.Sc in H.T.S., B.Sc. MGA:

The Project Report should be market research and field work oriented and related to the relevant disciplines. The documentation and presentation should be conducted before the panel of examiners and 75 internal marks would be awarded for Project Report, Presentation & Viva-voce by the panel of internal examiners. The external marks 75 will be awarded by the University. The Project report will be evaluated for 150 marks in total.

M.Sc. in F.S.:

The Project Report should be market research and field work oriented and related to the Food Chemistry, Bio-Chemistry, Technology of Milk & Milk Products, Food Additives, Food Packaging, Food Adultration, Fermentation & Unfermentation of Food Products and Pattis & Breakfast Cereals. The documentation and presentation should be conducted before the panel of examiners (75 external and 75 internal marks would be awarded for Project Report, Presentation & Viva-voce by the panel of internal examiners. The external mark evaluation of 75 marks will be done at University.

Guidelines for submission of Projects and Conduct of Project Evaluation

- As far as possible, senior teaching staff be appointed as guide for the project.
- New guides will be recognized by the YCMOU on receiving their application form along with proof of qualifications.

- Students should identify the topic for research and the guiding teacher and send the synopsis along with a form duly filled in all respect in the prescribed format (Annex X).
- The study centre shall forward the synopses with enclosure in hard copy by post and send the consolidated list of synopses in Excel format in Annex X by electronic mail to director.ce@ycmou.ac.in and gujar.rr@ycmou.ac.in to make the procedure smooth and transparent. The last dates of submission are mentioned in the schedule.
- University shall grant the approval to synopses after scrutinizing the same and inform the Guide and the candidate through study centre.
- One guide should normally be appointed for maximum 12 students. Same person be appointed as internal examiner.
- Centre coordinator should appoint internal examiners course wise and other staff & send a copy to YCMOU for information.
- Project guide should allot the topic to the students in the beginning of the year & strictly monitor the performance of each & every student throughout the year.
- Project guide should ask students to submit the detailed project report typed on A4 paper, double spaced, font 12, times new roman, neat figures etc at the end of the year.
- Project guide should assess the project work in the format described in following section & fill in the mark sheet out of 75 marks and send it to Exam Section, Unit – 3, YCMOU duly sealed.
- The Project report of the students must be sent to the School of Continuing Education, University by secured means like special messenger or speed post acknowledgement due so that the receipt may be properly and responsibly traced.
- The Project Reports must be checked at the study center for the appropriate enclosures as follows before submission to the School of Continuing Education. (Refer Annex 2)
 - (1) The signed declaration of the student.
 - (2) The signed project guide's certificate
 - (3) The synopsis approval provided by the School of Continuing Education.
- Examiners should avoid overwriting in the mark sheet.

9.2 Marks Distribution

The distribution of project report marks to be awarded at study centre by Internal and External Examiners shall be as follows:

- (1) Punctuality in attending project activities.
- (2) Awareness of the cost-effectiveness.
- (3) Library work actually undertaken by student.
- (4) Importance of project work from professional point of view.
- (5) General impression.
- (6) Language of Presentation in the report.
(Correct punctuation, intonation, use of expression, grammatical structure)
- (7) Effective communication through report.
- (8) Use of Higher through process as evidenced in project report.
- (9) Importance of choice of topic in professional sense.

The student needs to secure more than 40% marks in the evaluation for the passing.

9.3 Evaluation Pattern Summary

<i>Nature of the course</i>	<i>Components in the course</i>	<i>Marks for each component</i>	<i>Total marks of the course</i>	<i>Passing criteria</i>
Theory Course	Continuous (Internal) Assessment + End Examination	20 marks in CA +80 marks in end exam	100	40% in end exam and 40% in combined marks
Practical Course	Performance of the practical + Journal Writing + Viva	30 marks + 10 marks + 10 marks	50	40 % in practical end exam
Project Report	Internal marks to be given by study centre + External marks to be given by University	75 marks internal + 75 marks external	150	40% in internal marks and 40% in external marks
Theory cum Practical Course	Continuous (Internal) Assessment + End Examination + Practical marks	20 marks in CA + 80 marks in End Exam + Practical marks (30 marks + 10 marks + 10 marks)	150	40% in end exam and 40% in combined marks and 40% in practical end exam
Industrial Training	Continuous observation by the study centre		150 for 6 CP and 100 for 4 CP	40%

9.4 Marking Scheme

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

9.5 Panel of Examiners

The panel of examiners, normally, will consist of experts from the academic and industrial field. This panel will carry out paper setting, examination and evaluation in theory, practical and project work courses.

9.6 Frequency of Examinations

End Examination will be conducted for all courses once in a year. (Yearly Pattern)

9.7 Report of Examination Results

Student can improve his/her previous grades 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. 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.

9.8 Verification of Marks

The University does not undertake revaluation of answer scripts / sheets of any course. Only verification of marks is allowed on submission of an application form for the same, which is available at the respective study centres, for a prescribed form fee. Such duly filled form should be sent directly to the Examination Section of University within a maximum period of 60 days from the date of declaration of result at Nashik. Student has to pay prescribed verification fee, against the verification of marks. Fees that is, form and verification fee, are payable only at the time of submission of the form.

9.9 If you don't pay the Fees

During the end examination, admission to examination hall may be prohibited or examination results may be withheld, in case of non-payment of "University Programme Fee" and / or "Study Centre Fee" and / or "Examination Fee"

9.10 For Repeater Students

Student may improve his examination performance, by reappearing in the end examination for a given course, during subsequent semesters, by paying separate examination fees. But no grade improvement shall be allowed after the award of a certificate or the diploma. Hence student should consider improvement in grades before applying for the convocation.

9.11 Award of Degree

After successful completion of all courses at all years, the degree may be awarded, in person or absence, during next convocation to those candidates who fulfill the prescribed procedure of filing the convocation form and payment of the prescribed fees.

10. List of YCMOU Regional Centres

<i>Sr. No.</i>	<i>Regional Centre</i>	<i>Address</i>	<i>Tel. No.</i>
01.	Amravati	Yashwantrao Chavan Maharashtra Open University, Amravati Regional Centre, V.M.V. Road to Valgaon Road, Post. V.M.V. Amravati-444604	Tel No.0721-2531445, 2531210 Fax. No. 0721-2531444
02.	Aurangabad	Yashwantrao Chavan Maharashtra Open University, Aurangabad Regional Centre, Sarve No. 41, East Side of Military Boy's Hostel, Nandanvan Colony, Chhavani, Aurangabad-431001	Tel No. 0240- 2371066,2371077 Fax No. 0240-2371088
03.	Mumbai	Yashwantrao Chavan Maharashtra Open University, Mumbai Regional Centre, C/o, Jagannath Shankarsheth, Primary Municipal School, 2 nd Floor, Fraire Bridge (South), Nana Chowk, Grant Road (West), Mumbai-07.	Tel No. 022-23874186 / 23813256 Fax No. 022-23826135
04.	Nagpur	Yashwantrao Chavan Maharashtra Open University, Nagpur Regional Centre, Rao Bahadur D. Lakshminarayan Bungalow, University Sports Area, Law College Campus Amravati Road, Ravinagar Chouk Nagpur-440001	Tel No. 0712-2553724 / 25 Fax No. 0712- 2553725
05.	Nashik	Yashwantrao Chavan Maharashtra Open University, Nashik Regional Centre, Old NMC Building, 2 nd Floor, New Pandit Colony, Nashik-422002	Tel. No. 0253-2317063 Fax No. 0253-2576756
06.	Pune	Yashwantrao Chavan Maharashtra Open University, Pune Regional Centre, Shahir Annabhau Sathe Prashalagruha, Corporation School No. 5 (Boys), 654, Opp. Sadashiv Peth Haud, Kumthekar Marg, Pune-411030	Tel No. 020-24491107 Fax No. 020-24457914
07.	Kolhapur	Yashwantrao Chavan Maharashtra Open University, Kolhapur Regional Centre, Shivaji University Campus Near Post Office, Vidyanagar, Kolhapur-416004	Tel No.0231-2607022 Fax No. 0231-2607023

Sr. No.	Regional Centre	Address	Tel. No.
08.	Nanded	Yashwantrao Chavan Maharashtra Open University, Swami Ramanand Tirth Marathwada University, Nanded-431606	Tel No. 02462- 259940/50 Fax 02462-259940
09.	Kalyan	Yashwantrao Chavan Maharashtra Open University, Late (MP) Prakash Paranjape Competitive Exam Training Centre, Kalyan-Dombiwali Municipal Corporation Building, Chandrabhushan Plaza Mishra Compound, Sahajanand Chowk, Kalyan (W), 421 301	Mob. No. : 9323108040 Tel No. 0251- 2204086/9
10.	Solapur	Yashwantrao Chavan Maharashtra Open University, C/o. Dayanand Mahavidyalay Solapur - 413 002	Mob. No. : 9422292672 Tel No. 0217-2375511, 2375522 Fax No. 0217-2375533

11. Student Welfare

Student aid

YCMOU offers financial aid for students from low-income strata on merit basis for some specific programmes only. YCMOU has made a pooled some annual provision for this purpose. YCMOU offers a 50% fee waiver in various programmes for students in low-income sections of the society. Students need to apply in specified format with suitable documents for eligibility.

Sports events

Annual events are organised to offer sports-opportunities for students at regional and university levels. This will enable them to qualify for sports events at intervarsity *Ashwamedha* (intervarsity event started by Hon Chancellor), state and national levels including AIU events.

Youth festival

Annual youth festivals are held for performing arts at regional and university level. The events include elocution, *ekankika* (one-act-play), music and dance. This qualifies them for participation in *Indradhanushya* - intervarsity event started by Hon Chancellor and also national level events including the AIU-event.

Avishkar

To promote research activity in the student community, Avishkar — an intervarsity event started by Hon Chancellor — is organised annually. A biannual research journal is published by YCMOU for students to carry the research papers.

Samvad patrika journal

Samvad patrika is a monthly journal for communication with the students of YCMOU spread in the entire state. This carries educational articles and

useful information. This is expected to promote self-learning and awareness about Open & Distance Learning. This journal will be available at Study Centre and on University website.

Virtual learning

The Ahemadabad based ISRO has helped YCMOU to start a satellite based virtual learning centres network to assist learning. This networks 40 VLCs in the state where students can gather to interact with the counsellors.

NSS

The National Services Scheme (NSS) has been launched at select YCMOU study centres for 800 students.

12. Where to Contact

<i>Sr. No.</i>	<i>Type of query</i>	<i>Whom to contact?</i>
01.	Academic Matters	Director, School of Continuing Education, Nashik
02.	Programme Operation (Study Centre Management)	Programme Coordinator (SCM) Student Services Division, OR Director, SSD, Y.C.M.O.U., Nashik
03.	Examination and Result Related Matters	Director Evaluation, Division and Controller, Y.C.M.O.U., Nashik
04.	Admissions Related Matter	(1) Regional Director, Respective Regional Centres (2) Deputy Registrar, Registration Section, Y.C.M.O.U., Nashik
05.	Difficulties in any course, at the study centre	Counsellor, at the Study Centre
06.	Other general difficulties and Planning of academic activities, at the Study Centre	Study Centre Coordinator, at the Study Centre
07.	Serious Difficulties at the Study Centre	Study Centre Head at a Study Centre

13. Appendices

Appendix 13.1 : Question Paper Pattern

- Q. No. 1 Answer any Eight of the following questions in 25 to 30 words each.
(8 X 2). 16 Marks.
(12 sub-questions shall be given)
- Q. No. 2 Answer any Four of the following questions in 4 to 45 words each.
(4 X 3). 12 Marks
(6 sub-questions shall be given)
- Q. No. 3 Answer any Four of the following questions in 40 to 45 words each.
(4 X 3) 12 Marks
(6 sub-questions shall be given)
- Q. No. 4 Answer any Two of the following questions in 80 to 90 words each.
(2 X 6) 12 Marks
(3 sub-questions shall be given)
- Q. No. 5 Answer any Two of the following questions in 80 to 90 words each.
(2 X 6) 12 Marks
(3 sub-questions shall be given)
- Q. No. 6 Answer any Two of the following questions in 100 to 120 words each.
(2 X 8) 16 Marks.
(3 sub-questions shall be given)

Appendix 13.2 : Lateral Entry to Third Year (B.Sc. In HSCS)

<i>Sr. No.</i>	<i>Previous Qualification</i>	<i>Name of the University / Board</i>
01	B.Sc in Catering & Hotel Administration	Alagappa University
02	S.Y.B.Sc in Hospitality Studies	University of Mumbai
03	Diploma in Maritime Catering Technology and Hotel Management	Maharashtra State Board of Technical Examination, Mumbai.
04	Diploma in Hotel Management & Catering Technology	Maharashtra State Board of Technical Examination, Mumbai.
05	Diploma in Hotel Management	National Council for Hotel Management & Catering Technology
06	Diploma Hotel Management (10 th + Preparatory or 12 th pass)	Yashwantrao Chavan Maharashtra Open University, Nashik
07	Diploma in Hotel Management & Catering Technology	Board of Technical Examination, Goa
08	Diploma in Hotel Management & Catering Technology	Nagpur University

<i>Sr. No.</i>	<i>Previous Qualification</i>	<i>Name of the University / Board</i>
09	International Diploma in Hotel Management	Oriental School of Hotel Management, Wayand, Kerala
10	First and Second year passed of the B.Sc. in Hotel Management Administration and Hospitality	Eastern Institute for Integrated Learning in Management University of Sikkim

Eligibility Criteria:

Lateral Entry Directly To Second Year (B.Sc. in HSCS)

<i>Sr. No.</i>	<i>Previous Qualification</i>	<i>Name of the University / Board</i>
01	Certificate Course in Hotel Management & Catering Technology	Maharashtra State Board of Vocational Examination, Mumbai.
02	B. Sc. In Catering & Hotel Administration	Alagappa University
03	F.Y.B.Sc in Hospitality Studies	University of Mumbai
04	Diploma in Hotel Operation	Maharashtra State Board of Technical Examination
05	Bachelor in Hotel Management	Mangalore University
06	Diploma in Hotel Management	Institute of Hotel Management, Ahmedabad

Appendix 13.3 : Lateral Entry Directly to Third Year (B.Sc. in HTS)

<i>Sr. No.</i>	<i>Previous Qualification</i>	<i>Name of the University / Board</i>
01	Diploma in Hotel Management & Catering Technology	Maharashtra State Board of Technical Examination, Mumbai. (All Pattern)
02	Diploma in Maritime Catering Technology and Hotel Management	Maharashtra State Board of Technical Examination, Mumbai.
03	Diploma in Hotel Management	National Council for Hotel Management & Catering Technology
04	Bachelor in Hotel Management & Catering Technology	Nagpur University
05	S.Y. Bachelor in Hotel Management & Travel & Tourism	Bharati University
06	Diploma in Hotel Management & Catering Technology	Maharashtra State Institute of Hotel Management, Pune.
07	Vocational Diploma in Hotel & Catering	Maharashtra State Board of Technical Examination, Mumbai.

<i>Sr. No.</i>	<i>Previous Qualification</i>	<i>Name of the University / Board</i>
08	Bachelor in Hotel Management & Catering Technology	University of Mumbai
09	Diploma in Tourism & Travel Industry Management	Garware Institute of Management, Mumbai under Mumbai University
10	B. Sc. In Tourism & Hospitality Management	Madurai Kamraj University
11	Advanced Diploma in Hotel Management & Tourism Management and Diploma in Hotel Management & Tourism Management	Rashtrabhasha Prasar Samiti, Vardha

Eligibility Criteria:

Lateral Entry Directly to Second Year (B.Sc. in HTS):

<i>Sr. No.</i>	<i>Previous Qualification</i>	<i>Name of the University / Board</i>
01	Certificate in HMCT	Maharashtra State Board of Vocational Examination, Mumbai.
02	F.Y. B.Sc. in Hospitality Studies	University of Mumbai
03	S.Y. Bachelor in Hotel Management & Travel Tourism	Bharati University
04	Diploma in Hotel Management & Tourism Management	Rashtrabhasha Prachar Samiti, Vardha
05	First Year (all courses clear) B.A. (Hon), Hotel Management, (No additional benefits permissible for subsequent years)	Hudders fields University, UK

Course Exemption Rule regarding foreign language course in M.Sc., HTS, B.Sc. HTS, B.Sc. HSCS, the student who has passed a certificate in Arabic or French or German or Spanish Language or online French Language could be granted course exemption in the international language course in any of the programme i.e. M.Sc. HTS, B.Sc. HTS and B.Sc. HSCS.

Appendix 13.4 : Additional Application Form for Lateral Entry Students - Lateral Entry Directly to Third Year (B.Sc. in HSCS)

Name of the Candidate :

Study Centre Code:.....

Year..... Eligible

Sr. No.	Previous Qualification	Name of the University / Board	Eligibility Criteria Applied
01	B.Sc in Catering & Hotel Administration	Alagappa University	
02	S.Y.B.Sc in Hospitality Studies (all subjects pass)	University of Mumbai	
03	Diploma in Maritime Catering Technology and Hotel Management	Maharashtra State Board of Technical Examination, Mumbai.	
04	Diploma in Hotel Management & Catering Technology	Maharashtra State Board of Technical Examination, Mumbai.	
05	Diploma in Hotel Management	National Council for Hotel Management & Catering Technology	
06	Diploma Hotel Management (with 12 th or Preparatory)	Yashwantrao Chavan Maharashtra Open University, Nashik	
07	Diploma in Hotel Management & Catering Technology	Board of Technical Examination, Goa	
08	Diploma in Hotel Management & Catering Technology	Nagpur University	
09	International Diploma in Hotel Management	Oriental School of Hotel Management, Wayand, Kerala	

Eligibility Criteria:

Note: Please Tick (✓) whichever is applicable.

Candidate must submit mark sheets/certificates for previous qualifications

Signature of the Student

Signature of the Study Centre Coordinator
(with remark)

For Office Use Only

Appendix 13.5 : Additional Application Form for Lateral Entry Students - Lateral Entry Directly to Second Year (B.Sc. in HSCS)

Name of the Candidate :

Study Centre Code : Year

Eligibility Criteria:

Note: Please Tick () whichever is applicable

<i>Sr. No.</i>	<i>Previous Qualification</i>	<i>Name of the University / Board</i>	<i>Eligibility Criteria Applied</i>
01	Certificate Course in Hotel Management & Catering Technology	Maharashtra State Board of Vocational Examination, Mumbai.	
02	B. Sc. in Catering & Hotel Administration	Alagappa University	
03	F.Y. B.Sc. in Hospitality Studies (all subjects pass)	University of Mumbai	
04	Diploma in Hotel Operation	Maharashtra State Board of Technical Examination	
05	Bachelor in Hotel Management	Mangalore University	
06	Diploma in Hotel Management	Institute of Hotel Management, Ahmedabad	

Candidate must submit mark sheets/certificates for previous qualifications

Signature of the Student

Signature of the Study Centre Coordinator
(with remark)

For Office Use Only

Appendix 13.6 : Additional Application Form for Lateral Entry Students - Lateral Entry Directly to Third Year (B.Sc. in HTS)

Name of the Candidate :

Study Centre Code : Year

Eligibility Criteria :

Note: Please Tick () whichever is applicable

Sr. No.	Previous Qualification	Name of the University / Board	Eligibility Criteria Applied
01	Diploma in Hotel Management & Catering Technology	Maharashtra State Board of Technical Examination, Mumbai. (All Pattern)	
02	Diploma in Maritime Catering Technology and Hotel Management	Maharashtra State Board of Technical Examination, Mumbai.	
03	Diploma in Hotel Management	National Council for Hotel Management & Catering Technology	
04	Bachelor in Hotel Management & Catering Technology	Nagapur University	
05	S.Y. Bachelor in Hotel Management & Travel & Tourism	Bharati University	
06	Diploma in Hotel Management & Catering Technology	Maharashtra State Institute of Hotel Management, Pune.	
07	Vocational Diploma in Hotel & Catering	Maharashtra State Board of Technical Examination, Mumbai.	
08	Bachelor in Hotel Management & Catering Technology	University of Mumbai	
09	Diploma in Tourism & Travel Industry Management	Garware Institute of Management, Mumbai under Mumbai University	
10	B. Sc. In Tourism & Hospitality Management	Madurai Kamraj University	
11	Advance Diploma and Diploma in Hotel Management & Tourism Management	Rashtrabhasha Prachar Samiti, Vardha	

Candidate must submit mark sheets/certificates for previous qualifications

Signature of the Student

Signature of the Study Centre Coordinator
(with remark)

For Office Use Only

Appendix 13.7 : Additional Application Form for Lateral Entry Students - Lateral Entry Directly to Second Year (B.Sc. in HTS)

Name of the Candidate :

Study Centre Code :

Year

Eligibility Criteria :

Note: Please Tick (√) whichever is applicable

<i>Sr. No.</i>	<i>Previous Qualification</i>	<i>Name of the University / Board</i>	<i>Eligibility Criteria Applied</i>
01	Certificate in HMCT	Maharashtra State Board of Vocational Examination, Mumbai.	
02	F.Y. B.Sc. in Hospitality Studies	University of Mumbai	
03	S.Y. Bachelor in Hotel Management & Travel Tourism	Bharati University	
04	Diploma in Hotel Management & Tourism Management	Rashtrabhasha Prachar Samiti, Vardha	
05	First Year (all courses clear) B.A. (Hon), Hotel Management, (No additional benefits permissible for subsequent years)	Hudders fields University, UK	

Candidate must submit mark sheets/certificates for previous qualifications

Signature of the Student

Signature of the Study Centre Coordinator
(with remark)

For Office Use Only

Appendix 13.8: University Grants Commission Resolution (2004)



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UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110002

5 MAY 2004

F1-52/2000(CPP-II)

The Registrar / Director

Of all the Indian Universities

(Deemed, State, Central Universities /

Institutions of National importance)

Subject : Recognition of Degrees awarded by Open Universities.

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. **The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.**

A circular was earlier issued vide UGC letter N.F.1-8/92(CPP) dated February, 1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

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

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No.1-52/97(CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Web site : www.ugc.ac.in

May, I therefore request you to treat the Degrees / Diploma / Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

Yours faithfully

(Dr. Mrs. Pankaj Mittal)
Joint Secretary

Encl. : As Above

Copy to :

1. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001.
2. The Secretary, All Indian Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi
3. The Secretary, Association of Indian Universities (AIU), 16, Comrade Inderjit Gupta Marg, New Delhi -110002.
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I. P. Estate, New Delhi-110002.
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110068.
6. The Vice-Chancellor, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.
7. The Vice-Chancellor, Dr. B. R. Ambedkar Open University, Road, No. 46, Jubilee Hills, Hyderabad (AP)
8. The Vice-Chancellor, Nalanda Open University, West Gandhi Maidan, Patna-800001 (Bihar)
9. The Vice-Chancellor, Dr. Babasaheb Ambedkar Open University, Shahigaug, Ahmedabad-380003 (Gujarat)
10. The Vice-Chancellor, Karnataka State Open University, Manasagangotri, Mysore-570006 (Karnataka)
11. The Vice-Chancellor, Yashwantrao Chavan Maharashtra Open University, Nashik-422222 (Maharashtra)
12. The Vice-Chancellor, Kota Open University, Vardhaman Mahaveer Open University, Kota-324010 (Rajasthan)
13. The Vice-Chancellor, Netaji Subhash Open University, Kolkata-700020 (West Bengal)
14. The Vice-Chancellor, Madhya Pradesh Bhoj (Open) University, Bhopal-462016 (M.P.)

(V.K. Jaiswal)
Under Secretary



ज्ञानगंगा घरोघरी

Yashwantrao Chavan Maharashtra Open University
Nashik - 422 222

Receipt of Admission Form

(Student should preserve this copy)

(Year 2014-15)

Received the admission form along with necessary documents with bank challen receipt of

Mr./Ms./Mrs. _____

for forwarding to the Regional Director, Yashwantrao Chavan Maharashtra Open University.

The details are given below :

Name of the Programme :

Programme Code :

Bank Challan No.....

Amount : Date : / /20

Date : / /20

Coordinator
Signature & Stamp of Study Centre

For Details about University, Programmes Offered by University & Study Centres log on to

<http://ycmou.digitaluniversity.ac>

Annex X (1 of 3)
Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam, Nashik
School of Continuing Education

Guidelines for Project Synopsis and Report Submission for the students
of V74 (B. Sc. HTS), V76 (B. Sc. HSCS), V77 (M. Sc. HTS),
V78 (M. Sc. FS) and T97 (B. Sc. MGA)

1. The synopsis shall reach to the School of Continuing Education on or before 15th October 13.
2. The covering proforma shall be attached with the project synopsis.
3. Project guide's certificate shall be attached with the synopsis
4. Project Guide Bio-Dada, Supporting documents of qualifications shall be attached with project synopsis.

Important:

For the project guides of degree students: The guide should have the degree in the related discipline or if guide is diploma holder then 10 years experience is must.

For the project guides of post graduation degree students: The project guide for the M Sc students should have master's degree in the concerned area.

4. Synopsis should consist the concerned points as follows:
 - Introduction of the topic
 - Review of Literature/ Information referred
 - Objectives of the study
 - Hypothesis of the study
 - Research Methodology to be used for the study
 - Bibliography
5. The documents shall be attached in the sequence covering proforma, guide's certificate, guide's qualification supporting documents, synopsis.
6. The study center must fill up the attached excel sheet showing the consolidated data of all synopses. The print copy shall be attached with all cases. And the soft copy shall be sent to email gujar_rr@ycmou.digitaluniversity.

Excel sheet consolidated data format

stu_name	PRN	prj_pg_cod	title	prj_sc_cod	prj_sc_name	prj_exp_name
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Annex X (2 of 3)
Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam, Nashik
School of Continuing Education

Proforma of Project Synopsis submission details
For Students of V74 (B. Sc. HTS), V76 (B. Sc. HSCS),
V77 (M. Sc. HTS), V78 (M. Sc. FS) and T97 (B. Sc. MGA)

Student's information (to be filled by the student)

Name of the student: _____

Programme Name: _____ Programme Code: _____

Permanent Registration Number: _____

If the PRN is not available then mention the qualification on which base the admission is granted: _____

Study centre code: _____

Study centre's detail address: _____

Title of the project: _____

Name of the Project Guide: _____

Qualifications of the guide: _____

Checked by the coordinator

Signature: _____

Name of the coordinator: _____

Cell No: _____

e-mail ID: _____

Annex X (3 of 3)
Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam, Nashik
School of Continuing Education on

CERTIFICATE OF PROJECT TOPIC APPROVAL
(By the Project Guide)

I, hereby certify that the synopsis for the project entitled _____

By (Candidate's Name) _____

has been prepared for the _____ programme

after due consultation with me. I also agree to guide the student till
its completion.

(Signature of the Guide)

Full Name with Address:

Contact Email; _____

Contact Number: _____

Annex 2 (1 of 3)
Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam, Nashik
School of Continuing Education on

CERTIFICATE OF PROJECT APPROVAL
(By the Project Guide)

I, hereby certify that the project entitled _____

By (Candidate's Name) _____

has been prepared for the _____ programme

under my guidance by the student.

(Signature of the Guide)

Full Name with Address:

Contact Email; _____

Contact Number: _____

Annex 2 (2 of 3)
Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam, Nashik
School of Continuing Education

Student's Declaration

The project report titled as _____

is prepared by me. I complete this work under the guidance of

(Guide Name) _____

This work is solely completed by me in consultation with my guide. This project is submitted as a part of the _____ programme fulfillment for the degree award.

Name of the Student : _____

PRN of the Student : _____

Signature of the student with date : _____

Annex 2 (3 of 3)
Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam, Nashik
School of Continuing Education

Guidelines for Project Report Submission

- 1) The project report must be enclosed with the project guide's certificate, declaration of the student and the synopsis approval provided by the School of Continuing Education.
- 2) The project guide's certificate must be signed by the project guide.
- 3) The declaration must be signed by the student.
- 4) The project report must be stamped by the study center.
- 5) Project report must in black cover hard binding.
- 6) Page set up must be with : Times New Roman font (12 point size for running matter, 14 point size for titles in the content, 1.5 point space between the lines.
- 7) Last date of submission for the 30th April for May examination and 30th October for November examination.