

F. Y. / S.Y. / T. Y. B. Com. Degree Programme : Prospectus

Programme Code : G02

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Most Important

- ☛ Student of F.Y./S.Y. B.com. should take admission in S.Y./T.Y. class without waiting for result. Students will have to pay late fee even if result is declared late
- ☛ Student will have to pay late fee after regular date of admission is over.
- ☛ Student will not get admission after the date of late fee is over.
- ☛ If the admission is cancelled by the university or student himself, the admission fees paid by him will not be refunded.
- ☛ Student should not pay any excess fees. If excess fee is deposited into the Bank that will also be refunded. (to avoid this please read the prospectus carefully.)
- ☛ The study Centre and students should check the record of admission registration on DU porter of University. It is the responsibility of the Study Centre and Student to see the correctness of the record.
- ☛ At the time of admission, if late admission is taken, may cause many problems. (like failure of net, rush in bank and at study centre.) So ensure your admission in pretty advance.
- ☛ Keep Xerox copy of admission form with you for ever. Because university can not preserve the forms more than one year.
- ☛ The students should fill-in application form after carefully reading the prospectus.

Production

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F. Y. / S. Y. / T. Y. B. Com. Degree Programme

Programme Time Table

(F. Y. / S. Y. / T. Y. B.Com. Degree Programme : 2013 - 2014)

(1) Admission starts on	July 2013
(2) Last date for the admission at the Study Centre without late fee	31 st July 2013
(3) Last date for admission at the Study Centre with late fee Rs. 200/- with late fee Rs. 500/-	1 August to 16 August 2013 17 August to 30 August 2013
(4) Text-books available at the Study Centre	Upto October 2013
(5) Period of counselling sessions at the Study Centre	September 2013 to April 2014
(6) Internal Evaluation	November 2013 to February 2014
(7) Final Examination	May 2014
(8) Declaration of Result	End of July 2014

- Instructions :**
- (1) Changes, if any, in the given schedule, shall be informed to the study centres, well in advance.
 - (2) Please contact your study centres for Exam, Contact Session and Study Material..
 - (3) There is **no provision for admission at Regional Centres and Headquarter.**
 - (4) The students will be responsible for mistakes in admission form. **(There will be no admission after the last date.)**
 - (5) University Fees to be deposited through Bank Challan only.
 - (6) The part of challan meant for study centre to be attached with the application and submit application form to the study Centre. Get receipt of the same.
 - (7) Student will not be allowed to change study centre / medium once admission is taken at the particular study centre. However, Centre can be changed next year.
 - (8) Fees once paid will not be refunded under any circumstances.

Website - <http://ycmou.digitaluniversity.ac>

1. About School

The School of Commerce and management is one of the eight schools of studies located at the headquarters of the university. Through its quality policy aims to enhance and sustain excellence of its educational programmes. The school offers various programmes by which student can update his knowledge, ability and managerial skills while working in his /her profession. All the programmes run by the school have become extremely popular and are among the best in Distance Learning Programme methods.

Mission of the School

1. To help in increasing knowledge in the field of commerce, management and allied sectors.
2. To provide well educated manpower to service and manufacturing sector, industries, institutions, etc.
3. To offer enriching learning experiences to aspiring managers.
4. To enable students to realize their full potential.
5. To ensure that student serves as agent of continuous improvement and change.
6. To encourage entrepreneurship and service orientation.
7. To extend the frontiers of knowledge in management through cutting-edge research.
8. To disseminate knowledge through a portfolio of educational programmes and publications.

■ Objectives of the B.Com. Programme

- (1) To provide opportunity for higher education to those people (for example farmers, businessmen, workers, housewives, artizans, those who are in service, etc) who could not complete their education earlier.

- (2) To develop study skills among the learners so as to help them cope with courses in Literature, History, Politics, Economics, Business, Management Science, etc.
- (3) To provide the necessary practical exposure to self-study methods so as to equip the learner with knowledge-acquiring skills.
- (4) To develop personality development skills.

2. B.Com. Programme Structure

This programme has a duration of three years and has weightage of 108 credit points. In this programme the student has to study 6 Courses of 36 credit points for the first year, 5 compulsory courses and one elective course having weightage 36 credit points for the second year, and 4 compulsory and 2 specialization group courses having weightage 36 credit points for third year. Nine contact sessions for every course of 6 credit points are arranged at the study centre where the students can solve their difficulties.

2.1 Duration

The minimum duration of this programme is three years, although you may complete the programme gradually within a maximum period of eight years.

If the programme is not completed successfully during these eight years, you will be required to take fresh admission. During the period of registration, students will be given at the most four chances for appearing for the examination of specific courses.

2.2 Medium

The medium of instruction for the B.Com. programme is **English**.

2.3 Courses for B.Com.

First Year B. Com. (All courses are compulsory)

<i>Course Name</i>	<i>Credit Points</i>
(1) (COM107) Elements of Statistics	6 cp
(2) (MAR102) Foundation Course in Marathi or (ENG102) English for Business	6 cp
(3) (HEN101) Foundation Course in English and Hindi	6 cp
(4) (GKN101) General Knowledge and Social Awareness	6 cp
(5) (COM106) Commerce	6 cp
(6) (COM211) Office Management	6 cp

Second Year B. Com.

<i>Course Name</i>	<i>Credit Points</i>
<i>(A) Compulsory Courses</i>	
(1) (COM208) Accountancy : Part I	6 cp
(2) (ECO201) Business Economics	6 cp
(3) (COM210) Business Law	6 cp
(4) (MGM105) Management Science	6 cp
(5) (COM212) Business Organization and Administration	6 cp
<i>(B) Elective Courses (Any One)</i>	
(6) (MGM224) Managerial Economics	6 cp
OR	
(7) (MGM225) Business Communication	6 cp

Third Year B. Com.

<i>Course Name</i>	<i>Credit Points</i>
<i>(A) Compulsory Courses</i>	
(1) (COM209) Accountancy : Part II	6 cp
(2) (COM220) Economic Environment in India	6 cp
(3) (COM221) Costing, Auditing and Taxation	6 cp
(4) (COM222) Human Resource Management	6 cp
<i>(B) Specialization Courses (Any One)</i> <i>(Two papers of each)</i>	
(1) COM306 Banking and Finance 1 COM307 Banking and Finance 2	12 cp
OR	
(2) MGM308 Marketing Management 1 MGM309 Marketing Management 2	12 cp

2.4 Credit Points

All courses offered by YCMOU carry a certain value in terms of credit-points. A credit point is a way of expressing the learning hours required to study a certain unit, in a book or a course.

Generally, one credit point is considered equivalent to about 30-35 learning hours. These learning hours could mean the time you spend in reading, note-taking, listening to lectures, participating in discussions on the topic, listening to audios, viewing especially prepared videos, etc.

The B.Com. degree programme at YCMOU requires that you 'collect' a credit of 108 credit points in order to be considered eligible for the degree 'Bachelor of Commerce'.

2.5 Learning Method

The students of the open university do not go to the college everyday. They do not have regular time for their studies. The open university has independently developed a learning method for such students. This method has the following components :

- Self-Instructional text books,
- Use of Audio and Video cassettes,
- Counselling during contact sessions at the study centre by the subject experts.

■ Special Features of the Text Books

The students are given the syllabus of the courses and also the text-books. The students get these text-books after paying total programme fees and are allowed to keep these with them. These texts are written in a format, different from the usual published texts. One can understand the text through one reading because it is divided into small units. Each unit is explained with the help of graphs, pictures and illustrations to cover a specific topic.

In text, there are questions for each unit so as to revise and review the comprehension of the reading material. It helps the students to study a specific topic. If the student has any difficulty, he or she can make a note of it. He can discuss these noted difficulties with the counsellor during the contact session at the study centre.

■ Nature of Contact Sessions

The student can choose a study centre as per his/her convenience. Generally, the contact sessions are held either on weekly holidays or in the evening, after office hours. The contact session for counselling of one subject is of two hours. During these contact sessions, the counsellors are supposed to guide/discuss with the students, based on the course material. These contact sessions are also used to view audio/video cassettes at the study centres. The students can solve their difficulties by discussing with their colleagues as well as with the counsellor during contact sessions.

Syllabus for First Year B.Com. Programme

1. (COM 107) Elements of Statistics

- Book 1 : Introduction to Statistics and Presentation of Data
 Book 2 : Measures of Central Tendencies & Measures of Variations
 Book 3 : Correlation and Regression

2. (MAR 102) Foundation Course in Marathi

- पुस्तक १ : भाषिक विनिमय : तत्त्व आणि व्यवहार
 पुस्तक २ : मराठीचा भाषिक वापर : कार्यपुस्तक
 पुस्तक ३ : भाषिक सर्जनशीलता : स्वरूप आणि प्रकार
 पुस्तक ४ : मराठी भाषेचा सर्जनशील वापर : कार्यपुस्तक

OR

(ENG 102) English for Business

- Book 1 : Leadership, Communication and Listening

- Book 2 : Group Communication
 Book 3 : Effective Business Writing

3. (HEN 101) Foundation Course in Hindi and English

- Book 1 : हिन्दी भाषा का परिचय और उसकी संरचना
 Book 2 : Foundation Course in English
 Book 3 : हिन्दी भाषा का परिचय और उसकी संरचना : कार्यपुस्तिका
 Book 4 : Foundation Course in English : Work Book

4. (GKN 101) General Knowledge and Social Awareness

- Book 1 : Science & Technology, Environment and Health
 Book 2 : Development : Concept and Procedure
 Book 3 : Communication Revolution and Biotechnology

5. (COM 106) Commerce

- Book 1 : Introduction to Economics and Evolution of Commerce
 Book 2 : Procedures of Commerce
 Book 3 : Book-keeping and Accountancy

6. (COM 211) Office Management

- Book 1 : Office Layout and Procedures
 Book 2 : Office Organisation and Personnel Management
 Book 3 : Record Management and Public Relations

Syllabus for Second Year B.Com. Programme

(A) Compulsory Course

No. of Contact Sessions

1. (COM 208) Accountancy Part I 12

- Book 1 : Bank Reconciliation Statement, Bills of Exchange and Depreciation.
 Book 2 : Accounts of Partnership Firm

Book 3 : Accounts of Partnership and Non-Profit making Association

2. (ECO 201) Business Economics 09

Book 1 : Business Organisations and Demand Analysis

Book 2 : Supply and Market Conditions

Book 3 : Labour-Market and Capital Investment

3. (COM 210) Business Law 09

Book 1 : Indian Contract Act and Negotiable Instruments Act

Book 2 : Sale of Goods Act and Factories Act

Book 3 : Industrial Disputes and Payment of wages Act

4. (MGM 105) Management Science 09

Book 1 : Management and its nature

Book 2 : Management : Development and Functions

Book 3 : Management Functions

5. (COM 212) Business Organisation and Administration 09

Book 1 : Commercial Organisations, Localisations and Small Scale Industries

Book 2 : Business : Size, Combination and Capital

Book 3 : Industrial Relations and Management

(B) Elective Courses (Any One)

1. (MGM 224) Managerial Economics 09

Book 1 : Managerial Economics : Nature and Concepts

Book 2 : Markets and Price Determination

Book 3 : Principles of Business Firms and Investment analysis

2. (MGM 225) Business Communication 09

Book 1 : Principles and Media of Communication

Book 2 : Verbal and Written Communication

Book 3 : Effective Communication and Human Relations

Syllabus for Third Year B.Com. Programme

(A) Compulsory Courses

1. (COM 209) Accountancy Part II 12

Book 1 : Investment & Farm Accounts

Book 2 : Accounting for Companies & Insurance Companies

Book 3 : Accounting for Banking Companies

2. (COM 220) Indian Economic Environment 09

Book 1 : Economical Environment

Book 2 : Agriculture, Industry and Service Sector

Book 3 : Economic Policy & Planning

3. (COM 221) Costing, Auditing & Taxation 09

Book 1 : Auditing

Book 2 : Cost Accounting

Book 3 : Income Tax

4. (COM 222) Human Resource Management 09

Book 1 : Human Resource

Book 2 : Human Resource Planning

Book 3 : Human Resource Development

(B) Specialisation (Any One Group)

1. (COM 306) Banking & Finance-1 09

Book 1 : Banking Business

Book 2 : Banking Business and Laws

Book 3 : Types of Banks

2. (COM 307) Banking & Finance - 2 09

Book 1 : Financial Markets

Book 2 : Financial Institutions-1

Book 3 : Financial Institutions-2

3. (MGM 308) Marketing Management-1 09

Book 1 : Marketing

Book 2 : Marketing Mix

Book 3 : Marketing Information

4. (MGM 309) Marketing Management-2 09

Book 1 : Advertising

Book 2 : Salesmanship

Book 3 : Consumer Satisfaction

3. Evaluation Procedure

■ F.Y.B.Com. Programme

The pattern of evaluation used for the B.Com. programme will adopt three basic evaluation modes :

- (1) Self-Assessment
- (2) Continuous Assessment
- (3) End Assessment

■ Self-Assessment

Each unit (Chapter) in your books, gives you some exercises for assessing your own learning. Correct or model answers for these exercises provided later, help you to assess the accuracy of your own answers. This mode of assessment gives you a quick or immediate feedback on your extent of learning with regard to a certain topic or sub-topic in your syllabus.

3.1 Internal Evaluation

Internal Evaluation consists of Continuous Assessment (CA). It is a well-accepted fact that rather than evaluate a student purely on the basis of one examination conducted at the end of the learning period, evaluating him at multiple points on a more frequent basis will yield a more dependable and objective measure of his learning.

Besides, continuous assessment has tremendous educational value from your point of view.

Periodic and timely feedback regarding

your performance, given to you by experts may motivate you in various ways : it may lead you to put in additional efforts in your 'weaker' areas; likewise, objective information that you have achieved a satisfactory level of learning, may help to build up your self-confidence in undertaking more difficult learning tasks subsequently.

The Continuous Assessment component of the Evaluation system consists of the Home assignment given by Study Centre.

■ Evaluation of Home Assignments

Home assignments are essential for practice, hence it is mandatory for the students to complete the home assignments. Study Centres should evaluate the home assignments but should not allot the marks, only submit a report, certifying the performance of students and submit it to the Regional Centres in detail.

3.2 Final Evaluation

Final Evaluation consists of End Examination (EE). Evaluation conducted at the end of the learning period through an examination is done here as in other universities. Each question paper carries 100 marks and has a duration of three hours.

Note - Degree grade

1. Degree will be awarded on the basis of marks obtained in 2nd and 3rd year. Passing the 1st year is an essential criteria as well.

2. For the second year, the student has to select one paper from the elective group.

For the third year student needs to select two papers of the same specialization group.

■ Evaluation Procedure S.Y./T.Y. B.Com. Programme

The pattern of evaluation used for the B.Com. programme will adopt three basic evaluation modes :

- (1) Self-Assessment
- (2) Continuous Assessment
- (3) End Assessment

■ Self-Assessment

Each unit (Chapter) in your books, gives you some exercises for assessing your own learning. Correct or model answers for these exercises provided later, help you to assess the accuracy of your own answers. This mode of assessment gives you a quick or immediate feedback on your extent of learning with regard to a certain topic or sub-topic in your syllabus.

■ Internal Evaluation

Study Centre will send a report of the performance of the student regarding Home Assignment to respective Regional Centres.

■ Final Evaluation

Final Evaluation consists of End Examination (EE). Evaluation conducted at the end of the learning period through an examination is done here as in other universities. Each question paper carries 100 marks and has a duration of three hours.

A minimum of 40 average marks are essential. For obtaining the degree, the student must have at least 40 marks in each course included in the programme.

Note : Degree is awarded on the marks of S.Y. and T.Y. B.Com. courses.

■ Credit Points

All courses offered by YCMOU carry a certain value in terms of credit-points. A credit point is a way of expressing the learning hours required to study a certain unit, in a book or a course.

Generally, one credit point is considered equivalent to about 30-35 learning hours. These learning hours could mean the time you spend in reading, note-taking, listening to lectures, participating in discussions on the topic, listening to audios, viewing especially prepared videos, etc.

The B.Com. degree programme at YCMOU requires that you 'collect' a credit of 108 credit points in order to be considered eligible for the degree 'Bachelor of Commerce'.

4. Admission Procedure for F.Y. B.Com.

4.1 Eligibility Criteria

The admission to this programme is based on fulfilling any one of the following criteria -

- (1) Preparatory programme of YCMOU with minimum 40% marks. Certificate Programme for Self Help Group facilitators of YCMOU with minimum 40% marks.
- (2) H.S.C. or equivalent examination of Maharashtra or other state HSC Board.
- (3) 11th standard passed (Before 1975).

- (4) Government recognised certificate / diploma of minimum two years after SSC.

■ Special Instructions

- (A) It is necessary to attach following documents alongwith application form.
- (1) Attested photocopy of school leaving certificate or birth certificate.
 - (2) Attested copies of educational qualification.
- (B) **Please do not attach any original document alongwith the application form. University will not be responsible for the same.**
- (C) In case of change in name, it is allowed only at the begining of the 1st year. To change the name students have to submit Notification in the Government Gazette to University.

5. Admission Procedure for S.Y./T.Y. B.Com.

5.1 Eligibility Criteria & Credit Transfer Rule of Eligibility

■ S. Y. B. Com. (Regular)

The admission to this programme is based on fulfilling any one of the following criteria -

- (1) Student having admitted for the first year B.Com. of the Yashwantrao Chavan Maharashtra Open University.
- (2) Student having passed F.Y.B.Com. from other Universities. (under rule of credit transfer)

■ T. Y. B.Com. (Regular)

The admission to this programme is based on fulfilling any one of the following Criteria :

Students who have been admitted for the second year (B. Com.) of the YCMOU.

■ Credit Transfer

Credit Transfer Rule takes into consideration previous education for completing the degree programme by giving exemption of some credit points.

According to the Credit Transfer Rule students are eligible to Second Year.

On the basis credit transfer Rules, you can complete your education & become a degree holder. If you want to take admission on the basis of Credit Transfer Rules, you are required to fill Credit Transfer Application Form alongwith Bank Challan for required fees and submit it to your Study Centre.

■ Duration for Credit Transfer

Open University adopts flexible policy regarding the duration of the programme. Hence, student can complete the programme gradually within a maximum period of eight years. (only for student taking admission as per Credit Transfer Rule to S.Y. has to complete it within five years and three years respectively.)

It is not compulsory to the students to give final examination if he is not prepared for that, as examination will be held twice in a year. For example, if student has not completed S.Y., is allowed to take admission to the T.Y. only he has to give second year courses in future and degree will be awarded only after successful completion of second and third year courses.

■ S.Y. B.Com. (Credit Transfer)

As per the Credit Transfer Rule of University, student who has passed F.Y.B.Com. from any government recognised University is allowed to take admission to S.Y.B.Com. Programme of Yashwantrao Chavan Maharashtra Open University and also exempted from all first year's subjects.

■ Documents to be attached with Admission Form are :

- Age proof (Attested copy of School Leaving Certificate, School/College Bonafied Certificate - original copy)

○ Don't attach original documents with the admission form. At the time of submission of application form keep (xerox) photocopies and also original copies of the documents with you so that study centre In-charge or co-ordinator will make the attestation and return your original documents. Only attested copies are sufficient, study centre or university is not responsible for maintaining original documents.

Application Form is attached herewith. Student should read thoroughly the application form and prospectus carefully before filling up Application Form to avoid any mistakes and require to attach above mentioned documents and then submit it to the study centre.

5.2 Programme Fees (F.Y./S.Y./T.Y.)

F. Y. B. Com.

University Fee paid into Bank	Rs. 1125/-
Study Centre Fee paid at Study Centre	Rs. 475/-
Total Programme Fee	Rs. 1600/-

■ Details of University Fees for F.Y.B.Com.

1. Admission & Registration fee	175
2. Academic fee	150
3. Samwad	50
4. Examination fee	600
5. Marksheet & Postage	100
6. Student Welfare	40
7. Disaster Mngt. fund	10

Total	Rs. 1125
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(A) S. Y. B. Com. (Regular)

University Fee paid into Bank	Rs. 1275/-
Study Centre Fee paid at Study Centre	Rs. 625/-
Total Fees	Rs. 1900/-

■ Details of University Fees for S.Y.B.Com.

1. Administration & Registration	175
2. Academic	300
3. Samwad	50
4. Examination	600
5. Marksheet & Postage	100
6. Student Welfare	40
7. Disaster Mngt. fund	10

Total	Rs. 1275
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(B) S. Y. B. Com. (Credit Transfer)

University Fees

(a) Second Year Fee	Rs. 1275/-
(b) Credit Transfer fee	Rs. 1500/-

University Fee paid into Bank	Rs. 2775/-
Study Centre Fee paid at Study Centre	Rs. 625/-
Total Fees	Rs. 3400/-

(A) T. Y. B. Com. (Regular)

University Fee paid into Bank	Rs. 1725/-
Study Centre Fee paid at Study Centre	Rs. 775/-
Total Fees	Rs. 2500/-

■ Details of University Fees for T.Y.B.Com.

1. Admission & Registration	175
2. Academic	450
3. Samwad	50
4. Examination	600
5. Marksheet & Postage	100
6. Student Welfare	40
7. Disaster Mngt. fund	10
8. Degree Certificate	300

Total	Rs. 1725
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Please do not pay any additional fees to the study centre. The programme fees will be as given above. **If your admission is cancelled due to some reason, the programme admission fees will not be refunded.**

Please note that if the number of students at a particular study centre is less than 20 students, then the registered students of such study centres will be transferred to the nearest study centre.

Final Examination & Marksheet fees are taken with the admission form. So regular students do not fill any separate Examination Form for final exam.

- (1) Please do not pay any additional fee to the Study Centre. University will not be responsible for the excess payment of fees other than mentioned above. It is non-refundable, if admission is cancelled due to certain reasons.
- (2) University fee is to be deposited through bank challan only in the bank prescribed by the university. One part of the challan will be kept by the bank, second part to be attached with the application, third part to be retained by the student. Students will have to pay Bank Service Charges to the bank if it is mentioned in the challan.
- (3) Study Centre fees to be deposited at Study Centre only. The Study Centre will give receipt of the same.

6. Registration Procedure

1. The Applicant is expected to procure the Admission Form and Bank Challan from the recognised Study Centre.
2. The Applicant must study the prospectus, familiarise himself/herself about the programme rules and ensure that he/she is eligible for the admission. Prospectus is available on our website.

3. If eligible, the Applicant interested for admission to the programme should carefully fill in the form in BOLD legible (readable) letters in black ink/black ball pen, without overwriting, in ENGLISH language. Care should be taken to fill in the form perfectly and accurately because a computerised system will be used for data entry. The Applicant will be solely responsible for the correctness of information submitted. He/she should attach the attested photocopies of proofs of qualification, date of birth and any other important documents asked for.
4. The Applicant should obtain the signature and seal of the Study Centre after getting his/her eligibility checked from the study centre.
5. **The Applicant shall attach the part of challan meant for the application form and retain one part with himself/herself.** He/She should also retain a photocopy of the application form (Admission Form) for himself/herself. He/she shall take acknowledgement of having given the Study Centre part of the challan to the Study Centre.
6. The Admission Forms must be filled in and the above process should be completed before the stipulated time limit. Only admission form along with challan must be submitted only at the Study Centre within stipulated time frame mentioned in the prospectus. No admission form will be received/accepted at the university headquarters/Regional centres under any circumstances. **Forms should also not be sent by post or courier in any case.**
7. The admission fee receipt for the university fees will not be issued by the Study Centre. The Bank challan will itself serve as the fee receipt.
8. **Applicants should submit their admission form and challan to the Study Centre only.**
9. The Applicant must keep in touch with the Study Centre about the learning programme, Contact Session, Time Table and the examination schedule. The

confirmation of admission should be checked with the Study Centre by the last week of October. Applicants shall not be allowed to appear for any examination without confirmation of admission.

10. The university reserves the right to reject admission wrongly granted by the Study Centre to non-eligible applicants if it is discovered at any stage during the registration process.
11. Receipt of the Study Centre fees to be taken from the Study Centre only.

7. Regional Centres

01. Amravati

V.M.V. to Walgaon Road, Post V.M.V.,
Amravati 444 604

☎ : (Fax) 0721-2531444

☎ : (Off.) 0721-2531445/2531210

02. Aurangabad

Survey No. 41, East of the Military boy's
Hostel, Nandanvan Colony, Chhavani,
Aurangabad 431 002

☎ : (Off) 0240-2371066, 2371077

☎ : (Fax) 0240-2371088

03. Mumbai

C/o Jagannath Shankarsheth Municipal
School Building, Nana Chowk,
Grant Road Mumbai 400 007

☎ : (Off) 022-23874186/23874177

☎ : (Fax) 022-23826135

04. Nagpur

Rao Bahadur D. Laxminarayan Bungalow
Law College Campus
Ravinagar Chowk, Nagpur 440 001

☎ : (Off) 0712-2553724/25

☎ : (Fax) 0712-2553725

05. Nashik

Old Municipal Corp. Bldg.
New Pandit Colony
Nashik 422 002

☎ : (Off) 0253-2317063

☎ : (Fax) 0253-2576756

06. Pune

C/o Shahir Annabhau Sathe Prashala
Gruha, Sadashiv Peth, Kumthekar Marg
Pune 411 030

☎ : (Off) 020-24491107

☎ : (Fax) 020-24457914

07. Kolhapur

Near Shivaji University Post Office,
Vidyanagar, Kolhapur 416 004

☎ : (Off) 0231-2607022

☎ : (Fax) 0231-2607023

08. Nanded

Swami Ramanand Tirth Marathwada
University Sports Building,
Nanded 421 606

☎ : (Off) 02462-236718

☎ : (Fax) 02462-236718

Mob. No. : 9422247296

09. Kalyan

Late MP Prakash Paranjape
Competitive Exam Training Centre
Kalyan Regional Centre
Kalyan-Dombiwali Municipal building
Chandrabhushan Plaza
Mishra Compound

sahajanand chowk, Kalyan (W.)
421 301

☎ : (0251)-2201408, 2203479

Mob. No. : 9323108040

10. Solapur

Solapur Regional Centre
C/o. Dayanand College
Solapur - 413 002

☎ : (Off) (0217) 2375522/11

☎ : (Fax)(0217)-2375533

Mob. No. : 9422292672

8. Instructions/Contacts

<i>Sr. No.</i>	<i>Type of Query</i>	<i>Whom to Contact?</i>
1.	Academic Matters	Director of School of Commerce & Mgt. YCMOU, Nashik Ph : (0253) 2231477
2	Student Matters	Director of Student Services Division, YCMOU, Nashik Ph : (0253) 2231478
3	Examination Related Matters	Controller of Examination Ph : (0253) 2231479 D. R. Examination Unit-1, Ph : (0253) 2230716
4	Admission Related Matter	Concerned Regional Centres
5	Difficulties in any course, at the study centre	Counsellor, at the study centre
6	Other general difficulties & planning of academic activities, at the study centre	Programme Co-ordinator, at the Study centre
7	Serious Difficulties, at the study centre	Study Centre Head, at the study centre

★ Student is requested to contact only concerned person to whom the query is related.

@ Your Study Centre will not necessarily be your exam centre.

Do not bring mobile phones in the examination hall.

9. Appendices

Appendix - 1 : Student Welfare

■ Student's Aids

Yashwantrao Chavan Maharashtra Open University offers financial aid for students from low-income strata on merit basis. YCMOU has made a pooled annual provision of Rs. 15 lakh for this purpose. YCMOU offers a 50% fee waiver in various programmes for students from 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 house journal

Samvad Patrika is a monthly in house journal for communication with thousands of 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.

Samvad Patrika will be available at Study Centre as well as on the official website of the University.

■ 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 counselors.

■ NSS

The National Service Scheme (NSS) has been launched at select YCMOU study centres for 1500 students.

Appendix - 2 :

University Grants Commission Resolution (2004)



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जाफर मार्ग
नई दिल्ली- ११० ००२
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110002

F1-52/2000(CPP-II)

5 MAY 2004

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

Appendix - 3 : G.R. of equivalency to 10th and 12th

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

महाराष्ट्र शासन

सामान्य प्रशासन विभाग

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

मंत्रालय, विस्तार इमारत, मुंबई-४०००३२

दिनांक : २० मे, २०११.

वाचा

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

शासन निर्णय :

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

“ज्या पदांच्या सेवाप्रवेश नियमात १० वी/१२ वी (माध्यमिक/उच्च माध्यमिक) परीक्षा उत्तीर्ण असणे अशी किमान अर्हता विहित केलेली असेल त्या बाबतीत, महाराष्ट्र राज्य शिक्षण मंडळाची माध्यमिक व उच्च माध्यमिक शालांत परीक्षा उत्तीर्ण नसलेला मात्र, यशवंतराव चव्हाण मुक्त विद्यापीठाची पूर्व परीक्षा उत्तीर्ण होऊन पदवी परीक्षेचे प्रथम वर्ष उत्तीर्ण झालेला वा यशवंतराव चव्हाण मुक्त विद्यापीठातून पदवी धारण केलेला उमेदवार पात्र समजण्यात यावा.”

२. बृहन्मुंबईतील लिपिक-टंकलेखक पदावरील नियुक्तीसाठी विहित करण्यात आलेल्या सेवाप्रवेश नियमातील २ (इ) मध्ये “महाराष्ट्र माध्यमिक व उच्च माध्यमिक मंडळाने नियंत्रित केलेली माध्यमिक शालांत प्रमाणपत्र परीक्षा आणि या परीक्षेस समकक्ष घोषित केलेल्या इतर परीक्षा अंतर्भूत असल्याचे नमूद केले आहे.” तसेच, उमेदवारांकडे महाराष्ट्र राज्यातील अधिवास प्रमाणपत्र असणेही आवश्यक आहे. राष्ट्रीय मुक्त विद्यालय शिक्षण संस्थान, नवी दिल्ली या विद्यालयाची माध्यमिक शालांत परीक्षा उत्तीर्ण केलेल्या एका उमेदवाराने महाराष्ट्र प्रशासकीय न्यायाधिकारणाकडे दाखल केलेल्या प्रकरणात (मूळ अर्ज क्रमांक २०४/२०१०) राज्य शासनाने लवकरात लवकर निर्णय घ्यावा, असे आदेश दिले आहेत. केंद्र शासनाने कायदान्वये स्थापन केलेल्या राष्ट्रीय मुक्त विद्यालय शिक्षण संस्था, नवी दिल्ली (National Institution of Open Schooling, New Delhi) या विद्यालयाची माध्यमिक शालांत परीक्षा (किमान ५ विषयांसह) उत्तीर्ण केलेल्या उमेदवारांना शालेय शिक्षण विभागाने अकरावी प्रवेशासाठी पात्र ठरविले आहे. मात्र, शासन सेवेतील नियुक्तीसंदर्भात समकक्षतेबाबत कोणतेही आदेश नाहीत. केंद्रिय मनुष्यबळ विकास मंत्रालयाने सर्व राज्यांना, राष्ट्रीय मुक्त विद्यालय शिक्षण संस्था, नवी दिल्ली (National Institute of Open Schooling, New Delhi) यांच्याकडून दिली जाणारी प्रमाणपत्रे उच्च शिक्षण व नोकरीसाठी (Employment) ग्राह्य (समकक्ष) धरण्याबाबत कळविले आहे. ही बाब विचारात घेऊन, राष्ट्रीय मुक्त विद्यालय शिक्षण संस्था, नवी दिल्ली यांच्यामार्फत माध्यमिक शालांत परीक्षेबाबत दिलेले प्रमाणपत्र, माध्यमिक शालांत परीक्षा अशी अर्हता असलेल्या पदांवर नियुक्तीसाठी ग्राह्य धरण्याची बाब देखील शासनाच्या विचाराधीन होती. त्यावर, शासनाने घेतलेल्या निर्णयानुसार यासंदर्भात खालीलप्रमाणे सूचना देण्यात येत आहेत.

“राष्ट्रीय मुक्त विद्यालय संस्था, नवी दिल्ली यांची (मराठी व इंग्रजीसह किमान ५ विषयांसह) शालांत परीक्षा उत्तीर्ण झालेल्या व सदर प्रमाणपत्र (Secondary School Examination Certificate) धारण करणाऱ्या उमेदवारांनी, राज्य शासन सेवेमध्ये ज्या ज्या ठिकाणी माध्यमिक शालांत प्रमाणपत्र परीक्षा उत्तीर्ण अशी अर्हता विहित केली असेल त्या त्या ठिकाणी शासन सेवेसाठी शालांत परीक्षा समकक्ष पात्रता आपोआप धारण केली आहे असे समजण्यात यावे.”

३. त्यानुसार, सर्व नियुक्ती प्राधिकारी यांनी कार्यवाही करावी. हे आदेश या आदेशाच्या दिनांकापासून तात्काळ अंमलात येतील.

४. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध असून त्याचा संगणक संकेतांक क्रमांक २०११०५२०१३५१०४००१ असा आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(बा. वि. निकम)

अवर सचिव, महाराष्ट्र शासन

Appendix - 4 : G. R. of Equivalency & Approval of State Govt. of Maharashtra for Degree's & Diploma's of Open Universities

मुक्त विद्यापीठाच्या पदव्यांना समकक्षता व शासनमान्यता

(१) अन्य विद्यापीठांच्या पदवीशी समकक्षता

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

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

(२) विद्यापीठ अनुदान आयोगाची मान्यता

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

(३) महाराष्ट्र लोकसेवा आयोगाची मान्यता

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

मुक्त विद्यापीठाच्या पदवी/पदविकांना महाराष्ट्र शासनमान्यता

विद्यापीठ अनुदान आयोगाने मान्यता दिलेली विद्यापीठे

राज्य सेवेतील पदासाठी पदवी/पदविकास मान्यता

महाराष्ट्र शासन

सामान्य प्रशासन विभाग

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

वाचा : (१) सामान्य प्रशासन विभाग, शासन निर्णय क्रमांक आरजीडी-१०६१/१८९६७/११४ - जे दिनांक २१ ऑगस्ट १९६९

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

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

महाराष्ट्रचे राज्यपाल यांच्या आदेशानुसार व नावाने

दा. र. राणे

अवर सचिव, महाराष्ट्र शासन

प्रति,

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

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

Appendix - 5 : विद्यार्थी एकाच वेळी मुक्त विद्यापीठ व पारंपरिक विद्यापीठातील दोन शिक्षणक्रमांना प्रवेश घेणार असल्यास खालील नोटिफिकेशन काळजीपूर्वक वाचावे व नोंद घ्यावी.

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

F.No. DEC/Notification/40.5.1.5/2012

Dated : 01.11.2012

NOTIFICATION

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

The Distance Education Council in its 40th meeting held on 8.06.2012 has decided on the policy on pursuing two or more programmes simultaneously in various combinations. Two degree programmes cannot be allowed to be pursued simultaneously. However, a student can pursue two programmes simultaneously through distance or combination of distance and regular modes from the same or different University(ies)/Institution(s) in various combinations, *viz.*

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

This is for information and adherence by all concerned.

(DIRECTOR)



ज्ञानगंगा घरोघरी

Yashwantrao Chavan Maharashtra Open University
Nashik - 422 222

Receipt of Admission Form
(Student should preserve this copy)
(Year 2013-14)

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 : **B.Com.**

(F.Y./S.Y./T.Y.)

Programme Code : **G02**

Name of the Bank & Branch

Challan No. Amount :Date : / /20

Name of the Study Centre :

Date : / /20

Signature & Stamp of Study Centre
Coordinator

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

<http://ycmou.digitaluniversity.ac>