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1. INTRODUCTION

1.1 THE UNIVERSITY OF MUMBAI:

The University of Mumbai (earlier known as University of Bombay) is one of the oldest and premier Universities in India. Established on 18th July, 1857, it is one amongst the first three universities in India, other being Calcutta and Madras Universities.

It is a University with Potential for Excellence award accorded by UGC. Recently Mumbai University has earned its place in the list of the first 100 universities in Asia.

University of Mumbai has two campuses having area of 230 acres at Vidyanagari, Kalina, Santacruz (E), and 13 acres at Fort. 609 affiliated colleges and 55 Departments with an enrolment of 6.5 lakh students are engaged in teaching-learning process. It has established its name in industrial collaboration and runs various professional courses. The University is leading at national level in sports, cultural and other activities.

1.2 THE INSTITUTE:

The University started its correspondence education on 24th March 1971. It was known as “Directorate of Correspondence Courses.” In the year 1985 it was upgraded as “Directorate of Distance Education” which was further in 1993, upgraded as “Institute of Distance Education” (IDE) In the Academic Year 2008-09 “The Institute of Distance Education” is now upgraded as “INSTITUTE OF DISTANCE AND OPEN LEARNING”(IDOL). Since its inception IDOL has been giving high priority to human resource development by introducing various traditional Degree courses as well as technical and professional courses through distance mode.

Institute has 75 permanent staff members including Professor-cum-Director, **Dy. Director (Academic), 5 Teaching Faculty, 1 Assistant Director, (Academic)** and 4 part-time co-ordinators of I.T. Courses, 2 Deputy Registrars, 1 Public Relation cum Publicity Officer, 5 Assistant Registrars and 5 Superintendents and 150 Seasonal Clerks and Peons are also working in this Institute. Apart from this 1500 visiting Faculties are also working in this Institute for examination, Counselling and other academic works.

University of Mumbai is the 7th University in the country which started Distance Education Program in a conventional set up. Initially it started with the registration of 845 students which has grown up to a staggering figure of about 80,000 in the last academic year. Students are also doing well by topping the merit list of the University and have bagged Gold Medal in M.A. Sanskrit, M.A. Marathi and Chancellor's Medal in M.A. Hindi. There are a good number of students securing 1st Class at B.A. / B.Com. and M.A. / M.Com. level during last year. Many students of IDOL have gone abroad for seeking higher education in the USA, UK, Australia, Canada, New Zealand etc. during last year. Many well known film personalities have been also enrolled in IDOL.

All courses offered by the Institute are approved by Distance Education Council, New Delhi, Vide Letter No. F. No./DEC/2009/4872 dated 17/12/2009

1.3 AIMS AND OBJECTIVES:

The main objectives of the Institute are:

1. To provide facilities of higher education to the working population, women and adults, who wish to upgrade their education or acquire knowledge in various discipline.
2. To provide education for poor and such other people who cannot attend regular face to face class room teaching.
3. To help the students to upgrade educational qualification, for academic achievements in the process of lifelong education.
4. To develop education as a lifelong activity so that the individual can refresh his knowledge or can acquire knowledge in new areas.

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1.1 SPECIAL FEATURES:

- * The Institute is presently located in its own building of about 77,000 square feet area with connectivity.
- * Curricular contents, mode of examination and the degrees to be awarded are the same as applicable to the students of the colleges affiliated to the University of Mumbai.
- * The learning process of the Institute is mainly through the medium of printed study materials.
- * The audio-Visual and Electronic aids are being added in some subjects as a reference.
- * The Institute is also developing the Virtual Learning Class-rooms (VLC) facility for the students. As an additional facility.
- * The Institute has an independent Library and two reading rooms for the students. Forty-one thousand books are available with a good number of journals of national and international.
- * Guidance Lectures (Personal Contact Programmes) are conducted every year at about 76 centres in Mumbai and around.
- * Counselling to the students during office hours at Head Quarter is given by the core faculty.

1.2 INSTRUCTIONAL SYSTEM:

The methodology of instructions at Institute of Distance and Open Learning of the University of Mumbai is different from that of the conventional University/College. Our system is more learner oriented & the learner is an active participant in the teaching learning process.

I.D.O.L. follows the multimedia approach in instruction. It comprises:

1. Printed study materials are basically in English & wherever possible in Marathi also. The question-papers in the subject other than languages are printed in English with Marathi version. The students can write their answers in English, Marathi, Hindi or Gujarati if they indicate their choice for medium of answering in their Examination Form.

2. Face to face interaction & Counselling with teachers at IDOL by the core faculty is available between the time 3.00 p.m. to 5 p.m. from Monday. to Saturday. (Excluding 2nd & 4th Saturday of every month and public holidays) in Room No. 106A, IDOL.

2. ADMISSION

2.1 ADMISSION KIT

The admission kit containing the prospectus, admission form, the examination form and other relevant forms, will be available at the institute or at the admission centers as given in prospectus. The admission kit can be procured at the prescribed fees of RS.100 in cash from Monday to Friday during office time 11.00 a.m. to 2.30 p.m. (lunch break will be from 1.00 p.m. to 1.30 p.m.). To obtain the same by post write to: **The Professor-cum-Director, Institute of ~Distance and Open Learning, University of Mumbai, Dr. Shankar Dayal Sharma Shavan, Vidyanagari Campus, Santacruz (East), Mumbai 400 098**, giving following particulars:

1. Name and Address with Telephone Number
2. Course (with subjects)
- 3.- . Cost of Admission Kit will be RS.100/- it will be accepted by cash only.
4. **Demand of Admission kit by Post:** If you are unable-to come in person to collect the admission kit, you may send demand draft of Rs. 150/- (Rs. 100/- will be cost of admission kit and Rs. 50/- for postal charges), mentioning the course and complete postal address.

DEMAND DRAFT/PAY ORDER

Demand draft! Pay order '**with six months validity**' must be in favour of Professor cum Director, IDOL, University of Mumbai, payable at Mumbai of any nationalized/ scheduled bank. **(Please note that postal order/ money order/ cheque will not be accepted by the institute for admission / Examination fees).**

2.2 ADMISSION PROCEDURE

1. Admission fees is to be paid by Demand Draft/Pay Order only. Please write your full name, postal address, telephone number, course, form No. and date of payment of fees on the reverse side of the DO/Pay Order.
2. Submit the application duly completed and signed along with the **original certificates** and **self attested copies** to the staff at the respective counters for verification.
2. Fill in A, S, C, 0 Parts of Account-cum-Receipt **Form** and retain '**0**' part of the same and your Identity Card duly signed and stamped
4. Collect the study material from the ground floor of the institute. **(Room NO;5)** between 11.00 am. and 5.00 p.m.
5. If you are not in a position to come in person to the institute for securing admission, **you May send your application by registered post to the Director**, along with the certificates and other documents as mentioned above and a Demand Draft/Pay Order for the amount of fees for the course. It must reach institute before the last date fixed for accepting the admission forms. Identity Card and part '0' of the Account-cum-Receipt and Study Material will be dispatched by Registered Post Parcel only. The application, Which is received by the post after the last date; is liable to be rejected.
6. The students, passing in supplementary examination (i.e June/November) of the current academic year, will not be permitted to take admission in the next class for the same year.
7. Roll numbers will be allotted to students in the month of February, 2012 and it will be uploaded on university **web site: www.mu.ac.in.lidol**. Students are requested to check their roll numbers displayed on university web site.
8. Rights to admission is reserved with the Professor-cum-Director, IDOL.
9. Confirmation of Admission: Admission of the student will be provisional at the first stage. It will be confirmed only on submission of the relevant documents/certificates viz TC., Migration Certificate, Statement of Marks passing/Degree certificate etc. and consequently it will be approved by the competent authority of the IDOL and those of University of Mumbai in due course.

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2.2.A. COMMON DOCUMENTS FOR ADMISSION OF ALL COURSES

(All Xerox Copies should be Self Attested):

1. Date of Birth Proof - Two self attested Xerox copies.
2. Proof of Residence: - Produce residence proof (any one of the following: Election Card/Driving License/Telephone Bill /Electricity Bill /Ration Card/ Society Letter/ Agreement with one attested Xerox copy).
3. Affix three Passport size recent Photographs on each of following: Admission form Examination on Form and Identity Card.
4. Statement of Marks of all attempts of (all lower Exams are required to submit with three xerox copies.)
5. XII Std. Original Mark sheet with three self attested Xerox copies. (For FYBA/B.Com only)
6. Original Leaving Certificate + three Xerox copies. (For FYBA/B.Com only)
7. Identity card of previous course (For old IDOL students only)
8. The student from other college affiliated to University of Mumbai who is transferring his/her admission to IDOL. He/She is required to submit original No Objection Certificate (NOC) of current academic year from the concerned college and submit along with three Xerox copies.
9. Bachelor Degree Certificate with three Xerox copies for MA/M.Com/M.Sc (Maths) Part-I Course only.
10. Two years work Experience Certificate, only for PGDFM and PGDORM first year.

2.3. ELIGIBILITY CASE:-

The students from CBSE, NIOS, H.S.C. Boards other than Maharashtra State, Diploma and Degree from other than University of Mumbai will have to obtain the Eligibility Certificate which will be issued from Eligibility Unit, Room No. 108 A, Institute of Distance and Open Learning, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Santacruz (E), Mumbai-98, before the admission.

2.3.1 Required Documents for Eligibility Certificate before the admission:

1. H.S.C and onwards all Examinations (F.Y., S.Y. & T.Y.) Original + 2 self attested Xerox copies of Mark sheet.
2. Proof of Date of Birth.
3. Migration / T.C. Certificate.
4. Passing/Convocation/Degree Certificate.
5. Marriage Certificate/Gazzatte Notification (for female married students.).

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2.4 ADMISSION CENTERS:-

Students can submit their admission forms at the following I.D.O. L. Admission Center. However, **who wish to apply for Free ship/ Scholarship and Eligibility case** are requested to submit their admission form only at Institute of Distance and Open Learning, University of Mumbai, Dr. Shankar Dayal Sharma Bhavan, Vidyanageri Campus, Kalina, Santacruz (East), Mumbai 400 098.

Name of Address of the Admission Centers :

WESTERN LINE:

CHURCHGATE: IDOL Library, Vidyapeeth Bhavan, B-Road, Mumbai – 400 020.

MALAD (E): Sanskar Sarjan Education Society's D. T. S.S College of Commerce, Kurar Village, Malad (East) Mumbai – 400 097.

Bhayander: Reena Mehta College, S.No. 574/5, Near New Fly-Over Bridge, 150, Feet Road, Bhayander (West) Dist. Thane-401101

CENTRAL LINE:

THANE: (1) Dnyansadhana College, Parab Vadi, Service Road, Thane (W).
(2) N.K.T. College, Thane (W).

BHIWANDI: Bhiwandi Nizampur Nagar Palika College of Arts and Commerce, (BNN) Bhiwandi, Dist. Thane.

DOMBIVALI: Eknath Baburao Madhavi Senior College of Arts, Science and Commerce, Aarye Road, Dombivali (East.), Dist. Thane.

KALYAN (w): Birla College, Kalyan (W), Dist. – Thane, PIN- 421301.

KALYAN (E): Samyak Sankalp College of Arts, Commerce and Science, Malang Road, Kalyan (E), Dist – Thane.

HARBOUR LINE :

NAVI MUMBAI : DVS College of Commerce, Plot No. 20/23, Sector 17, Koparkhairne, Navi Mumbai- 400 709

NEW PANVEL: C.K. Thakur College, Plot No. 1, Sector 11, Khanda Colony, New Panvel (W).

RAIGAD DISTRICT:

ALIBAG: J.S.M. College, Alibag, Dist. Raigad.

MAHAD: Dr. Babasaheb Ambedkar College, Mahad, Dist. Raigad.

MHASALA: V.N. College, Mhasala, Dist. Raigad

POLADPUR: S.M. College, Poladpur, Dist. Raigad.

RATNAGIRI DISTRICT:

KHED: I.C.S. College of Arts, Commerce and Sci. Khed, Dist Ratnagiri.

RATNAGIRI: University Sub Centre, MIDC Mirjole, Dist. Ratnagiri.

SINDHUDURG DISTRICT:

BANDA: Gogate College, Banda, Dist – Sindhudurg

2.5 EXAMINATION HALL TICKET :-

Each student has to obtain proper Hall Ticket prior to each examination and present the same in the examination hall. Without hall ticket the student will not be permitted to appear in the examination.

2.6 Induction Meeting Schedule for All Programmes

Sr. No	Name of the Course	Date of Induction Meeting	Time	Venue
1.	M.A. Part – I Education	1 st Saturday November, 2011	11.00 a.m.	IDOL Building (Room No.006)
2.	M.A. Part – I (History)	3 rd Saturday November, 2011	11.00 a.m.	IDOL Building (Room No. 006)
3.	M.A. Part – I (Economics)	19 th Saturday November, 2011	02.00 p.m.	IDOL Building (Room No. 006)
4.	M.A. Part – I (English)	19 th Saturday November, 2011	11.00 a.m.	IDOL Building (Room No. 006)
5.	M.Sc. (Mathematics)	Sunday 16 th October, 2011	11.00 a.m.	IDOL Building (Room No. 207)
6.	PGDORM - I	Sunday 20 th November, 2011	11.00 a.m.	IDOL Building (Room No. 207)
7.	PGDFM -I	19 th Saturday November, 2011	2.00 p.m.	IDOL Building (Room No. 208)

3. COURSES IN THE FACULTY OF ARTS

3.1 Under Graduate Courses:

The duration of the course for the degree of Bachelor of Arts Shall be 3 years.

3.1.1 F.Y.B.A.Course:

Total Marks 600 – in 6 papers.

A) Eligibility: - Pass in 10 + 2 or equivalent examinations.

B) Admission Fees for the Course:-

(1) Rs. 3280/- for the students of General Category.

(2) Rs. 120/- for the students of Reserved Category (Only for those who are eligible and wish to apply for Freeship / Scholarship Scheme)

(C) Subjects to be offered:

Sr. No.	Name of the Subject
1	Communication Skills in English
2	Compulsory Languages (Any one of the following) (a) Marathi,(Rev) (b) Hindi (c) Urdu (d) French
3.	Foundation Course - Paper - I (Social Awareness, and Personality Development)

Optional Subjects – (3 Papers)

Select your **Three optional subjects** carefully at the F.Y.B.A. as the same Three optional subjects will remain as Paper II & III each at S.Y.B.A. and among them, combination of any two subjects with Three papers each **OR** any one subject entirely with six papers will remain at the T.Y.B.A. course.

Select any Three subjects from Social Science Group-I

OR

Select any Two or One subject from Social Science Group-I and any one subject from Social Science - Group-II.

OR any one from Ancillary Language Group.

OR Select any one from Social Science group I, one Subject from Social Science Group-II and One from Ancillary Language Group.

Group A - Social Science - I

Name of the Subject
Psychology -Paper - I (General Psychology)
Economics - Paper-I (Economic Theory)
History - Paper - I (option B) (History of Modern Maharashtra (1848-1960)
Sociology - Paper - I Foundation of Sociology
Political Science - Paper - I (Introduction to Politics)
Commerce - Paper I (Introduction to Commerce) (Rev)

Group A - Social Science - II (Any one)

Philosophy - Paper I (Moral Philosophy)
OR
Rural Development (Introduction to Rural Development)
OR
Education - Paper -I (Principles of Education)

Group B - Ancillary (Optional) Language – II (Any one)

Marathi Literature, Hindi Literature, & English Literature (Reading Fiction & Drama)

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.1.2 S.Y.B.A. Course:

Total 800 Marks in 8 Papers

A) Eligibility for Admission:

1) The student must have passed F.Y.B.A. examination of University of Mumbai or equivalent examination of other university.

OR

2) The student must have Allowed to Keep Terms (ATKT) as per prevailing rule of at the F.Y.B.A. examination of University of Mumbai.

B) Admission fees for the course:-

(1) Rs. 3060/- for the students of General category.

(2) Rs. 120/- for the students of Reserve Category. (Only for those who are eligible and wish to apply for scholarship/freeship scheme)

C) Subjects:-

Compulsory Subjects

Sr.No	Name of the Subject
1.	Foundation Course - Paper II (Rev.)
2.	Applied Component Group (Any ONE of the following)
	a) Journalism
	b) Business Communication
	c) Advertising (Rev.)

Optional Subjects - Select only those THREE subjects which were offered at F.Y.B.A. Examination

Name of the Subject	
Psychology	- Paper II - Social Psychology - Paper III - Developmental Psychology
Philosophy (Rev)	- Paper II - Indian Philosophy - Paper III - History of Western Philosophy
Economics	- Paper II - Macro Economics - Paper III - Policies and Prospects of Indian Economy.
History	- Paper II - History of Asia (1900--1976) - Paper III - Ancient India (Up to 1000 AD.)
Sociology(Rev)	- Paper II - Indian Society :Concept, Structure and process. - Paper III - Emerging Issues in Indian society.
Political Science	- Paper II - Indian Political System - Paper III - Public Administration
Commerce	- Paper II - Financial Management - Paper III - Introduction to Marketing
Rural Development	
	Paper II - Rural Society and its Problems. Paper III - Rural Administration & lows related to Rural Development
Education	Paper II - Educational Psychology (Rev) Paper III - Guidance & Counselling(Rev)
English Literature (Ancillary Language)	
	Paper II - Reading Poetry Paper III - Indian writing in English & Indian Literature in Translation
Marathi Literature	Paper II / III (Rev.)
Hindi Literature	Paper II / III
Urdu Literature	Paper II / III

S.Y.B.A. Standard of Passing:

R-1876: To pass the Examination a candidate must obtain a minimum 35 per cent of the full marks in the subject having one (1) paper and "To pass in a subject having Two (2) papers of 100 marks each, a candidate must obtain a minimum of 35 per cent of the full marks assigned to the subject, having theory and practical /project work separately, wherever practical/project work is prescribed, with a minimum of 20 per cent marks in each theory paper.

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A.T.K.T. provision from Second Year B.A. to Third Year B.A.

O.2217-A : A candidate for being eligible for admission to the Third Year B.A. course commencing from June, 2000 and thereafter must have either (1) passed the First. Year and Second year B.A. examination or (2) passed the First Year B.A. examination and have failed at the Second year B.A. examination in not more than two heads of passing and also not more than 300 marks, in which case he will be required to appear for the second year examination in the remaining head/s in which he has failed either previously or simultaneously with the Third Year Examination and his result of the Third Year Examination will not be declared unless he has passed in the remaining head/s of the Second Year Examination.

Further, a candidate who has failed at the First Year B.A. Examination in not more than two heads of a passing and has passed in all the subjects or has obtained the minimum percentage of marks for passing in all the subjects prescribed for the Second Year B.A. examination but whose result has not been declared will be permitted to keep terms and appear for the Third year B.A. examination with effect from the academic year 2000-2001 but such candidate will not be declared to have passed the Third Year B.A. examination unless he has passed in the remaining head/s of the First year B.A. Examination in ordinance with the provisions of O.2163-A

3.1.3 T.Y.B.A. – Course

Total Marks 600 - in 6 Papers

A) Eligibility for Admission:

- 1) The student must have passed F.Y.B.A. and S.Y.B.A. examination from University of Mumbai or equivalent examination of other University.
- 2) The student must have prevailing rule of A.T.K.T. / Allowed to Keep Terms (ATKT) as Per O.2217– A at the S.Y.B.A. examination University of Mumbai. Students migrating from other Universities, require to obtain Eligibility Certificate to secure admission for T.Y.B.A. course, from Eligibility Unit, Room No. 108, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Kalina, Santacruz (E.), Mumbai – 400 098.

B) Total fees for the course:-

(a) Rs. 3210/- (Including Convocation Fees) for students of General Category.

(b) Rs 370/- (Including Convocation Fees) for students of Reserved Category.

(Only for those who are eligible and wish to apply for Freeship/Scholarship Scheme).

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N.B. : 1. Students can select only those Optional subjects which they have offered at the F.Y. and S.Y.B.A. Level. 2. There will be 100 marks paper of 3 hours duration in the Examination for Applied Nature Paper Nos. VI & IX in all subjects at T.Y.B.A. Examination for IDOL students only, 3. The student will not be allowed to opt for two languages at a time. 4. The students offering combination of two subjects will have to select Paper No.IV,V and VI only.
C) Subjects :-

Sr. No.	Name of the Subject
1.	COMMERCE (3 Papers only)(Rev)
	Paper IV- Introduction to Management
	Paper V- Human Resource Management
	Paper VI- Export Management
2.	SOCIOLOGY (3 Papers IV, V VI or 6 Papers from Papers IV & IX) (Revised Courses)
	Paper IV- Social Theory
	Paper V- Sociology of Work
	Paper VI- Gender and Society
	Paper VII - Urban Sociology
	Paper VIII- Urban Sociology
	Paper IX –Research Methodoogy
3.	HISTORY (3 Papers with Paper IV, V & VI or 6 Papers from Papers IV to IX)
	Paper IV - Medieval India (1000 AD to 1707 AD)
	Paper V - Modern India (1857-1984)
	Paper VI- Archaeology, Musicology, & Library Science.
	Paper VII - History of the Marathas (1600-1818)
	Paper VIII -Contemporary World (1945-2000 A.D.)
	Paper IX - Elements of Research Methodology.
4.	EDUCATION- (3 papers Only)
5.	Paper IV - Indian Education System, Structure & Problem
	Paper V - Communication Mode in Education
	Paper VI - Educational Evaluation
	PSYCHOLOGY (Revised) (3 Papers only)
	Paper IV - Psychological Testing and Statistics
	Paper V - Abnormal Psychology
	Paper VI - Industrial and Organizational Psychology
6.	ECONOMICS (3 Paper with Paper IV, V & VI or 6 Papers from Papers IV to IX)
	Paper IV - Advanced Economic Theory
	Paper V - Growth and Development
	Paper VI - Indian Financial System
	Paper VII - Research Methodology
	Paper VIII – Internatinal Economics
	Paper IX - Entrepreneurship and Small Scale Export Management
7.	ENGLISH LITERATURE 3 Papers on ly (Revised w.e.f. 2008-09 for IDOL students)
	Paper IV - British Literature from 1550-1750
	Paper V - English Language and Literary Criticism
	Paper VI – Theory & practice of Translation

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8.	MARATHI LITERATURE (Revised) (3 Papers with Paper IV, V & VI or 6 Papers from Papers IV to IX)
	पेपर ४ - प्राचीन मराठी वाङ्मयाचा इतिहास (प्रारंभ ते १८१८)
	पेपर ५ - साहित्यशास्त्र आणि साहित्य समीक्षा
	पेपर ६ - साहित्य आणि समाज
	पेपर ७ - भाषा विज्ञान परिचय आणि मराठी व्याकरणाची रूपरेखा
	पेपर ८ - लेखक अभ्यास - चिं. त्र्यं. खनालकर
	पेपर ९ - भाषांतर , रूपांतर , अनुवाद आणि निबंध लेखन
9.	Rural Development (3 Papers only)
	Paper IV – Rural Development in India Theory & Practice.
	Paper V – Agriculture & Allied Activities.
	Paper VI – Voluntarism & Management of Voluntary Sector
10.	Political Science (3 Papers only) (Rev.)
	Paper IV - Political Process in Maharashtra
	Paper V - Political Thought
	Paper VI – Major issues in Contemporary Politics

3.2 POST GRADUATE COURSES:

M.A. Part – I

POST GRADUATE COURSES

M.A.

The duration of the course for the degree of Master of Arts shall be **two years**.

M.A. Part – I (Online)

(A) Eligibility for Admission to M.A. Part – I Course.

1. Student must have passed the Bachelor's Degree examination in any faculty of this university OR equivalent degree in any faculty from other university.

Students who have passed Bachelors's Degree from other University and completed another Degree course viz. B.Ed, LLB, M.B.A. etc . from University of Mumbai are also required to obtain the Eligibility Certificate.

The students from CBSE, NIOS, H.S.C. Boards other than Maharashtra State, Dip. Edu. and Degree from other than University of Mumbai, will have to obtain the Eligibility Certificate which will be issued from Eligibility Unit, Room No. 108, Institute of Distance and Open Learning Dr. Shankar Dayal Sharma Bhavan, Vidyanaigari, Santacruz (E.) Mumbai – 98, before the admission. Original with three attested photocopy for Provisional Statement of Eligibility Certificate. Without provisional Eligibility Certificate student will not be allowed to take admission in any course.

Old Eligibility Certificate will not be valid for the admission.

Students admitted on the basis of Provisional Eligibility Certificate should submit their following documents to the IDOL office :-

Original Migration Certificate.

All Mark sheets.

Degree / Passing Certificate.

Marriage Certificate (if applicable).

Identy Card (with two Attested Xerox copies) of the qualifying examination for

confirmation of eligibility for admission to the said course on or before 31st October, failing which there admission is liable to be cancelled.

(B) Fees for the M.A. Part – I

(1) Rs. 5525/- for the students of General category.

(2) Rs. 120/- for the students of Reserve Category. (Only for those who are eligible and wish to apply for scholarship/freeship scheme)

1. Students should have the following documents at the time of admission

1. Admission, Examination and P.G. Registration forms duly filled signed and dated alongwith Enrolment form for Provisional Statement of Eligibility & DD/ Pay order.
2. Original Statement of marks with three attested xerox copies of passing the lower Examinations.
3. **Proof of Residential Address :** Original with two attested xerox copies of the Ration Card/Voters' Identity Card issues by Election Commission / Driving License / Telephone Bill / Electricity Bill / Indian Passport or any other document issued by State / Central Govt. as proof of residential address. Original will be returned immediately after verifying the attested xerox copies.
4. Three (Passport Size) recent photographs. One affixed on the Admission Form , Second on the Examination Form and Third on the Identity Card.
5. **Proof of Date of Birth :** Original with two attested Xerox copies of the School / Jr. College Leaving Certificate / Birth Certificate / X Std. (S.S.C.) Passing Certificate. Original will be return immediately after verifying the attested Xerox copies.

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2. **(A) Additional Documents Required for Admission to M.A. Part – I (Online)**
1. **Category – 'A' (Old Students of I.D.O.L)**
 - (i) Original Mark sheet of Bachelor's Degree Examination + 3 Attested Xerox copies.
 - (ii) I – Card of IDOL
 - (iii) Proof of Residential Address.
 - (iv) Proof of Date of Birth.
 2. **Category – 'B' (Students from Affiliated Colleges of University of Mumbai (TC Cases)**
 - (i) Original Mark sheet of Bachelor's Degree Examination + 3 Attested Xerox copies of each.
 - (ii) T.C. in original.
 - (iii) Proof of Residential Address.
 - (iv) Proof of Date of Birth.
 3. **Category – 'C' (Migration Students – Students who have Graduated from Mumbai University and have done courses from Other University)**
 - (i) Original Mark sheet of Bachelor's Degree Examination + 3 Attested Xerox copies of each.
 - (ii) Migration Certificate Original + Two Xerox copies.
 - (iii) Proof of Residential Address.
 - (iv) Proof of Date of Birth.
 4. **Category – 'D' (Students from Other Universities)**
 - (i) Original Mark sheet of Bachelor's Degree Examination + 3 Attested Xerox copies.
 - (ii) Provisional Statement of Eligibility (Obtained from Eligibility Section, Dr. Shankar Dayal Sharma Bhavan) Original + 3 Attested.
 - (iii) Proof of Residential Address
 - (iv) Proof of Date of Birth.
 5. **Category – 'E' (Eligibility / TC Case – Graduation from Other University and done courses from College/ Department of Mumbai University)**
 - (i) Original Mark sheet of Bachelor's Degree Examination + 3 Attested Xerox copies of each.
 - (ii) Provisional statement of Eligibility + 3 Attested Xerox copies.
 - (iii) Transference Certificate Original + 2 Attested Xerox copies. (Affiliated to University of Mumbai).
 - (iv) Proof of Residential Address.
 - (v) Proof of Date of Birth.

M.A. Part – II

(A) Eligibility for Admission.

M.A. Part I students can take admission to M.A. Part II course irrespective of pass or fail in M.A. Part I examination. However, they will not be allowed to write M.A. Part II examination unless they pass M.A. Part I examination held in the month of Oct/Nov. and submission of M.A. Part – I mark sheet.

0.2239:- No candidate will be permitted to appear for the M.A. Part II examination unless he/she has taken the Bachelors Degree earlier, in person or in absentia at Convocation.

0.2245:- Students will not be permitted to appear for M.A. / M.Sc. Part II examination unless he/she has passed the Part I examination, previously.

(B) Fees for M.A. Part – II

(1) Rs. 4350/- for the students of General category. including Convocation fees

(2) Rs.370/- (Rs. 120/- Admission fees + Rs.250/- Convocation fees)for the students of Reserve Category. (Only for those who are eligible and wish to apply for scholarship/freeship scheme)

1. **Students should have the Admission form, Examination form, DD/ Pay order at the time of admission.**

(B) Additional Documents Required for Admission to M.A. Part – II (Off line)

1. Category – 'A' (Old Students of I.D.O.L.)

- (i) Part – I Passed (If Failed Also) Original Mark sheets + 3 Attested Xerox copies.
- (ii) Convocation Degree Certificate in Original of Bachelor's Degree Examination + 3 Attested Xerox Copies.
- (iii) I – Card of IDOL.
- (iv) Proof of Residential Address.
- (v) Proof of Date of Birth.

2. Category – 'B' (Students From Affiliated Colleges of University Of Mumbai)

- (i) No Objection Certificate (NOC) Issued by the College / University Dept. 2 Attested Xerox copies.
- (ii) Part – I Passed (if Failed Also) Original Mark sheets + 3 Attested Xerox copies.
- (iii) Convocation Degree Certificate in Original of Bachelor's Degree Examination + 3 Attested Xerox Copies.
- (iv) T.C. Application Form to be filled.
- (v) Proof of Residential Address.
- (vi) Proof of Date of Birth.

3. Category – 'C' (Migration Students – Students who have Graduated from Mumbai University and have done courses from Other University)

- (i) Part – I Passed Original Mark sheets + 3 Attested Xerox copies.
- (ii) I – Card of IDOL.
- (iii) Migration Certificate Original. + 3 Attested Xerox copies.
- (iv) Proof of Residential Address.
- (i) Proof of Date of Birth.

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N. B. The students who had taken admission & kept terms at M.A. Part – I course of IDOL during the last Five academic years (i.e. from 2006-2007 to 2010-2011) but had not appeared or appeared & failed at the examination of the said course held till the First Half of the year 2011 (i.e. April/May 2011), ARE PERMITTED TO TAKE ADMISSION TO THE M.A. PART – II COURSE. Subject to their passing the M.A. Part – I Examination to be held in the Second Half of the year 2011 (i.e. October/ November 2011) and their submission Original and 3 attested Xerox copies of the statement of mark of passing the M.A. Part – I Examination within ten days of the declaration of the result of the examination, their Part – II Examination Form will be sent to the Exam Section.

If the students do not submit their mark sheet of passing the M.A. Part – I Examination by the due date, their advance application form for M.A. Part – II Examination to be held in the First Half of the year 2012 (i.e. March / April 2012) will be treated as cancelled and will not be forwarded to the Controller of Examination.

In that case, the Advance Examination fees paid by the student will be refunded by the IDOL on receiving the necessary application from the student within ten days from the date of declaration of their result of M.A. Part – I Examination, falling which the advance examination fees paid by the student will get forfeited.

NO NOTICE OF THE REQUIREMENT WILL BE SEPARATELY SENT TO THE INDIVIDUAL STUDENTS.

**Original and 3 self attested Xerox copies of the statement of mark of passing
C) SUBJECTS OF M.A. PART – I/II**

MARATHI (With Study Material)

MA-I	Papers Name	MA-II	Papers Name
P- I	साहित्यप्रकारचा अभ्यास नाटक	P-II	प्रचीन कालखंडाचा अभ्यास (बहामणीकाळ)
P- III	मराठी वाङ्मयाचा इतिहास	P-IV	साहित्यशास्त्र
P- V	मराठीचा भाषा वैज्ञानिक अभ्यास	P-VI	उपयोजित समीक्षा (सुधारीत)
P-VII	आधुनिक गद्य आणि पद्य १९६० नंतर (सुधारीत)	P-VIII	लोकसाहित्य किंवा दलित साहित्य (सुधारीत)

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SOCIOLOGY

MA-I	Papers Name	MA-II	Papers Name
P- I	Theoretical Perspectives of Sociology	P-V	Industry labour and Society
P- II	Theoretical Anthropology	P-VI	Environment and Society
P- III	Sociology of Development	P-VII	Sociology of Social Movements
P- IV	Perspectives of Indian Society	P-VIII	Gender and Society

HISTORY

MA-I	Papers Name	MA-II	Papers Name
P- I	History of Modern Maharashtra(1818-1920)	P-V	Historical Method and Philosophy of History
P- II	Indian National Movement(1858-1947)	P-VI	History of U.S.A. in 20 th Century.
P- III	History of Europe (1789-1919)	P- VII	History of Buddhism & Jainism up to 1000 A.D.
P - IV	History of China (1900 – 1992)	P- VIII	Social, Economic and Administrative History of The Marathas (1630 -1818 A.D.)

ECONOMICS

MA-I	Papers Name	MA-II	Papers Name
	Group-I		Group-I
P- I	Micro Economics	P-III	Development Economics
P- II	Macro Economics	P-IV	Public Economics
	Group-II		Group-II
P- I	Agricultural Economics	P-II	Agricultural Economics
P- I	Industrial Economics	P-II	Industrial Economics

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HINDI

MA-I	Papers name	MA-II	Papers name
P- I	Modern Prose Literature	P-II	Modern Poetry
P- III	History of Hindi Literature	P-IV	Linguistics & Hindi Language
P- V	Ancient & Medieval Poetry	P-VI	Theory of Criticism
P- VII	Functional Hindi	P-VIII	Mass Communication

ENGLISH

MA-I	Papers name (M.A.I Syllabus Revised with effect from 2008-09)	MA-II	Papers name
P- I	Indian Literature in English (1820s onwards)	P-V	Literary Theory And Criticism
P- II	Linguistics and Stylistic Analysis of Texts	P-VI	Literature of Romantic & Victorian Period
P- III	Literature of English Renaissance and Restoration	P-VII	Angle-Irish Literature of the Twentieth century
P- IV	Nineteen and Twentieth American Century Literature	P-VIII	Indian Literature in Translation

3.2.3 M.A. – EDUCATION PART - I.

A) Eligibility for Admission:

Those who have passed the *B.Ed./B.A(with Education as one of the Elective paper)* or equivalent degree from other University are eligible whereas Students who have passed **B.P.Ed., B.Ed.Physical, B.Ed. (Spl. Edn.)** etc. are not eligible for admission.

B) Fees for the M.A.Edu.Part – I Rs. 7500/- for all Categories.

M.A. EDUCATION PART – II

0.2239: No candidate will be permitted to appear for the M.A.Part – II examination unless he/she has taken the bachelors degree earlier, in person or in absentia at Convocation.

0.2245: Students will not be permitted to appear for M.A./ M.Sc. Part – II examination unless he/she has passed the part – I examination previously.

A) Eligibility for Admission:

M.A. Part – I students can take admission to M.A. Part – II course irrespective of pass or fail in M.A. Part – I examination. However, they will not be allowed to write M.A. Part – II examination unless they pass M.A. Part – I examination held in the month of Oct/Nov. and submission of M.A. Part – I mark sheet within 10 days from the date of declaration of result.

B) Fees for the M.A.Edu. Part – II Rs. 6000/- for all categories.(including Convocation Fees).

C) About the Course:

M.A. in Education is aimed at developing professionals for effective participation in educational activity in different areas. Post graduate programme is an innovative course in education which emphasizes both disciplinary & professional dimensions of education.

The program comprises of 6 core papers and 2 electives to be selected from 4 papers.

Apart from theoretical courses, a student is required to submit 16 assignment response sheets (2 in each paper) as a part of internal assessment. The programme is designed to include such thematic courses as are available for master's level programme of various Indian universities and is in line with the Curriculum Development Center of UGC in the subject of education. Students will also develop special expertise in chosen areas of study relating more directly to professional needs in the subject. The broad purpose of introducing M.A. in Education Programme is to offer education as a liberal arts as well as professional course and to promote such reflections on education.

The introduction of this course will lead to the emergence of a cadre of post graduates who will be capable of looking at education from a broader social, cultural perspective to initiate debates and discussions on various aspects of education in relation to larger social milieu and provide the state inputs for policy formulation. After completion of this course one may proceed to M.Phil. or Ph.D or both. One could also join in Non Government Organizations & teaching career in the teacher's training colleges at various levels. The National Council for Teacher Education Mentions M.Ed./M.A. Education as qualifications of teaching staff. (<http://www.ncte-in.org/ncteact/chp13.htm>) The Academic Council of the University of Mumbai has accepted M.A. in Education as qualification for Lecturer in college of education.

D) Induction Meeting

An induction meeting of all the students of M.A.(part – I only) will be held on 5th November, 2011 every year in room number 006, Ground floor at 11.30 a.m. IDOL Building to orient the students about the new M.A. in Education programme launched by the institute. Details of the curriculum transaction, personal contact programme lecture, assignment submission, examination pattern etc. will be clarified by the faculty. All the students are required to attend the meeting.

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Assignments

There are 2 assignments in each paper. Thus there are 16 assignments to be submitted by each student both in part one and part two. The assignment comprises 20% weightage of the total marks. The assignment questions of academic year 2011 -12 are also valid for Second Half examination of 2012.

It is necessary & compulsory to submit the assignments before the deadline prescribed for that purpose, without which you will not be permitted to write the University examination.

You are required to score a minimum 5 marks out of 20 in the two assignments prescribed for each paper.

If you fail to score 5 marks in each paper or cannot submit the assignments in the stipulated time of that year, you will have to wait for the assignments meant for the next year and submit them afresh.

Once you get 5 marks in one paper, you cannot resubmit it for improvement of marks. assignments are not sent for re-evaluation.

Last date for Submission of Assignments- 31st January, of every Academic Year.

E) Questions for Assignments:

M.A.Part –I (Education)	
Paper – I Advanced Philosophy & Sociology of Education	1) What are the causes of terrorism in India ? How far value education is effective in countering it. 2) What are the main features of symbolic interactionism? Explain labeling theory of interactionism.
Paper – II Advanced Educational Psychology	1) Explain the application of thinking styles in Education. 2) How does the A -B-C Chart serve as a very useful method of analyzing classroom behavior? Illustrate your answer with suitable example.
Paper - III Research Methodology in Education	1) Explain the different types of measurement scales with appropriate example. 2) Describe the types characteristics of case-study.
Paper - IV Teacher Education	1) Explain the function of UGC and NCERT in enhancing the quality of Teacher Education. 2) Illustrate any four approaches to role based Education.
M.A.Part -II (Education)	
Group A Paper - II Economics of Education	1) Analyse and compare 10 th 11 th 5 year plan with special reference to higher Education. 2) Analyse the present policy of pricing of higher Education vis-a-vis Privatization and globalization.
Group A Paper -IV History of Education	1) Discuss the similarities and dissimilarities between the Vedic and Buddhist system of Education. 2) Describe the following problems of Indian Education. (a) Examination Reform (b) Education for marginalized group.
Group B Paper - VII Information Technology & Communication	1) Assignment to be submitted online at PCP center
Group B Paper-VIII Guidance and Counselling	1) What is job analysis? How is done? Write with reference to any particular job. 2) Why is 'conflict resolution essential now a days? Write some examples of conflicts at your work place. What conflict resolution skills will you adopt to solve these conflicts?
Group B Paper - X Open and Distance Learning	1) Discuss the concept, nature and scope of ODL. 2) With the help of suitable examples illustrate the various stages of planning an ODL module of unit (unit could be from subject of specialization in English, Mathematics, History etc.)

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Instructions Regarding Assignments

The answers to the assignments are to be written in the prescribed response sheet. Each student will be supplied 04 response sheets of 12 pages. Additional sheets, If required, may be added to the response sheet.

ICT assignments is online assignment shall be uploaded on the IDOL website by 1st week of October 2011. Instruction shall be available on website.

10 marks active participation in forum, 5 marks spoken, 5 marks waiting wiki education center site.

Attendance for the induction shall help to clarify online center site.

Fill up all the columns on the first page of your response sheet & retain the acknowledgement slip while submitting the response sheet at Room No. 209, IDOL Building.

The answers to the assignment should be in your own words. You should not reproduce the study material or copy the information from other sources. Whenever you quote the text/ books/ journals, you must give the reference.

Each assignment should have a suitable introduction and an apt conclusion.

The answers should be precise, well documented and relevant to the questions raised in the assignments. Make sure that you have attempted to deal with all the main parts/ sections of the assignments & illustrate relating the content of the assignment to present day situations & with relevant current examples.

Keep the work limit of a particular question in mind if mentioned. Slight variation in length does not matter much, but your answers should not be too short or too lengthy.

Write your answers in your own handwriting. If your handwriting is not legible and if you are convinced that others will have difficulty in reading your handwriting, you may type your responses.

Please keep with you a copy of the assignment response which you send us. You may need them in case you have to resubmit them in situation they may have been lost in postal transit or misplaced in the institute.

Sent your assignment response sheet well before the last date set for this.

F) Subjects for M.A. Education

M.A. (Education) (Rev.)

M.A. (Edu) Part - I	Name of the papers	M.A. (Edu) Part - II	Name of the papers
P - I	Advanced Philosophy and Sociology of Education	Group- A (Any two) P – I	Comparative Education
P - II	Advanced Educational Psychology	P – II	Economics of Education
P - III	Research Methodology in Education	P – IV	History of Education
P - IV	Teacher Education	Group-B (Any Two) P – VII	Information and Communication Technology
		P—VIII	Guidance and Counselling
		P—X	Open and Distance Learning

Note: Scheme of Examination: 80 marks (external examination), 20 marks (internal assessment). The internal assessment will comprise of two assignments in each paper (10 marks each). There will be 16 assignments in all having 160 marks.

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G) SUPPORT SERVICES :

Personal Contact Programme for M.A. Education

The institute organizes guidance lectures under Personal Contact Programmes in certain subjects in Mumbai for the benefit of students, in the evening from 6.00 to 8.00 p.m. or sometimes on Sundays/Holidays. Though the lectures are not compulsory, it is an attempt to provide guidance to students in solving their academic difficulties.

PERSONAL CONTACT PROGRAMME CENTRES FOR – M.A. Education Course.

Sr. No.	Name of the College and Address	Sr. No.	Name of the College and
1.	Institute of Distance and Open Learning, University of Mumbai, Dr. Shankar Dayal Sharma Bhavan, Santacruz (East), Mumbai – 400 098.	2.	St. Xavier's Institute of Education, New Marine Lines, Churchgate, Mumbai – 400 020. Tel. No. 2201 4666 Course Co-Ordinator: Dr. Adelaida Vaz
3.	Bombay Teachers' Training College, Mahakavi Bhusan Road, Colaba, Mumbai – 400 037 Tel. No. 2204 7160 Course Co-Ordinator: Dr. Mintu Sinha	4.	Chembur Comprehensive College of Education & Research, Ramakrishna Chemburkar Marg. Chembur Naka Mumbai – 400 077
5.	Seva Sadan's College of Education, Ulhasnagar – 421 003, Dist – Thane. Tel. No. 95251 – 2545565 Course Co-Ordinator: Dr. Beena Khemchadani	6.	Secondary Training College, 3, Mahapalika Marg, Dhobitalao, Mumbai – 400 001. Tel. No. 2262 0050. Course Co-Ordinator: Dr. Chiklikar
7.	Gurukrupa College of Education & Research Ramkrishna Nagar, 'E' Wing, Poornima Campus, Murbad Road, Kalyan (W) Dist – Thane. Course Co-Ordinator: Dr. Karuna Gupta Tel. No. 95251- 232 8406	8.	Nav Jeevan Education Societies College Of Education, Neral, Dist – Raigad. Course Co-Ordinator: Dr. Saumitri Mitra
9.	Smt. Kapila Khandvala College of Education, Juhu Road, Santacruz (West), Mumbai – 400 054 Tel. No. 2660 8747 Course Co-Ordinator: Prin. Dr. (Mrs.) Vandana Maheshwari	10.	Sainath Education Trust's H.B.B.Ed. College, Sector 10 A. Vashi, Navi Mumbai – 400 703, Course Co-Ordinator: Prin Dr. Swarnalata Harichandan
11.	Pillais College of Education & Research Sector 8, Khanda Colony, New Panvel (W) Tel. No. 2293 5554 Course Co-Ordinator: Dr. Sally Enos	12.	H.J College of Education, Khar (West), Mumbai-400 054 Tel.No. 2604 4641 Course Co-Ordinator: Dr. Anita Swamy

INSTRUCTION:

- 1) Students are requested to check details of time table on University Website: [www.mu.ac.in / idol](http://www.mu.ac.in/idol) or on Notice Board at the Institute of Distance and Open Learning.

No separate correspondence in this regard will be made.

Counseling

Students can contact Dr. D. Harichandan. Professor-cum-Director, I.D.O.L. in Room No. 106 for further details & guidance about the course.

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H) Standard of Passing (M.A. Education Part – I and II)

Candidates shall be required to obtain 20 marks out of 80 marks in each Theory paper, 05 marks out of 20 marks in each Assignment and 40 percent of the aggregate at each of the part examination.

Those of the successful candidate who pass Part I and II examinations and obtain minimum of 60 percent of the total marks will be placed in the First Class and those obtain minimum of 50 percent in the Second class.

Improvement of Class

0.2260: Candidates who have passed the M.A. degree examination of this university either by papers or by dissertation with the class mentioned below in Column 1 and who desire to improve their class or percentage as shown in Column 2 will be permitted to appear again for the same subject in both the parts simultaneously without being required to keep any terms within a period of five years, following the April or October examination at which they pass under provision of 0.2260.

Column 1	Column 2
Pass Class	(a) Second Class at least 55 per cent marks or First Class
Second	(b) At least 55 per cent marks or First Class

If candidates who reappear for the two year M.A. degree examination under the provisions of this ordinance fail to improve their class, their performance at such reappearance will be ignored.

M.A./M.Sc.(Mathematics) Course

A. Eligibility for Admission to M.A./M.Sc.(Mathematics) Part – I

Those who have passed B.A./B.Sc. degree examination with at least six papers in Mathematics of this university or any other university.

B. Fees For The Course:

A. Rs. 5,425/- Fees for the General Category:

B. Rs. 120/- Fees for the Reserved Category students (Only for those who are eligibility and wish to apply for Freeship/Scholarship Scheme)

M.A./M.Sc.(Mathematics) Part – II

A. Eligibility for Admission to M.A./M.Sc.(Mathematics) Part – II

0.2239:- No candidate will be permitted to appear for the M.A./ M.Sc (Mahths) part – II examination unless he has taken the bachelors degree earlier, in person or in absentia at a Convocation.

Eligibility for Admission:

M.A./M.Sc.(Maths) Part – I students can take admission to M.A./M.Sc. (Maths) Part – II course irrespective of pass or fail in M.A./M.Sc. (Maths)Part – I examination. However, they will not be allowed to write M.A./M.Sc.(Maths) Part – II examination unless they pass M.A./M.Sc. Part – I examination held in the month of Oct/Nov. and submit the M.A./M.Sc. Part – I mark sheet within 10 days from the date of declaration of result.

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A. Fees For The Course:

A. Fees for the General Category:

Rs. 4,350/- (including Convocation Fess)

B. Fees for the Reserved Category students:

Rs. 370/- (Rs. 120/- Admission fees + Rs. 250/- Convocation fees) (only those who apply for Scholarship /Freeship Scheme)

C. Subjects for M.A./M.Sc.(Mathematics) Part – I & II

There will be 5 papers for Part I & 5 papers for Part II separately.

M.Sc.(Maths)PartI	Name of the Papers	M.Sc(Maths) Part II	Name of the Papers
Paper I	Algebra- 1	Paper I	Algebra – II
Paper II	Analysis -1	Paper II	Analysis - II
Paper III	Topolo gy	Paper III	Differential Geometry
Paper IV	Complex Analysis	Optional Papers Paper IV and V Any two from the following.	Graph Theory
Paper V	Combinatorics	Group ‘A’	Numerical Analysis
		Group ‘B’	Fuctional Analysis OR Number Theory
		Group ‘C’	

4.COURSES IN FACULTY OF COMMERCE

4.1 Under Graduate Courses.

The duration of the course for the degree of Bachelor of Commerce shall be three years.

4.1.1.F.Y.B.Com.Course:

A) Eligibility For Admission To First Year B.Com

Pass in 10+2 in Commerce/ Arts/Science 10 + 2 in any stream Equiralement vocational subject as per circular No. UG/142/of 2010, dated 1st July 2010.

B) Fees for F.Y.B.Com course:-

- a) Rs.3280/- for the students of General Category
- b) Rs.120/- for the students of Reserve category (only for those who are eligible & wish to apply for free-ship/scholarship Scheme)

C) Subjects:-

F.Y.B.Com – All subjects are compulsory. Total 7 Papers. (Total Marks 700)

Sr. No.	Name of the Subject
1	Foundation Course - Paper- 1 (Revised)
2	Business Communication (Revised)
3	Business Economics – Paper - 1
4	Commerce - Paper- 1 (Business Development)
5	Environmental Studies (Revised)
6	Mathematical and Statistical Techniques (Rev)
7	Accounts Paper 1 – Accounting and Financial Management.

4.1.2. S.Y.B.Com.Course

A) Eligibility for Admission.

1) The student must have passed F.Y.B.Com examination of University of Mumbai or equivalent exam of other University.

OR

2) The student must have prevailing rule of Allowed to keep Terms (ATKT) as per 0.2165-B at the F.Y.B.Com Examination of University of Mumbai.

N.B. – When a student has secured ATKT from a college affiliated to University of Mumbai at any class and takes admission to a higher class in the IDOL, as per the rule, he/she has to clear his/her ATKT from the IDOL only and not from his/her previous college.

Students having vocational subjects at F.Y.B.Com.class are not eligible for admission to S.Y.B.Com Class of IDOL.

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B) Admission Fees for the Course:-

- a) Rs.3060/- for the students of General Category
- b) Rs.120/- for the students of Reserved category (only for those who are eligible & wish to apply for Freeship/Scholarship Scheme)

C) Total 6 Papers. All subjects are compulsory.(Total 600 marks)

Sr.	Name of the Subject
1	Foundation Course - Paper- II (Rev)
2	Applied Component Group i Advertising (Revised) OR ii Company Secretarial Practice
3	Business Law
4	Business Economics – Paper – II
5	Commerce - Paper- II (Principles of Management and Finance)
6	Accounting and Financial Management – Paper II

D) S.Y.B. Com. Standard of Passing

R. 1882: To pass the S.Y. B. Com. examination, a candidate must obtain a minimum of 35 per cent of the full marks in each paper and in each practical, if any, separately, prescribed for the examination.

A candidate who appeared for S. Y. B. Com. examination and failed in any head of his/her subject/s, he/she will have to appear only for failed subject/s.

O.2221-B : A candidate for being eligible for admission to the Third Year B. Com., course commencing from June, 2000 and thereafter must have either I) Passed the first Year and Second Year B. Com. examinations or (II) passed the First Year B. Com examination and have failed at the Second year B. Com. examinations in not more than two head of passing in which case he will be required to appear for the Second Year B. Com. examination in the heads in which he/she has failed either previously or simultaneously with the Third Year B. Com. examination and his/her result of the Third Year B. Com. examination will not be declared unless he/she has passed in the head/s in which he/she has failed at the Second Year B. Com. examination.

Further, a candidate who has failed at the First Year B. Com examination in not more than two head/s of passing and has passed in all the subjects and has obtained the minimum percentage of marks for passing in all the subjects prescribed for the Second Year B. Com. examination but whose result has not been declared will be permitted to keep terms and appear for the Third Year Com. examination but such a candidate will not be declared to have passed the Third Year B.Com examination unless he/she has passed in the concerned head/s of the First Year B.Com Examination.

1.1.3. T.Y.B.Com Course

A) Eligibility for Admission.

1) The student must have passed F.Y.B.Com and S.Y.B.com examinations from University of Mumbai or equivalent examination of other university. The student must have prevailing rule of Allowed to keep Terms (ATKT) as per 0.2221 – B at the S.Y.B.Com.examination of University of Mumbai. Students migrating from other Universities, are required to obtain Eligibility Certificate to secure admission for T.Y.B.Com course, from Eligibility Section, Dr.Shankar Dayal Sharma Bhavan, Vidyanagari, Kalina, Santacruz (E), Mumbai – 400 098.

N.B.i) Students having Vocational Subjects at F.Y./S.Y./B.com courses are not eligible for admission to T.Y.B.Com courses of IDOL.

ii) A student who has either passed in F.Y.B.Com/S.Y.B.Com examinations OR obtained A.T.K.T.in F.Y.B.Com OR S.Y.B.Com examinations are eligible to get admission in T.Y.B.Com.

B) Admission Fee for the course:-

a) Students of General Category Rs.3210/- (Including Convocation fees.)

b) Fees for the students of Reserved Category: Rs.370/- (Rs.120/- Admission fees+Rs.250/- Convocation fees only those who apply for Scholarship/Freeship Scheme)

c) Subjects at Sr. Nos. 1 & 2 are Compulsory Total 7 Papers (Total 700 Marks)

Sr. No.	Name of the Subject
1.	Commerce – Paper III (Marketing and Human Resource Management)(Rev. Syllabus)
2.	Business Economics – Paper III (Rev.Syllabus)
3.	Accounts Group
I	Financial Accounting & Auditing – Paper I (Financial Accounting)
II	Financial Accounting & Auditing – Paper II (Auditing & Cost Accounting)
III	Financial Accounting & Auditing – Paper III (Introduction to Management Accounting)
OR	Business Management Group
3.	
I	Management and Organisational Development – Paper I
II	Financial Management Paper II
III	Marketing Management Paper III
4.	Applied Component Group (Any two of the following)
I	Export Marketing (Rev. Syllabus)
II	Marketing Research (Rev. Syllabus)
III	Trade Unionism and Industrial Relations
IV	Direct and Indirect Taxation.
V	Psychology for Human Behaviour at work (Rev.)

E) T.Y.B.Com. Standard of Passing:

R-1943 : To pass the Third Year B.Com examination candidate must obtain minimum 35 per cent of the full marks assigned to the subject in theory papers and a minimum of 35 per cent of the full marks, assigned to the subject in practical separately, If the practical is prescribed for the subject.

Those of the successful candidates who obtain at least 60 percent of the marks on aggregate in one sitting will be placed in the first class and those obtaining at least 45 percent in one sitting will be placed in the second class.

A candidate who has appeared for T.Y.B. Com. examination and failed in any held of his/her subject group, will have to appear for only failed subject/s.

1.1. Postgraduate Courses in Commerce (M.Com.)

0.2311 : The duration of the M.Com degree course shall be two years.

0.2313 : No candidate will be permitted to appear for the M.Com part II examination unless he has taken the bachelor's degree earlier, in person or in absentia, at a convocation.

0.2314 : A candidate who is declared to have passed Part I of the examination will not be allowed to reappear for the same examination with a view of improving his results.

4.2.1.M.Com.Part-I Course.

A) Eligibility for Admission:

The duration of the course for the degree of Master of Commerce shall be **two years**.

M.Com. Part – I (Online)

(A) Eligibility for Admission to M.Com. Part – I Course.

- 1.** Student must have passed the Bachelor's Degree examination only B.Com/B.M.S./B.M.M. of this university OR equivalent degree in any faculty from other university. *B.M.M. degree examination (Only for the management specialization subjects at the M.Com degree levels)

Students who have passed Bachelors's Degree from other University and completed another Degree course viz. B.Ed, LLB, M.B.A. etc . from University of Mumbai are also required to obtain the Eligibility Certificate.

The students from CBSE, NIOS, H.S.C. Boards other than Maharashtra State, Dip. Edu. and Degree from other than University of Mumbai, will have to obtain the Eligibility Certificate which will be issued from Eligibility Unit, Room No. 108, Institute of Distance and Open Learning Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Santacruz (E.) Mumbai – 98, before the admission. Original with three attested photocopy for Provisional Statement of Eligibility Certificate. Without provisional Eligibility Certificate student will not be allowed to take admission in any course.

Old Eligibility Certificate will not be valid for the admission.

Students admitted on the basis of Provisional Eligibility Certificate should submit their documents to the IDOL office : Original Migration Certificate, All Mark sheets, Degree / Passing Certificate / Migration Certificate / Identity Cord. (with three Attested Xerox copies) of the qualifying examination for confirmation of eligibility for admission to the said course on or before 31st October, failing which their admission is liable to be cancelled.

(B) Fees for the M.Com. Part – I

(1) Rs. 5525/- for the students of General category.

(2) Rs. 120/- for the students of Reserve Category. (Only for those who are eligible and wish to apply for scholarship/freeship scheme)

1. Students should have the following documents at the time of admission

1. Admission, Examination and P.G. Registration forms duly filled signed and dated along with Enrolment form for Provisional Statement of Eligibility & DD/ Pay order.
2. Original Statement of marks with three attested xerox copies of passing the lower Examinations.
3. **Proof of Residential Address :** Original with two attested xerox copies of the Ration Card/Voters' Identity Card issues by Election Commission / Driving License / Telephone Bill / Electricity Bill / Indian Passport or any other document issued by State / Central Govt. as proof of residential address. Original will be returned immediately after verifying the attested xerox copies.
4. Three (Passport Size) recent photographs. One affixed on the Admission Form , Second on the Examination Form and Third on the Identity Card.
5. **Proof of Date of Birth :** Original with two attested Xerox copies of the School / Jr. College Leaving Certificate / Birth Certificate / Xth Std. (S.S.C.) Passing Certificate. Original will be return immediately after verifying the attested Xerox copies.

2. (A) Additional Documents Required for Admission to M.Com. Part – I (Online)

1. Category – 'A' (Old Students of I.D.O.L)

- (i) Original Mark sheet of Bachelor's Degree Examination + 3 Attested zerox copies.
- (ii) I – Card of I.D.O.L. one zerox copy.
- (iii) Proof of Residential Address one zerox copy.
- (iv) Proof of Date of Birth one zerox copy.

2. Category – 'B' (Students from Affiliated Colleges of University of Mumbai (TC Cases)

- (i) Original Mark sheet of Bachelor's Degree Examination + 3 Attested zerox copies of each.
- (ii) T.C.in original.
- (iii) Proof of Date of Birth.
- (iv) Proof of Residential Address

3. Category – 'C' (Migration Students – Students who have Graduated from Mumbai University and have done courses from Other University)

- (i) Original Mark sheet of Bachelor's Degree Examination + 3 Attested zerox copies of each.
- (ii) Migration Certificate Original Two zerox copies.
- (iii) Proof of Residential Address Two zerox copies.
- (iv) Proof of Date of Birth Two zerox copies.

4. Category – 'D' (Students from other Universities)

- (i) Original Mark sheet of Bachelor's Degree Examination + 3 Attested zerox copies.
- (ii) Provisional Statement of Eligibility (Obtained from Eligibility Section, Dr. Shankar Dayal Sharma Bhavan) Original + Two zerox copies.
- (iii) Proof of Residential Address.
- (iv) Proof of Date of Birth.

5. Category – 'E' (Eligibility / TC Case – Graduation from Other University and done courses from College/ Department of Mumbai University)

- (i) Original Mark sheet of Bachelor's Degree Examination + 3 Attested zerox copies of each.
- (ii) Provisional statement of Eligibility Three zerox copies.
- (iii) Transference Certificate Original + 2 Attested zerox copies. (Affiliated to University of Mumbai).
- (iv) Proof of Residential Address
- (v) Proof of Date of Birth.

M.Com. Part – II

(A) Eligibility for Admission to m. com part-II course.

M.Com. Part-I students can take admission to M.Com. Part II course irrespective of pass or fail in M.Com. Part I examination. However, they will not be allowed to write M.Com. Part II examination unless they pass M.Com. Part I examination held in the month of Oct/Nov. and submission of M.Com. Part – I mark sheet.

0.2313:- No candidate will be permitted to appear for the M.Com. Part II examination unless he/she has taken the Bachelors Degree earlier, in person or in absentia at Convocation.

0.2314:- A candidate who is declared to have passed M.Com Part-I examination will not be allowed to reappear for the same examination with a view of improving his/her result.

0.- Students will not be permitted to appear for M.Com. Part II examination unless he/she has passed the Part I examination previously.

(B) Fees for M.Com. Part – II

(1) Rs. 4350/- for the students of General category. including Convocation fees

(2) Rs.370/- (Rs. 120/- Admission fees + Rs.250/- Convocation fees)for the students of Reserve Category. (Only for those who wish to apply for scholarship/freeship scheme)

1. Students should have the Admission form, Examination form, DD/ Payorder at the time of admission.
2. (B) Additional Documents Required for Admission to M.Com. Part – II (Offline)

1. Category – 'A' (Old Students of I.D.O.L.)

- (i) Part – I Passed (If Failed Also) Original Mark sheets + 3 Attested Xerox copies.
- (ii) Convocation Degree Certificate in Original of Bachelor's Degree Examination + 3 Attested Xerox Copies.
- (iii) I – Card
- (iv) Proof of Residential Address
- (v) Proof of Date of Birth

2. Category – 'B' (Students From Affiliated Colleges of University Of Mumbai)

- (i) No Objection Certificate (NOC) Issued by the College / University Department + 2 Attested xerox copies.
- (ii) Part – I Passed Original Mark sheets + 3 Attested Xerox copies.
- (iii) Convocation Degree Certificate in Original of Bachelor's Degree Examination + 3 Attested Xerox Copies.
- (iv) T.C. Application Form to be filled.
- (v) Proof of Residential Address
- (vi) Proof of Date of Birth

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3. Category – 'C' (Migration Students – Students who have Graduate from Mumbai

University and have done courses from Other University)

- (i) Part – I Passed (If Failed Also) Original Mark sheets + 3 Attested zerox copies.
- (ii) I – Card of **I.D.O.L.**
- (iii) Migration Certificate Original Two zerox copies.
- (iv) Proof of Residential Address
- (v) Proof of Date of Birth

N. B. The students who had taken admission & kept two terms at M.Com. Part – I course of IDOL during the last Five academic years (i.e. from 2006-2007 to 2010-2011) but had not appeared or appeared & failed at the examination of the said course held till the First Half of the year 2011 (i.e. April/May 2011), ARE PERMITTED TO TAKE ADMISSION TO THE M.Com. PART – II COURSE. Subject to their passing the M.Com. Part – I Examination to be held in the Second Half of the year 2011 (i.e. October/ November 2011) and their submission of the Original and three Attested Xerox Copies of the statements of marks of Passing M.Com. Part – I Examination within ten days of the declaration of the result of the examination, their Part – II Examination Form will be sent to the Examination Section.

If the students do not submit their mark sheet of passing the M.Com. Part – I Examination by the due date, their advance application form for M.Com. Part – II Examination to be held in the First Half of the year 2012 (i.e. March / April 2012) will be treated as cancelled and will not be forwarded to the Controller of Examinations.

In that case, the Advance Examination fees paid by the student will be refunded by the IDOL on receiving the necessary application from the student within ten days from the date of declaration of their result of M.Com. Part – I Examination, falling which the advance examination fees paid by the student will get forfeited.

NO NOTICE OF THE REQUIREMENT WILL BE SEPARATELY SENT TO THE INDIVIDUAL STUDENTS.

C) List of Subject for M.Com Part I/II Course.

Scheme of Papers: There will be 8 papers carrying 800 marks on the aggregate. M.Com. Part I examination will consist of 4 paper and M.Com Part II will consist of 4 papers of 100 marks each. Each paper will be of three hours duration.

M.Com. Part – I & II Course : (Study Material available in English Only.)

Subjects:-

M.Com - I	M.Com - II
<p>Compulsory Subject Strategic Management Economic of Global Trade and Finance Group-A- Accountancy Group (Rev. Syllabus) Paper-I Advance Financial Accounting Paper-II Advanced Cost Accounting OR Group – B- Business Management Paper-I Human Resource Management Paper-II Marketing Strategy and Plan</p>	<p>Compulsory Subject Research Methodology Group-A- Accountancy Group (Old) Paper-III Advance Financial Management Paper-IV Advanced Auditing Paper –V Direct & Indirect Taxes OR Group – B- Business Management Paper-III Organizational Behavior Paper-IV International Marketing Paper –V Entrepreneurship Management</p>

D) Standard of Passing M.Com Part I/II

R.2049 : To pass the M.Com Part Examination, a candidate must obtain at least 40 percent marks in each of the papers prescribed for the examination.

R.2052 : To pass the Part II Examination, a candidate must obtain at least 40 percent marks in each of the papers prescribed for the examination.

Those of the successful candidate who obtain at least 60 percent of the marks on aggregate in Part I And Part II examination taken together will be placed in the First Class & those obtaining at least 50Percent in the Second Class.

IMPROVEMENT OF CLASS :

If the candidate who re-appear for the M.Com degree examination under the provisions of this Ordinance fail to improve their class, their performance at such re-appear will be treated as null and void.

4.3. MANAGEMENT COURSES

1.PG Diploma Course in Financial Management

2.PG Diploma in Operation Research for Management

4.3.1.PGDFM COURSE

Duration of the course shall be 2 years.

Examination will be held once in a year.

1.PGDFM (FIRST YEAR)

A. Eligibility for Admission to First Year PGDFM Course:

A Candidate for being eligible for admission to the PG Diploma Course in Financial Management and PG Diploma Course in Operations Research for Management must hold a **university degree in faculty with two years work experience in any organization**, or must have recognized professional qualifications and at least five years professional experience. Notwithstanding anything mentioned above the Defence Services personnel may be admitted to the course even if they are not degree holders.

A. Fees for the First Year : Rs.4285/- (For all category)

B. List of Subject (With Study Material)

PGDFM COURSE (FIRST YEAR)

Paper No.	Name of the Paper
I	Accounting System
II	Basic Cost Concept
III	Financial Management - I
IV	Taxation - I

Standard of Passing

R-3984 : In order to qualify for Diploma Course, a candidate must have secured 50% of the marks in each of the subject prescribed for the respective Diploma Courses. A candidate who obtain 50% percent or more marks in any subject may at his/her option, be exempted from appearing in the said subject/s at the subsequent examination and will be declared to have passed the whole examination when he/she passes all the subjects of the examination.

2.PGDFFM (SECOND YEAR)

A. Eligibility for Admission to Second Year PGDFFM Course:

A candidate must have passed at least one paper of First Year PGDFFM Course.

O2239 : No Candidate will be permitted to appear for the Second year PGDFFM Examination unless he has taken the bachelors degree earlier, in persona or in absentia at a Convocation.

B.Fees for the Second Year : Rs.3710/- (For All Category)

C.List of Subjects (With Study Material)

Paper No.	Name of the Paper
V	Financial Management - II
VI	Management Accounting
VII	Taxation II
VIII	Management Information and Control Systems

Personal Contact Programme for PGDFFM/PGDORM-I & II Year : PCP centre will be at IDOL.

Standard of Passing

R-3984: In order to qualify for the Diploma Course, a candidate must have secured 50% of the marks in each of the subjects prescribed for the respective Diploma Courses. A candidate who obtains 50% or more marks in any subjects any at his/her option, be exempted from appearing in the said subject/s at the subsequent examination and will be declared to have passed the whole examination when he/she passes all the subjects of the examination.

4.3.2.PGDORM COURSE

Duration of the course shall be 2 years.

Examination will held once in a year.

1.PGDORM FIRST YEAR:

A. Eligibility for the Course:

A candidate for being eligible for admission to the P.G.Diploma in Operations Research for Management must hold a University bachelor degree of this University or any other University in **any faculty with two years work experience in any organization or must have recognized professional qualification and at least five years professional experience.**

B.Fees For First Year : 4285/- (For All Category)

C.List of subject: (With Study Material)

Paper No.	Name of the Paper
I	Business Mathematics
II	Statistics for Management
III	Managerial Economics and Accounting
IV	Basics of Operations Research – I
V	Basics of Operations Research – II

Standard of Passing

R-3984: In order to qualify for the Diploma Course, a candidate must have secured 50% of the marks in each of the subjects prescribed for the respective Diploma Courses. A candidate who obtains 50% or more marks in any subjects may at his/her option, be exempted from appearing in the said subject/s at the subsequent examination and will be declared to have passed the whole examination when he/she passes all the subjects of the examination.

2.PGDORM SECOND YEAR:

- A. Eligibility for the Course: Student must have passed at least one paper of First Year PGDORM Courses.

O2239 : No Candidate will be permitted to appear for the Second year PGDORM Examination unless he has taken the bachelors degree earlier, in persona or in absentia at a Convocation.

- B. Fees For Second Year : Rs.3710/- (For All Category)
C. List of subject: PGDORM COURSE (SECOND YEAR)

Paper No.	Name of the Paper
VI	Advanced Operations Research – I Finance or Marketing or Production Stream
VII	Advanced Operations Research – II Finance or Marketing or Production Stream
VIII	Use of Computers in Operations Research
IX	Integrated Approach to Operation Research

Standard of Passing

R-3984: In order to qualify for the Diploma Course, a candidate must have secured 50% of the marks in each of the subjects prescribed for the respective Diploma Courses. A candidate who obtains 50% or more marks in any subjects may at his/her option, be exempted from appearing in the said subject/s at the subsequent examination and will be declared to have passed the whole examination when he/she passes all the subjects of the examination.

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5. SCHOLARSHIP/FREESHIP SCHEME FOR (SC, ST, VJNT, SBC & OBC STUDENTS)

ADMISSION FEES FOR THE STUDENTS APPLYING SCHOLARSHIP/FREESHIP: ` 120/- F.Y/ S.Y. B.A./B.COM, F.Y./S.Y. B.SC. IT/COMP. AND ` 370/- CONVOCATION FEES APPLICABLE ONLY FOR (T.Y.B.A./ B.COM.), M.A./M.COM./M.SC. MATHS-/IT/COMP.-II), FOR MCA (SEE PROSPECTUS).

This facility will be applicable only in the following conditions:-

1. Those students who have taken admission on the basis of **NOC/TC** from the colleges affiliated to University of Mumbai and on the basis of Eligibility (Within Maharashtra) have to apply for Fresh Application.
2. Only Last Year **IDOL** students who have been awarded Scholarship/Freeship can apply for **Renewal**.
3. If a student has cancelled his/her admission in the year, He/She will not be eligible for the Scholarship/Freeship.
4. If Scholarship / Freeship is not sanctioned by the government for any reason, the student will have to pay the entire fees to the Institute.
5. Freeship is not applicable to **OBC** candidates.
6. Students who are working anywhere will not be eligible for above scheme. However, employed students who are on leave without pay for the entire duration of the course and study as full time student are eligible for the same.
7. Scholarship / Freeship form should be completed along with all necessary documents at the time of submission of admission form.
8. Students have to produce all the documents **in Original and can submit attested Xerox copies of the same** alongwith Scholarship/Freeship form. Incomplete Scholarship / Freeship forms will not be accepted in any case.
9. The students from other than Maharashtra state are **not eligible** for Scholarship/Freeship schemes.
10. **Caste Validity Certificate** is essential for **all Reserve Categories** students who wish to take admission for **MCA** course.
11. The student who have completed **B.Ed. degree course** and wish to apply for **M.A./M.Com/M.Sc course** etc. are **not eligible** for Scholarship/Freeship Scheme.

Required documents for Freeship / Scholarship and Renewal.

Scholarship Scheme for all Reserved Category. (Annual Income below Rs.1 lakh).	Free ship Scheme (Annual Income above Rs.1 lakh).
1. Caste Certificate	
2. Father's Income Certificate from Tahasildar (Salary period from April 2010 to March 2011) for	
3. Form No. 16 In case Private Service OR Annual Income Certificate from Tahasildar for Freeship	
4. District Change Certificate (Other than Mumbai Suburban District Students) issued from District	
5. Non Creamy Layer Certificate for VJNT (A, B, C, D), SBC for Freeship.	
6. Gap Certificate (If there is gap in Education). Affidavit from the Hon'ble Court (Minimum ` 50/-	
7. Ration Card (Showing the name of the student).	
8. Passport size photograph for Scholarship/Freeship.	
9. Statement of Marks (Passing) of previous year.	
10. Death Certificate (If Father /Mother is expired).	
11. Incase Female Married Candidate, Husband's Income Certificate & Marriage Certificate /Gazzatte.	

- N.B.:** 1) For the last year IDOL Students whose Scholarship /Freeship sanctioned by the Government, only can apply for the renewal. Such students need not to submit the above mentioned document except previous year passing statement of marks
- 2) Government of India Post Matric Scholarship to Physically Handicapped Students will be available as per the norms of Social Welfare Department, Government of Maharashtra. Students are requested to contact District Social Welfare Office, New Administrative Building, 4th Floor, Ramkrishna Chemburkar Marg, Chembur (East), Mumbai-400 071 for Scholarship Forms.

6. SUPPORT SERVICES

6.1 Personal Contact Programme Centres for B.A.,B.Com.,M.A.,M.Com.,M.Sc.(Maths) and Management Courses

The institute organises guidance lectures under Personal Contact Programmes in certain subjects in Mumbai for the benefit of students, in the evening from 6.00 to 8.00 p.m. or sometimes on Sundays/Holidays. Though the lectures are not compulsory, it is an attempt to provide guidance to the students in solving their academic difficulties.

CENTRES OF PERSONAL CONTACT PROGRAMME:

CENTRAL LINE

- Chembur (W)**- Acharya Marathe College (BA & B.Com)
Vidyavihar(E) - S.K. Somaiya College(BA & B.Com)
Bhandup (E) - Ramanand Arya DAV College. (B.Com)
Thane(W) - Joshi Bedekar College. (BA)
N.K.T. College, Thane (W)
Mumbra - M.S. College. (BA, B.Com & M.Com)
Dombivali (E) - Model College, M.I.D.C. (BA, B.Com & M.Com)
Dombivali(E)–Vivekanand Night College,Ayre Road,Dattanagar(B.A,B.Com &M.Com)
Kalyan (W)– Birla College (B.A, B.Com & MA- Hist)
Kalyan (E) - Samyak Sankalp College, (B.A, B.Com & M.Com))
Ulhasnagar (W) - R.K.Talreja College (B.A, B.Com ,M.Com & MA- Hist)
Bhiwandi - Samadiya College,349,Samad Nagar, Kaneri (B.A & B.Com)

HARBOUR LINE (NAVI MUMBAI)

- Navi Mumbai** - Rajiv Gandhi College, Sector 10, Vashi (B.A, B.Com & M.Com)

WESTERN LINE

- SANTACRUZ(W)**: L. S. RAHEJA College of Arts & Comm., Juhu-Tara Road, Santacruz (W.)
Mumbai.
Malad (E) – DTSS College, Kurar Village, (B.A,B.Com & M.Com)
Malad(W) – Nagindas Khandwala College,Bhadran Nagar,Road No.-1, S.V.Road. (B.Com)
Goregaon (W) - Patkar College, S.V. Road (B.A)
Kandivali (W) – KES College, Bhulabhai Desai Road (B.Com & M.Com)
Borivali(W), A.D. Kale College, Saibaba Nagar, Near B.M.C. Garden (B.Com)
Dahisar(E) - Shailendra Education's Society's College, Shailendra Nagar
Bhayandar (E) – Shankar Narayan College,(B.A & B.Com)
Bhayander:-- Reena Mehta College, S.No. 574/5, Near New Fly-Over Bridge, 150 Feet
Road, Bhayander (West) Dist. Thane-401101 (B.Com)
Vasai Road - Annasaheb Vartak College (B.A, B.Com & M.A- Hist.,Mar.,ECO)

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KONKAN AREA

Uran (Raigad) - Veer Wajekar College(B.A & B.Com)

Alibag (Raigad) - JSM College (B.A & B.Com)

Mahad - Dr. Babasaheb Ambedkar College, Mahad, Dist. Raigad (B.A., B.Com, M.A.(Eco) & M.Com (Mgmt.))

Poladpur(Raigad)–Sundarrao More College, (B.A,B.Com,M.Com & M.A- Hist,Eco,Marathi)

Mhasala (Raigad) - Vasandrao Naik College (M.A-Marathi)

Banda (Sawantwadi)- Raosaheb Gogate College(B.A & B.Com)

Ratnagiri - Navnirman Shikashan Sanstha's College, (B.A)

NOTE: Please note that above-mentioned centres' list is tentative. Final list with some additional centres will be made available on university web site: www.mu.ac.in and on Notice Board of IDOL along with detailed time table in the month of **November**.

INSTRUCTIONS:

1. Students are requested to visit nearest centre from their residence. Detailed time table will be available with the Co-ordinator of the centre or on Notice Board of the College. No separate correspondence in this regard will be made.
2. PCP Programmes for undergraduate courses and post graduate courses are likely to commence from November every year.
3. Students must always carry with them their valid identity cards every time when they attend their lectures or visit the Institute of Distance and Open Learning.
4. Students are requested to meet the center Co-ordinators for academic problem.
5. Students are requested to remain in contact with the center co-ordinator for any change in the Time Table.
6. Attending the PCP lectures for B.A./B.Com. Programme is not compulsory.

PCP LECTURES TIMING. 6.00 p.m. TO 8.00 p.m.

6.1 Study Material

Study material has been a pivot of the student. In that point of view the institute is providing maximum study material in Marathi and English. Our study materials are of the best quality materials which are prepared in SLM format that is prescribed by DEC. Every year, about 75-90 thousand students are taking benefits of our study materials.

6.2 Virtual Learning Class Room

(V.L.C. Studio)

The students can avail the facility of virtual learning classroom through EDUSAT in the studio located at IDOL building, second floor, and room no. 204, or they can visit www.mu.ac.in for virtual class room lectures in the subjects of Commerce & Economics.

6.3 Audio – Video Center(A.V.)

While the print material is, by and large, complete in itself, to facilitate better comprehension and understanding, some concepts and their application have been explained through the audio and video programmes as well. The A.V. center has more than 100 video cassettes in the subjects of Commerce and Economics. The audio video cassettes will not be supplied to the student individually, but will be made available for listening and viewing at the A.V. center of the institute. A catalogue of the cassettes is available in the center located at room no. 205, in the IDOL building.

6.4 Free ship/Scholarship Facilites.

The institute has been providing Free ship/ Scholarship facilities to the students belonging to the reserved category from the academic year 2007-08. About 14-15 thousand students have taken benefit of these facilities. We are giving admission to reserved category students at only Rs.120/- , consequently, the enrollment trend is increasing every year. The poor and needy students are turning to the IT courses, earlier due to financial problem they were not taking admission to these course, but because of Free ship/Scholarship scheme, a number of students are taking admission to IT/Comp.Sci. courses.

Important Notice

Ragging is strictly prohibited in higher educational institutions, as per the directions of Hon'ble Supreme Court and University Grants Commission has Made provision of 6.1 (0) of the UGC Regulation,2009.

1. Incomplete forms without any of the required documents/ information will be rejected.
2. The N.O.C., Statement of Marks / Provisional Statement of Eligibility etc. submitted by the students will be sent for verification to their previous colleges / institutions and provisional admission will be granted only after the documents get authenticated. Otherwise, the provisional admission given to the student will automatically get cancelled without any intimation/ notice to the student. No refund of fees will be given. The matter will also be reported to the police.

The Circulars / Notifications giving details of the Personal Contact programme Lectures, dates of filling in the examination forms., declaration of results, submission of remaining documents, if any, change of subject granted etc. will be displayed on the Notice Boards of the Institute. Details of these will not be sent individually to any student. It is responsibility of the students to obtain information about such matters from time to time.

Non-receipt of any such information can not be accepted as an excuse for lapse on the part of the student.

7.2 Changes in Name/ Address /Subject

For intimating changes in name and address, student should apply to the Professor-cum-director, IDOL, in the prescribed forms. Change in the name should be supported with documentary evidence such as a Gazette Notification, Marriage Certificate etc;

For changing the subject once offered, the students must apply for it before **30th September of the same Academic Year**. For rules and procedure regarding subject change please contact the enquiry counter. Students admitted after 30th September; if any, will not be allowed to change any subject.

7.3 Issue of Duplicate Identity Card/ Mark sheet/ Bonafide Certificate/Transcript Certificate etc.

a) Duplicate Identity Card (Rs.50/-)

The prescribed fee for applying for Duplicate Identity Card is Rs.50/- to be paid in cash on any working day from Monday to Friday during cash transaction hours (11 a.m. to 2.30 p.m. with lunch break from 1.00 p.m. to 1.30 p.m.)

The prescribed form which gives the documents required to be submitted with it, is included separately in this Admission Kit.

For Ex-students, the form will be available in the institute.

(b) Duplicate Statement of Marks. (Rs.100/-)

The prescribed fee for applying for Duplicate Mark sheet is Rs.100/- to be paid in cash during cash transaction days and hours. Please attach Affidavit on 100 Rupees Non Judicial stamp paper and also attach FIR copy of Police Station.

The prescribed application form which gives the details of documents required to be submitted with it, is available in the institute, in the case of F.Y./S.Y. examinations. In the case of T.Y. and other examinations, the prescribed application form is available with the examination section of the university at the Mahatma Jotirao Phule Bhavan (Exam House) in Vidyanageri Campus.

(c) Bonafide Certificate (Rs.10/-) and Transcript Certificate (Rs.500/- for U.G and Rs.750/-for P.G.Course.)

The prescribed fee for applying for the Bonafide Certificate is Rs.10/- and the **Transcript Certificate Under Graduate Programme is Rs.500/- and Post Graduate Programme is Rs.750/- (per copy)** to be paid in cash during cash transaction days and office hours.

The prescribed application forms for this purpose are available in the Despatch Section of IDOL. The details of documents required to be submitted are given in these forms.

Four Decades of IDOL 1971 – 2011

6.5 Library Facilities

The Institute has an independent library having 41 thousand books including texts and references and **22 research journals and periodicals**. The IDOL provides reading hall and the book – lending facility for the students at its building in room no. 203 and 215. It remains open during office hours i.e from **10:20 am to 06:00p.m. only on working days except 2nd and 4th Monday**. During the Examination seasons the reading hall of the institute is open from 08:00 am. to 08:00 pm. on working days (Monday to Saturday).

Only the reading hall facility is also provided at Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai 400 020.

Book lending facility for home-study for 7 days is provided on payment of a deposit of Rs.200/- in cash at IDOL at Vidyanagari. The deposit can be claimed by the student at the end of the academic year or latest before 31st December of the next calendar year, provided there are no dues or books outstanding in his/her name.

6.6 Xerox Facilities

From the academic year 2009-10 institute has given Xerox facilities to the students/staff in our premises is a very low cost. Numbers of students are taking benefits of this scheme.

6.7 Syllabus and Old Question Papers

For the reference, the institute provides old question papers and syllabus Copies to the students. This facility is available in the study material unit in the IDOL library and on our website www.mu.ac.in/idol.

6.8 Radio MUST: Community Radio

University of Mumbai has recently introduced a community Radio 'MUST' (Mumbai University Students Talk), set at the frequency wave 107.8Fm. It is located at Ranade Bhavan. It broadcast the educational programmes.

6.9 Guidance and counseling

IDOL conducts PCP lectures at various centers located in Mumbai and suburban areas. The institute has also appointed its own teaching faculties for various subjects. At the headquarters our teaching faculty regularly counsel the under graduate students during the office hours.

6.10 Online Examination Hall Ticket

The institute is providing online examination hall ticket facilities to the FY and SY students of Nautical Technology course on experiment basis.

7. RULES AND REGULATIONS

7.1 Cancellation of Admission / Refund of Fees

If any student wishes to cancel his/her admission, he/she should apply in the prescribed form within thirty days from the date of admission and his/her fees will be refunded as per following ordinances:

0.2859(C) : All the fees paid by a student at the time of admission shall be refunded to him/her after deducting Rs.30/- (Rupees Thirty only) as administrative charges, if the student informs the Professor-cum-Director, Institute of Distance and Open Learning, in writing within 30 days from the date of his/her admission, provided he/she has not been issued study material.

0.2859(D) : All the fees paid by a student at the time of admission shall be refundable to him/her after deduction of Rs.250/- (Rupees Two Hundred Fifty only) as administrative charges, provided that, study material has not been issued to him/her and provided further that - i) At the time of applying for admission, he/she intimates in writing that he/she has also applied or intends to apply for admission to one or more of the professional courses conducted by the institutions or departments (including the Institute of Distance and Open Learning) of the University or affiliated Colleges to the University.

ii) He/she withdraws his/her application within seven days from the date of his admission to a professional course as mentioned in (i) above, but not later than 30th September, if he/she is a Post-graduate/management student of the same year. In such cases, it shall be binding on the student to produce documentary proof of his/her being admitted to the professional course. Students admitted after above mentioned dates, if any, will not be entitled for the refund of the fees.

N.B. : Ordinance 0.2859 amended. Deduction of refund of fees will be return as per revised ordinance. (pl. visit our website for revised rules).

7.4 Examinations

Generally examinations are held twice a year i.e. in **Feb/March/April and October/November** i.e. the First half and Second Half of the Calendar Year

1. Fresh/New students are eligible to appear for the university examination only after satisfactory completion of one academic year.
2. Students are permitted to write their answers in English, Hindi, Marathi, and Gujarati if they indicate their choice in the examination form. However, the question papers will be printed in English with only Marathi Version.
3. In case students do not appear or appear and fail or ALLOWED TO KEEP TERMS for the examination of higher class (awarded ATKTKT), can appear as an Ex-student/Repeater in the Second Half (October-November) examination. For this they are required to make enquiries in the month of July for filling in the Examination Form.
4. As an Ex-Student/Repeater if he/she wish to appear for the Feb/ March/ April examination of the next subsequent calendar year he/she is required to make enquiries in the month of December for submission of the examination forms.
5. The IDOL does not send any information to its Ex-Students/Repeaters.
6. The time-table of the examination will be put-up on IDOL Notice Board about 10 days before the date of commencement of the respective examination. The information regarding the examination, seat numbers and the hall ticket and the centre of the examination will be available about 4 days before the commencement of the examination, provided the same are received in time from the Controller of Examinations.
7. Documents Required for filling in examination forms.
 - i) Identity Card of IDOL ii) Statement of Marks of previous attempt with Xerox Copies.

7.5 Refund of Examination Fees

The Rules presently in force relating to refund of examination fees are as follows

1. Where a candidate expires in the period of the examination, the entire fee shall be refunded.
2. Where a candidate falls ill subsequent to the submission of his /her application for admission to the examination and is prevented on medical grounds from appearing at the examination, 50% of the fees shall be refunded to him /her provided an application of such refund, supported by a medical certificate, is submitted to the Professor-cum-Director of the Institute before three days from the date of commencement of the examination.

(Note : By the expression “date of commencement of the examination” is meant the date on which the first paper at the examination is set and not the date on which the candidate has to appear for his/her first paper. It is necessary that the application for refund should invariably be submitted through the Professor-cum-Director of the Institute. The amount, where refund is granted will be disbursed to the student concerned through the Finance&Accounts section IDOL.

7.6 Transfer Certificate and Migration Certificate:

Whenever a student who desires to leave the Institute either before completing the course for which he/she has been admitted or after completing the course, will be required to take the following certificate from the Institute/University:

1. For seeking admission in another institution/college affiliated to this University, a Transference Certificate from the IDOL by paying the prescribed fees of Rs.100/- and applying on the prescribed application form with the necessary documents.
2. For seeking admission in other Universities within the country or abroad, the student is required to obtain Migration Certificate by submitting an application in a prescribed form, from the Migration Certificate Section of the University, which is situated at Dr. Babasaheb Ambedkar Bhavan, Vidyanaagari, Kalina, Santacruz (East), Mumbai 400 098.

The Migration Certificate Form, along with a **Demand Draft for Rs.220/-** drawn in favour of the Finance and Accounts Officer, University of Mumbai should be submitted in the office of the Asstt. Registrar (Administration), Institute of Distance and Open Learning. Before submitting the application for Migration Certificate, he/she should obtain a Transference Certificate from the Institute by filling the required form, along with the fees of Rs.100/- in cash from Monday to Friday from 11.00 a.m. to 2.30 p.m. with lunch break from 1.00 p.m. to 1.30 p.m.

The prescribed form/s for obtaining above mentioned certificates will be available in the office of the IDOL.

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7.7 Admission on Fake certificates:

If any document submitted by the student at the time of admission of any course at any admission centre and found false and fake then the Institute will be cancelled the admission instantly and the matter will be reported to police for further necessary action.

7.8 Admission Validity:

The admission is valid for a period of 5 years from the date of admission after which she/he has to take a fresh admission to any course of the Institute.

7.9 Convocation and Other certificates:

The students who have completed the course i.e. who have passed their the University, will get their degree certificate after the Convocation. Enquiries in this regard may be made with The Deputy/Asstt. Registrar, Examination Section, University of Mumbai, Mahatma Jotirao Phule Bhavan, Examination House, Vidyanagari, Santacruz (East), Mumbai 400 098 on Degree Examination of working days during office hours.

Similarly, for duplicate copies of Statement of Marks, Passing Certificate or Degree Certificate, of Graduate examinations, the candidates have to apply in the prescribed form (during the money transaction hours) at the M.J.Phule Bhavan, Examination House, Accounts Section, Vidyanagari, Santacruz (East), Mumbai 400 098.

7.10 Standard of Passing (F.Y.B.A./B.Com.):

To pass the First Year B.A./B.Com examination a candidate must obtain minimum 35 per cent of the full marks in each Subject and in each practical, if any, prescribed for the examination.

If the candidate has failed at the First Year B.A. examination in not more than two heads of passing in which case he will be required to appear for the First Year examination in the remaining heads in which he has failed either previously or simultaneously with the Second Year examination and his result of the Second Year Examination will not be declared unless he has passed in the remaining subjects of the First Year examination.

7.11 Standard of Passing (T.Y.B.A.):

R-1933 : To pass the Third Year B.A. examination a candidate must obtain minimum 35 per cent of the full marks assigned to the subject in theory papers and a minimum of 35 per cent of the full marks, assigned to the subject in practical separately, if the practical is prescribed for the subject.

Provided, however, that where a subject consists of more than one theory paper, the candidate must secure a minimum of 20 per cent of the marks assigned to each theory paper in the subject, at the examination.

Successful candidates who obtain at least 60 percent of the marks on aggregate in one sitting will be placed in the First Class and those obtaining at least 45 percent of the marks in one sitting will be placed in the second class.

A candidate who appeared and failed at T.Y.B.A. in any paper of subjects offered by him / her , will have to apply and appear for all three or six paper of the subject /s under the group, for subsequent examination.

Improvement of Class B.A. / B.Com

O.2217-B : Candidates who have passed the B.A./B.Com Degree examination of this University with the class mentioned in Column 1 and who desire to improve their class as shown in Column 2 below, will be permitted at their option to appear again for the third and final year of the three year B.A./B.Com degree examination with the same subjects without being required to keep any terms.

Column 1	Column 2
Pass Class	Second Class/First Class
Second Class	First Class

If the candidates who reappear for the three year B.A./B.Com Degree examination under the provisions of this ordinance fail to improve their class, their performance at such reappearance will be ignored.

7.12 Standard of Passing for M.A./M.Sc. (Maths) examinations (Part – I and II)

R.1967 :- Candidates shall be required to obtain 25 percent marks in each paper/practical of the part Examinations and 40 percent of the aggregate at each of the Part Examinations of the branches.

Those of the successful candidate who pass Part I and Part II examinations and obtain minimum of 60 percent of the total marks, will be placed in the First Class and those obtain minimum of 50 percent in Second Class.

Improvement of Class (M.A./M.Sc.(Maths))

O. 2260 : Candidates who have passed the M.A./M.Sc.(Maths) degree examination of this University either by papers or by dissertation with the class mentioned below in Column 1 and who desire to improve their class or percentage as shown in Column 2 will be permitted to appear again for the same subject/s in both the parts simultaneously without being required to keep any terms within a period of five years, following the April or October examination at which they pass under provision of O.2260.

Column 1	Column 2
Pass Class	(a) Second Class or at least 55 per cent marks or First Class
Second Class	(b) At least 55 per cent marks or First Class

Four Decades of IDOL 1971 – 2011

If candidates who reappear for the two year M.A./M.Sc.(Maths) Degree examination under the provisions of this ordinance fail to improve their class, their performance at such reappearance will be ignored.

7.13 SELF STUDY TECHNIQUES:

Since this programme is offered through Distance Education mode, it is quite likely that some of you may be wondering how to complete the programme successfully

It should not be difficult for you to complete the course if you plan your work schedule carefully. If you practice somewhat systematic way of studying the print materials, much of your job will become easy. We shall give you a few suggestions to make your studies easy and interesting.

We understand that you have many domestic and social commitments to attend to. Most of you are working in some schools, colleges or other institutes or work places. You may not have ample of time for studying. But it is possible to have some time regularly for your studies. Convince your colleagues and family members that you need some privacy to study and stick to a regular time table. As soon as you receive the study materials start-working on it and don't postpone studying the materials or writing your assignments/responses.

We suggest, you should know the techniques of self study. Your study materials contain a lengthy reading list for reference purpose and for deeper understanding of the content. One strategy that gained wide acceptance is the SQ3R technique;

SQ3R stands for the initial letters of the five steps in studying text. The five steps are:

(i) Survey (ii) Question (iii) Read (iv) Recall (v) Review

Survey

Survey refers to the quick glance through the title page, preface, chapter headings, etc. of a text book. Surveying a text helps the students grasp the main ideas. A glance at the title page may give you.

(i) the general subject area (ii) the level of approach (iii) the author's name and (iv) the date and place of publication

Preface helps you decide whether or not the book deserves your attention. Contents tell you what topics the author is dealing with and how he has organized the themes. An index survey will tell you instantly whether or not the text contains what you need. It also helps you save time and efforts by directing you straight to the relevant pages.

Question

Your survey of the text will raise in you some questions. For example glancing at the title page, preface and contents, you might ask yourself:

How far can I depend on this book?

Will the book be helpful to me as its preface suggests?

Why should the author devote a whole chapter for such and such topic?

Having made your survey and started to question, you are now ready for reading the text.

Read

Reading a text material demands a critical mind. When we read a text, we apply our mind with all its critical skills. Unless we read actively the questions which have been formulated cannot be answered satisfactorily.

It is not advisable to make notes at this stage.

This is not the stage to underline words or phrases either.

Keeping these two points in view, what perhaps, we can do at the first reading is just to look for the main ideas and the supporting details.

Recall

Reading a text is not the final step in learning. It is, instead, the first step in learning. What is read needs to be recalled for intention. Regular attempts to recall will help improve our learning in three ways (i) better concentration (ii) chance to remedy misinterpretation and (iii) reactive reading. How often to recall chiefly depends on 'how good' a reader you are.

Review

The purpose of reviewing is to check the validity of our recall. The best way to do this is to do a quick repeat of the other four steps i.e. Survey, Question, Read and Recall.

Although the steps of SQ3R are in the logical and natural order there may be overlapping and repetitions between them. Since Distance Learning students have to work on their own most of the time during their academic career, in this situation, study skills become very important.



मुंबई विद्यापीठ
दूर व मुक्त अध्ययन संस्था
(नाव/पत्ता/ विषय बदलून घेण्यासाठी अर्ज),

शिक्षणक्रम नाव	
शिक्षणक्रम क्रमांक	

दिनांक -----

विद्यार्थ्यांचे नाव : श्री. / श्रीमती /कुमारी : -----

(आडनाव) (स्वतःचे नाव वडिलांचे /पतीचे नाव) (आईचे नाव)

संस्थेच्या दफ्तरी नोंद असलेला पत्ता : -----

पिन कोड : ----- दूरध्वनी क्रमांक -----

वर्ग : ----- शैक्षणिक वर्ष २०११ .१२ पट क्रमांक :- -----

प्रति,

मा . प्राध्यापक आणि संचालक,

महोदय,

मी ----- या अभ्यास क्रमासाठी प्रवेश घेतलेला आहे .

कृपया माझे नवीन नाव/पत्ता/ विषय खालीलप्रमाणे आहे, यामध्ये योग्य तो बदल करावा .

धन्यवाद,

आपला विश्वासू,

विद्यार्थ्यांची स्वाक्षरी

विशेष सूचना : १) पुराव्यादाखल मी शासकीय राजपत्र/ विवाहाच्या दोन साक्षात्कीत प्रती या सोबत जोडत आहे . त्याची छाननी करून त्यामध्ये योग्य तो बदल करावा .

२) शिधापत्रिका/निवडणूक ओळखपत्र/वीज वील किंवा इतर पुरावा .

३) चालू शैक्षणिक वर्षात ३१ ऑक्टोबरपूर्वी विद्यार्थ्यांना विषय बदलण्याची संधी दिली जाईल . ३१ ऑक्टोबर नंतर जर एखाद्या विद्यार्थ्याला प्रवेश दिला गेला असेल, तर त्याला विषय बदलण्यास परवानगी दिली जाणार नाही .

(कार्यालयीन कामकाजासाठी)

नाव/पत्ता/ विषय बदलून देण्यास परवानगी आहे

/ नाही

संबंधित कारकुनाची सही

सहाय्यक कुलसचिवाची सही

दिनांक :

UNIVERSITY OF MUMBAI
INSTITUTE OF DISTANCE AND OPEN LEARNING
(Application for change of Name / Address / Subject)

Course	
Course Code	

From:

Name of the Student **(In Block Letters)**

Date: _____

Shri/Smt./Kum. _____
(Surname) (Own Name) (Fathers/Husband's Name) (Mother's Name)

Residential Address (As registered in the IDOL record)

Pin. Code: _____ Tel No. _____

Course _____ Year 2011 to 2012. Roll No. _____

To,

The Professor-cum-Director, IDOL.

Sir,

I have taken admission to the _____ Course.

My new name/address/subject is as under. Kindly change the same accordingly.
(OLD)

(NEW)

Thanking you,

Yours faithfully,

Signature of the student

N.B: 1. As documentary proof, I am submitting the Original with two attested Xerox copies of the Gazette **Notification of the Government and / or the **Marriage Certificate** for change in Name/Original Address Proof for Change of Residence. I request you to kindly make the necessary change in my Name/Address/Subject in your office records.**

2. Attach Ration Card/Election Card/Telephone Bill/Electricity etc.

3. Students desirous of changing the subject once offered can do so before 31st October of the academic year. Students admitted after 30th September if any, will not be allowed to change any Subjects.

(FOR OFFICE USE ONLY)

Permitted to change the Subject Name /Address /Subjects.

Yes

No

Signature of the Concerned Clerk

Signature of the Asstt. Registrar (Admn.)

Undertaking from Reserve Category Students

For Scholarship / Free Ship

A) Undertaking from reserve Category Students applying for Free ship / Scholarship

I the undersigned Shri/Smt/Kum. _____ student of Institute of Distance and Open Learning for _____ Class during the academic year 2011-2012 hereby declare that I belong to SC/ST/DT/NT/OBC Category student and I am willing to apply for Government Scholarship /Free ship. I further declared that my family annual income during the financial year 2010-2011 is Rs. _____ from all income sources. In case if my scholarship/free ship application form is not accepted and sanctioned by Govt. Authorities then I am ready to pay entire fees prescribed for the course.

Name &Signature of the Student

B) Undertaking only for Students not applying to Govt. Free ship / Scholarship

I the under signed Shri/Smt/Kum. _____ student of Institute of Distance and open learning for _____ Class during the academic year 2011-2012 hereby declare that I belong to SC/ST/DT/NT/OBC Category student and I am not willing to apply for Government Scholarship/Free ship. I further declare that I am ready to pay fees prescribed for the course willingly and I will not claim Govt. Scholarship /Free ship.

Name & Signature of the Student

DECLARATION OF CASTE AND INCOME
(Additional Information)

1. (a) Student's detailed Postal Residential _____
Address _____
- (b) A Native District of the Student _____
2. Whether the student is employed or not. _____
If employed give the details of service _____
and timing of service. _____
3. Whether enjoying any more educational _____
Concessions other than for this course _____
(ie. Night School, Evening College etc.) _____
Mention the name of such institution. _____
4. Course of standard in which studying _____
during the past year _____

Student's Photo p x p size

Last Two Years	Current Year	
20 - 20	20 - 20	20 - 20
Std.	Std.	Std.

5. Amount of deposit or any other amount _____
Recovered by the institution. _____
6. Whether the parent or guardian of the
Student is Central Government servant, _____
If so, whether he has applied for Educational _____
Concession from the Central Government. _____
Please give details. _____

Place: _____

Signature or thumb impression
of the parent / guardian.

Date: _____

FOR BUDDHIST ONLY

(In case Neo Baudha the following certificate is required from a competent authority) This is to Certify that (Student's Name) _____
Son / Daughter of Shri _____ Village _____
Taluka _____ District _____ in the Maharashtra State who now belongs to
Buddhist faith Since _____ belonged before conversion to the _____ community which is
recognized as a scheduled caste under the scheduled caste and scheduled tribes list (Amendment Act, 1956 as
adopted for Maharashtra State viewed Bombay Recognition Act, 1960)

This certificate is issued, on the strength the declaration made by of the Applicant in presence of and
attested.

Signature :

DECLARATION OF CASTE AND INCOME

Sr. No. _____

Std. _____

Div. _____

Student's Passport Size Photo

Note : 1. This declaration must be obtained from the parent or guardian of each pupil by the Headmaster and submitted to the Social Welfare Officer, the parent or guardian must make separate declaration for each pupil in duplicate.

2. Each declaration must be authenticated by the Headmaster or by some other responsible person of the Village or Town such as a School Teacher, Post Master, M.L.A., Pleader, Panchayat Member etc.

The details for freeship etc. furnished by my Son/Ward:

Name _____
of standard _____ Div. _____ of the _____

are correct free ship during the academic year 20 _____ 20 _____. I declare that the above name pupil Son/Ward has falsely claimed to belong to the caste of _____ which is included in the list of Scheduled Tribes _____ if any my Son/Ward has falsely claimed to belong to the Backward Class, my Son/Ward has falsely claimed to belong to the Backward shall not be allowed to join any school, college or institution in the state for three years, in addition to any penal proceedings that may be taken against him.

I also undertake to refund whatever amount by way of Studentship Fee Examination Fees which my Son/Ward has received on the statement made by me if proved false.

I solemnly declare that the net income of my Son/Ward and that of his parents from all sources during 20 _____ 20 _____ was Rs. _____.

My Son/Ward is not enjoying any Educational Concession for more than one course of institution.

Place :
Date :

Signature or thumb impression
of the parent/guardian or the pupil.

ATTESTATION CERTIFICATE

I _____ of Village or Town _____

of Taluka _____ of District _____ ; attest;
to Signature /thumb mark of the person (applicant) above as having been made in my presence.

Place :
Date :

Signature : _____
Designation : _____



Course
Course Code

**UNIVERSITY OF MUMBAI
INSTITUTE OF DISTANCE AND OPEN LEARNING**

Shankar Dayal Sharma Bhavan,
Vidanagari, Santacruz (East), Mumbai – 400 098.
Application for Transference Certificate from the last attended
College / University Department

College Code: _____

From:
Shri/Smt./Kum. _____
(In Block Letters) (Surname) (Own Name) (Father's/Husband's Name) (Mother's Name)

Residential address of the student _____

Pin Code _____ Tel No. _____

To,
The Principal / Head of the University Dept.
(Full Name and Address of the last attended College / University Dept.) _____

Through Asstt. Registrar (Adm.), IDOL
Sir/Madam,

I am to state that I have taken provisional admission to the _____ Class in the institute of Distance and Open Learning of the University of Mumbai on the basis of the No Objection Certificate dated _____ issued to me by the College / University Dept.

I attended the _____ Class (Div. _____ Roll No. _____) during the First/Second Terms/s of the academic year _____ at your College and passed / failed / was awarded A.T.K.T. at the examination held by the University Dept./ College in April / October _____ Examination (Seat No. _____)

My Date of Birth is _____

I am enclosing the attested xerox copy of the mark-sheet/s of the above mentioned examination/s. I have also paid the T.C. Fee of Rs. 100/- at the IDOL at the time of admission.

I am to request to send my **Transference Certificate directly to the Director, Institute of Distance and Open Learning University of Mumbai, Santacruz (East), Mumbai- 400098 at the earliest.**

Thanking you,

Verified by

Yours Obediently,

Date

(Signature of the Adm. Clerk)

(Student's Signature)

<p>N.B. 1) This Application for Transference Certificate must be submitted at the admission counter by only those those students who seek admission to IDOL on the basis of N.O.C. from the affiliated college or the Department of the University of Mumbai last attended by them. 2) The old students of IDOL are NOT required to fill up this form.</p>



**UNIVERSITY OF MUMBAI
INSTITUTE OF DISTANCE AND OPEN LEARNING**

APPLICATION FOR STUDY MATERIAL

COLLECT YOUR STUDY MATERIAL
FROM ROOM NO 5 GROUND FLOOR

Roll No. _____
Year : 2011-12

(To be filled in by the student)

1. Name of the Student _____
(In Block letters) (Surname) (Own Name) (Father's/Husband's Name) (Mother Name)

2. Residential Address (As registered in the IDOL record): -

Pin Code : _____ Tel No _____

3. Name of the Course : _____ Course Code _____
: _____

4. Date of Payment of fees of Admission _____ Fees Receipt No. _____

Received study material in the following subjects for the Academic year 2011-12
(N.B. Before filling up this form please check availability of study material status under each course.)

Sr.No	Paper No.	Name of the Subject	Study Material Required In	
			English	Marathi
1				
2				
3				
4				
5				
6				
7				
8				

Date:

Signature of the Candidate/Receiver
Name : ()

N.B : Study material will be given from Monday to Friday only. Attach letter of authority if not collected by the student in person. Also send the fee Receipt and Identity Card duly stamped by the institute. The Study material should be collected in the same academic year, failing which no study material be issued.

Tick () which ever is required.